



**Board of Education
Saskatoon School Division No. 13
Meeting of the
Saskatoon Board of Education**

**TUESDAY, JUNE 6, 2023
310 – 21st Street East - 6:30 p.m.**

Please note that all public board meetings are audio recorded.

AGENDA

1. Roll Call

2. Acknowledgement

3. Agenda

3.1. Adoption of Agenda

Proposed Board Motion: Move approval of the agenda.

3.2. Declaration of Conflict of Interest

4. Celebrating Excellence:

4.1. Saskatoon International Education Program

5. Consent Items

The chair will ask for a motion to receive the items, and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request that a consent item be removed.

Proposed Board Motion: That the board approve the consent items as presented.

5.1. Approval of Minutes – May 9, 2023

Proposed Board Motion (if removed from consent items): That the board approve the minutes of the committee of the whole and regular board meetings held May 9, 2023.

6. Reports from Administrative Staff

6.1. Strategic Plan Accountability Report: Information Services

Proposed Board Motion: That the board approve the Strategic Plan Accountability Report: Information Services, to be included as part of the director of education's 2022-2023 evaluation.

6.2. Closure of Pleasant Hill School

Proposed Board Motion: That the board approve the closure of Pleasant Hill School on June 30, 2023.

7. Delegation

8. Business Arising from the Minutes

9. Unfinished Business

9.1. Items Arising from the Committee of the Whole

10. Reports of Committees and Trustees

11. New Business

11.1. Board Governance - Board Policies

Proposed Board Motion: That the board approve the housekeeping changes to Policy 6: Board Operations, Policy 7: Committees of the Board, Policy 8: Board Representatives, Policy 9: Policy Making, Policy 10: Delegation of Authority, Policy 14: Conflict Resolution and Policy 16: Associate and Alliance Schools.

12. Comments/Concerns/Questions from the Public

(Maximum 5 minutes per speaker; 20 minutes total; must be related to a specific agenda item)

13. Notices of Motion

14. Questions by Trustees

15. Adjournment

Proposed Board Motion: That the board adjourn to the call of the chair or the meeting of Tuesday, June 20, 2023.



MEETING DATE: JUNE 6, 2023

TOPIC: CELEBRATING EXCELLENCE:
SASKATOON INTERNATIONAL EDUCATION PROGRAM

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Other: Celebrating Excellence	<input type="checkbox"/> Discussion

BACKGROUND

Academic excellence, character, engagement and well-being of students are at the heart of Saskatoon Public Schools' strategic plan. The plan highlights our vision of each student being known, valued and believed in. It emphasizes Saskatoon Public Schools' commitment to creating learning experiences that inspire all students to reach their potential and the importance of relationships, equity and accountability.

CURRENT STATUS

Saskatoon Public Schools renewed the international program in 2022-2023 in its new name: Saskatoon International Education (SIE), welcoming international students from around the world to Saskatoon. In 2023-2024 SIE will be welcoming international students from 18 countries.

Saskatoon International Education offers an exceptional educational experience to students from kindergarten to Grade 12. Students from around the world are welcomed and celebrated by faculty, staff and fellow students. SIE staff are dedicated to providing a successful experience for everyone, working together to ensure students are supported in all areas of their study abroad experience: academically, socially and personally.

Lana Elias, Director of SIE and Wendy Stromberg, SIE Consultant, will introduce the program and two Grade 11 international students (Centennial Collegiate and Walter Murray Collegiate), who will share some experiences from their year of study in Saskatoon.

PREPARED BY	DATE	ATTACHMENTS
Brent Hills, Deputy Director of Education Colleen Norris, Superintendent of Education	May 31, 2023	None



MEETING DATE: JUNE 6, 2023

TOPIC: APPROVAL OF MINUTES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Consent
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Approval of Minutes	<input type="checkbox"/> Information

BACKGROUND

CURRENT STATUS

Attached are the minutes from the May 9, 2023 committee of the whole and regular board meetings.

PREPARED BY	DATE	ATTACHMENTS
Daniel Burke, Chief Financial Officer	June 1, 2023	Minutes

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the board approve the minutes of the committee of the whole and regular board meetings held May 9, 2023.

UNAPPROVED

MINUTES OF A MEETING:

of the Board of Education of the Saskatoon School Division No. 13 of
Saskatchewan, held on Tuesday, May 9, 2023 at 2:30 p.m.

May 9, 2023

MEMBERS PRESENT:

Trustees Angela Arneson, Donna Banks, Charmaine Bellamy, Vernon Linklater,
Colleen MacPherson, Michael Pidwerbeski, Kim Stranden, Ross Tait,
Suzanne Zwarych

Following discussions in Committee of the Whole, Trustee Banks moved that the Board rise and report.

CARRIED (9)

The meeting adjourned at 5:17 p.m.

Secretary of the School Division

Board Chair

UNAPPROVED

MINUTES OF A MEETING:

of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, May 9, 2023 at 6:30 p.m.

May 9, 2023

MEMBERS PRESENT:

Trustees Colleen MacPherson (Chair), Angela Arneson, Donna Banks, Charmaine Bellamy, Vernon Linklater, Michael Pidwerbeski, Kim Stranden, Ross Tait, Suzanne Zwarych

Chair MacPherson, called the meeting to order, read the roll call into the minutes, acknowledged that the meeting was being held on Treaty Six territory and traditional territory of the Cree, Dene, Nakoda, Lakota, Dakota and Saulteaux nations, and the homeland of the Métis and Michif people.

Agenda: Trustee Pidwerbeski moved approval of the agenda.

Agenda

CARRIED (9)

There were no conflicts of interest declared by any board members.

Celebrating Excellence – Communication and Literacy at John Dolan School: Trish Reeve, superintendent of education, introduced John Dolan School principal Darlene Schultz, vice principal Kyla McKay and speech language pathologist Tara Goodwin. The group shared John Dolan's literacy goals of providing daily opportunities for students to engage in literacy instruction as part of the academic programming. They also celebrated how these opportunities and technology has positively impacted their lives at home as well.

Celebrating Excellence - Communication and Literacy at John Dolan School

Consent Items: Board Chair MacPherson requested agenda item #5.2 correspondence be removed from the consent items. Trustee Zwarych moved that the following consent agenda items be approved as presented.

