



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.*

**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, August 28, 2023

Time: 2:00 p.m.

AGENDA (#23R-12)

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 4:00 p.m.**
6. **Adoption of the agenda**
7. **Consent items**
 - (a) Adoption of the Regular meeting – June 19, 2023
 - (b) Administrative Procedure Changes
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 August 28, 2023
 - (b) External Board Committees (if any)
 - (c) Provincial Update (if any)
 - (d) Saskatchewan Rivers Students for Change (SRSC) Constitution Changes – **C. Bloom**
 - (e) SSBA Information – Bylaws and Amendments – **D. Rowden**
 - (f) Board Confirmed Dates into Outlook Calendar – **J. Smith-Windsor**
 - (g) Verbal Update Regarding Board Development Plan / Competency Matrix – **A. Nunn**
10. **Accountability reports**
 - (a) Human Resources Accountability Report – **C. Trann**

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

CALENDAR OF EVENTS	
Monday, September 18, 2023 Time: 9:00 a.m.	Pipe Ceremony, Ecole Arthur Pechey Public School
Monday, September 18, 2023 Time: 10:30 a.m.	Elders Council – Location to be determined
Monday, September 18, 2023 Time: 2:00 p.m.	Regular meeting, Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK
Monday, September 25, 2023 Time: 2:00 p.m.	MLAs meeting, Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK

MEETING DATE: August 28, 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 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: N. Finch, Director of Education **ATTACHMENTS**

BACKGROUND

RE: ADOPTION OF THE MINUTES OF THE REGULAR MEETING

- June 19, 2023 Regular Minutes

RECOMMENDATION

That the minutes of the Regular meeting of June 19, 2023 be approved as presented.

NO. #2023R-11 (MONDAY, JUNE 19, 2023)

MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, JUNE 19, 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

MR. A. LINDBERG, Trustee

MR. A. NUNN, Vice-Chair

MS. D. ROWDEN, Board Chair

MS. J. SMITH-WINDSOR, Trustee

DR. M. VICKERS, Trustee (*absent*)

MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education

Dr. G. Tebay, Superintendent of Schools

Mr. J. Pidborochynski, Chief Financial Officer

Mrs. J. Ward, Administrative Services Officer

D. Rowden, Board Chair, called the meeting to order. She 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-72

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

Carried.

Regular meeting resumed.

STUDENT TRUSTEE

D. Zacharias

C. Horan (*absent*)

OTHERS:

M. Oleksyn, Prince Albert Daily Herald

ADOPTION OF THE AGENDA:

#23R-73

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

Carried.

CONSENT ITEMS:

#23R-74

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

(a) Adoption of the Regular meeting – June 5, 2023;

(b) Financial Statements for the Third Quarter Ending May 31, 2023;

(c) 2023-24 School Community Council Clusters as revised;

(d) Board Committees Terms of Reference for 2022-23.

Carried.

NEW BUSINESS:

(a) Saskatchewan Rivers Students for Change (SRSC) Report

C. Bloom provided a verbal update on the year's work of the SRSC group. The full group met five times during the year. She noted that revised constitution will be brought to the Board in the fall for approval, SRSC executive orientation will continue, and elections will take place at the end of the first meeting in the fall. The highlights of the year and plans for next year were shared.

(b) Verbal Recap June Recognition Event

It was noted that the event was a great way to recognize long service recipients and retirees.

(e) Policy Committee Update

G. Gustafson reviewed the suggestions changes to policy and provide an update of the Policy Committee plans for the 2023-24 for information. Policy Committee update and noted that there will be other revisions to policies presented at the June 19 Board meeting for consideration.

#23R-75

Moved by G. Gustafson that Policy 3: Role the Trustee; Policy 5: Role of the Board Chair; Policy 8: Board Operations and Policy 10: Board Representatives be approved as revised. Carried.

ACCOUNTABILITY REPORTS:

(a) Accountability Report – Stakeholder Engagement

G. Tebay, Superintendent of Schools, reviewed the Stakeholder Engagement Accountability Report for information.

#23R-76

Moved by B. Hollick that the Board confirm that the intent of Policies 1, 2, 8, 9, 10 and 18 have been met and that the Stakeholder Engagement Accountability Report be referred to the Director Evaluation process. Carried.

(b) Transportation Services Accountability Report

#23R-77

Moved by G. Gustafson that the Board approve the Semi-Annual Transportation Report as presented. Carried.

REPORTS FROM ADMINISTRATIVE STAFF:

(a) 2023-2024 Annual Work Plan

#23R-78

Moved by B. Yeaman that the 2023-2024 Board Annual Work Plan be approved as presented. Carried.

(b) **2023-2024 Board Meeting Schedule**

#23R-79

Moved by C. Bloom that the 2023-2024 Board meeting schedule be approved as presented.

Carried.

#23R-80

Moved by A. Lindberg that the Regular meetings of the Saskatchewan Rivers Public School Division be held one Monday of each month at 4:00 p.m., with the Closed Session at 2:00 p.m., subject to change, at the Education Centre, 545 - 11th Street East, and that the Board Chair and the Director of Education be authorized to cancel a Regular meeting if the agenda does not warrant holding a meeting, effective the fall of 2023.

Carried.

(c) **SRPSD Responses to the Truth and Reconciliation Commission's Calls to Action**

R. Bratvold / J. Hingley provided a summary of SRPSD's focused work on the TRC's Calls to Action for information. The Division team recognizes that reconciliation work remains but the Indigenous Perspective Team under with the leadership of Superintendent Hingley was acknowledged in the promotion and achievement of the responses.

(d) **Annual Budget 2023-2024**

Administration reviewed the 2023-2024 budget for information.

#23R-81

Moved by G. Gustafson that the Board approve the 2023-2024 Annual Budget as presented, including minor changes made after Ministry of Education's review and approval.

Carried.

THREE KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING:

- Stakeholder Engagement – school community councils, Saskatchewan Rivers Students for Change, the OurSCHOOL survey, communications;
- Truth and Reconciliation Calls to Action;
- 2023-24 budget;
- Year-end celebrations.

BOARD MEMBERS' FORUM:

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

MOTION TO MOVE INTO CLOSED SESSION:

#23R-82

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

Carried.

ADJOURNMENT:

#23R-83

Moved by A. Lindberg that the meeting adjourn. (6:54 p.m.)

Carried.

SIGNATURES:

Board Chair

Administrative Services Officer

Date of Approval

MEETING DATE: August 28, 2023

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<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: N. Finch, Director of Education **ATTACHMENTS**

BACKGROUND

RE: ADMINISTRATIVE PROCEDURES CHANGES

The following Administrative Procedure has been revised due to additional information received from the Ministry of Education. The changes have been highlighted and the deletions ~~strike-through~~ for reference.

