

**THE REGULAR MEETING FOR THE BOARD OF EDUCATION OF THE
SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION**

**Board Room, Education Centre
545 – 11th Street East
Prince Albert, SK S6V 1B1**

Monday, November 7, 2022

Time: 4:00 p.m.

AGENDA (#22R-14)

- 1. Call to order by Board Chair Barry Hollick**
- 2. Land acknowledgement**
- 3. Declaration of conflict of interest**
- 4. Motion to move into Closed Session**
- 5. Regular session convenes at 5:30 p.m.**
- 6. Adoption of the agenda**
- 7. Accountability reports**
- 8. Consent items**
 - (a) Adoption of the Regular meeting minutes – October 24, 2022
 - (b) Revision to the 2022-2023 Board Annual Work Plan
- 9. Business arising from the previous meeting**
- 10. New business (Board Committee Reports, Trustees' items and Notice of Motions)**
 - (a) Motions brought forward from Closed Session of November 7, 2022
 - (b) External Board Committees (if any)
 - (c) Provincial Update
 - (d) Saskatchewan Rivers Students for Change (SRSC) Report
 - (e) Approval of Policy Changes – **G. Gustafson**
 - (f) Verbal Update on Teacher Induction Event – **B. Hollick**
 - (g) Discussion of RM Gathering Session – **B. Hollick**
 - (h) Verbal Update Johnson Shoyama Leadership Session on October 20, 2022 – **B. Hollick**

- 11. Reports from administrative staff
- 12. Notice of Motion
- 13. Three key messages for SCC/Public from meeting
- 14. Board members’ forum
- 15. Adjournment

CALENDAR OF EVENTS	
November 13 -15, 2022	SSBA General Assembly
Monday, November 28, 2022 Time: 4:00 p.m.	Regular meeting, Education Centre, 545 – 11 th Street East, Prince Albert, SK
Monday, December 12, 2022 Time: 4:00 p.m.	Regular meeting, Education Centre, 545 – 11 th Street East, Prince Albert, SK

2022-23 Board Annual Work Plan – November 2022

Events/Action

- SSBA Fall General Assembly
- Public Section General Meeting
- RMs Gathering

MEETING DATE: November 7, 2022

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
<input type="checkbox"/> Planning	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>8.8</u>	

FROM: R. Bratvold, Director of Education **ATTACHMENTS**

BACKGROUND

RE: ADOPTION OF THE MINUTES OF THE REGULAR MEETING

- October 24, 2022 Regular Minutes

RECOMMENDATION

That the minutes of the Regular meeting of October 24, 2022 be approved as presented.

NO. #2022R-13 (MONDAY, OCTOBER 24, 2022)

**MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION
NO. 119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, OCTOBER 24, 2022 AT 4:00 P.M. IN
THE BOARD ROOM, EDUCATION CENTRE, 545 11TH STREET EAST, PRINCE ALBERT, SK**

PRESENT:

MEMBERS OF THE BOARD

MRS. C. BLOOM, Trustee

MR. B. GEROW, Trustee (absent)

MR. G. GUSTAFSON, Trustee

MR. B. HOLLICK, Board Chair

MR. A. LINDBERG, Trustee (absent)

MR. A. NUNN, Trustee

MS. D. ROWDEN, Vice-Chair

MS. J. SMITH-WINDSOR, Trustee

DR. M. VICKERS, Trustee

MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education

Mrs. J. Ward, Administrative Services Officer

Mrs. J. Hingley, Superintendent of Schools

B. Hollick, Board Chair, called the meeting to order.

B. Hollick acknowledged the traditional homelands of the Métis and the ancestral lands of the Cree, Dene, Dakota, Lakota, Nakoda and Saulteaux peoples and that the division is within Treaty 6 Territory.

Trustees were given an opportunity to declare a conflict of interest.

MOTION TO MOVE INTO CLOSED SESSION:

#22R-89

Moved by D. Rowden that the meeting move into Closed Session with Board and Administration present.

Carried.

Regular meeting resumed.

STUDENT TRUSTEE

M. Pahtayken (absent)

OTHERS

K. Schwanzenberger, Consultant

Queen Mary Public School Leadership team – K. Korczak, Principal, D. VanSteelelandt, N. Parenteau, coaches

M. Oleksyn, Daily Herald reporter

ADOPTION OF THE AGENDA:

#21R-90

Moved by G. Gustafson that the agenda be approved as presented.