Consent Items

CARRIED (9)

Approval of Minutes - April 18, 2023 Trustee Zwarych moved that the board approve the minutes of the committee of the whole and regular board meetings held April 18, 2023.

Approval of Minutes

CARRIED (9)

correspondence as listed:

Correspondence: Trustee Tait moved that the board receive the

Correspondence

- a) Correspondence from École Lumsden Elementary School regarding a class initiative to advocate for a provincial Treaties Recognition Week.

CARRIED (9)

UNAPPROVED

Reports from Administrative Staff:

Strategic Plan Accountability Report: Student Transportation
Daniel Burke, chief financial officer and Sheila May, financial analyst/transportation manager, highlighted the Strategic Plan Accountability Report: Transportation.

Strategic Plan
Accountability
Report:
Student
Transportation

Trustee Banks moved that the board approve the Strategic Plan Accountability Report: Student Transportation be included as part of the director of education's 2022-2023 evaluation.

CARRIED (9)

Nature-Based Learning: Nicola Bishop Yong, superintendent of education presented an administrative report on nature-based learning in Saskatoon Public Schools.

Nature-
Based
Learning

Trustee Arneson moved that the board receive the report on nature-based learning for information.

CARRIED (9)

Three-Year Preventative Maintenance and Renewal Plan: Trustee Stranden moved that the board approve the 2024-2026 Preventative Maintenance and Renewal Plan dated April 27, 2023.

Three-Year
Preventative
Maintenance and
Renewal Plan

CARRIED (9)

Unfinished Business:

Tender for Willowgrove Relocatable Classroom Addition: Trustee Arneson moved that the board award the tender for the Willowgrove Relocatable classroom project in the total amount of \$2,140,000 plus applicable taxes for the Base Price plus Separate Price 1 to D2 Construction Ltd., on the condition that the Ministry of Education provides additional funding to cover the total project cost.

Tender for
Willowgrove
Relocatable
Classroom
Addition

CARRIED (9)

Correspondence: Trustee Pidwerbeski moved that the board receive the correspondence from committee of the whole.

Correspondence

CARRIED (9)

Reports of Committees and Trustees:

- Trustee Linklater reported on his participation in the National Day of Awareness and Action for Missing and Murdered Indigenous Women, Girls and Gender diverse people (MMWIG2S) events at Westmount School on May 5.
- Trustee Banks reported on her attendance at School Community Council meetings at James L. Alexander School, Tommy Douglas Collegiate and the school community council general assembly meeting on April 26. She also visited Nutana Collegiate and participated in their quarter 3 graduation events. Trustee Banks attended separate presentations hosted by James L. Alexander School, the Alberta School Boards Association and the Saskatoon Industry and Education Council. She also attended the board/student forum on May 2.
- Trustee Stranden reported on her attendance at the Howard Coad School Community Council meeting. She also attended community association bingo fundraising events at Westmount and Vincent Massey schools and the School Community Council general assembly meeting held April 26.
- Trustee Zwarych reported on her attendance at the University of Saskatchewan College of Education's pinning ceremony and the wall of honour presentations.

UNAPPROVED

- Board Chair MacPherson reported her attendance at Montgomery School's Hack-A-Toy event on May 9.

Comments/Concerns/Questions from the Public:

No comments, concerns or questions from the public were brought forward.

Notice of Motion:

No Notices of Motion were brought forward.

Questions by Trustees:

No questions by trustees were brought forward.

Adjournment:

Trustee Pidwerbeski moved that the board adjourn to the call of the chair or the board meeting of Tuesday, June 6, 2023.

CARRIED (9)

The meeting adjourned at 8:06 p.m.

Secretary of the School Division

Board Chair



MEETING DATE: JUNE 6, 2023

TOPIC: STRATEGIC PLAN ACCOUNTIBILITY REPORT: INFORMATION SERVICES

FORUM	AGENDA ITEMS	INTENT
<input type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consent
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	<input type="checkbox"/> Information

BACKGROUND

Each year, the Information Services Department at Saskatoon Public Schools delivers an accountability report relating to technology in the division.

Technology continues to support students and teachers with relevant and reliable hardware and software to support learning and operational functions. Notable highlights include focused efforts in various areas of the division to increase cybersecurity, as well as excellent progress on funded technology infrastructure projects.

CURRENT STATUS

Attached is the 2022-23 Information Services Accountability report.

PREPARED BY	DATE	ATTACHMENTS
Jason Dunk, Chief Technology Officer	June, 2023	Report

RECOMMENDATION

Proposed Board Motion:

That the board approve the Strategic Plan Accountability Report: Information Services, to be included as part of the director of education's 2022-2023 evaluation.

At Saskatoon Public Schools every student is Known • Valued • Believed In

We are committed to creating learning experiences that inspire all students to reach their potential.



Accountability Topic: Information Services

Date of Board Meeting: June 6, 2023

Strategic Priorities:

<input type="checkbox"/> Academic Excellence	<input type="checkbox"/> Well-being
<input type="checkbox"/> Character	<input type="checkbox"/> Financial Stewardship
<input type="checkbox"/> Engagement	<input checked="" type="checkbox"/> Internal Business Processes

Commitments:

- ☐ Relationships (honouring diversity, welcoming and joyful spaces, and community partnerships)
- ☐ Equity (anti-racist/anti-oppressive practice, representative workforce, high expectations)
- ☒ Accountability (evidence-based practice, focus on Indigenous student success, ensure safe, caring, and accepting learning environments)

Key Measures:

1. Access to resources to support student learning, such as student and staff computers, had a modest increase this year, at 16,549 from 16,225 last year (2% increase) while overall devices grew from 23,685 to 24,049 (1.3% increase).
2. Ratio of students to computers grew slightly due to enrolment growth:
Elementary average – 6.1 students to every student-use computer (from 5.9 last year)
Collegiate average – 4.2 students to every student-use computer (from 4.1 last year)