- AP 211: Distance Learning
- AP 443: Teacher Transfer

RECOMMENDATION

For Board information.

Administrative Procedure 211

DISTANCE LEARNING

Background

The Division believes that it may be beneficial and necessary at times for students to enroll in distance learning. ~~Students must meet the Ministry of Education student enrollment requirements.~~

The Division encourages students to participate in face-to-face instruction. However, in some circumstances it may be beneficial and necessary for students to enroll in distance learning. Students must meet the Ministry of Education student enrollment requirements.

Procedures

1. The Division is able to provide access to the Saskatchewan Distance Learning Corporation (Sask DLC) as the only option for distance learning courses with a variety of methods:
 - 1.1 Registration in Sask DLC:
 - 1.1.1 Students can register as full-time students in Sask DLC through their community school. Grades 9-12 Students are required to take a full course load in order to meet the requirements for graduation. Distance learning is offered by Sask DLC, and as such students will have to adhere to the corporation's policies for online learning.
 - 1.2 Secondary registration within Sask DLC:
 - 1.2.1 Students can register with Sask DLC as a secondary school to take courses and remain registered in their school. If students wish to register for a course with Sask DLC, they must contact their school administration to begin the registration process. Once approved by the Superintendent of Schools responsible for distance learning, the principal will arrange for the registration and provide guidance at the school for those students enrolled in any Sask DLC courses.
 - 1.2.2 Approval for this type of request is made by the Superintendent of Schools responsible for distance learning in collaboration with the school administration team. Approval of registration is given only when ~~the specific course is not offered by the school, the school has exhausted their local ability to deliver the programming required at the school level,~~ and the course is a necessary part of the student's graduation requirements or necessary for post-secondary program requirements.
2. Access to SRPSD School Division services for full time Sask DLC students:
 - 2.1. The Division will provide Sask DLC students with access to common educational resources, such as libraries, provided they do not interfere with school-based operations.
 - 2.2. The Division will provide Sask DLC students with access to driver education through the school in their attendance area.
 - 2.3. Upon request of the Sask DLC student support team, the Division may consider providing direct therapeutic services by Division-employed professional service providers if such services are necessary. The direct therapy services shall occur on a prioritized basis at a location chosen by the Division-employed professional services providers.
 - 2.4 Sask DLC students may participate in extracurricular activities providing:
 - 2.4.1 Sask DLC students participate as part of the school in their attendance area.
 - 2.4.2 Travel costs are born by the parent.
 - 2.4.3 Participation is limited to availability of space on teams and clubs. Opportunities to participate will only be granted if there are positions open – positions on teams of clubs will be filled first by students attending the school as regular students.

- 2.4.4 Participation in any co-curricular or extracurricular activity can be ended at the discretion of the principal.
- 2.4.5 Students in Grades 9 – 12 are subject to the rules and regulations of the SHSAA. Home-based education students begin the process of participating in school sports by contacting the principal.
- 2.5 Sask DLC students may participate in co-curricular events providing:
 - 2.5.1 Co-curricular events are activities that support the provincial curricula.
 - 2.5.2 The supervision of the student is the responsibility of the parent.
 - 2.5.3 Fees and travel costs are born by the parent.
 - 2.5.4 Sask DLC students obey the rules and comply with the expectations of all students participating in the event.
 - 2.5.5 Principals have the authority to end the participation of the Sask DLC student in any school-based activity at their discretion. Sask DLC students begin the process of participating in co-curricular events by contacting the principal.
- 2.6 A student may attend graduation ceremonies at their attendance area school by notifying the principal by March 1.

Reference: Section 85, 87, 109, 176, *The Education Act, 1995*
Section 8 Regulation Act

Administrative Procedure 443

TEACHER TRANSFER

Background

The division believes that the teaching and learning environment of a school is enhanced when there is a mixture of new and long service teachers on any one school staff. The purpose of this policy is to maximize the opportunities for teacher movement within the system while providing an excellent learning environment for students throughout the division.

Of note:

- Teachers in Saskatchewan Rivers Public School Division are hired to the system and not to a particular school, grade level or subject area.
- Teacher transfers are changes in teaching location (building) and may be initiated by either the division or the teacher.
- The term 'teacher' refers to both school-based administrators and teachers.

Procedures

1. The following statements will guide all teacher transfers:
 - 1.1 Teachers will be treated in a fair and equitable manner.
 - 1.2 The needs of both students and teachers will guide such transfers.
 - 1.3 For teacher-initiated transfer, the superintendent responsible for human resources will strive to accommodate teachers requesting a transfer.
 - 1.4 For division-initiated transfers, the superintendent responsible for human resources, will strive to have teachers remain in a location for a reasonable amount of time to enhance relationships and consistency in a school community ~~minimum of five years~~.
 - 1.5 A teacher assigned to a new location will be supported in terms of appropriate services as requested by the teacher and available by the school division.
 - 1.6 Teachers can expect they will serve students in a variety of school communities throughout their careers.
2. Considerations when making teacher transfers include the following:
 - 2.1 Career goals and professional growth opportunities.
 - 2.2 Training and experience.
 - 2.3 Current residency and commuting distance.
 - 2.4 Personal circumstances.
 - 2.5 Grade level and subject area preference(s) as indicated on the teacher survey.
 - 2.6 Grade level and subject area needs of the Division.
 - 2.7 Staffing based on enrolment and /or projection.
 - 2.8 Length of service in the present school and assignment.
 - 2.9 Placement of teachers returning from leaves.
3. Discussions related to this Administrative Procedure may be held with the teacher, school administrator(s) and/or the superintendent responsible for human resources. ~~Any teacher that is in the 5th year or longer in the same school~~ On an annual basis, teachers should

begin a transfer conversation with the school administrator(s) during the initial Professional Growth Plan (PGP) meeting as outlined in AP 430.

4. All teaching staff will be surveyed each school year as to their desired placement for the following school year.
5. Assignment of staff will be made by the superintendent responsible for human resources according to the needs of the division.
6. In the event that a teacher is to be transferred, the school administrator or the superintendent responsible for human resources will provide information regarding the transfer location to the teacher, prior to the transfer being confirmed.
7. The teacher and the school administrator(s) will be given confirmation in writing at the earliest possible date.