Carried.

ACCOUNTABILITY REPORTS:

(a) Learning Improvement Plans (LIP) Accountability Report

J. Hingley reviewed the Accountability Report on student learning for information. K. Schwanzenberger, Consultant, attended to provide information on the Experiential Play Based Learning Model. Queen Mary Public School leadership team then share their school story and how effective school leadership moulded their story.

#21R-91

Moved by C. Bloom that the Board confirm that the intent of Policy 2, item 3.2 and the Board's Strategic Plan expectation for monitoring of student achievement have been met and that the Student Achievement Accountability Report be referred to the Director Evaluation process.

Carried.

CONSENT ITEMS:

#22R-92

Moved by A. Nunn that the following consent items be approved:

(a) Adoption of the Minutes for Regular meeting of October 3, 2022;

(b) Administrative Procedures changes.

Carried.

NEW BUSINESS:

(a) Motions from the Closed Session of October 24, 2022:

#22R-93

Moved by B. Hollick that the following motions be brought forward:

1. That Policy 13: Role of the Director of Education, Appendix A – Director/CEO Evaluation Process, Criteria and Timelines be in abeyance until 2023.

Carried.

2. That the Board approve the purchase of four new school buses from Western Canada Bus and the negotiation with Legacy Bus Sales on the purchase of one used school bus.

Carried.

(b) SRSC Board Committee Report

C. Bloom asked for trustee participation in the upcoming SRSC meeting on November 8, 2022 as the majority of the Board committee members have other commitments. B. Hollick and G. Gustafson confirmed they are able to attend.

(c) Minister of Education Visit on October 17, 2022

The October 17th school visit at John Diefenbaker Public School and meeting were highlighted. The notes for the meeting were uploaded to the Board Shared Drive.

(d) Board Chairs Council Virtual Meeting – October 24, 2022

B. Hollick noted that the main item of discussion was the distance learning change that is to take place in the 2023-24 school year and the more information has been requested from the Ministry.

(e) **2022 SSBA Annual General Meeting Information**

B. Hollick noted that the three voting delegates for Saskatchewan Rivers Public School Division will be Board Chair, Vice-Chair and A. Nunn.

#22R-94

Moved by D. Rowden that the Board waives the required apportioning of votes as outlined in Policy 8: Board Operations - 15.2 relating to voting delegates and distributes the ballots equally between three trustees.

Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) **Budget Priorities, Guidelines and Timelines**

Discussion was held regarding the development of scenarios for budget to compare a more ideal plan for expenditures to meet needs with a more practical plan for expenditures that match revenue and balances budget. Consensus was that the “more ideal plan” may be helpful in advocacy efforts.

#22R-95

Moved by J. Smith-Windsor that the Board approve the Principles, Guidelines and Timelines for budget development Including budget scenarios.

Carried.

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING:

- Queen Mary Public School Leadership story;
- SCC networking;
- Bus purchases.

BOARD MEMBERS’ FORUM:

D. Rowden reminded trustees of the homework required for the upcoming Speaking with Confidence workshop on October 31, 2022 and that a draft Board Development Plan will be presented in November, 2022.

Chief Cadmus Delorme will be at the EA Rawlinson Centre on Wednesday, November 2 from 7:30 – 9 pm if trustees are interested in attending. Free tickets were available from Elder Liz Settee (4) and the Prince Albert Daily Herald.

ADJOURNMENT:

#22R-95

Moved by B. Yeaman that the meeting adjourn. (7:37 p.m.)

Carried.

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: November 7, 2022

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2</u>	

FROM: R. Bratvold, Director of Education **ATTACHMENTS** [v]

BACKGROUND

RE: REVISION TO THE 2022-2023 BOARD ANNUAL WORK PLAN

The attached 2022-2023 Board Annual Work Plan has been revised to include “Review agenda items for the City/School Board Liaison Committee” for March, 2023. This topic will be added to the 2023-24 Board Annual Work Plan in September and March.

RECOMMENDATION

That the 2022-2023 Board Annual Work Plan be approved as revised.

