

**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, June 5, 2023

Time: 4:00 p.m.

AGENDA (#23R-10)

- 1. Call to order by Board Chair Darlene Rowden**
- 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. Consent items**
 - (a) Adoption of the Regular meeting – May 15, 2023
 - (b) Administrative Procedures Changes
 - (c) Policy Revisions
- 8. Business arising from the previous meeting**
- 9. New business (Board Committee Reports, Trustees' items and Notice of Motions)**
 - (a) Matters and Motions brought forward from Closed Session of June 5, 2023
 - (b) External Board Committees (if any)
 - (c) Provincial Update (if any)
 - (d) Saskatchewan Rivers Students for Change (SRSC) Report – ***Student trustees***
 - (e) Recap of Signing Ceremony for Educational Services Agreement with East Central First Nation Education Authority – May 25, 2023 – ***D. Rowden***
 - (f) June Recognition Event update – ***D. Rowden***
 - (g) Board Chairs Council Verbal Update – ***D. Rowden***
 - (h) Policy Committee Update – ***G. Gustafson***
 - (i) Verbal Update on Public Section AGM – June 1 and 2, 2023 – ***A. Nunn***

June 5, 2023

10. Accountability reports

(if any)

11. Reports from administrative staff

- (a) 2023-2024 Draft Board Annual Work Plan – **R. Bratvold**
- (b) Schedule of Revenue & Expenses and Changes in Fund Balance – Early Childhood and Development Program – Kids First Project - **J. Pidborochynski**
- (c) Schedule of Revenue & Expenses and Changes in Fund Balance – Early Years Family Resource Centre - **J. Pidborochynski**

12. Notice of Motion

13. Three key messages for SCC/public from meeting

14. Board members’ forum

15. Adjournment

CALENDAR OF EVENTS	
Monday, June 12, 2023 Time: 5:45 p.m.	June Recognition Event, Wildlife Federation Facility (north of Prince Albert)
Wednesday, June 14, 2023 Time: 4:00 p.m.	R. Bratvold’s Retirement Function – EA Rawlinson Centre for Arts – 2 nd Floor lobby
Monday, June 19, 2023 Time: 3:00 p.m.	SSBA Executive session, Education Centre, 545 -11 th Street East, Prince Albert, SK
Monday, June 19, 2023 Time: 4:00 p.m.	Regular meeting, Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK

2022-23 Board Annual Work Plan

June 2023

Events/Actions

- Public Section General Meeting (*June 1 and 2, 2023*)
- Attend achievement nights and graduation ceremonies
- Board’s Recognition Event and school-based recognition events (*June 12, 2023*)

MEETING DATE: June 5, 2023

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

- May 15, 2023 Regular Minutes

RECOMMENDATION

That the minutes of the Regular meeting of May 15, 2023 be approved as presented.



MISSION: *Strives for excellence in education and seeks to maximize each child's unique learning ability.*

VISION: *Pursuit of excellence, respect of diversity and achievement for all.*

NO. #2023R-9 (MONDAY, MAY 15, 2023)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, MAY 15, 2023 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

MR. G. GUSTAFSON, Trustee

MR. B. HOLLICK, Trustee (absent)

MR. A. LINDBERG, Trustee

MR. A. NUNN, Vice-Chair

MS. D. ROWDEN, Board Chair

MS. J. SMITH-WINDSOR, Trustee

DR. M. VICKERS, Trustee

MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education

Mr. T. Michaud, Superintendent of Schools

Mrs. J. Ward, Administrative Services Officer

Mr. M. Hurd, Superintendent of Facilities

Mrs. G. Tebay, Superintendent of Schools

D. Rowden, Board Chair, called the meeting to order.

D. Rowden provided the land acknowledgement for the school division. Trustees were given an opportunity to declare a conflict of interest.

MOTION TO MOVE INTO CLOSED SESSION:

#23R-54

Moved by G. Gustafson that the meeting move into Closed Session with Board and Administration present.

Carried.

Regular meeting resumed.

STUDENT TRUSTEE

D. Zacharias (absent)

C. Horan (absent)

ADOPTION OF THE AGENDA:

#23R-55

Moved by A. Lindberg that the agenda be approved as presented.

Carried.

CONSENT ITEMS:

#23R-56

Moved by G. Gustafson that the following consent items be approved:

(a) Adoption of the Minutes for Regular Meeting of May 1, 2023.

Carried.

May 15, 2023

NEW BUSINESS:

(a) **Matters and Motions from the Closed Session of May 1, 2023**

No motions/matters to be brought forward at this time.

(b) **Saskatchewan Rivers Student for Change (SRSC)**

C. Bloom provided a verbal update of the final SRSC committee meeting of the 2022-2023 school year. She noted that the SRSC Executive was meeting on May 29, 2023.

(c) **Land acknowledgement**

The Division and Board is very clear on the importance of acknowledging the original citizens and rightsholders of the land on which the Division operates.

#23R-57

Moved by G. Gustafson that the Board authorize the Chair to establish a schedule of trustees to provide the land acknowledgment at Regular Board meetings beginning in the 2023-24 school year.

Carried.

(d) **Policy Review Update**

G. Gustafson provided an update on the Policy Review.

#23R-58

Moved by G. Gustafson that the Board amend Policy article 2.8.7 to reflect the previous Board motion to receive the financial reports quarterly.

Carried.

#23R-59

Moved by G. Gustafson that the Board change language throughout policy documents to use gender neutral terms.

Carried.

#23R-60

Moved by G. Gustafson that the Board change the format of the “Selected Responsibilities” section of Policy 2 to be consistent with format of other policy documents.

Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) **Premier’s Award of Excellence**

#23R-61

Moved by B. Yeaman that the Board appoint trustees C. Bloom, A. Lindberg and J. Smith-Windsor to the committee to develop the Board’s application for the SSBA’s Premier’s Award of Excellence; and further, that the committee develop its terms of reference for Board consideration at a June 2023 meeting and that the committee continue its work until the application is submitted prior to September 30, 2023.

Carried.

BOARD MEMBERS' FORUM:

Trustees were given an opportunity to share information on items of mutual interest.

MOTION TO MOVE INTO CLOSED SESSION:

#23R-62

Moved by A. Lindberg that the meeting move into Closed Session with Board and Administration present.

NEW BUSINESS:

(a) Matters and Motions from the Closed Session of May 15, 2023

#23R-63

Moved by D. Rowden that the following motion be brought forward:

1. That the Board approve the initiation of the community-based process to consider the renaming Won Ska Cultural School.

Carried.

2. That the Board, after discussion at the May 15 meeting, provide to the SSBA leadership the SRPSD Board's position on the SSBA executive composition and fee structure.

Carried.

- École Arthur Pechey Public School awarded \$15,000.00 Mosaic Nutrition Challenge grant.
- Creation of three new Pride logos by the division in honor of upcoming Pride month.

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING:

- École Arthur Pechey Public School Mosaic award;
- Pride logos;
- Land acknowledgement expansion.

ADJOURNMENT:

#23R- 64

Moved by M. Vickers that the meeting adjourn. (8:02 p.m.)

Carried.

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: June 5, 2023

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" 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**

BACKGROUND

RE: ADMINISTRATIVE PROCEDURES CHANGES

The following Administrative Procedure has been developed.

- AP 108: Community Engagement

RECOMMENDATION

For Board information.

Administrative Procedure 108

COMMUNITY ENGAGEMENT

Background

The Division strongly supports and encourages healthy community relations and involvement in the Division schools. It recognizes the importance of creating meaningful avenues for providing information and receiving feedback to support the Division's priorities and initiatives through an informed and engaged public. In addition to this the Division encourages parents to discuss their interests regarding their children's education as early as possible beginning these conversations with the staff member most closely associated with the concern (for example the classroom teacher).

In general, the Division's objectives with respect to the community shall be:

- To promote effective and open engagement with the community and within the Division itself, on all matters pertaining to the operation of schools.
- To make freely available information that pertains to programs and practices that are concerned with the educational welfare of students in our schools.
- To foster and encourage effective two-way communications between each school and its parent community, ensuring that the information received from the Division is consistent.
- To encourage community involvement directly in the schools in such a way as to enhance learning opportunities.

Procedures

1. The Division promotes effective, balanced and civil communications, and will use the Division's Community Engagement Framework (Appendix A) to ensure the purpose, and planning of the engagement is going to meet the desired outcomes of the Board. School Community Councils will be the primary vehicles for this at the school level.
2. The Division recognizes the need to be sensitive to the needs and concerns of the community and to encourage the multi-directional exchange of ideas between and among the Board, administration, staff, students, parents, non-parents and the community at large.
3. The Division favours and encourages consultation and advisory through established school and division committees, associated with a school (SCC) or with a specific program or service.
4. When an incident occurs and is such as to arouse public questions or indignation, the administrators of the school(s) involved are to convey the complete facts to their Superintendent.
5. The Superintendent of Schools in charge of Community Engagement will coordinate a comprehensive community engagement program and communications plan in consultation with the Director.