Reference: *The Education Act, 1995*

Revised: November 24, 2014; November 26, 2018; November 4, 2019

MEETING DATE: August 28, 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 checked="" type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other:	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>9.5</u>	

FROM: C. Bloom, Chair, SRSC

ATTACHMENTS [v]

BACKGROUND

RE: SASKATCHEWAN RIVERS STUDENTS FOR CHANGE (SRSC) CONSTITUTION CHANGES

Attached is the revised SRSC constitution changes that were approved by the SRSC group regarding the student trustees, now referred to student board representatives.

RECOMMENDATION

That the revisions to the Saskatchewan Rivers Students for Change constitution be approved as presented.

Saskatchewan Rivers Students for Change Constitution (updated 11/30/2020)

ARTICLE 1: NAME AND MANDATE

1. The name of the organization shall be, “*Saskatchewan Rivers Students for Change*” (SRSC).
2. The SRSC shall operate under the guidance of the Saskatchewan Rivers Public School Board of Education (SRPSD).
3. The mandate of the SRSC shall be:
 - a) To provide a student perspective to the SRPSD Board of Education.
 - b) To bring forth topics concerning students in grades 9 to 12 in the SRPSD.
 - c) To connect students throughout the SRPSD, creating relationships between the schools.
 - d) To initiate projects throughout the division, in the schools, and the community.
 - e) To provide positive opportunities for students in the SRPSD.

ARTICLE 2: FUNCTIONS

1. To act in accordance with the SRSC mandate.
2. To act as a liaison between SRPSD trustees and students.
3. To coordinate and assist in the building of relationships between schools within the division.
4. To sponsor and coordinate various division activities in accordance with the SRSC mandate.
5. To participate actively and regularly in SRSC general meetings.
6. To provide leadership experience for members of SRSC.
7. To associate with other organizations in accordance with the mandate.
8. To appropriately represent the SRSC at division functions.
9. To advocate for SRPSD students’ achievements and successes.
10. To promote student input in the decision making process which affects their education.
11. To advocate for the SRPSD goals as well those of the SRSC.

ARTICLE 3: ADMISSIONS AND MEMBERSHIP

1. All high schools under the jurisdiction of the SRPSD are members of the SRSC. Members are expected to send representatives to SRSC general meetings in accordance with Article IV.
2. All members must be appointed by their school administration or elected by his/her school students.
3. Any persons not an SRSC student may apply for observer status granted by the SRSC Executive.
4. An observer shall be defined as a person who may participate in discussions, but who may not move or vote on a motion.
5. Any observer who wishes to make a presentation may do so in consultation with the President and/or the Executive Representatives.

6. The President or Chair of a meeting has the ability to revoke observer status effective immediately in order to maintain decorum.

ARTICLE 4: COMPOSITION AND SCHEDULE

1. Three members are to be selected from each of the 12 high schools within the SRPSD; elected by their peers or school administration to best represent the school.
2. If a member of the SRSC is to switch schools within the division, that member will remain a part of the group, however, that member's previous school would elect a new representative.
3. The SRSC is to meet as a whole a minimum of two times throughout the year at a predetermined location.

ARTICLE 5: DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE

1. The Executive representatives shall be responsible for all administrative work for the SRSC, and for all details and decisions not possible or practical to be clarified or made at the general meetings in accordance with SRSC mandate and policy.
2. All official communications between the SRSC and the SRPSD must be approved by the majority of the available Executive representatives. Only under emergency situations should less than the President, Vice President and one additional Executive representative be consulted.
3. The Executive representatives should be responsible to liaise with the SRPSD.
4. The Executive representatives shall be directly responsible to the General Body.
5. All Executive representatives shall be responsible for attending Executive and General Meetings. Extenuating circumstances may be taken into account.
6. Each Executive representative is responsible for researching and analyzing any policies relevant to their position.
7. All SRSC Executive representatives must act in accordance with SRPSD policy regarding student government and student conduct.
8. All SRSC Executive representatives must act in accordance with the views of the majority of the SRSC.
9. In the absence of a student trustee at a board of education meeting, a member of the SRSC Executive may attend as a temporary replacement. Order of temporary replacement(s) is as follows: President, Vice-President, Secretary, Media Relations Officer.

ARTICLE 6: DUTIES AND RESPONSIBILITIES OF EXECUTIVE REPRESENTATIVES

1. ~~**Student Trustees:** Two Student Trustees would be elected by the SRSC; one who is elected from a rural school within the division and one who is elected from an urban school within the division. These students would be approved by the Superintendent assigned to the SRSC. These students must have been a member of SRSC for at least one year before being elected into the position of Student Trustee. They must try to attend all required Board meetings and report back what they learned to the rest of the members of SRSC along with overseeing all functions organized by SRSC. The Student Trustees must also be willing to give much of their time and dedication to SRSC. Student Trustees will attend open sessions of regular Board meetings only. Student Trustees are not allowed to make a motion but they may suggest a~~

~~motion. Student Trustees are not allowed to vote but may participate in the discussion and debate.~~

1. **Student Board Representatives:** Two Student Board Representatives would be elected by the SRSC; one who is elected from a rural school within the division and one who is elected from an urban school within the division. These students would be approved by the Superintendent assigned to the SRSC. These students must have been a member of the SRSC for at least one year before being elected into the position of Student Board Representative. They will be required to coordinate SRSC representation at Board meetings, and lead the planning for the information the SRSC will bring to the Board. The Student Board Representatives must also be willing to give much of their time and dedication to SRSC. Student Board Representatives will ensure an SRSC member attends open sessions of regular Board meetings only. SRSC Representatives are not allowed to make a motion but they may suggest a motion. Student Representatives are not allowed to vote but may participate in the discussion and debate.
2. **President:** The President would be elected by the SRSC. They would organize and run most SRSC meetings under the instruction of the Student Trustees.
3. **Vice President:** The Vice President would be elected by the SRSC. They must be willing to fill in and/or help the President whenever needed and must be kept up to date with all information passed between the Student Trustees and the President for these purposes.
4. **Secretary:** The secretary would be elected by the SRSC. This person must be organized and devoted to attending all SRSC meetings. They would be expected to record all important announcements, ideas and keep a record of all executive positions for SRSC. They must not be in grade 12.
5. **Media Relations Officer:** The Media Relations Officer (MRO) would be elected by the SRSC, however that officer would then form a committee for extra assistance with larger projects and tasks. The MRO would be in charge of creating/approving articles for public viewing, creating posters and pamphlets representing SRSC and updating the SRSC Facebook page. They would handle any matters that would deal with information that would be viewed by the public. All of their work would be approved by the Student Trustees or, if they are unavailable, approved by the President before being broadcasted/published for public viewing.
6. **Management of Funds:** The Executive shall ensure that all funds associated with the SRSC will be managed according to Board policy and Division Administrative Procedures.