BOARD ANNUAL WORK PLAN – 2022-2023

The Board believes the annual work plan should accurately reflect the work of the Board and may be amended any time during the year by motion of the Board.

AUGUST/SEPTEMBER

Regular Board Meeting Agenda Items

- Consider nomination of a program for the Premier's Award for Innovation
- Review Board Development Plan
- Review Board Advocacy Plan
- Draft Resolutions for Submission to the SSBA Convention
- Review Auditor's Plan
- Review Human Resources Accountability Report
- Establish Dates for Board/Director Seminar

Events/Action

- Saskatchewan Rivers Student Voice Workshop (include Strategic Plan review)
- Elders Council
- MLAs Meeting

Budget Considerations

- Budget Work Plan

OCTOBER

Regular Board Meeting Agenda Items

- Approve Board Advocacy Plan
- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Review Legal Update of any outstanding cases
- Review Draft Annual Report and Provide Direction, if any
- Review Student Learning Accountability Report
- Review School Learning Improvement Plans Accountability Report
- Complete the Board Competency Matrix

Events/Action

- Board and Director Evaluation Session
- P.A.A.T.A. New Teacher Induction Event
- SCC Engagement Meeting

Budget Considerations

- Review, amend or adopt budget development timelines, principles and guidelines

NOVEMBER

Regular Board Meeting Agenda Items

- Hold Organizational Meeting – Elections, Appointments and Establish Committees
- Appoint Voting Delegates and Allocate Votes for the SSBA Convention
- Approve Annual Report for Submission to Ministry of Education
- Approve Board Development Plan
- Approve the Audited Financial Statements
- Review Audit Report and Management Letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)

Events/Action

- SSBA Fall General Assembly
- Public Section General Meeting
- RMs Gathering

Budget Considerations

- Review operations and priorities for next fiscal year

DECEMBER

Regular Board Meeting Agenda Items

- Review TRC – Call to Action Priority Progress

Events/Action

- Elders Council

JANUARY

Regular Board Meeting Agenda Items

- Review Parameters for School Year Calendar
- Review Inclusive Education Accountability Report
- Review Initial Projected Enrollment for Next Year
- Review Quarterly Statement of Financial Position and Operations
- Finalize Board and Director Evaluation Date and Plans

Events/Action

- P.A.A.T.A. Executive Joint Meeting
- P.A. Separate School Division Joint Board meeting
- School tours

Budget Considerations

- Review Potential Budget Additions or Deletions for Next Budget Year

FEBRUARY

Regular Board Meeting Agenda Items

- Review Strategic Plan
- Review Capital Project Priorities
- Approve School Year Calendar
- Review Semi-annual Transportation Report
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program and others)
- Review OurSchool Report

Budget Considerations

- Review budget development progress

MARCH

Regular Board Meeting Agenda Items

- Review Progress of Board Advocacy Plan
- Review Legal Update of any outstanding cases
- Enterprise Risk Management Summary Report
- Review agenda items for the City/School Board Liaison Committee

Events/Action

- Rural Congress
- Elders Council

Budget Considerations

- Review Budget Development Progress

APRIL

Regular Board Meeting Agenda

- Review Progress of Board Development Plan
- Review Quarterly Statement of Financial Position and Operations
- Review Maintenance Accountability Report

Events/Actions

- SSBA Spring General Assembly
- Public Section Meeting

Budget Considerations

- Review Budget Development Progress

MAY

Regular Board Meeting Agenda Items

- Approve Preventative Maintenance and Renewal Program and amendments

Events/Action

- Elders Council
- School tours
- SCC Engagement Meeting
- Attend achievement nights and graduation ceremonies

Budget Considerations

- Review Preliminary Budget

JUNE

Regular Board Meeting Agenda Items

- Approve Annual Work Plan
- Approve Board Meeting Schedule for the Next Year
- Final Budget Approval, unless previously approved
- Review Quarterly Statement of Financial Position and Operations
- Review Semi-annual Transportation Report
- Review TRC – Call to Action Priority Progress
- Review Stakeholders Engagement Accountability Report

Events/Action

- Public Section General Meeting
- Attend achievement nights and graduation ceremonies
- Board's Recognition Event and school-based recognition events

JULY

Events/Action

- Canadian School Boards Association (CSBA) Congress

ONGOING

- Consider new developments and directions from Ministry of Education.
- Attend meetings as determined by the Board.
- Engage in individual trustee development approved.
- Engage in celebration/recognition of students, staff and community.
- Attend School Community Council meetings as scheduled and upon invitation.
- Attend standing and ad hoc committee meetings as assigned.
- Update legacy document in the second and final year of the Board's term of office.
- Review the electoral boundaries and representation in the second year of the Board's term of office.