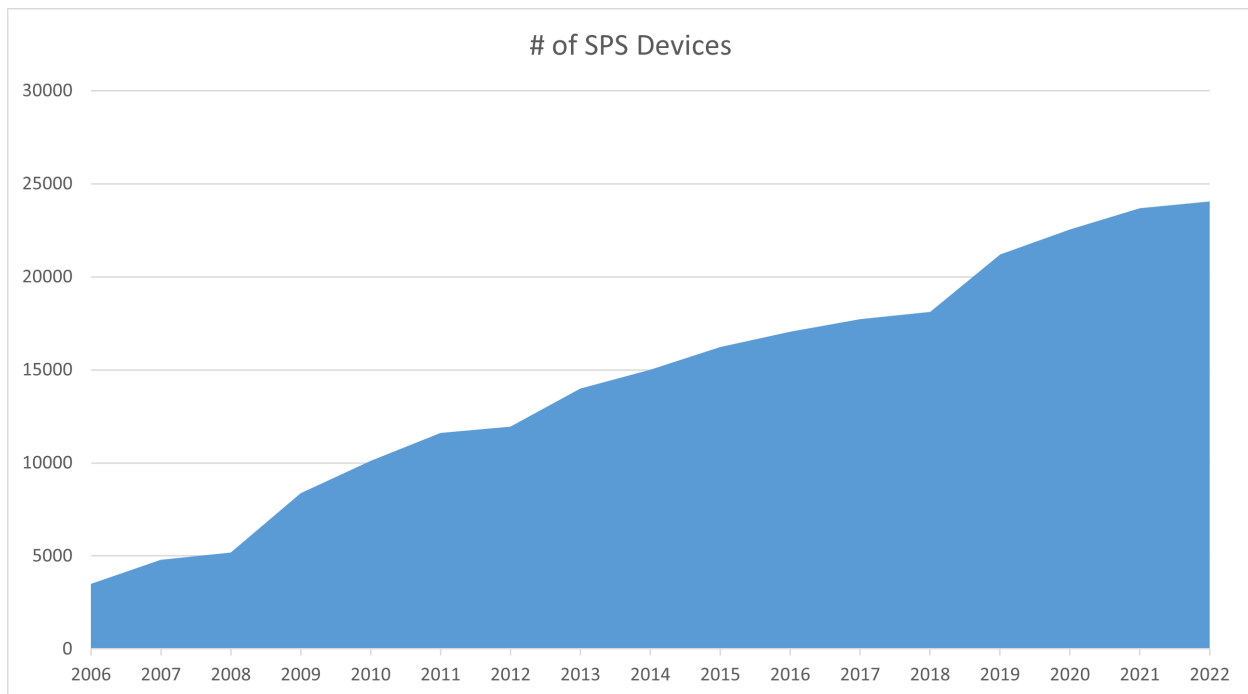
Targets:

1. Division-owned devices will continue to grow, and Saskatoon Public Schools will continue to plan and budget for this growth, in addition to supporting the many personal devices that access our guest network.
2. Student to computer ratio target is 4:1 division-wide

Key Initiatives Employed:

1. In response to the increasing number of cyber threats, the primary focus of the Information Services department has been to enhance security. This is being achieved through a combination of internal policy and configuration enhancements, as well as the implementation of top-tier security products. These measures include:
 - Expanding multi-factor authentication to all teaching staff by the end of the school year.
 - Partnering with a top-tier vendor to replace the school division's email filter and incorporate artificial intelligence (AI) and automation for improved response to compromised user accounts.
 - Upgrading software versions for web and portal infrastructures.
 - Expanding installation of additional antivirus and malware security software to staff who are often targeted, such as Human Resources, Financial Services and Payroll Services staff.
 - Reducing staff access to key systems from outside the division's secure network by implementing modern file sharing practices for school teams and business departments.
 - Reducing network access to a minimum required for elevated users, such as IT technicians.
 - Reducing elevated access to laptops and desktops to minimize the risk of unauthorized access.
2. Infrastructure projects completed or underway include:
 - Voice Over IP (VoIP) telephone project to finish replacing legacy phones in remaining schools, target completion October 2023
 - Wireless networking Request for Proposal (RFP) product evaluations, award expected June 2023
 - Portal and website upgrade completed May 2023
 - Email filter software replacement completed November 2022

Data:



Future Initiatives:

Continuing to advocate for the necessary resources to address the school division's technology backlog effectively. Future projects include the following:

1. Staff laptop refresh: Planning to publish the Request for Proposal (RFP) by September 2023, with the distribution scheduled during the school year pending the approval of the budget.
2. Wireless networking replacement at all locations: The RFP award is expected in June 2023, and the replacement will be carried out school by school throughout the course of the 2023/24 school year.
3. Backup and storage replacement: The sourcing process is currently underway, and the Information Services department anticipates deploying the new system during the 2023/24 school year, pending the approval of the budget.
4. Wired networking: The timeline for this project to replace network equipment throughout the entire division is dependent on approval of the budget. The RFP will be published in the fall and the IS department will proceed with the distribution shortly thereafter.
5. SSBA Cybersecurity Working Advisory Group Recommendations: The goal is to actively consider and evaluate the pending recommendations provided by the SSBA Cybersecurity WAG (Working Advisory Group).

By outlining these projects, Information Services will ensure transparency and communicate our priorities for addressing the technology backlog.

Risk Assessment:

The division continues to face the same significant risks from a technology perspective as highlighted in last year's report, but substantial progress has been made on addressing these challenges:

1. The organization faces ongoing risks from both external and internal cyber threats. Education institutions have become prime targets for malicious actors, and the cost and complexity of implementing preventive measures have increased. To enhance cybersecurity, it is essential to adopt an all-hands approach that includes the implementation of new tools and processes, such as multi-factor authentication. Additionally, fostering a security mindset among employees through training and support is crucial.
2. It is crucial to continuously and dedicatedly invest in infrastructure renewal to meet the technological needs of staff and students. In the technology sector, there is a shift towards an operating model that involves ongoing subscription fees, in addition to the initial capital investment, for products and solutions. As a result, there is a growing necessity for dedicated funding because maintaining systems without a subscription service becomes impractical.

Summary Comments:

From the user perspective, the technology landscape remained relatively stable this year. The number of laptops and end-user devices remained relatively consistent, which aligns with school division expectations as the end of the current refresh cycle is approaching for staff and student

computers. However, significant progress was made at the infrastructure level to address the backlog of projects and system refreshments required to maintain our systems. Dedicated funding for wireless infrastructure, teacher laptops, and backup technologies has provided much-needed relief in those areas.