ARTICLE 7: REQUIREMENTS OF EXECUTIVE REPRESENTATIVES

1. The Trustees **Board representatives** will:
 - a) Have served as a member of the SRSC for a minimum of one year.
 - b) Have a strong interest in promoting student issues.
 - c) Have strong communication skills.
2. The President will:
 - a) Have demonstrated leadership within the SRSC.
3. The Vice President will:
 - a) Have demonstrated leadership within the SRSC
4. The Secretary will:
 - a) Have good note taking and organizational skills.
 - b) Be computer literate.
5. The Media Relations Officer will:
 - a) Have good communication skills.
 - b) Be computer literate.

ARTICLE 8: DUTIES AND RESPONSIBILITIES OF THE GENERAL BODY REPRESENTATIVES

1. To be involved in discussions about school related affairs/issues.
2. Participate in events put on by the SRSC.
3. Bring forward comments or concerns from their school.
4. Work together with fellow SRSC members as well as Board of Education.
5. The President will choose the method of voting to make decisions.

ARTICLE 9: DUTIES AND RESPONSIBILITIES OF THE SUPERINTENDENT RESPONSIBLE FOR THE SRSC

1. The Superintendent (or designate) will be fiscally responsible for SRSC.
2. The Superintendent (or designate) shall assist and advise the Executive Representatives.
3. The Superintendent (or designate) shall actively promote the role of SRSC to the high school Principals and Vice Principals, SRSPD Senior Management and Trustees.
4. The Superintendent (or designate) will report to the Board.

ARTICLE 10: VOTING PROCEDURES FOR POSITIONS

1. When electing the general body members, each student in grades 9 to 12 can receive one ballot or cast one vote.
2. All voting must be by secret ballot.
3. All voting for the general body members must be done by September.
4. If there are any existing, eligible members on the SRSC, one member will be grandfathered in each year.
5. Members that want a place in the executive positions must be voted in by the SRSC members.
6. Election of SRSC positions will follow the order of:
 - a. Trustees (1 Urban and 1 Rural)
 - b. President
 - c. Vice President
 - d. Secretary
 - e. Media Relations Officer
7. In the event that there is no candidate with one year's experience with the SRSC a student new to the group can be elected for a trustee position.

ARTICLE 11: CONSTITUTIONAL AMENDMENTS

1. Amendments to the Constitution are to be presented to the President, Vice President, and Secretary before being introduced to the entire group, allowing for ideas and concerns to be expressed in full.
2. After being discussed, detailed written amendments are to be submitted to the group prior to the meeting.
3. The Constitution may be amended by a vote of 60% of the members present at the meeting.
4. The Constitution may only be amended after all criteria of amendments are met.

5. Amendments to the Constitution will not take effect until approved by the Board of Education.

ARTICLE 12: REVOCATION OF MEMBERSHIP

1. The Superintendent in charge of the SRSC reserves the right to revoke any position of any SRSC member.

ARTICLE 13: VACANCIES OF OFFICE

1. If an Executive representative position becomes vacant between annual elections it will be filled by a member of SRSC. The member will be chosen through an election at the following General Body meeting.
2. Candidates in the election will follow the constructed election rules outlined in the Constitution.
3. The winning candidate will take over their duties and responsibilities immediately.
4. If an Executive representative position becomes vacant after March 1st the remaining Executive representatives may choose to deem an election unnecessary.
5. In the event of a General Body Representative resigning it is the responsibility of his/her school to refill the position.

ARTICLE 14: LIMITATION OF AUTHORITY

1. No member of the SRSC, SRSC Executive or elected Student Trustee shall discuss or be given access to personal confidential information about or complaints about any student, family member, or guarantor of any student, teacher, administrator, trustee or employee of the Board of Education.

Saskatchewan Rivers Board of Education

*Approved: February 1, 2016;
Revised: February 22, 2016
Revised: September 20, 2016
Revised: November 23, 2017
Revised: November 19, 2018
Revised: September 25, 2019
Revised: October 7, 2020
Revised: November 30, 2020*

MEETING DATE: August 28, 2023

Type of Meeting	Agenda Items	Intent
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<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>10</u>	

FROM: D. Rowden, Board Chair **ATTACHMENTS** [v]

BACKGROUND

RE: SSBA INFORMATION – SUBMISSION OF BYLAW ADMENDMENTS AND RESOLUTIONS

The 2023 Fall General Assembly will be held in Regina on November 12 – 14, 2023.

The SSBA memorandum (attached) is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General meeting.

RECOMMENDATION

For Board information and decision.

August 8, 2023

TO: Chairs, Boards of Education, Conseil scolaire fransaskois,
Directors of Education and Chief Financial Officers
cc. Resolutions and Policy Development Committee, Darren McKee, Executive
Tom Fortosky, Catholic Section
Norm Dray, Public Section

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2023 AGM

The 2023 Fall General Assembly will be held in Regina at the Delta Hotels by Marriott on November 12-14, 2023. Bylaw Amendments and Resolutions are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is tentatively set for November 13, 2023. The purpose of this memorandum is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

The Executive, a board of education, the Conseil scolaire fransaskois or a group established in accordance with Bylaw No. are entitled to sponsor bylaw amendments and resolutions.

Bylaw Amendments:

1. Bylaw No. 11, Paragraph 4, states that bylaw amendments are to be submitted to the Resolutions and Policy Development Committee "at least 45 days prior to the day on which the annual general meeting commences".

This year the **deadline for submission of bylaw amendments** is 4:30 p.m., **September 27, 2023.**

Every bylaw amendment is to **be submitted in writing** by email (see below) and **accompanied by a rationale explaining the background and reasons** for the amendment containing sufficient detail so that members may form a reasonable judgment about it. An amendment to one provision of a bylaw may necessitate consequential changes to other parts of the bylaws, and those consequential amendments must also be included. If you have questions regarding bylaw amendments, please contact Krista Lenius at (306)569-0750 ext. 120 or klenius@saskschoolboards.ca.

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than October 24, 2023.

Resolutions:

1. Bylaw No. 10, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 12, 2023**. Resolutions received by the deadline will be presented by the Committee at the AGM.

(Paragraph 5 of Bylaw No. 10 provides for submission of resolutions that “directly relate to a matter that has arisen after the deadline for submission” at least 5 days prior to the commencement of the general meeting.)