Approved: June, 5, 2021

Community Engagement Framework



Community Engagement Framework

Saskatchewan Rivers Public School Division is committed to gathering perspectives from our community in order to inform sound, intentional, decision making that inspires excellence for every learner.

Purpose of this Framework:

The purpose of this Community Engagement Framework is to provide an overview of the concept, principles, underlying values of community engagement and its value to the division while creating common protocol in identifying and planning engagement activities.

Objectives:

- To develop a common understanding of community engagement and to create a common language, context, and processes.
- To support the division in engaging the community in a variety of ways to inform decision making.
- To ensure engagement practices are purposeful, consistent, and of high quality.
- Community members gain confidence and trust that their insight is being considered in the decision making. The Board of Education and staff of our division have strong relationships with the community.

Community Engagement Principles

Clarity of Purpose

- Why are we engaging the community at this time?
- Who is included, and who is not?
- How will participants voices be used in decision making? What are the non-negotiables?
- What values and principles underlie the process?

Transparency

- Clear communication about process, purpose, timing, roles, responsibilities, constraints, and outcomes
- Ensure information about the full scope of the project is presented and publicize the outcome

Effective Communication

- Valuing and creating opportunities for dialogue
- Use a variety of communication avenues in clear language, in a timely manner
- Communications should enhance the quality of the relationship

Integrity

- Diverse views are appreciated, and held in high regard
- How the communities voice influence the outcome is celebrated
- Concerns are addressed with honesty and forthrightness
- Process is not focused on a predetermined outcome

Continuous Learning and Improvement

- Monitor, evaluate, modify process as necessary
- Use feedback on the process to plan future engagements

Human systems require continual refinement as they work towards excellence

Engagement Procedures

1

The engagement spectrum will be used to ensure engagement processes align with the scope, complexity and outcome of the decision to be made.

2

The purpose and outcome of the engagement will be identified at the beginning of the process.

3

Participants will know what will be included in the engagement and what will not and they will know what decision is to be made.

4

Timing, location, and format will reflect the needs of the participants ensuring that engagement activities are inclusive.



The Engagement Spectrum

	Inform	Consult	Involve	Collaborate
Public Participation Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions	To obtain public feedback on analysis, alternatives and/or decisions	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution
Promise to the Public	We keep you informed	We will keep you informed, listen to acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how the public input influenced the decision	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible
Example engagement Techniques	<ul style="list-style-type: none"> • Fact Sheets • Websites • Open Houses 	<ul style="list-style-type: none"> • Public Comment • Focus Groups • Surveys • Public Meetings 	<ul style="list-style-type: none"> • Workshops • Deliberative Polling 	<ul style="list-style-type: none"> • Citizen advisory committees • Consensus-building • Participatory decision-making

Adapted from: IAP2 Spectrum of Public Participation

The Engagement Planning Process

1



ARTICULATE
the outcomes and
identify the
stakeholders

2



DETERMINE
the level of
engagement within
the Engagement
Spectrum

3



CREATE
background, develop
timeline, scope,
dates, budget and
communications

4



RAISE
awareness and
invite participation

5



CONDUCT
engagement activities,
analyze the data

6



EVALUATE
the input, and report
back on engagement
process and outcomes



MEETING DATE: June 5, 2023

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<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 checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2.4, 11</u>	
FROM: G. Gustafson, Committee Chair		ATTACHMENTS []

BACKGROUND

RE: POLICY REVISIONS

At the May 15, 2023 Board meeting, the Board approved some amendments to Board policies. The policies are noted below – the changes have been crossed out and the change **highlighted**.

- Policy 1: Foundation Statements
- Policy 2: Role of the Board
- Policy 4: Trustee Code of Conduct – Appendix A
- Policy 5: Role of the Board Chair
- Policy 8: Board Operations
- Policy 14: Appeals and Hearings Regarding Student Matters

RECOMMENDATIONS

That the Board approve Policy 1: Foundation Statements; Policy 2: Role of the Board; Policy 4: Trustee Code of Conduct – Appendix A; Policy 5: Role of the Board Chair; Policy 8: Board Operations and Policy 14: Appeals and Hearings Regarding Student Matters as revised.

Policy 1

Foundation Statements

Vision

Pursuit of excellence, respect for diversity, and achievement for all.

Mission

Saskatchewan Rivers Public School Division strives for excellence in education and seeks to maximize each child's unique learning ability.

Motto

Excellence for Every Learner

Core Values

1. Educational excellence:

- 1.1 Ensure excellence in academics, citizenship and character education;
- 1.2 Maximize every student's ability to learn;
- 1.3 Promote a school environment conducive to learning;
- 1.4 Provide a broad base of current knowledge to students;
- 1.5 Educate every student to be a citizen who is responsible, demonstrates integrity, respects him/herself **themselves** and others and exhibits high self-esteem;
- 1.6 Instill in students a sense of lifelong learning;
- 1.7 Deliver a value-oriented education to students. Core values such as respect, responsibility, joy and excellence are highly regarded;
- 1.8 Address the educational, cultural and spiritual needs of all students.
- 1.9 Provide an education for students which will enable them to become responsible members of society.

2. Human diversity:

- 2.1 Recognize ways in which human beings are both similar and different.
- 2.2 Accept and respect differences in people and their unique circumstances; including, but is not limited to, gender identity, sexual orientation, age, ethnic origin, ancestry, culture, socio-economic status, religion, family status, and mental and physical ability;
- 2.3 Subscribe to the fundamental principle that all persons are equal in dignity and rights;
- 2.4 Foster cultural responsiveness;
- 2.5 Promote everyone's right to equal concern and respect;
- 2.6 Provide an environment which promotes and fosters growth, harmony and equality of opportunities for all students and staff member.

3. Community participation/engagement:

- 3.1 Recognize the home has an important role in building a learning community and is a genuine partner in education;
- 3.2 Develop effective partnerships;
- 3.3 Follow an integrated services model that includes human services agencies as partners in education;
- 3.4 Enhance relationships with community partners and the business sector;
- 3.5 Build and maintain trusting relationships among home, school, and community.

4. Responsible governance:

- 4.1 Provide leadership and strategic direction;
- 4.2 Operate with integrity in an open, accountable and approachable fashion;
- 4.3 Consult and communicate regularly with students, School Community Councils and other stakeholders;
- 4.4 Make well informed, proactive, fiscally responsible decisions that reflect the needs of the community and the best interests of students;
- 4.5 Treat staff in a professional manner and value good staff morale.

5 Effective infrastructure and facilities:

- 5.1 Provide high quality, safe, and accessible facilities, transportation, equipment and technological resources.

Logo

The purpose of the Saskatchewan Rivers Public logo is to visually represent our brand and effectively communicate who we are as a division. The two rivers represent the North and South Saskatchewan Rivers which meet within the boundaries of the school division. The trees also refer to our location in the parklands area of the province. The word public is significant as it speaks to our commitment to serve all children in our area. This logo may not be duplicated without express permission from the Division.

Legal Reference: Section 85, 87, *The Education Act, 1995*

Approved: May 5, 2014

Revised: November 26, 2018; June 5, 2023

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 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.

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 Exhibit behaviours that reflect the Board's shared core values and Code of Ethics.
- 2.5 Provide for two-way communications between the Board and School Community Councils and between the Board and the community.
- 2.6 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.
- 2.7 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~~ quarterly 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.

10. Selected Responsibilities

- 10.1 Acquire and dispose of land and buildings, including expropriation proceedings.
- 10.2 Review and approve real estate leases.
- 10.3 Initiate a community led process to name or rename of schools and other Board- owned facilities.
- 10.4 Obtain membership in the Saskatchewan School Boards Association & Public Section.
- 10.5 Approve of the purchase of Board memberships in non-educational associations.
- 10.6 Recognize students, staff and community.
- 10.7 Approve early resignation incentive formula for gratuities beyond the collective agreements.
- 10.8 Approve the school year calendar in accordance with the Board's stated interests.
- 10.9 Approve associate school status.
- 10.10 Approve school locations for French Immersion programming.
- 10.11 Approve Prekindergarten programs not funded by Saskatchewan Education.
- 10.12 Hear appeals.
- 10.13 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; November 7, 2022; June 5, 2023

TRUSTEE CODE OF CONDUCT SANCTIONS

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. Failure of a trustee to conduct him/herself **themselves** in compliance with this policy may result in the Board instituting sanctions.
2. In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
3. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
 - 3.1 The Board Chair shall request that the Director for the Saskatchewan Rivers Public School Board of Education (as head of the Saskatchewan Rivers Public Board of Education under [The Local Authority Freedom of Information and Protection of Privacy Act](#), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
 - 3.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Director.
 - 3.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
 - 3.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
 - 3.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.
 - 3.6 The Board may additionally remove the offending trustee from some or all of the positions to which the Board may have appointed the trustee.