The current challenge lies in scaling efforts to complete these backlogged projects concurrently rather than sequentially, without overburdening our department staff. This requires careful coordination to ensure efficient execution while avoiding excessive workload on the team.



MEETING DATE: JUNE 6, 2023

TOPIC: CLOSURE OF PLEASANT HILL SCHOOL

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consent
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Information

BACKGROUND

CURRENT STATUS

Director Skjerven will provide remarks on the history of the Pleasant Hill School, along with upcoming cultural and celebratory events prior to closure.

PREPARED BY	DATE	ATTACHMENTS
Shane Skjerven, Director of Education	May 31, 2023	None

RECOMMENDATION

Proposed Board Motion:

That the Board approve the closure of Pleasant Hill School on June 30, 2023.



MEETING DATE: JUNE 6, 2023

TOPIC: BOARD GOVERNANCE - BOARD POLICIES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consent
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	<input type="checkbox"/> Information

BACKGROUND

Board Policy 9 – Policy Making states the board is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate. It also states the final draft of the policy or amendments shall be presented to the board for its consideration and approval.

The Board Governance Committee met on May 30, 2023 and is recommending approval of housekeeping changes to the board policies listed below pending minor final edits.

CURRENT STATUS

Housekeeping changes have been made to the following policies:

- Policy 6: Board Operations
- Policy 7: Committees of the Board
- Policy 8: Board Representatives
- Policy 9: Policy Making
- Policy 10: Delegation of Authority
- Policy 14: Conflict Resolution
- Policy 16: Associate and Alliance Schools

PREPARED BY	DATE	ATTACHMENTS
Shane Skjerven, Director of Education Daniel Burke, Chief Financial Officer	June 1, 2023	Policies (7)

RECOMMENDATION

Proposed Board Motion:

That the board approve the housekeeping changes to Policy 6: Board Operations, Policy 7: Committees of the Board, Policy 8: Board Representatives, Policy 9: Policy Making, Policy 10: Delegation of Authority, Policy 14: Conflict Resolution and Policy 16: Associate and Alliance Schools.

POLICY 6 – BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the division, the ~~B~~board ~~shall~~will hold meetings as often as is necessary. The ~~B~~board has adopted policies regulating its proceedings so that the business of the ~~B~~board can be conducted in an orderly and efficient manner.

The purpose of ~~B~~board meetings is to ascertain group opinion and through motions and resolutions to focus ~~Board~~board action on specific issues. Respectful behaviour preserves the inherent dignity of everyone; therefore, it is important that ~~B~~board meetings be conducted in an environment that is productive, ~~orderly~~orderly, and respectful of trustees, ~~staff~~staff, and members of the public. The organization of the ~~B~~board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect. Meetings of the full ~~B~~board meetings will be conducted in person to the extent possible. ~~In unique or special circumstances, A~~at the discretion of the chair, the ~~B~~board can conduct ~~its~~ meetings electronically. ~~Subcommittee meetings will generally be held electronically at the discretion of the chair.~~ Electronic meetings will be held in compliance with *The Electronic Meeting Procedures Regulations, Chapter E-0.2 Reg 6.* where possible.

1. Inaugural Meeting of the Board

- 1.1 The ~~Inaugural~~inaugural Meeting of the ~~Board~~board ~~in~~in each calendar year ~~shall~~will be held in the W.B. Doyle Board Room, ~~Board~~offices, not later than November 30 in accordance with Part 4 of *The School Division Administration Regulations*, Province of Saskatchewan.
- 1.2 The ~~Chief~~chief Financial ~~Officer~~officer ~~shall~~will call the meeting to order.
- 1.3 In an election year, the ~~Chief~~chief Financial ~~Officer~~officer ~~shall~~will read the return from the ~~City~~city Clerk certifying as to the election of new members, if any, and ~~shall~~will call for and receive the certificate of their declaration of office, in accordance with Section 71 of *the Education Act*, Province of Saskatchewan.
- 1.4 The ~~Chief~~chief Financial ~~Officer~~officer ~~shall~~will proceed to conduct the election of the ~~Board~~board ~~Chair~~chair. Nominations ~~shall~~will be made by the ~~Board~~board members for the office of ~~C~~chair and need not be seconded. A vote upon the nominees shall be taken by ballot. The nominee who receives the most votes of the members present ~~shall~~will ~~therefore~~ be declared elected and ~~shall~~will ~~take~~take office immediately. In the event of a tie vote the ~~B~~board will move ~~in to~~into ~~C~~committee of the ~~W~~whole. Following discussions in ~~C~~committee of the ~~W~~whole the ~~B~~board will conduct a maximum of another two votes by secret ballot. If a tie remains the ~~B~~board will direct the returning officer to follow the tie vote procedure specified in Section 141(1) of *the Local Government Election Act*.
- 1.5 Immediately following the election of the ~~C~~chair, the ~~B~~board ~~shall~~will elect a ~~V~~vice-~~C~~Chair to take office immediately following the election and serve for six months. One

other trustee ~~shall~~will be elected to serve for the subsequent six months or until the next ~~inaugural Meeting~~meeting.