Revised: annually

MEETING DATE: November 7, 2022

Type of Meeting	Agenda Items	Intent
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<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Policy Committee Report</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2.4, 11</u>	

FROM: G. Gustafson, Committee Chair **ATTACHMENTS**

BACKGROUND

RE: APPROVAL OF POLICY CHANGES

The Policy Committee reviewed the attached policy and the proposed changes have been highlighted and deletions crossed out for reference. A verbal update will be provided on the work of the committee.

- Policy 2- Role of the Board (the 2022-23 Annual Work Plan was not included – see Consent items for the revision)

RECOMMENDATION

That Policy 2 – Role of the Board be approved as revised.

Policy 2

ROLE OF THE BOARD

The Board is a body created by provincial legislation and it exercises its authority within *The Education Act, 1995* and its attendant Regulations. The Saskatchewan Rivers Public School Board is elected by the voters **electors** that support the Saskatchewan Rivers Public School Division. The Board is responsible for the following:

- 1. Accountability to Provincial Government**
 - 1.1 Act in accordance with all statutory requirements to implement provincial educational standards and policies.
 - 1.2 Perform Board functions required by governing legislation **and regulation** and existing Board policy.
- 2. Accountability to Community**
 - 2.1 Make decisions that reflect Saskatchewan Rivers Public Schools' vision, mission and core values and that represent the interests of the entire Division.
 - 2.2 Establish processes and provide opportunities for information sharing with the community and for community input.
 - 2.3 Identify key results and ensure annual reporting on these results.
 - ~~2.4 Develop procedures for, and hear appeals as determined by the Board. (moved to Section 9)~~
 - 2.5 Exhibit behaviours that reflect the Board's shared core values and Code of Ethics.
 - 2.6 Provide for two-way communications between the Board and School Community Councils and between the Board and the community.
 - ~~2.7 Approve the hours of public access to all central offices. (moved to Selected Responsibilities)~~
 - 2.8 Provide governance oversight of the Enterprise Risk Management program, including ranking of risks, establishing a process to mitigate risks and annually reviewing risks and mitigations steps.
 - 2.9 Address the Truth and Reconciliation Commission's Calls to Action.**
- 3. Continuous Improvement Planning and Reporting**
 - 3.1 Provide overall direction for the Division by **developing, approving and monitoring the Strategic Plan and** establishing annual priorities and key results.
 - 3.2 Annually approve budget (driven by the Board priorities).
 - 3.3 Identify accountability reports to be presented to the Board and through such reports monitor progress toward the achievement of key results.
 - 3.4 Annually evaluate the effectiveness of the Division in terms of key results.
 - 3.5 Approve Annual Report for distribution to the public.
- 4. Policy**
 - 4.1 Adhere to approved Board policy.**
 - 4.2 Identify the purpose to be achieved before creating a new policy.
 - 4.3 Approve policy statements that achieve the purposes identified by the Board.
 - 4.4 Conduct regular review of Board policies for currency and appropriateness.

5. Director / Board Relations

- 5.1 Select the Director.
- 5.2 Provide the Director with clear corporate direction.
- 5.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in *The Education Act, 1995*.
- 5.4 Respect the authority of the Director to carry out executive action and support the Director's actions which are exercised within the delegated discretionary powers of the position.
- 5.5 Interact with the Director in an open, honest, respectful and professional manner.
- 5.6 Annually evaluate the Director in regard to the Director's job description as outlined Policy 13/Appendix A and additional Board direction unless mutually agreed by February 1 of the current evaluation year by both parties to not complete the evaluation. (i.e., hold Director accountable for results identified in the strategic plan.) The Board Chair will manage the scheduling.
- 5.7 Review Director's compensation as per contract.

6. Political / Advocacy

- 6.1 Develop/review an annual advocacy plan to support **and implement** the strategic plan.