2. Every resolution is to **be in writing and accompanied by a rationale explaining the background and reasons for the resolution.**

A resolution from 2010 called for the Committee to ask sponsors to provide, where applicable, a simple estimate of the anticipated cost and staff resources that would be required to act on the resolution. The Resolutions and Policy Development Committee have developed an SSBA Resolutions Costing Rubric to assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing. A copy of the SSBA Resolutions Costing Rubric is attached to this letter.

Boards of Education will need to identify the position statement that the proposed resolution relates to and how the resolution relates to the SSBA Strategic Plan or Provincial Education Plan.

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than October 24, 2023, and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards of education or the Association will do, rather than directing others, over whom the Association has no control, to act.
6. Resolutions received by the deadline will be presented at the AGM by the Committee. Any board that wishes to present a resolution after the deadline for submission will have to obtain the consent of the delegates at the annual general meeting after all reported resolutions have been disposed of. (Bylaw No. 10, paragraph 6).

**Bylaw amendments and resolutions must be submitted by email to Krista Lenius,
Administrative Paralegal: klenius@saskschoolboards.ca. You will receive an email
confirmation that your submission has been received.**

SSBA Proposed Bylaw Amendments/Resolutions Costing Rubric

Purpose: To assist Boards of Education to more effectively identify costs associated with proposed bylaw amendments or resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the bylaw amendment or resolution they are proposing.

	Low Cost <\$1,000	Medium Cost \$1,000-\$10,000	High Cost >\$10,000
Advocacy	<ul style="list-style-type: none"> Minimal advocacy, potentially a letter to a government official or Ministry. 1-2 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). 	<ul style="list-style-type: none"> Moderate advocacy which may include letters to government officials or Ministries, and follow up. 2-4 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). 	<ul style="list-style-type: none"> Ongoing advocacy throughout the year. > 5 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). A working advisory group may need to be created.
Services	<ul style="list-style-type: none"> The proposed action will require minimal utilization of existing SSBA services/resources. 	<ul style="list-style-type: none"> The proposed action will significantly draw upon SSBA services/resources. 	<ul style="list-style-type: none"> The proposed action includes elements that require existing SSBA services/resources, and/or requires services and/or resources beyond those provided by the SSBA.
Unanticipated Costs	<ul style="list-style-type: none"> There is minimal likelihood of the action resulting in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are generally known. 	<ul style="list-style-type: none"> There is a moderate likelihood that the action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are relatively anticipated or assumed. 	<ul style="list-style-type: none"> There is a high likelihood that the action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are primarily unknown.

MEETING DATE: August 28, 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 type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: <u>Accountability Report</u>	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>13.3, 16</u>	

FROM: Cory Trann, Superintendent of Schools

ATTACHMENTS

BACKGROUND

RE: HUMAN RESOURCES ACCOUNTABILITY REPORT

The attached SRPSD Human Resources Accountability Report will be reviewed at the meeting. There will be an opportunity for trustees' feedback, questions, and direction at the Board table.

RECOMMENDATION

That the Board confirm that the intent of Policy 13, Item 3 and Policy 16 have been met and that the Human Resources Accountability Report be referred to the Director Evaluation process.



Accountability Report

Human Resources

Cory Trann, Superintendent of Schools

August 28, 2023

Accountability Report

SOURCE DOCUMENTS:

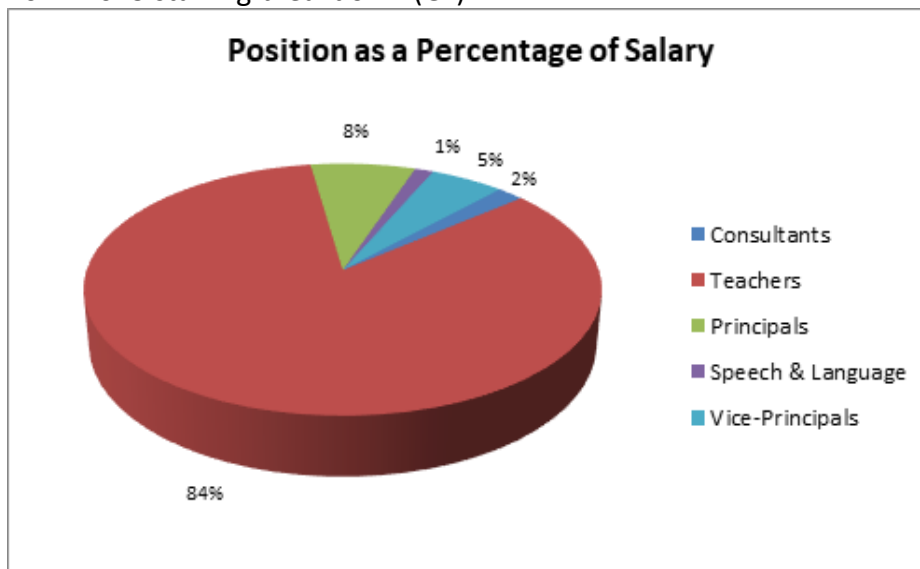
1. SRPSD Policy 16 states the following “*all staff is to be hired to assist the Board in carrying out its vision, mission, and goals*”.
2. SRPSD Policy 13, item 3, states the following for the Director’s role:
 - 3.0 Personnel Management**
 - 3.1 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
 - 3.2 Monitors and improves the performance of all staff.
3. The role for Human Resources is outlined in Administrative Procedure 400; with the procedures outlined for recruitment, selection and placement of all teaching staff. This includes the assigning of all teacher contracts.
4. The SRPSD Strategic Plan 2021-2024 with Learning and Innovation (LI), Mental Health and Wellbeing (MH), inclusion and cultural responsiveness (INC), citizenship and relationships (CR) and governance and leadership as our priorities (GL). Please note the abbreviations given will be utilized throughout the document to show connection to the strategic plan.

EVIDENCE:

• Teachers

During the 2022-2023 school year, the number of teachers in classrooms was 561 FTE; this includes 33 principals and 25 vice-principals. We had 18 female and 15 male principals and 16 female and 9 male vice-principals in 2022-2023. In addition, there were 31.5 FTE’s who work out of the Education Centre; this includes speech and language pathologists, consultants, coaches and a teacher librarian at the TRC.

The total budget for teachers and administrators is approximately \$52.6M, the following is the 2022-2023 staffing breakdown (GL):



Accountability Report

All contracts given to teachers are bound and determined by *The Education Act, 1995* and the *Provincial Collective Bargaining Agreement* which is monitored by the Saskatchewan Teachers' Federation (STF). Many different moves were made which includes new teacher hires, changes in temporary and replacement contracts and transfers.