- 1.6 The ~~B~~board shall then proceed with the agenda as prepared by the ~~d~~eDirector of ~~e~~Education.
- 1.7 At its ~~Inaugural~~inaugural ~~M~~mmeeting each year, the ~~Board~~board ~~shall~~will appoint such professional service providers as are deemed necessary to safeguard the long-term interests of the ~~B~~board. Service providers considered in this context may include insurance brokers, auditors, architects, solicitor, etc.
- 1.8 At its ~~i~~ninaugural ~~M~~mmeeting each year, the ~~B~~board ~~shall~~will ~~name~~will name representatives to internal committees and external committees. The process for selecting candidates ~~will be by nomination. If the number of candidates who accept nominations is greater than positions available, then the process for selecting will be determined by the Chair and Vice Chair.~~will be determined by the board.
 - 1.8.1 Decisions will be based on involving as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions.
 - 1.8.2 The ~~c~~cChair and ~~V~~vice ~~C~~cChair may suggest voting by ballot if more trustees are interested in a position than ~~t~~n can be accommodated for the year.
- 1.9 Trustees shall report on meetings or events where trustees have been assigned by the ~~B~~board or ~~C~~cChair of the ~~B~~board to attend as a representative of the Board.
 - Includes membership on external committees, and/or special community meetings.
 - Representatives for special committees are determined at the annual ~~Inaugural~~inaugural meeting of the board (ex. Board Audit and Risk Committee, ~~Board Discipline Committee~~, Board Governance Committee, Board Human Resources Committee, representatives to the Board of Pension Committee Trustees, Saskatchewan School Boards Association Public Section representatives, Saskatchewan High Schools Athletic Association representative, Saskatoon Public Schools Foundation representatives).
 - Any appointment not determined at the ~~Inaugural~~inaugural meeting will~~shall~~ be identified by ~~B~~board motion.

2. Meetings of the Board

- 2.1 Unless otherwise arranged by appropriate ~~B~~board action, the ~~B~~board ~~shall~~will meet as often as necessary in open session in the W.B. Doyle Board Room of the Saskatoon Board of Education on whatever day and at such times as the ~~B~~board may determine. Notwithstanding, in the public interest, the ~~B~~board establishes an annual calendar. The ~~B~~board is committed to conducting as much of its business as possible in open session, whether in regular or in special meeting.

- 2.2 In preparation for each regular ~~B~~board meeting, the ~~d~~Director of ~~e~~Education in consultation with the ~~B~~board ~~C~~chair and ~~V~~ice ~~C~~chair shall prepare and post an agenda and a file of related materials at least three business days in advance of the meeting. ~~to Bboard members at least three business days in advance of the meeting~~ ~~an agenda and a file of related materials which will be used in the meeting.~~ If in exceptional circumstances, information for the ~~B~~board meeting is unavailable, material will be forwarded to ~~B~~board members as soon as possible.
- 2.3 Special meetings of the ~~B~~board shall be called by ~~the Cchair~~the chair at any time on ~~his/her/their~~their own initiative or at the request of the ~~d~~Director of ~~e~~Education, or upon receipt of a written request signed by any three members of the ~~B~~board who shall state explicitly the reason therefore for the meeting in accordance with ~~Section 73(1) of the Education Act~~ Part 4, section 16 (1) of The School Division Administration Regulations. ~~Subject to 2.4 below, if a special meeting of the Bboard is to be held, the Director of Education shall give members notice~~

- ~~a) shall give at least six clear business days' notice to each member by registered mail;~~
- ~~b), certified mail or special delivery; or deliver a written notice to each member delivered in person at least three business days before the meeting; or~~
- ~~c) written notice left leave the notice with an adult person at each member's place of residence at least three business days before the meeting; or~~
- ~~d) written notice in an electronic form that complies with section 9 of The Electronic Information and Documents Act, 2000 at least three business days before the meeting.~~

~~The notice shall set forth the business to be transacted or to be considered and no other business shall be considered unless all the members of the Bboard are present and unless there is unanimous agreement that the agenda previously arranged shall be changed.~~

~~In emergency or extenuating circumstances, the board may conduct a special meeting electronically in the manner outlined in The Electronic Meeting Procedures Regulations, Chapter E 0.2 Reg. 6 of The Education Act.~~

- 2.4 The ~~B~~board may, by unanimous consent, in accordance with section 16 (3) of *The School Division Administration Regulations*, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the ~~Board~~board prior to the commencement of the meeting and ~~shall will~~ be recorded in the minutes of the meeting in the form required by that section.

- 2.5 No act, proceeding, or policy of the ~~B~~board ~~shall will~~ be deemed valid unless adopted by a regular or special meeting at which a quorum of the ~~B~~board is present. A "quorum of the ~~Board~~board" ~~shall be is~~ defined as a majority of the members of the ~~Board~~board of ~~Education~~education as referenced in section 17(1) of *The School Division Administration Regulations*.

- 2.6 All regular and special meetings of the ~~B~~board ~~shall be are~~ open to the public.

3. Committee of the Whole Board (In Camera) Sessions

- 3.1 The ~~B~~board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations. The ~~B~~board believes this trust is preserved through the conduct of ~~B~~board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in closed meetings.
- 3.2 As a general practice ~~C~~committee of the ~~W~~whole sessions ~~shall will~~ be held on the day of each ~~Regular~~regular ~~B~~board meeting. The ~~B~~board may meet at any time in ~~C~~committee of the ~~W~~whole for any of the reasons outlined in 3.87 below.
- 3.3 Whenever the ~~B~~board goes into ~~C~~committee of the ~~W~~whole, the ~~Chair of the Board~~ board chair shall leave the chair and the ~~V~~vice-~~C~~Chair shall take ~~his/het~~their place. If the ~~V~~vice-~~C~~chair is absent, the ~~C~~chair or other ~~V~~vice Chair chair for that year ~~shall will~~ take will take their place.
- 3.4 The usual rules of procedure shall be observed in meetings of ~~C~~committee of the ~~W~~whole. Nonetheless:
 - 3.4.1 ~~B~~board members and administration shall be on a first-name basis.
 - 3.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
 - 3.4.3 Trustees shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
 - 3.4.4 Trustees ~~shall will~~ be allowed to respond to other's comments at the discretion of the ~~V~~vice ~~C~~chair ~~although all comments shall be addressed to the Chair~~.
 - 3.4.5 The ~~V~~vice ~~C~~chair ~~shall will~~ be empowered to enforce the same rules as apply to ~~public Bboard~~public board meetings if ~~he or she~~they deems it is in the best interest of the meeting being conducted.
- 3.5 The ~~C~~chief ~~F~~financial ~~O~~fficer, or designate, ~~shall will~~ keep a record of directions to administration and items which the ~~C~~committee has agreed should be placed on the next or subsequent ~~B~~board meeting agendas.
- 3.6 At the conclusion of a session of the ~~C~~committee of the ~~W~~whole, a member ~~shall will~~ move that the ~~Committee~~committee rise and report to the open ~~B~~board meeting and subsequently, that the session adjourns.
- 3.7 During any meeting of the ~~B~~board, the ~~Board~~board ~~shall will~~ go into a ~~C~~committee of the ~~W~~whole session at the request of a trustee to discuss a matter that is normally reserved for closed session as outlined in point 3.8. Immediately following such a ~~C~~committee of the ~~W~~whole session, a trustee ~~shall will~~ move that the ~~B~~board rise from ~~C~~committee and report to the open meeting of the ~~B~~board. Any action taken by ~~the Bboard~~the board ~~shall will~~ be voted upon in a meeting open to the public.