4. For a violation of all other sections of the Code of Conduct corrective measures may include:
- An aggrieved trustee going to the offending trustee to seek resolution if the matter is between those trustees;
 - The Board Chair and Vice-Chair meeting with the offending trustee to seek resolution,
 - Having the matter discussed in an in-camera session of the board to seek resolution;
 - The Board authorizing the Board Chair to send a letter of clarification or direction to the trustee.

Policy 5

ROLE OF THE BOARD CHAIR

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Board delegates to the Board Chair the following powers and duties:

1. The Board Chair shall have the duties and powers conferred by *The Education Act, 1995*, and shall assume such other responsibilities as may be required by formal resolution of the Board.
2. Preside over the public portion of all regular and special Board meetings and ensure that such meetings are conducted in accordance with *The Education Act, 1995* and the policies and procedures as established by the Board and where those are silent, Robert's Rules of Order.
3. Prior to each Board meeting, confer with the Director on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them. The Board Chair will ensure the items from the Board work plan are included in the agenda.
4. Perform the following duties during Board meetings:
 - 4.1 Preside over Board meetings and ensure that such meetings are conducted in accordance with *The Education Act, 1995*, the policies and procedures as established by the Board and Robert's Rules of Order;
 - 4.2 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 4.3 Display firmness, courtesy, tact, and impartiality;
 - 4.4 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached;
 - 4.5 Ensure that debate is relevant. The Board Chair, in keeping with his/her **their** responsibility to ensure that debate must be relevant to the question, shall, when s/he is **they are** of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;
 - 4.6 Decide questions of order and procedure. The Board Chair may speak to points of order in preference to other members;
 - 4.7 Submit motions or other proposals to the final decision of the meeting by a formal vote;
 - 4.8 Extend hospitality to other trustees, officials of the Board, the press, and members of the public.
 - 4.9 Direct trustee queries of administration to the Director for response.

5. Keep informed of significant developments within the Division.
6. Keep the Board and the Director informed in a timely manner of all matters coming to his/her **their** attention that might affect the educational opportunities in the Division.
7. Be in regular contact with the Director to maintain a working knowledge of current issues and events.
8. Convey directly to the Director such concerns as are related to him/her **them** by trustees, parents, students or employees which may affect the administration of the Division.
9. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
10. Act as an ex-officio (non-voting) member of all committees appointed by the Board unless determined otherwise by specific Board motion.
11. Be a standing member of the Out-of-Scope Committee.
12. Act as a voting member of any committee specifically appointed to by Board resolution.
13. Act as a signing officer for the Division.
14. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
15. Review and approve the Director's monthly expense claim, vacation entitlement report and sick leave report in accordance with the Director of Education's contract provisions. Administer any other provisions of the Director's contract on behalf of the Board.
16. The Board Chair with the assistance of the Vice-Chair and Director will assist in resolving situations in which the trustee remuneration guidelines do not provide specific enough direction.
17. Name trustees to serve on ad hoc committees and ensure each committee establishes a term of reference and annual work plan including timelines for task completion.
18. Address inappropriate behaviour on the part of a trustee in collaboration with the Vice-Chair as noted in Policy 4 – Trustee Code of Conduct.
19. Receive and forward any harassment complaints that involve the Director.
20. Sign off monthly expense claims for all trustees except the Vice-Chair.

21. In consultation with the Vice-Chair ensure the Board develops and implements an orientation program for newly elected trustees.
22. Ensure that the Board engages in regular (annual) assessments of its effectiveness as a Board and ensure that the Board's Positive Path Forward is implemented and reported on, at least twice per year.

Revised: November 26, 2018; March 8, 2021; June 5, 2023

Policy 8

BOARD OPERATIONS

The Board shall hold meetings at least six times per year as per *The Education Act, 1995* and as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. All requests to have reports prepared, or information gathered, by administration shall be approved by Board resolution.

The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner. Respectful behavior preserves the inherent dignity of everyone; therefore it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of trustees, staff and members of the public. The organization of the Board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect.

In all matters of procedure not covered in the Board Policy handbook, Robert's Rules of Order shall apply. However, notwithstanding the foregoing, the will of the majority of Board members present shall prevail.

The Board believes that its fundamental obligation is to preserve and enhance the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in closed sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

1. Electoral Boundaries and Elections

The Saskatchewan Rivers School Division was initially formed by Minister's Order Number 011/2005-06 on April 19, 2005. The name was changed through Minister's Order Number 115/2005-06 December 1, 2005. This second order provided for name changes to a total of 12 Saskatchewan school divisions following province-wide amalgamations. Minister's Order 011/2005-06 provided for the nomination and election of trustees within the Division by subdivisions as follows:

- 1.1 One trustee elected in each of five rural subdivisions with the boundaries as described in detail in Minister's Order 011-2005-06.
- 1.2 Five trustees from the City of Prince Albert elected at large by the electors resident in the city.

- 1.3 The provisions of the *Local Government Election Act* respecting the election of trustees shall apply to every election in each subdivision [Local Government Election Act](#).
 - 1.4 The electoral boundaries and representation shall be reviewed in the second year of the Board's term of office.
2. Organizational Meeting
- 2.1 The Organizational Meeting of the Board in each calendar year shall be held in the Education Centre not later than November 30, in accordance with Section 14.1 of *the School Division Administration Regulations*.
 - 2.2 The Director will give notice of the Organizational Meeting to each trustee as if it were a special meeting.
 - 2.3 The Director shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of members if any, and the Director shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 14.1 of *the School Division Administration Regulations*.
 - 2.4 The Director shall proceed to conduct the election of the Board Chair.
 - 2.4.1 Nominations shall be made by the trustees for the office of Board Chair and need not be seconded.
 - 2.4.2 The Director shall make three (3) calls for nomination.
 - 2.4.3 A vote upon the nominees shall be taken by secret ballot.
 - 2.4.4 The nominee who receives the majority of votes of the trustees present shall therefore be declared elected.
 - 2.4.5 Where, on the addition of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the Director shall follow the tie vote procedure specified in Section 141(1) if the *Local Government Election Act*.
 - 2.4.6 In the event that only one (1) trustee has indicated willingness to serve as Board Chair, that trustee shall be declared elected by acclamation.
 - 2.5 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair following the procedure noted above.
 - 2.6 The newly elected Board Chair shall then proceed with the agenda as presented by the Director and adopted by the Board.
 - 2.7 The Organizational Meeting shall, in addition include, but not be restricted to, the following:
 - Approval of Deputy Chair rotation
 - Create such standing committees of the Board as are deemed appropriate, and appoint members;
 - Make external Board appointments;
 - Authorize the Chief Financial Officer to certify all accounts for payment;
 - Confirm current attendance areas and transportation service areas.
 - Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
 - Appoint the Division's solicitor, insurance agent or broker, banking and auditing firms;
 - Designate those with signing authority, and provide borrowing authority;
 - Approve trustee appointments to school clusters.
 - Approve the hours of public access to the all central offices.
 - Other organizational items as required.

3. Regular Meetings

- 3.1 Unless otherwise arranged by appropriate Board action, the Board shall meet regularly in open session in either the Board Room or the Seminar Room of the Education Centre, in accordance with the schedule of meetings established at a Board Meeting in June of each year and included in the Board Annual Work Plan in Policy 2 Appendix.
- 3.2 All trustees shall notify the Board Chair or the Director if they are unable to attend a Board meeting.
- 3.3 A majority of members of the Board constitutes a quorum. The vote of the majority of the quorum is valid and binding on the division.
- 3.4 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 3.4.1 Obtain authorization by resolution of the Board to do so; or vacate his/her office.

Failure to attend may result in disqualification from the Board.
- 3.5 If both the Board Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Board Chair's and Vice-Chair's inability to act or absence.
- 3.6 Regular meetings of the Board will not be held without the Director in attendance, unless the Director's contract is being discussed or the Board is dealing with a trustee or Director disciplinary issue or the Board is meeting with its auditor. The Director shall from time to time require other members of staff to attend regular meetings of the Board.