We saw 10 teachers apply for the Early Resignation- (4 Option A, 6 Option B) Incentive and 3 teachers retire that did not qualify for the incentive. Between March and June, we had 8 other teachers on continuing contracts resign. This is a modest turnover of 4.3%. The Early Resignation Incentive plays a major role in allowing us to avoid redundancy and teacher hiring efficiently.

We are down 8 FTE teachers and one principal for the 2023-2024 school year through our budget allocation. This decrease is directly related to our enrolment and the principal is a result of the SRPSD Distance Learning Centre (DLC) discontinuing. We also have additional funds for 8 school-based literacy coaches, 2 for Michif language and culture, 3.25 for FTV and 1 Kids First Coach.

The monitoring and evaluation of staff is done in accordance to Administrative Procedure 428: Evaluation of Employees and 430: Supporting Professional Practices (Teachers, In-School Administrators and Consultants). All teachers are required to submit a Professional Growth Plan to their principal (vice-principals are often part of the process) by October 15th of each school year. This outlines their professional goals and ensures they are aligned with the school and Division goals. The teacher will meet two more times during the year to monitor progress and look at school data. Continuing this year will be conversations related to AP 443: Teacher Transfers. This allows for an early discussion with all teachers regarding transfers. This will enhance the pre thinking that is required regarding where the next school experience might be for individual teachers. (LI, GL)

Our Division runs a very successful First and Second Year Program. All 'new' teachers belong to the First Year Program. Both first and second year teachers meet formally throughout the year. They also have formal classroom visits from the superintendent in charge of the program. In the 2023-24 school year this program will be the responsibility of Superintendent Jeff Court. (LI)

Our Division offers educational bursary support to a maximum of \$85,000.00 as outlined in the *Teacher Local Bargaining Agreement - Article 7*. For the 2022-23 school year, we had 56 applicants for the school year and paid out a total of \$56370.68.

Our Division also offers an educational leave amounting to a maximum of 2.0 FTE/year as outlined in the *Teacher Local bargaining Agreement - Article 5*. For the 2023-24 school year, one .5 FTE teacher is approved for the year.

The recruitment of teaching staff is a year-long focus but culminates in January and February with SRPSD attending two consistent career fairs - University of Regina (U of R) and University of Saskatchewan (U of S) and sometimes other fairs when required. In 2022-23 we attended

Accountability Report

three fairs, 2 in province and one out of province. These career fairs allow us to make contacts with graduating education students and recruit the best for our division. SRPSD has a strong relationship with SUNTEP campus in Prince Albert and their interns within our schools. Being connected helps us with the recruitment of the tougher to fill positions like Cree Language, French Immersion, Senior Science/Math and early years for example. (INC, CR & GL)

Human resources try to maintain the sub list at about 200 teachers; this is typically made up of 120 teachers and about 80 superannuated teachers. Over the past couple of years, we have had difficulty to maintain an adequate sub list. Our sublist is slowly improving but it will take a number of years to fully recover. SPTRB has allowed us to add teacher candidates to our sub list that are finished their internship but not their education degree. This has been of great value both for SRPSD and teacher candidates.

Transfer history:

Year (spring of)	APPROX # of transfers (Staff Survey)	APPROX # of Transfers (AP 443)	APPROX Total number of transfers	Number of admin transferred
2015-16	17	7	24	4
2016-17	20	13	33	10
2017-18	20	25	45	17
2018-19	15	24	39	16
2019-20	34	18	52	3
2020-21	40	15	55	14
2021-22	41	12	53	10
2022-23	18	14 (includes 7 DLC)	32	9

Please note - In 2023-24, we will have six new administrators, three principals and three vice-principals. Also, the transfers above do not include teachers on temporary contracts or returning from a leave and being placed in a different school. The transfer number is calculated from those that are currently at work and on a continuing contract. The number was down in the spring of 2023 because we have nine less teaching positions as well, we had to place seven teachers from the DLC. This left 16 less positions available in the system. (LI & MH)

Accountability Report

Absence Comparison for Teachers

The chart below outlines the total absences per month for teachers. It includes all types absences and all teachers including administrators, principals, consultants and coaches. (MH)

	2018-19	2019-20	2020-21	2021-22	2022-23
September	779	722.5	688	1103	1156.5
October	1210.5	1231.25	1314	1347	1436.5
November20220701	1375.75	1133.5	1601.5	1399	1529.5
December	965.5	850.5	910	893.5	988.5
January	1118.5	1235	817.2	1728.5	1263.5
February	998.5	981.7	726.5	1133.6	1137
March	1135	787	1228	1790.9	1542.5
April	1042.5	124.5	1012.5	1219	957.5
May	1604	196.5	1403	1736.5	1554.5
June	1328	381.8	1605.75	1767.5	1588
	11557.25	7644.25	11306.45	14118.5	13154

- **CUPE**

During the 2022-23 school year, the number of CUPE employees was at 464 FTE; this includes 218 educational associates (EAs) who make up the highest number of CUPE employees. These numbers are based on the last day of work for EAs which was June 27, 2023. SRPSD has 59 FTE (34.5 Mentors, 2.5 Grad/Mentor Support Coaches, 6 KidsFirst, 2 Literacy Camp Coordinators, 1 French Monitor, 7 Nutrition Coordinators, 3 Before & After School Coordinators, 3 Family Resource Centre Facilitators) that are non CUPE members and are either under contract or considered employees through separate funding arrangements. The 59 FTE referred to does not include our 24 Out of Scope personnel (7 Managers, 2 Assistant Managers, 3 Administrative Assistant, 4 Superintendents, 3 Payroll Clerks, Director, CFO, 2 IT, Facilities) which include 5 LEADS members.

All contracts given to CUPE are bound and determined by *The Education Act, 1995* and the *CUPE 4195 Local Bargaining Agreement*.