- 3.8 The following matters ~~shall~~are normally ~~be~~ reserved for closed sessions of the ~~C~~ommittee of the ~~W~~hole:
- 3.8.1 Personal or confidential matters relating to staff, students or finances;
 - 3.8.2 Legal opinions respecting the ~~B~~oard and its ~~activities~~activities.
 - 3.8.3 The purchase, ~~lease~~lease, or sale of property prior to discussion in open ~~session~~session.
 - 3.8.4 Items of a sensitive or exploratory nature which either the ~~D~~irector or the ~~B~~oard wish to discuss with each other, with the ultimate view to providing guidance or information on issues which may or may not become public later.
- 3.9 Board members and other persons attending ~~c~~ommittee~~committee~~committee of the ~~W~~hole sessions are honour bound not to disclose the details of discussion at such sessions.

4. Planning and Development Meetings

- 4.1 The ~~B~~oard believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations. The ~~B~~oard believes this trust is preserved through the conduct of ~~B~~oard meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive and exploratory matters in closed meetings.
- 4.2 As a general practice ~~P~~lanning and ~~D~~evelopment sessions shall be held as required.
- 4.3 ~~At P~~lanning~~At planning~~ and ~~d~~evelopment~~development~~development meetings, the ~~c~~Chair of the ~~B~~oard ~~shall~~will leave the chair and the ~~v~~ice~~C~~hair ~~shall~~will take ~~his/her~~their place. If the ~~V~~ice ~~C~~hair is absent, the members present shall elect one of their number to act as ~~C~~hair of the meeting.
- 4.4 The usual rules of procedure for committee of the whole shall be observed in ~~P~~lanning and ~~D~~evelopment meetings. Nonetheless:
- 4.4.1 Board members and administration ~~shall~~will be on a first-name basis.
 - 4.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
 - 4.4.3 Board members shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
 - 4.4.4 Board members ~~shall~~will be allowed to respond to other's comments at the discretion of the ~~V~~ice ~~c~~Chair ~~although all comments shall be addressed to the Vice-Chair~~.
 - 4.4.5 The ~~V~~ice ~~C~~hair ~~shall~~will be empowered to enforce the same rules as apply to public ~~B~~oard meetings if ~~he or she~~they ~~deems~~ it is in the best interest of the meeting being conducted.

- 4.5 Board members and other persons attending ~~P~~planning and ~~dDevelopmentdevelopmentdevelopment~~ sessions are honour bound not to disclose the details of discussion at such sessions.

5. Agenda for Public Meetings

- 5.1 The agenda ~~shall~~will be prepared by the ~~D~~director of ~~e~~Educationeducation in consultation with the ~~B~~board ~~C~~chair and ~~V~~vice ~~C~~chair and shall be posted to ~~B~~board members ~~at least three full business days in advance of regular Bboard meetings, together with such letters, reports, and information as Bboard members may require in dealing effectively with items therein.~~

- 5.2 A ~~B~~board member may have an item placed on the agenda by:

~~5.2.1 Making direct request to the Director~~~~director of Eeducation before the agenda is sent to the Bboard members;~~

5.2.21 Presenting a notice of motion, which will place the item on the agenda for the next ~~B~~board meeting;

5.2.32 Securing ~~B~~board approval at the beginning of ~~any Bboard~~any board meeting for the inclusion of the item on the agenda of that meeting.

5.3 The order of business at regular meetings shall normally be as follows:

- ~~Roll Call~~
- ~~Land Acknowledgement~~
- ~~Playing of O Canada~~
- ~~Adoption of Agenda and Declaration of Conflict of Interest~~
- ~~Celebrating Excellence~~
- ~~Consent Items (The Chair will ask for a motion to receive the items, which are starred, and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request a star(s) that a consent item be removed).~~
- ~~Reports from Administrative Staff~~
- ~~Approval of Minutes of Last Meeting~~
- ~~Delegations~~
- ~~Business Arising from the Minutes~~
- ~~Unfinished Business~~
- ~~Correspondence~~
- ~~Reports of Committees and Trustees~~
- ~~New Business~~
- ~~Comments/Concerns/Questions from the Public (must be related to a specific agenda item)~~
- ~~Notices of Motion~~
- ~~Questions by Trustees~~

5.3.1 During Comments/Concerns from the Public, trustees should not engage in a discussion as the matter referred to will be dealt with at the appropriate time in the agenda.

5.3.2 Trustees may provide a verbal report of recent activities at each regular meeting.

5.4 The list of agenda items ~~shall will~~ be posted ~~in the Board office, in a place readily accessible to the public and~~ on the school division's main website. ~~Any elector may inspect the agenda and request a copy.~~

6. Minutes

6.1 The ~~M~~minutes shall record:

6.1.1 A summary of the circumstances which gave rise to the matter being placed before the ~~B~~board; and

6.1.2 All resolutions, including the ~~B~~board's disposition of same, placed before the ~~B~~board.

6.2 ~~The M~~minutes The minutes shall:

- 6.2.1 Be recorded by the ~~C~~chief ~~F~~financial ~~O~~fficer~~financial officer~~ or designate in a minute book and in a form approved by the ~~B~~board; and
- 6.2.2 Be reviewed by the ~~D~~director prior to submission to the ~~B~~board for approval; and
- 6.2.3 Be considered an unofficial record of proceedings until adopted by resolution of the ~~B~~board; and
- 6.2.4 Upon adoption by the ~~B~~board, be deemed to be the official and sole record of the ~~B~~board's business.
- 6.3 The ~~C~~chief ~~F~~financial ~~O~~fficer shall:
 - 6.3.1 Present the minutes for approval at the next ~~B~~board meeting.