4. Special Meetings

- 4.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action. A special meeting may be scheduled by
 - 4.1.1 The Board passing a motion at a legally constituted meeting of the Board.
 - 4.1.2 The Board Chair or any three members of the Board giving at least six business days' notice to each member by registered, certified, or special delivery mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence who shall state explicitly the reason therefore at least three days before the meeting. The Board by unanimous consent waiving notice in accordance with Section 16 of the School Division Administration Regulations. Such consent is to be subscribed to in writing by each member of the Board before the commencement of the meeting and recorded in the minutes of the meeting.
- 4.2 If an additional meeting of the Board is to be held, the Director shall send a written notice of such a meeting as prescribed by *The Education Act, 1995* and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.
- 4.3 Special meetings of the Board will not be held without the Director in attendance, unless the Director's contract is being discussed or the Board is dealing with a trustee or Director disciplinary issue or the Board is meeting

with its auditor. The Director shall from time to time require other members of staff to attend special meetings of the Board.

- 4.4 Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

5. Closed Sessions (In Private)

The Board may, by resolution, schedule a closed session at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in closed session. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director. The reason for the Closed Session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 5.1 Personal or confidential matters relating to individual staff, or students, or to finances;
- 5.2 Matters relating directly or indirectly to negotiations of salary and wage schedules of employees;
- 5.3 Legal issues regarding the Board and its activities;
- 5.4 Negotiations for sale or purchase, lease or other acquisition of property;
- 5.5 Preliminary budgets;
- 5.6 Sensitive matters that a majority of the trustees present feel should be held in private, in the public interest. This may include matters of a sensitive or exploratory nature that either the Director or the Board wishes to discuss with each other, with the ultimate view to providing guidance or information on issues that may or may not become public later.
- 5.7 Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed session. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of the discussions at such sessions.
- 5.8 In Closed Session, the Board Chair shall leave the chair and ~~his/her~~ **their** place shall be taken by the Deputy Chair of the day or, in ~~his/her~~ their absence, by another member of the Board named by the Board Chair as per Policy 7 – Role of the Deputy Chair.
- 5.9 All rules of the Board shall be observed in Closed Session. The number of times a trustee may speak on any question shall be determined at the discretion of the Chair.
- 5.10 The Board shall, during the Closed Session, adopt only a resolution to rise and report to the open public Board meeting.
- 5.11 The official minutes of the Closed Session will be kept on file at the Board office.

6. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas. The Board Chair and Director are responsible for establishing the agenda for Board meetings, in accordance with legislation and Board policy in particular the Board Annual Work Plan.

Agendas shall include all the data and background, information, rationale and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.

- 6.1 The order of business at a regular meeting shall generally be as follows:
 - 6.1.1 Call to Order;
 - 6.1.2 Land Acknowledgement;
 - 6.1.3 Declaration of Conflict of Interest;
 - 6.1.4 Adoption of Agenda;
 - 6.1.5 Consent Items;
 - 6.1.6 Business Arising from Previous Meeting;
 - 6.1.7 New Business;
 - 6.1.8 Accountability Reports;
 - 6.1.9 Reports from Administrative Staff;
 - 6.1.10 Notice of Motion;
 - 6.1.11 Three Key Messages;
 - 6.1.12 Board Members' Forum;
 - 6.1.13 Adjournment.
 - 6.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation and indicate author of the report.
 - 6.3 Items may be placed on the agenda in one of the following ways:
 - 6.3.1 Normally those items in Policy 2 – Board Annual Work Plan, Appendix A shall be included in the monthly Board meeting agenda.
 - 6.3.2 Trustees may contact the Board Chair prior to the development of the agenda and request inclusion of a Board meeting agenda item.
 - 6.3.3 By notice of motion at the previous meeting of the Board. A trustee may present in writing a notice of motion at any regular or special meeting of the Board. At the next regular meeting of the Board, that member shall present the motion and speak in support of it.
 - 6.3.4 As a request from a committee of the Board.
 - 6.3.5 Although the Board seeks to minimize items being added without proper notice issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
 - 6.4 Materials for Board meetings will be distributed to each trustee and the Director four days prior to the meeting. The Director is responsible for distribution (to the Board, Administration) and posting.
 - 6.5 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.
 - 6.6 Unless authorized by a majority of the trustees present, the Board Chair shall not keep the Board in session for more than four continuous hours.
7. Electronic Meeting
- 7.1 The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.

- 7.2 At least one of the following persons must be present at the Board Office during the meeting:
 - 7.2.1 A trustee;
 - 7.2.2 The Director;
 - 7.2.3 The Chief Financial Officer.
 - 7.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
 - 7.4 A trustee may participate from a location to which the public does not have access.
8. Minutes for Regular or Special Meetings
- The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.
- 8.1 The minutes shall record:
 - 8.1.1 Date, time and place of meeting;
 - 8.1.2 Type of meeting;
 - 8.1.3 Name of presiding officer;
 - 8.1.4 Names of those trustees and senior administration in attendance;
 - 8.1.5 Approval of preceding minutes;
 - 8.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
 - 8.1.7 Names of trustees making the motion;
 - 8.1.8 Points of order and appeals;
 - 8.1.9 Appointments;
 - 8.1.10 Attached reports of committees;
 - 8.1.11 Recording of the vote on a motion (when requested pursuant to *the Education Act, 1995*); and
 - 8.1.12 Trustee declaration of conflict of interest pursuant to *the Education Act, 1995*.
 - 8.2 The minutes shall:
 - 8.2.1 Be prepared as directed by the Director and distributed to trustees and such other persons as directed by the Board as soon after each meeting as is convenient;
 - 8.2.2 Be reviewed by the Director prior to submission to the Board;
 - 8.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 8.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business. The Director shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures to the concluding page of the minutes.
 - 8.3 The Director shall establish a codification system identifying resolutions determined by the Board which will:
 - 8.3.1 Provide for ready identification as to the meeting at which it was considered;
 - 8.3.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 8.3.3 Establish and maintain a file of all Board minutes.
 - 8.4 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director to institute

and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.

- 8.5 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director is responsible to distribute and post the approved minutes.

9. Motions

Motions do not require a seconder.

9.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

9.2 Discussion on Motions

Normally, the custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

9.3 Speaking to the Motion

The Board Chair will endeavor that all trustees have an opportunity to speak to the motion.

A trustee may speak to a motion twice, unless replying to a question, in which case the member may speak a third time. The mover of a motion may speak a third time and thereby close the debate on the question. This limitation shall not apply in committee meetings. The Board may, by majority vote, approve extended discussion of any subject.

The Board Chair will normally speak just prior to the last speaker who will be the mover of the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information.

Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

A “point of order” may be raised by a trustee at any time. The “point of order” must be stated definitively and conclusively. The chair shall decide without debate if the “point” has merit.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.4 Challenging the Board Chair

Any trustee may challenge the ruling of the Board Chair. The member states the reason(s) for the appeal, and the Board Chair states the reason(s) for the ruling. There is no debate. The Board Chair then asks, “May I have a motion to sustain the Board Chair?” A simple majority decides the issue.

9.5 Reconsideration Motion

A rejected motion shall not be re-introduced during the same meeting unless a majority of the trustees present approve a motion “That the question be re-considered”. Said motion is not debatable and calls for an immediate vote.

9.6 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

9.7 Entitled Votes

All trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by *The Education Act, 1995*.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.

9.8 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of all trustees and whether each trustee voted for or against the matter or abstained.

9.9 Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

While all trustees are encouraged to vote on all questions and motions, except in the case of a conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote.

9.10 Tabling motion

A motion to table a motion shall not be subject to debate, but the question may be debated when the motion is lifted from the table.

10. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.

- 10.1 Delegations wishing to appear before the Board are required to give notice, in writing, to the Board Chair at least seven full days before the meeting at which they are to be heard. The Director or Board Chair has the authority to waive the time requirement.
- 10.2 Individuals or organizations who appear at a Board meeting without making prior arrangements and who wish to act as a delegation will not be allowed to do so, unless the reason for the delegation is deemed by the Board Chair, in consultation with the Director, to be either an emergency or in the best interests of the Board to be heard.
- 10.3 When scheduling an appointment, delegations should:
 - 10.3.1 State the nature of the subject that they intend to bring before the Board,
 - 10.3.2 Provide a written submission prior to the presentation,
 - 10.3.3 Identify the spokesperson for the group,
 - 10.3.4 Provide an estimate of the number of people who will be in attendance,
 - 10.3.5 Be prepared to speak to, as opposed to reading, the submission.
- 10.4 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- 10.5 The Board reserves the right to invite delegations to appear before the Board.
- 10.6 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 10.7 Normally delegations will be given a maximum of 15 minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
- 10.8 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall ~~s/he~~ **they**, by any statement, commit the Board to any specific course of action.
- 10.9 Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 10.10 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

11. Audio/Video Recording Devices

Anyone wanting to use recording devices at any meeting of the Board shall seek permission of the Board Chair.

12. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence of the residents of the Division placed in its Board and in its trustees. The trustee:

- 12.1 Is expected to be conversant with Section 11 of the School Division Administration Regulations with the conflict of interest provisions of Policy 4 – Trustee Code of Conduct.
- 12.2 Is responsible for declaring themselves to be in possible conflict of interest.
- 12.3 Shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 12.4 It shall be the responsibility of the trustee in conflict to absent ~~him/herself~~ **themselves** from the meeting in accordance with the requirements of *The Education Act, 1995* and ensure that ~~his/her~~ **their** declaration and absence is properly recorded within the minutes.

13. Board Facilitated Self-Evaluation

The annual Board facilitated self-evaluation process will be carried out as described in the document entitled [Board Self-Evaluation Process, Criteria and Timelines](#).

- 13.1 The purpose of the Board facilitated self-evaluation is to answer the following questions:
 - 13.1.1 How well have we fulfilled each of our defined roles as a Board this past year?
 - 13.1.2 How do we perceive our interpersonal working relationships?
 - 13.1.3 How well do we receive input and how well do we communicate?
 - 13.1.4 How well have we adhered to our annual work plan?
 - 13.1.5 How would we rate our Board-Director relations?
 - 13.1.6 How well have we adhered to our governance policies?
 - 13.1.7 What have we accomplished this past year? How do we know?
- 13.2 The principles upon which the Board facilitated self-evaluation is based are as follows:
 - 13.2.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 13.2.2 A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board and fosters an excellent Board-Director relationship.
- 13.3 An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation. The components of the Board facilitated self-evaluation are:
 - 13.3.1 Review of Board Role Performance.
 - 13.3.2 Review of Board Chair Performance.
 - 13.3.3 Monitoring Interpersonal Working Relationships.
 - 13.3.4 Monitoring Board Community Engagement.
 - 13.3.5 Review of Annual Work Plan Completion.
 - 13.3.6 Monitoring Board-Director Relations.
 - 13.3.7 Review of Board Motions.
 - 13.3.8 Review of Board Governance Policies.
 - 13.3.9 Creating a Positive Path Forward.

14. Board Development

- 14.1 In order to fulfill its commitment to professional and leadership development, the Board will analyze and pursue opportunities for growth as referenced in [Policy 3 Role of the Trustee](#) & [Policy 4 Trustee Code of Conduct](#).
- 14.2 The Board Development Committee shall annually facilitate the completion and review of the [Board Competency Matrix](#).
- 14.3 The Board Development Committee shall provide a quarterly report on professional development progress and expenditure.

15. Saskatchewan School Boards Association

The Saskatchewan School Boards Association (SSBA) is a non-profit organization dedicated to excellence in public education by providing leadership services to Saskatchewan school boards. The Association represents school boards in Saskatchewan.

15.1 Membership and Participation

The Board

- 15.1.1 Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 15.1.2 Supports active participation of its trustee membership in the Association at the section, constituency and provincial levels.
- 15.1.3 Establishes a remuneration and expense schedule at its Organizational Meeting, to recognize expenses incurred by trustees attending SSBA sponsored meetings, seminars, workshops and conventions.

15.2 SSBA Voting Delegates

- 15.2.1 The Board is to determine on or before November of each year, which of the trustees delegated to Convention are voting delegates.
- 15.2.2 The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws 10 and 11.
- 15.2.3 Each trustee attending as a voting delegate is apportioned at least one (1) vote.
- 15.2.4 Any votes remaining un-apportioned are to be divided equally as possible in whole numbers among trustees attending Convention.
- 15.2.5 When registering delegates, the SSBA is to be informed of the voting delegate and the number of votes apportioned to each.

16. Annual Meeting of Electors

The Board may convene an annual meeting of electors after receipt of the audited financial statement of the Board.

17. Special Meeting of Electors

- 17.1 A special meeting of electors may be held at any time according to Section 33 of the School Division Administration Regulations.
- 17.2 The Board must call a special meeting:
 - 17.2.1 If requested by the Minister of Education
 - 17.2.2 On receipt of a written request signed by not fewer than 25 electors of the school division.
- 17.3 The notice of the special meeting will contain place, time and purpose and items prescribed in [The Local Government Election Act](#), with necessary modifications.

- 17.4 Electors in attendance at the Special Meeting shall:
- Elect chairperson
 - Elect Secretary
 - Only discuss business identified in the notice.

Reference: Sections 80, 80.1, 87, *The Education Act, 1995*
Section 11, 14.1, The School Division Administrative Regulations
Local Authorities Freedom of Information and Protection of Privacy Act
Local Government Election Act

Approved: May 5, 2014

Revised: April 18, 2016; November 26, 2018; February 11, 2019; March 8, 2021

Policy 14

APPEALS AND HEARINGS REGARDING STUDENT MATTERS

Intensive Needs Review

The Board recognizes the right of a student with intensive needs or the parents/guardians of that student to request a review of a decision related to designation, placement and program in accordance with provisions outlined in [The Education Act, 1995](#).

Specifically,

1. A student who has reached 18 years of age, or the parents/guardians of a student with intensive needs shall have access to a review process in the event he/she they disagrees with:
 - 1.1 The designation of the student or the failure to designate the student as having intensive needs;
 - 1.2 The placement of the student;
 - 1.3 The program provided to the student.
2. The right to a review is limited to decisions with educational or developmental implications for the student. The right for review does not apply where the disagreement with respect to the placement of the student is based on:
 - 2.1 Parental preference as to the location of the delivery of the program;
 - 2.2 Parental convenience;
 - 2.3 Other factors unrelated to the impact of the location of the educational instruction on the student's education and development;
 - 2.4 Location within an educational institution;
 - 2.5 Any other reason that relates to or is similar in nature to those listed in clauses 2.1 to 2.4; or
 - 2.6 An allegation of discrimination pursuant to the *Human Rights Code* or the *Canadian Charter of Rights and Freedoms*.
3. At any stage of the review the student or the parents/ guardians of the student may choose to be accompanied by a friend, or other person of their choice.
4. The Director may make any interim decision he/she they considers necessary pending the decision of the review. During the appeal and review period, the parents have the right to either have their child exempted from school or have him/her them remain in the initial placement until the dispute is settled.
5. The Division will attempt to make every effort to resolve a designation, placement and/or program decision in a manner amicable to the student, parents/guardians and the Division. The following steps outline the initial action that is required prior to requesting a formal review process:
 - 5.1 The student or parents/guardians shall discuss the decision in question with the teacher(s) and the in-school administration;

- 5.2 If there is no resolution, the student or parents/guardians shall request that the Superintendent responsible review the designation, placement or program decision;
 - 5.3 If there is no resolution, the Director of Education shall inform the student or parents/guardians of the procedures necessary for initiating a formal review process.
6. The following steps outline the process required to initiate a formal review process:
 - 6.1 The request for a formal review shall be in writing directed to the Director, and shall set out the reasons for disagreement with a designation, placement or program decision;
 - 6.2 Within five school days of receiving the request for a formal review of a decision, the Director shall respond in writing to the individual(s) outlining:
 - 6.2.1 the steps in the formal review process,
 - 6.2.2 the procedure used to establish the Review Committee, and
 - 6.2.3 the anticipated timeline of the formal review process;
 - 6.3 The Director shall notify the Division personnel involved in the decision of the request for review and shall provide them with information concerning the circumstances of the review, including a copy of the written request for review.
 7. The Review Committee shall be composed of three members.
 - 7.1 The Director shall name a member to the Review Committee.
 - 7.2 The student or parents/guardians may choose a member from a list provided by the Director of at least four people who have not been involved in the original decision and who are external to the Division.
 - 7.3 In the event, there exists a difficulty attaining a mutually acceptable individual, the student or parents/guardians must have the opportunity to name a person who must be mutually acceptable.
 - 7.4 The process of bringing forward names will continue until the third person can be selected.
 - 7.5 The Director and the student or parents/guardians must name a mutually acceptable Committee Chair.

The members of the Review Committee shall have appropriate levels of expertise and experience in educational programming and administration of services for students with exceptional needs.
 8. The appointment of the Review Committee representatives will be made within ten (10) days of the initiation of a formal review by the student or parents/guardians.
 9. The Review Committee shall hold their initial meeting within four weeks of the formal review initiation. The student or parents/guardians and their representative(s) shall be invited to present their reason(s) for requesting a review. The representative(s) of the Division who participated in the educational planning/decision-making process may be called upon to provide information related to the review. The Committee may call upon other parties as witnesses or experts. The Committee may conduct on-site observations and may request written submissions and reports from those individuals involved in the review.

10. The Review Committee will submit a written report to the Board and the student or the parents/guardians requesting the review no later than 30 days after review completion. The report will outline the situation under review and identify recommendation(s) related to the situation. The recommendation(s) will be based on the information provided and will be consistent with *The Education Act, 1995*.
11. The Board will ratify, modify or deny the recommendation(s) at the next regular meeting of the Board. The Board will provide written notification to the student or parents/guardians that describe the Board's response to the recommendation(s) of the Review Committee. The decision of the Board is final.