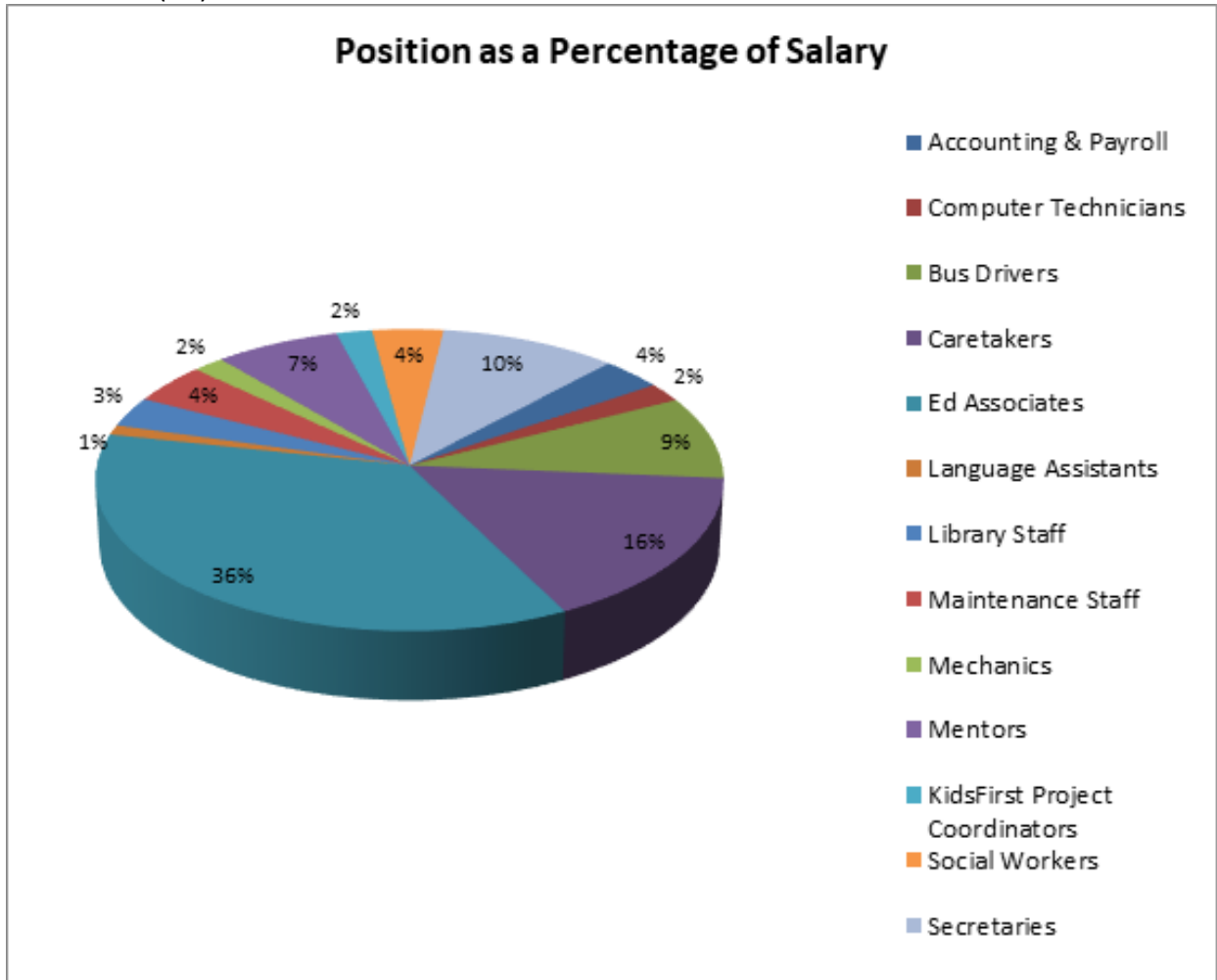
The recruitment of CUPE staff is a year-long focus and are working towards increasing our substitute list in many of our CUPE classifications. Continuous advertisements for substitute now run year-round. A round of interviews takes place once every 4-8 weeks to continually increase the number of casual employees (CR).

SRPSD takes on practicum students from Saskatchewan Polytechnic and University of Saskatchewan. In 2022-23, the Division had 40 practicum students in many classifications work with our students (LI).

Accountability Report

Interaction with CUPE resulted in discussions multiple times throughout the year. Labour Management meetings are scheduled every second month and take place when required. CUPE did not bring forward any grievances for the sixth year in a row, which is a celebration. Since 2013 we have had 22 grievances, and are proud of the relationships we have built with CUPE and strive to solve issues prior to them being grieved (CR).

The total salary for non-teacher employees \$21.5M, the following is the 2022-23 staffing breakdown (GL):



Staffing for CUPE for the 2023-24 school year went well and was completed by mid-June, 2023. We are constantly staffing throughout the year as employees leave for different reasons at all times of the school year.

Accountability Report

The Division continued to focus on Return to Work over the 2022-23 school year. Over the past years we have had the following (MH):

2016	19 Time Loss incidents	1609 lost days
2017	12 Time Loss incidents	628 lost days
2018	15 Time Loss incidents	826 lost days
2019	18 Time Loss incidents	585 lost days
2020	8 Time Loss incidents	667 lost days
2021	12 Time Loss incidents	474 lost days
2022	15 Time Loss incidents	270 lost days
2023	4 Time Loss incidents – Please note this is only until June 30, 2023	90 lost days

Other information (GL & CR):

DESCRIPTION	Total as of June 30/18	Total as of June 30/19	Total as of June 30/20	Total as of June 30/21	Total as of June 30/22	Total as of June 30/23
Total number of EAs on Sub List	134	146	156	169	169	197
Number of CUPE Assignment Changes including NEW HIRES (PERM & TEMP)/ LEAVES/RESIGNATIONS/RETIREMENTS/TERMINATIONS (July 1 to June 30 each year)	371	456	503	412	423	506
Number of times we were unable to secure EA subs	102.50	130	109	131.5	453.5	279.5
Number of times we were unable to secure Teacher subs	66.50	61	81.5	374.5	724.5	358.5
New to EA Sub. List	51	65	102	68	94	106
CUPE employees on the sub list (all non EAs)	140	147	134	138	126	133
Number of grievances from CUPE	0	0	0	0	0	0
Total number of practicum experiences	11	5	7	26	35	40