7. Motions

Motions do not require a seconder.

7.1 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.

7.1.1 A member of the ~~B~~board may present ~~in writing~~ a notice of motion ~~at~~ in writing at any regular or special meeting of the ~~B~~board.

7.1.2 At the next regular meeting of the ~~B~~board, this member shall present the motion and speak in support of it.

7.2 Discussion on Motions

A motion or recommendation ~~from Administration~~from administration must be placed before the ~~B~~board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion ~~shall~~will provide a written copy of the motion to the ~~B~~board ~~C~~chair. Once a motion is before the ~~B~~board and until it is passed or defeated, all speakers ~~shall~~will confine their remarks to the motion or to the information pertinent to the motion.

7.3 Speaking to the Motion

Every speaker must first be recognized by the ~~C~~chair and shall speak to the ~~C~~chair.

A trustee may speak to a motion only once, without permission of the ~~C~~chair, unless replying to a question, in which case the trustee may speak a second time, except that the mover of a motion may speak a second time and thereby close the debate on the question. This limitation shall not apply in committee meetings.

Trustees shall refer to ~~B~~board members as "Trustee _____" and shall refer to administrators by title.

Trustees may interrupt other ~~B~~board members only by proper use of a "Point of Order" or "Question of Privilege."

7.3.1 A “Point of Order”

A member may interrupt the speaker on a “point of order” if the member feels improper language has been used; if the member feels irrelevant argument is being used; or if the member feels a rule of procedure has been broken.

The “point of order” must be stated definitely and conclusively.

The ~~Chair~~ of ~~the Board~~ the board decides, without debate, whether the “point is well taken” although he or she may ask for opinions first.

7.3.2 A “Question of Privilege”

A member may interrupt the speaker on “a question of privilege” if ~~he/she~~ they feels the member’s reputation, or that of ~~his/her~~ their organization, is endangered.

The procedure is the same as for a “point of order”.

7.4 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.

7.5 Recorded Vote

All votes shall be by a recorded show of hands.

A tie vote shall be declared lost.

7.6 Entitled Votes

All members, including the ~~Chair~~, are entitled to vote on all questions and motions, except in the case of a conflict of interest, as defined by Section ~~69-20~~ of ~~the Education Act~~. The School Division Administration Regulations.

While all members 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.

7.7 Debate

Board meetings shall be conducted according to the parliamentary procedures found in Robert’s Rules of Order Revised (the New Robert’s Rules of Order 2nd Edition) with *The Education Act*, ~~1995~~ and *The School Division Administration Regulations*, taking precedence. Meeting procedures shall also be governed by special rules of order set out by the ~~B~~board in the Board Policy Handbook.

Rules shall encourage open and free debate on issues and discourage wandering from issues, personal attacks, and/or reference to personalities. Trustees will strive to respect the opinions of other ~~B~~board members. The ~~Chair~~ must guard against any ~~B~~board member(s) monopolizing the debate on any issue.

A motion to lay a question on the table (e.g. tabling motion) shall not be subject to debate, but the question may be debated when it is lifted from the table.

Unless authorized by a majority of members present, the ~~C~~Echair ~~shall~~will not keep the ~~B~~Board in session for more than three continuous hours ~~(e.g. 10:00 p.m.)~~.

8. Delegations

- 8.1 The ~~B~~board believes it has the responsibility to encourage residents of the ~~D~~division to bring matters of concern regarding the education of students and the operation of the ~~D~~division to regular meetings of the ~~B~~board. Representation and delegations from any individual or group may be received on any subject pertinent to the business of the ~~B~~board not including personnel matters and other criteria for refusal. The ~~B~~board reserves the right to refuse a request from a representative or delegation.
- 8.2 All delegations wishing to appear before the ~~B~~board shall be required to give notice thereof, in writing, to the ~~D~~director of ~~E~~education at least seven full business days before the meeting at which they are to be heard; and further, in giving such notice, the delegations ~~shall~~will state the nature of the subject matter they intend to bring before the ~~B~~board.
- 8.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the ~~B~~board.
- 8.4 All delegations are required to submit their presentation in writing for inclusion in ~~the~~ ~~B~~board~~the board~~ agenda package. As the submission will be read by ~~B~~board members, delegations are to provide an overview of the key points in their written submission during their verbal presentation as there is only 15 minutes allocated for the presentation and trustee questions for clarification.
- 8.5 Trustees may ask questions for clarification of the delegation if there is time remaining in the 15 minutes allocated to the delegation. ~~The C~~chair~~The chair~~ of the ~~B~~board ~~shall~~will ensure that the delegation's presentation and trustee questions for clarification cease at the 15-minute limit; any unfinished business shall be submitted in writing to the appropriate party.
- 8.6 Should follow-up be required because of the delegation's presentation; ~~the B~~board~~the board~~ will provide direction to the appropriate party.
- 8.7 In an emergency, the ~~D~~director of ~~e~~Education~~education~~, with the approval of the ~~c~~Chair of the ~~B~~board, ~~shall~~ have authority to waive the requirement of seven days' notice, provided there is time before the meeting to acquaint the ~~B~~board members with the purpose of the delegation.

9. Trustee Remuneration

9.1 Honoraria

The total ~~T~~trustee remuneration package should recognize the role and responsibilities undertaken by the collective ~~B~~board, individual ~~T~~trustees and the time required in fulfilling those ~~responsibilities~~.

~~Prior to changes to remuneration, Administration will conduct and present to the Bboard remuneration surveys that compare the Ttrustees' total remuneration package to remuneration packages provided to other publicly elected school division trustees in Saskatchewan.~~

9.1.1 Remuneration Guidelines

- All remuneration amounts are established by the ~~B~~board. Per annum honorarium adjustments at the start of the new budget year shall be tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA) and are listed in the Schedule of Remuneration, Allowances and Expenses. ~~es. es.~~
- The COLA shall be determined by the Statistics Canada publication specific to Saskatoon, which is released annually in January for the preceding year. —

9.1.2 Per Annum

The per annum honoraria provides remuneration for the duties and activities required of ~~T~~trustees as per Policy 2: Role of the Board Member and as per Policy 6.1.8 which deals with ~~T~~trustee representation on internal and external committees: These include:

- Attendance at regularly scheduled meetings of the ~~B~~board but not limited to public meetings, committee of the whole meetings, planning and development meetings, director and board self-evaluation meetings and other working sessions;
- Attendance at meetings of ~~B~~board committees and where a ~~T~~trustee trustee represents the Board on an external committee;
- Attendance at other meetings as appointed, ~~directed~~ directed, or agreed to by the ~~B~~board such as ~~S~~school ~~C~~community ~~C~~council assemblies, meetings with other school boards, MLAs, ~~e~~City city ~~C~~councillors city councillors, ~~B~~board-hosted functions, social events, etc.; and
- Ward-related activities including school events, ~~School~~ School ~~C~~community Council Council meetings and important community functions.