All Other Student Matters Aside from Suspensions and Expulsions

The Board will hear appeals on other administrative decisions that significantly affect the education of a student.

The principles of natural justice shall apply to the entire appeal process.

1. Prior to a decision being appealed to the Board, it must be appealed to the Director.
2. Parents of students, and students 18 years of age or over, have the right to appeal to the Board a decision of the Director. The Director must advise parents and students of this right of appeal.
3. The appeal to the Board must be made within five days from the date that the individual was informed of the Director's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents or students as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. The hearing of the appeal must be scheduled so as to ensure that the person making the appeal and the Director, or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal will be heard in closed session, with specified individuals in attendance.
7. The appeal hearing will be conducted in accordance with the following guidelines:
 - 7.1 The Board Chair will outline the purpose of the hearing, which is to provide:
 - 7.1.1 An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses;
 - 7.1.2 The Board with the means to receive information and to review the facts of the dispute;
 - 7.1.3 A process through which the Board can reach a fair and impartial decision.
 - 7.2 Notes of the proceedings will be recorded for the purpose of the Board's records.

- 7.3 The Director and/or staff will explain the decision and give reasons for the decision.
- 7.4 The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Director and/or staff.
- 7.5 The Director and/or staff will have an opportunity to respond to information presented by the appellant.
- 7.6 Trustees will have the opportunity to ask questions or clarification from both parties.
- 7.7 No cross-examination of the parties shall be allowed, unless the Board Chair deems it advisable under the circumstances.
- 7.8 The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The recording secretary will remain in attendance. The Board may have legal counsel in attendance.
- 7.9 If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
- 7.10 The Board decision and the rationale for that decision will be communicated to the appellant by telephone and by double-registered letter within three days of the hearing.

Suspension and Expulsion of a Student

The Board makes provisions under which disciplinary actions ensure expeditious investigation and treatment of problems.

Specifically,

- 1. Where the Director confirms or modifies a student suspension of 4 to 10 days duration, the Director shall forthwith report such suspensions to the Board in writing.
- 2. The Board may investigate the circumstances of the suspension submitted to it and, where it does investigate, it shall conclude the investigation before the end of the period of suspension ordered.
- 3. Where the Director recommends an extension of the suspension beyond ten days, the Director will refer the matter to the Board.
- 4. The Board shall:
 - 4.1 Investigate the suspension;
 - 4.2 Be authorized to suspend a student for up to one year;
 - 4.3 Give notice of every investigation to the student and his or her parent or guardian;
 - 4.4 Provide an opportunity for the student and his or her parent or guardian to appear and make representations before the Board.

Where the Board makes a decision to expel a student, that decision shall be made before the expiration of the suspension.

5. Further to Section 4, the Board, where it deems necessary, may by resolution expel a student from any or all of the schools in the Division for a period greater than one year provided the decision is based on an investigation into the circumstances of the expulsion conducted by the Board and approved by a majority vote.
6. On the request of either the student or his or her parent(s)/ guardian(s) pursuant to Section 4, at the expiration of one year, the Board will review and reconsider the expulsion of the student; the Board may:
 - 6.1 Rescind the expulsion of the student;
 - 6.2 Admit the student to a school on those terms and conditions that the Board considers appropriate.
7. Throughout the above steps, the Director and designates shall be cognizant of the rights of the student and parent/guardian as provided for in legislation.

Reference: Sections 5, 148, 150, 151, 152, 153, 154, 155, 158, 178.1, 231 *The Education Act, 1995*
Human Rights Code
Canadian Charter of Rights and Freedoms

Approved: May 5, 2014

Revised: November 26, 2018; June 5, 2023

MEETING DATE: June 5, 2023

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 type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Policy Committee Report</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>11</u>	
FROM: G. Gustafson, Committee Chair		ATTACHMENTS <input checked="" type="checkbox"/>

BACKGROUND

RE: POLICY COMMITTEE UPDATE

1. The recently Board-approved changes to various policies have been completed and the revised policies have been included in the Consent Items of this Regular meeting for Board approval.
2. Several other revisions of Policy 3, 5, 8, 10 that have been suggested through the recent feedback process were reviewed and will be presented at the June 19th Board meeting for consideration.
3. There was discussion of Policy 10 and the current practice to establish Trustee SCC/School clusters at the November organizational meeting. There were several items that arose:
 - a) A recommendation that the Board should consider a motion in May or June each year to establish clusters for the following school year. A motion this June to confirm trustee's current SCC Clusters for the next year would be helpful to allow trustees predictability and be more able to be part of the start-up of SCCs in the fall and make connections early in the year. The exception to this practice would be during an election year when there would need to be an affirmation of clusters at the post-election organizational meeting.
 - b) An interest in Board discussion/direction about defining more clearly the role of trustees in connection to SCCs. There has been some discussion on a few occasions in Board Seminars or at the Board table but there may be interest in adopting something more formal. We have some references in our SCC handbook and Administrative Procedures and some of the previous board discussions are summarized in the attached document. There is also the potential to draft something into a Board Policy and an example from Saskatoon Public School Division is attached. The question to consider is does the Board want to proceed with SCC Policy development, revise current Policy 10 with more clarity about trustee role on SCCs or update our SCC handbook and Administrative Procedure (or some combination).
4. There was also discussion related to Policy 16 (Recruitment & Selection of Personnel) and the Policy Committee is bringing a recommendation to the Board to request that the Board Development Committee seek and offer human resources best practices training for trustees.

RECOMMENDATION

For Board discussion.

School Board Trustee School Clusters and SCCs

Revised June 2023

Overview

Trustees are assigned to a cluster of schools to enhance connection and communication between the Board and schools. To promote division-wide perspectives, a trustee's cluster of schools generally includes some of the schools within the area that he or she is elected from and some schools from other areas. School cluster assignments are associated with Board Policy 1, Policy 2 (2.6) and Policy 3.

Trustee Role in School Clusters

The activity of a trustee with each of his or her assigned schools will vary depending on the needs of the school, the SCC and the trustee. Some of the trustee's primary roles include:

1. Establish and maintain communication with the schools' SCC and Principal.
2. Seek understanding of SCC issues and activities. Discern which issues are governance and policy related for Board information and refer operational/administrative issues to the Principal or Director for information and action.
3. Promote the importance of local voice in education, communicate the role of school trustees and SCCs.
4. Share with the SCC highlights from Board meetings, summarize important board events or decisions and review key developments from across the division with the SCC as needed.
5. Attend school and SCC events as appropriate. Trustees are not expected to attend all school assemblies, events and celebrations, but trustee presence at major school events and at SCC meetings is helpful whenever possible.

School Cluster Assignment Criteria

The Board assigns trustees to a mix of schools as an opportunity for the trustees to learn about perspectives from other communities, understand various schools' needs, and strengthen the division-wide perspectives of the Board. Since some trustees are elected from areas with many schools and other trustees are elected from areas with only a few schools, a mix of schools also helps balance the number of schools each trustee is connected to. Ideally, trustees will be assigned to a cluster of schools from:

- Inside his or her subdivision
- Outside his or her subdivision
- Rural areas
- Urban areas
- A variety of grade configurations (preK-8, PreK-12, 9-12, and other)

In addition, the following criteria will be considered in the assignment of trustees to school clusters:

- School size and number of activities a trustee may be invited to at the school
- Travel or other demands placed on trustees to maintain connection to the school
- A reasonably balanced number of schools in each trustee's cluster

School Cluster Assignment Process

Trustee assignment to school clusters will be determined by the Board Chair in consultation with the Vice Chair, Director of Education and others that the Chair deems appropriate.

POLICY 17 – SCHOOL COMMUNITY COUNCILS

In accordance with Section 140 of The Education Act, 1995, School Community Councils will be established in each school within the Saskatoon Public School Division No. 13. Associate and Alliance schools are exempt from this requirement. School Community Councils are established to enhance the learning success and well-being of all children and youth through ongoing communication and parent engagement.

1. Role and Responsibilities of the Board of Education

- 1.1. The role of the Board of Education is to embrace the opportunity that School Community Councils represent and receive advice and information from the School Community Council where appropriate.
- 1.2. The Board of Education shall:
 - 1.2.1. provide a Board policy for School Community Councils and companion policies that form the parameters of the School Community Councils' work as required;
 - 1.2.2. delegate appropriate responsibilities with respect to School Community Councils to the Director of Education;
 - 1.2.3. determine and approve an annual grant to each School Community Council;
 - 1.2.4. recommend to the Minister the merging of more than one School Community Council when appropriate and when the affected School Community Councils are in agreement with the decision; and
 - 1.2.5. recommend to the Minister the separation of an amalgamated School Community Council and establish two or more School Community Councils when appropriate and when the affected School Community Councils agree with the decision.
 - 1.2.6. In consultation with the School Community Council's chairperson, each trustee shall make an effort to attend at least one meeting per year for each school's School Community Council in his/her ward and inform the chairperson of his/her wishes to attend prior to the meeting date.