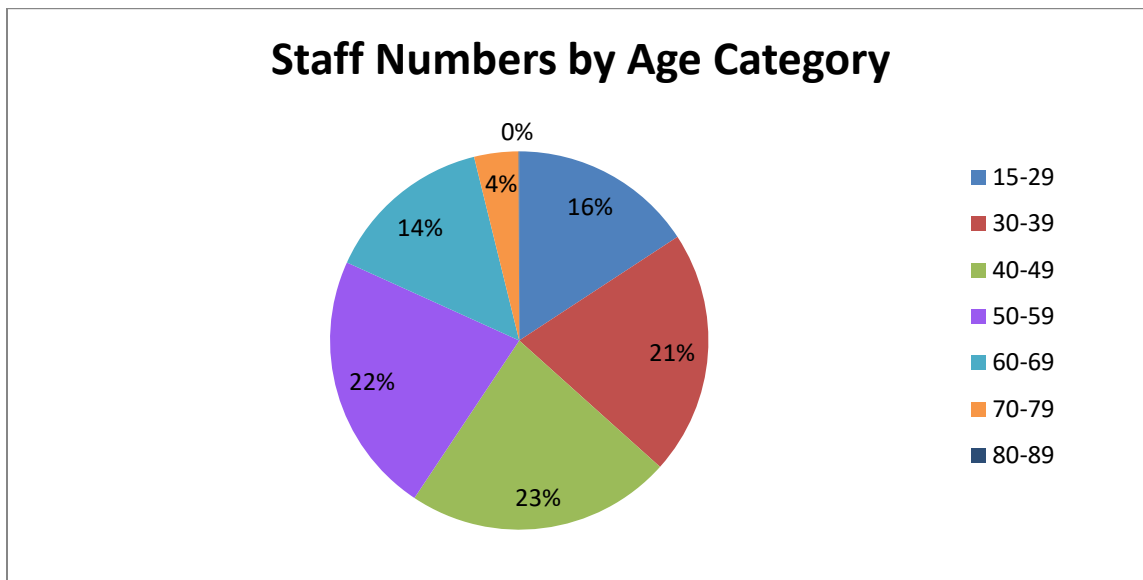
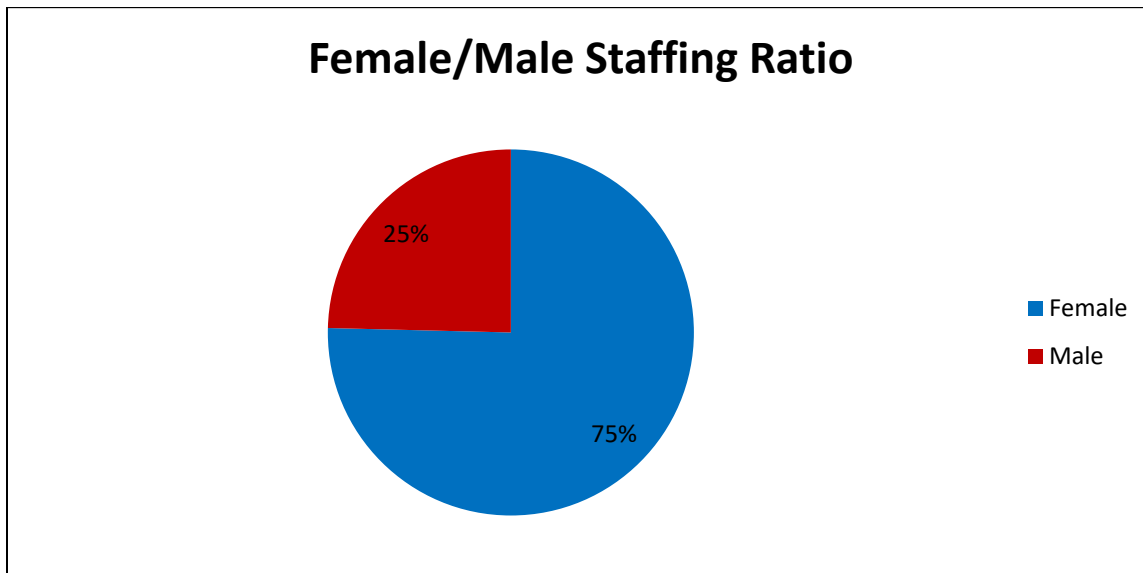
Accountability Report

C. All Human Resources

Human resources had a second staff satisfaction survey in 2021-22. Results were brought to the Board in the spring of 2022. As a reminder, the four areas of commitment are (LI, MH, INC, CR & GL):

- Enhance equitable, consistent, and fair hiring and transfer processes;
- Strengthen professional development opportunities and strategies for mental health and wellness for both students and staff;
- Promote, communicate, and celebrate SRPSD successes for both employees and students; and
- Conduct another employee satisfaction survey by the end of the 2024-2025 school year.

In 2022-2023 we had 1744 employees as of June 25, 2023. This number includes teachers, CUPE, Non-CUPE Support, OOS, and subs, the following graphs show some of the demographics of those SRPSD employees (INC):



Accountability Report

Number of FNMI educators on contract with Saskatchewan Rivers SD 119.

FNMI Status	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Metis	147	156	159	158	157	166	163	155
First Nation	17	17	18	21	19	23	22	26
Total FNMI Educators	164	173	177	179	176	189	185	181
Total Number of Educators	596	603	592	592	582	592	584	567

Risk Management (LI, MH, INC, CR & GL):

We will ensure that the Human Resources supports the reduction of risk to the organization in all areas outlined in SRPSD risk register. Specifically, a focus continues to be on Division Expectations and Staff Engagement as well as student enrolment. As a Division by recruiting, training and supporting staff in student learning, we enhance the engagement of our staff and students. The impact on enrolment will continue to be positive if we find ways to tell our story and truly provide a learning experience that is *Excellence for Every Learner*. Once students join us, we strive to have them stay with us throughout their PreK-12 experience.

September 30 enrolment from 2015 and on:

30-Sep-15	30-Sep-16	30-Sep-17	30-Sep-18	30-Sep-19	30-Sep-20	30-Sep-21	30-Sep-22	30-Sep-23 projection
8968	9114	9157	8991	8916	Data not reliable	8969	8874	8797

ADMINISTRATIVE IMPLICATIONS:

A. Successes

We are able to place teacher candidate interns in our schools from the multiple universities, including SUNTEP, U of S, U of R, Minot and FNUC. These interns are with the division for a four month placement which allows the principals and cooperating teachers to have a sound knowledge regarding the strengths of these interns. We also recruited teachers from within the province and across Canada. For the 2022-23 school year, we had 38 interns join us. We also had 60+ first, second and third year student teaching opportunities for teacher candidates within SRPSD. (LI)

Accountability Report

We have worked with the College of Nursing to place nursing practicum students into our schools. These students help teachers and staff facilitate health and wellness programming in the schools. The number of practicum students continues to grow year after year. (LI)

With our recruitment process, we were able to fill all French Immersion, Cree language and other difficult to fill positions early and not lose them to other divisions. We typically hire in November/December for the upcoming year but have to consider earlier. (GL)

Overall, our staff continue to be true professionals. They support students in endless ways and it continues to be appreciated. On a daily basis we are reminded that our staff truly care for our students regardless of what we are faced with. (CR)

B. Challenges

We continue to find the needs of our students increasing. We offer many supports but it seems like more could always be utilized to benefit students.

We need to continue to focus on maintaining an adequate sub list for all classifications. It has been more difficult to fill some positions in post COVID but it is starting to get better as time goes on.

GOVERNANCE IMPLICATIONS

1. Based upon the report, it is recommended the Board maintain current direction for ensuring staff budget remains at level that best serves our students.