7. Board Development

- 7.1 Develop a yearly plan for trustee development to support the Division's strategic plan.
- 7.2 Annually evaluate Board effectiveness.

8. Fiscal Accountability

- 8.1 Approve annually budget and ensure resources are allocated to achieve desired results.
- 8.2 Approve annually the Preventative Maintenance and Renewal Plan and amendments.
- 8.3 Review facilities master plan and establish long-range capital priorities.
- 8.4 Approve the submission of capital projects to the Ministry of Education.
- 8.5 Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for revenues.
- 8.6 Appoint an auditor and set the terms of engagement.
- 8.7 Receive the audit report and the management letter and ensure quality indicators are met.
- 8.7 Monitor revenues and expenditures on a monthly basis.
- 8.8 Set the mandate for employee group negotiations.
- 8.9 Review and approve the [Trustee Remuneration Guidelines](#) in the second year of the Board's term of office and other times as necessary.
- 8.10 Review and approve compensation for out-of-scope staff as per contracts.
- 8.11 Approve emergency expenditures over \$100,000.00 in excess of the budget. (The Board authorizes the Director to approve emergency expenditures under \$100,000.00.)

9. Appeals, Hearings, and Disclosures

- 9.1 Ensure there are accessible, fair and safe disclosure processes in place and monitored.
- 9.2 Ensure there are appropriate processes and effective Trustee training and guidance to hear appeals and conduct hearings that may be required by legislation, regulation, or administrative procedures.

Selected Responsibilities

1. Acquire and dispose of land and buildings, including expropriation proceedings.
2. Review and approve real estate leases.
3. Initiate a community led process to name or rename schools and other Board-owned facilities.
4. Obtain membership in the Saskatchewan School Boards Association & Public Section.
5. Approve of the purchase of Board memberships in non-educational associations.
6. Recognize students, staff and community.
7. Approve early resignation incentive formula for gratuities beyond the collective agreements.
8. Approve the school year calendar in accordance with the Board's stated interests.
9. Approve associate school status.
10. Approve school locations for French Immersion programming.
11. Approve Prekindergarten programs not funded by Saskatchewan Education.
12. ~~Approve Division partnerships.~~
13. ~~Approve service providers for driver education training~~
14. ~~Hear unresolved student and staff complaints of discrimination or harassment or where the Director cannot hear the complaints due to a conflict.~~
15. Hear appeals.
16. Approve the hours of public access to all central offices.

Legal Reference: Sections 61, 85, 87, 277, 282, 283, *The Education Act, 1995*

Approved: May 5, 2014;

Revised: April 18, 2016, April 3, 2017, November 26, 2018; June 21, 2021

Policy Committee Reflective Evaluation

Since the inception of the committee we have been evolving both the function and efficiency of the policy review and development process. The realities of covid and the time it has taken to set up internal committee processes have definitely affected the 'policy output' of the committee. We are now progressing faster due to the shared commitment and passion of all committee members, nearing completion of the review and updating of the original set of 'policy governance model' policies.

As we move into new policy initiatives we will need to continue to renew and update our annual work plan as it received less attention than it should have due to the time taken by regular policy review. Our earliest attempts at developing our work plan were possibly too ambitious, but we learned from the process and will be well served in the future for our efforts. Adding this evaluation of the committee is seen as an important step guiding the evolution of all aspects of policy considerations.

Of note in this evaluation is the realization that we have not always felt we had enough time available to advance our work as quickly as we desired. We also observed times when policy wasn't necessarily met with practice, or there were policy statements that did not have fully developed structures and processes to actualize the statements. The solutions have included having Robert fill some of the gaps with AP's, and the committee look at identifying governance tools, structures and processes that support policy. The pace of progress referenced earlier could be seen as being critical, but should also be seen as evidence that our work is thorough and should strengthen our overall governance.

Our goals included not only the core policy work, but to encourage all trustees to be invested in building effective policies and governance processes. We recognize we can not always do it on our own and realize that from time to time we may need to engage outside experts and facilitators to reach our policy development goals. Overall though, the welcoming atmosphere of the committee has members working extremely well together and has helped lay a good foundation for future policy review, revisions and new policy development.

Thanks to committee members for their dedication.
Grant Gustafson, committee chair