2. Role and Responsibilities of the Director of Education

- 2.1. The Director of Education shall:
 - 2.1.1. designate an employee to provide guidance and to promote collaboration and communication between each School Community Council;
 - 2.1.2. provide companion administrative procedures that form the parameters of the School Community Councils' work;

- 2.1.3. provide orientation, training, development, and networking opportunities for School Community Councils.

3. Role and Responsibilities of School Community Councils related to the Board of Education

- 3.1. School Community Councils may within the parameters set by the Board in policy and administrative procedures:
 - 3.1.1. provide advice to the Board of Education respecting Board policies, programs, and educational service delivery, excluding service delivery by a specific staff member;
 - 3.1.2. provide advice to other organizations, agencies and governments on the learning and well-being needs of students.

4. School Community Council Assembly

- 4.1. The Board approves the establishment of a School Community Council Assembly for the purpose of providing orientation, training, development, and networking opportunities. More specifically, the School Community Council Assembly meetings will:
 - 4.1.1. support the operation of the School Community Councils;
 - 4.1.2. support the School Community Councils' orientation and development regarding their roles and responsibilities;
 - 4.1.3. provide a mechanism for two-way communication between the Board and the School Community Councils; and
 - 4.1.4. provide an opportunity for networking among School Community Councils.
- 4.2. The Director of Education shall appoint an administrative liaison.
- 4.3. The School Community Council Assembly shall be comprised of representatives from each School Community Council in the division.
- 4.4. School Community Council Assembly meetings shall be chaired by the Board Chair or designate and an elected co-chair from the Assembly.
 - 4.4.1. The elected co-chair(s) for the Assembly will be determined each year at the annual spring meeting. Each School Community Council will have one vote.
- 4.5. The School Community Council Assembly shall meet a minimum of three times per school year. The agenda for each meeting will provide an opportunity for Board updates, networking opportunities with the Board, and networking opportunities among School Community Councils. The agenda will be developed by the co-chairs.
- 4.6. Additional School Community Council Assembly meetings may be held at the discretion of the co-chairs.

Legal Reference: Section 140.1 to 140.5, *The Education Act*
Saskatoon Public Schools' Administrative Procedure 110: School Community Councils

Date Last Revised: March 15, 2022

MEETING DATE: June 5, 2023

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" 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 checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2</u>	

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

BACKGROUND

RE: 2023-2024 DRAFT BOARD ANNUAL WORK PLAN

The attached draft 2023-2024 Board Annual Work Plan which is part of the Policy 2 is included for review. The plan requires Board approval annually and will be placed on agenda for June 19, 2023 meeting for final approval.

RECOMMENDATION

For Board information and review.

BOARD ANNUAL WORK PLAN – 2023-2024

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 / Summer Pipe Ceremony
- 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 Orientation Session

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
- Elders Council / Fall Pipe Ceremony
- SCC Regional Meeting – rural (*pilot*)

Budget Considerations

- Review operations and priorities for next fiscal year

DECEMBER

Regular Board Meeting Agenda Items

- Review TRC – Call to Action Priority Progress

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

Events/Action

- Elders Council / Winter Pipe Ceremony
- SCC / SRSC Engagement Meeting

MARCH

Regular Board Meeting Agenda Items

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

Events/Action

- Rural Congress

Budget Considerations

- Review Budget Development Progress

APRIL

Regular Board Meeting Agenda

- Review Progress of Board Development Plan
- Review Maintenance Accountability Report

Events/Actions

- SSBA Spring General Assembly
- Public Section Meeting
- SCC Regional Meeting – urban (*pilot*)

Budget Considerations

- Review Budget Development Progress

MAY

Regular Board Meeting Agenda Items

- Approve Preventative Maintenance and Renewal Program and amendments

Events/Action

- Elders Council / Spring Pipe Ceremony
- School tours
- Attend achievement nights and graduation ceremonies
- SCC Regional Meeting – rural (*pilot*)

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: June 5, 2023

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 checked="" 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 type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2.8.7</u>	

FROM: J. Pidborochynski, Chief Financial Officer ATTACHMENTS

BACKGROUND

RE: SCHEDULE OF REVENUE AND EXPENSES AND CHANGES IN FUND BALANCE - EARLY CHILDHOOD AND DEVELOPMENT PROGRAM - KIDS FIRST PROJECT

The audit of the Kids First Project has been completed for the year ended March 31, 2023. The schedule of revenue and expenses and changes in fund balance will be reviewed in detail with the Board.

RECOMMENDATION

That the financial statements for Early Childhood and Development Program – Kids First Project be approved.



June 5, 2023

Board of Education
Saskatchewan Rivers Public School Division No. 119
545 11th Street East
Prince Albert, SK S6V 1B1

Dear Sirs/Mesdames:

We have been engaged to audit the financial statements of Saskatchewan Rivers Public School Division No. 119 - Early Childhood Development Program - Kids First Project (the "KFP") as at March 31, 2023 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the KFP and its related entities or persons in financial reporting oversight roles at the KFP and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
- (d) Economic dependence on a client; and
- (e) Provision of non-assurance services in addition to the audit engagement.

We are not aware of any relationship between the KFP and MNP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from April 1, 2022 to June 5, 2023.

We hereby confirm that MNP is independent with respect to the KFP within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Saskatchewan as of June 5, 2023.

This report is intended solely for the use of Board of Education, management and others within the KFP and should not be used for any other purposes.

MNP LLP

101 - 1061 Central Avenue, Prince Albert SK, S6V 4V4

855.667.3310 T: 306.764.6873 F: 306.763.0766



MNP.ca

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,

MNP LLP

Chartered Professional Accountants

encls.

Saskatchewan Rivers Public School Division No. 119
Early Childhood Development Program - Kids First Project
Schedule of Revenue and Expenses and Change in Fund Balance
For the year ended March 31, 2023

Draft - For Management Only

Saskatchewan Rivers Public School Division No. 119
Early Childhood Development Program - Kids First Project
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Notes to the Schedule of Revenue and Expenses and Change in Fund Balance.....	2

Draft - For Management Only

Independent Auditor's Report

To the Board of Education of Education of Saskatchewan Rivers Public School Division:

Opinion

We have audited the Schedule of Revenue and Expenses and Changes in Fund Balance of Saskatchewan Rivers Public School Division No. 119 - Early Childhood Development Program - Kids First Project ("KFP") for the year ended March 31, 2023 and notes to the schedule (together "the financial information").

In our opinion, the Schedule of Revenue and Expenses and Changes in Fund Balance of KFP for the year ended March 31, 2023 is prepared, in all material respects, in accordance with the basis of accounting described in Note 2.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Information section of our report. We are independent of KFP in accordance with the ethical requirements that are relevant to our audit in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution

We draw attention to Note 2 to the financial information, which describes the basis of accounting. The financial information is prepared to assist Saskatchewan Rivers Public School Division No. 119 to meet the requirements of the services agreement between the Province of Saskatchewan and Saskatchewan Rivers Public School Division No. 119. As a result, the financial information may not be suitable for another purpose. Our report is intended solely for the KFP and the Province of Saskatchewan, Minister of Education, and should not be distributed to parties other than the KFP or the Province of Saskatchewan, Minister of Education. Our opinion is not modified in respect of this matter.

Responsibilities of Management and those Charged with Governance for the Financial Information.

Management is responsible for the preparation of the financial information, in accordance with the basis of accounting described in Note 2, and for such internal control as management determines is necessary to enable the preparation of the financial information that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the KFP's financial reporting process.

Independent Auditor's Report *continued*

Auditor's Responsibilities for the Audit of the Financial Information

Our objectives are to obtain reasonable assurance about whether the financial information as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial information.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the KFP's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Saskatchewan

June 5, 2023

Chartered Professional Accountants

Saskatchewan Rivers Public School Division No. 119
Early Childhood Development Program - Kids First Project
Schedule of Revenue and Expenses and Changes in Fund Balance

For the year ended March 31, 2023

	2023 <i>Budget</i>	2023	2022
Revenue			
Government of Saskatchewan	1,331,395	1,411,395	1,305,293
Expenses			
Purchased services	720,191	618,056	561,936
Staff salaries	451,828	439,571	421,222
Employee benefits	75,146	68,477	57,286
Other- Ministry approved surplus for Kids First office construction	6,380	63,899	20,088
Office expense	15,850	22,466	20,935
Transportation	17,200	22,163	15,266
Building occupancy	19,300	17,826	20,161
Program expenses	19,000	17,016	15,112
Recruitment and education	4,500	5,352	11,179
Promotion and publicity	2,000	3,449	3,557
Total Expenses	1,331,395	1,278,275	1,146,742
Excess of revenue over expenses	-	133,120	158,551
Fund Balance, Beginning of Year		920,921	762,370
Excess of revenue over expenses		133,120	158,551
Fund Balance, End of Year		1,054,041	920,921

Approved by the Trustees:

Trustee

Trustee

The accompanying notes are an integral part of these financial statements

Saskatchewan Rivers Public School Division No. 119
Early Childhood Development Program - Kids First Project
Notes to the Schedule of Revenue and Expenses and Change in Fund Balance

For year ended March 31, 2023

1. Description of Program

The Saskatchewan Rivers Public School Division No. 119 – Early Childhood Development Program – Kids First Project ("Kids First") is a partnership agreement between Saskatchewan Rivers Public School Division No. 119, as the accountable partner, and the Province of Saskatchewan Ministry of Education for the administration of the Kids First programming which will offer support to high-risk families.

2. Basis of accounting

This schedule of revenue and expenses and change in fund balance has been prepared in accordance with Canadian public sector accounting standards except as described below.

The schedule of revenue and expenses and changes in fund balances has been prepared for the purposes of providing information to the Ministry of Education, the Ministry of Social Services, and the Ministry of Health as it relates to the Saskatchewan Rivers School Division No. 119 – Early Childhood Development Program – Kids First Project. As a result, the schedule is not a complete set of financial statements including a summary of significant accounting policies and other accompanying explanatory information of the Saskatchewan Rivers School Division No. 119 – Early Childhood Development Program – Kids First Project as required under Canadian public sector accounting standards.

As a result, the financial information may not be suitable for another purpose as it is intended solely for Saskatchewan Rivers Public School Division No. 119 and the Province of Saskatchewan, Ministry of Education and should not be distributed to or used by other parties.

MEETING DATE: June 5, 2023

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 checked="" 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 type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2.8.7</u>	

FROM: J. Pidborochynski, Chief Financial Officer **ATTACHMENTS**

BACKGROUND

**RE: SCHEDULE OF REVENUE AND EXPENSES AND CHANGES IN FUND BALANCE - EARLY YEARS
FAMILY RESOURCE CENTRE**

The audit of the Early Years Family Resource Centre has been completed for the year ended March 31, 2023. The schedule of revenue and expenses and changes in fund balance will be reviewed in detail with the Board.

RECOMMENDATION

That the financial statements for the Early Years Family Resource Centre be approved.



June 5, 2023

Board of Education
Saskatchewan Rivers Public School Division No. 119
545 11th Street East
Prince Albert, SK S6V 1B1

Dear Sirs/Mesdames:

We have been engaged to audit the financial statements of Saskatchewan Rivers Public School Division No. 119 - Early Years Family Resource Centre (the "Centre") as at March 31, 2023 and for the year then ended.

CAS 260 *Communication With Those Charged With Governance* requires that we communicate with you matters that are significant to our engagement. One such matter is relationships between the Centre and its related entities or persons in financial reporting oversight roles at the Centre and MNP LLP and any affiliates ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. In determining which relationships to report, the Standard requires us to consider relevant rules and related interpretations prescribed by the appropriate professional accounting body and applicable legislation, covering such matters as:

- (a) Holding a financial interest, either directly or indirectly, in a client;
- (b) Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client or a related entity;
- (c) Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client or a related entity;
- (d) Economic dependence on a client; and,
- (e) Provision of non-assurance services in addition to the audit engagement.

We are not aware of any relationship between the Centre and MNP that, in our professional judgment, may reasonably be thought to bear on our independence, which have occurred from April 1, 2022 to June 5, 2023.

We hereby confirm that MNP is independent with respect to the Centre within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Saskatchewan as of June 5, 2023.

This report is intended solely for the use of Board of Education, management and others within the Centre and should not be used for any other purposes.

MNP LLP

101 - 1061 Central Avenue, Prince Albert SK, S6V 4V4

855.667.3310 T: 306.764.6873 F: 306.763.0766



MNP.ca

We look forward to discussing with you the matters addressed in this letter as well as other matters that may be of interest to you. We will be prepared to answer any questions you may have regarding our independence as well as other matters.

Sincerely,

MNP LLP

Chartered Professional Accountants

encls.

Saskatchewan Rivers Public School Division No. 119
Early Years Family Resource Centre
Schedule of Revenue and Expenses and Change in Fund Balance
For the year ended March 31, 2023

Draft — For Management Only

Saskatchewan Rivers Public School Division No. 119
Early Years Family Resource Centre
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Draft — For Management Only

Independent Auditor's Report

To the Board of Education of Saskatchewan Rivers Public School Division No. 119 - Early Years Family Resource Centre:

Opinion

We have audited the accompanying Schedule of Revenue and Expenses and Changes in Fund Balance of Saskatchewan Rivers Public School Division No. 119 - Early Years Family Resource Centre the ("Centre") for the year ended March 31, 2023 and notes to the schedule (together "the financial information").

In our opinion, the Schedule of Revenue and Expenses and Changes in Fund Balance of the Centre for the year ended March 31, 2023 is prepared, in all material respects, in accordance with the basis of accounting described in Note 2.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Information section of our report. We are independent of the Centre in accordance with the ethical requirements that are relevant to our audit in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Accounting and Restriction on Distribution

We draw attention to Note 2 to the financial information, which describes the basis of accounting. The financial information is prepared to assist Saskatchewan Rivers Public School Division No.119 - Early Years Family Resource Centre to meet the requirements of the services agreement between the Province of Saskatchewan and Saskatchewan Rivers Public School Division No. 119 - Early Years Family Resource Centre. As a result, the financial information may not be suitable for another purpose. Our report is intended solely for the Centre and the Province of Saskatchewan, Minister of Education, and should not be distributed to parties other than the Centre or the Province of Saskatchewan, Minister of Education. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Information

Management is responsible for the preparation of the financial information, in accordance with the basis of accounting described in Note 2, and for such internal control as management determines is necessary to enable the preparation of the financial information that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Centre's financial reporting process.

Independent Auditor's Report *continued*

Auditor's Responsibilities for the Audit of the Financial Information

Our objectives are to obtain reasonable assurance about whether the financial information as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial information.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Centre's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates, if any, and related disclosures made by management.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Prince Albert, Saskatchewan

June 5, 2023

Chartered Professional Accountants

Saskatchewan Rivers Public School Division No. 119
Early Years Family Resource Centre
Schedule of Revenue and Expenses and Changes in Fund Balance
For the year ended March 31, 2023

	2023 Budget	2023	2022
Revenue			
Government of Saskatchewan	265,685	420,685	260,475
Expenses			
Referred out services	206,420	134,204	202,826
Rent	32,354	32,840	31,451
Staff Salaries	-	28,002	-
Accountable partner admin fees	13,284	13,284	13,024
Audit fee	3,000	2,873	2,845
Repairs and maintenance	10,627	1,356	10,334
Total Expenses	265,685	212,559	260,480
Excess (deficiency) of revenue over expense		208,126	(5)
Fund Balance, Beginning of Year		51,881	51,886
Excess (deficiency) of revenue over expenses		208,126	(5)
Fund Balance, End of Year		260,007	51,881

Approved by the Trustees:

Trustee

Trustee

The accompanying notes are an integral part of these financial statements

Saskatchewan Rivers Public School Division No. 119
Early Years Family Resource Centre
Notes to the Schedule of Revenue and Expenses and Change in Fund Balance

For year ended March 31, 2023

1. Description of Program

The Saskatchewan Rivers Public School Division No. 119 - Early Years Family Resource Centre (the "Centre") is a partnership agreement between Saskatchewan Rivers Public School Division No. 119, as the accountable partner, and the Province of Saskatchewan Ministry of Education. The Early Years Family Resource Centre will provide a place for families with young children to access information, support and participate in services under the four pillars of programming – early learning, parenting education, family wellness and information and referrals.

This schedule of revenue and expenses and change in fund balance has been prepared in accordance with the services agreement between the Province of Saskatchewan and Saskatchewan Rivers Public School Division No. 119. As a result, the financial information may not be suitable for another purpose as it is intended solely for Saskatchewan Rivers Public School Division No. 119 and the Province of Saskatchewan, Ministry of Education and should not be distributed to or used by other parties.

2. Basis of accounting

This schedule of revenue and expenses and change in fund balance has been prepared in accordance with the services agreement between the Province of Saskatchewan and Saskatchewan Rivers Public School Division No. 119. As a result, the financial information may not be suitable for another purpose as it is intended solely for Saskatchewan Rivers Public School Division No. 119 and the Province of Saskatchewan, Ministry of Education and should not be distributed to or used by other parties.