The per annum honoraria includes:

- A monthly in-division travel allowance;
- A monthly cell phone allowance;

- Enrolment in the **B**board's benefit plans, including the Employee Family Assistance Plan.

~~Trustees'~~**Trustees** per annum honoraria is paid in 12 monthly installments by direct deposit and a pay advisory is forwarded to ~~T~~**trustees** by email. The **B**board **E**chair will receive an additional 30 percent remuneration, the **B**board ~~V~~**ice** **E**chair ~~shall~~**will** receive an additional 10 percent remuneration during the term that they fulfill these duties.

9.1.3 Additional Remuneration

Each year, the **B**board ~~shall~~**will** determine the availability of, and rates for, all additional remuneration.

Trustees may claim additional remuneration for expenses related to activities of a nonpartisan nature over and above those detailed in 9.1.2., where no other remuneration is provided, that enable them to keep abreast of developments in education and further their work as ~~T~~**trustees**. These include attendance at conventions, seminars, conferences, workshops, and professional development activities, community or **B**board-related events, and subscriptions.

9.1.3.1. Per Diem Honoraria

~~—Daily per diem honoraria may be claimed at the discretion of individual **T**rustees. The rate for, and availability of, daily per diem honoraria is decided by the ~~Board~~**board** and is at a capped amount.~~

~~—~~**Events for which a per diem honoraria may be claimed include:**

- Participation in panels or committees as appointed **B**board representatives such as for Attendance on committees and at meetings where Trustee participation is required but is voluntary such as selection panels for ~~in-school~~ administrators;
- Attendance at annual conferences and meetings of associations of which the **B**board is a member such as the SSBA and CSBA;
- Attendance at meetings as appointed **B**board representatives, such as for on, for example, external organizations or task forces.
- Attendance at professional development events consisting with a duration of ½ day or greater.

9.1.3.2 Expense Reimbursement

Trustees participating in out-of-division ~~B~~board-related activities may be reimbursed for expenses incurred.

Receipts must be submitted for reimbursement for:

- registration fees
- airfare
- ground transportation including taxis and shuttles
- accommodation

Meal allowances and out-of-division travel when using a personal vehicle will be reimbursed at ~~provincial government~~Ddivision rates.

9.1.4 Corporate Purchasing/Credit Card

Trustees may obtain a corporate purchasing/credit card to use for ~~B~~board-related expenses. Trustees must follow division procedures for the use of the corporate credit card. All charges to corporate credit cards issued by the ~~D~~division must be supported by a detailed receipt that identifies the purpose of the expenditure. Please refer to Administrative Procedure 571: Purchasing Card – Commercial Credit Card Program.

9.1.5 Travel, Vehicle and Parking Expense

Kilometer rates and meal allowances for out-of-city travel shall be at ~~provincial~~ Division rates as listed in the Schedule of Remuneration, Allowances and Expenses.

Annual adjustments to in-city travel allowance shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA) as defined in 9.1.1.-

9.1.6 Standard Computer Equipment

Trustees will be equipped with computer equipment during their four-year term of office to assist in division communications and to enable trustees to fulfill their duties.

~~Computer equipment will be provided to trustees during their term of office at Board expense.~~

~~Computer equipment shall be capped at a budgeted amount within the Board's term.~~

~~Installing or maintaining any hardware or executable software not owned or licensed by the Division requires authorization by the Board. Any modifications to Board provided office equipment must be removable without damaging the integrity of the equipment. Costs for repairs due to such modifications may be assessed.~~ The use of all computer hardware and software shall comply with the Division's acceptable use policy. Administrative Procedure 140: Computer Online Services Acceptable Use.

~~Trustees experiencing problems with their school division computers may access Information Systems technical support.~~

Trustees may purchase ~~Board-~~provided computer equipment for the depreciated value at the end of their term of office.

An outgoing trustee shall will return the ~~Board-~~provided computer equipment within seven days following an election or for a re-elected trustee, on replacement of the equipment.

The ~~Board~~executive assistant to the board ~~Secretary~~ will keep a record on file of equipment loaned or leased to a trustee.

9.1.7 Trustee Office Expenses

~~The following other Office and Office and parking expenses will be paid for trustees during their term. : a portion or all of the cost of internet access and cellular telephone charges, parking swipe card, business cards, office supplies, promotional items (for the School Division and its entities), good and welfare of students, cards (greeting, sympathy etc.), Dday timer, and associated Board related long distance charges. Trustee Office Expense allowances are capped at a predetermined amount. Annual adjustments shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA). The Board Chair will be allocated an additional predetermined amount for~~

~~Office expenses as listed in the Schedule of Remuneration, Allowances and Expenses~~

The ~~Board~~ board will reimburse expenses with the submission of original receipts only.

~~The annual adjustment to this account is to be tied to Cost of Living Adjustment (COLA) at the start of the new budget year.~~

10. Recognition of Trustee Service

- Less than one term: ~~—~~ certificate and letter
- One or more terms (in whole or in part): certificate, letter and memento of appreciation approved by the ~~B~~board

Trustees shall be given the option of redirecting a cash equivalent gift.

- The ~~B~~board will recognize trustees who die while still in office as follows:
 - Memorial announcement in local paper (two issues).
 - Board one-time contribution to an educational scholarship made in consultation with the trustee's family (\$1,000 per term or portion thereof).
- The ~~B~~board will recognize former trustees on the occasion of their death as follows:
 - Board contribution to an educational scholarship made in consultation with the trustee's family (\$100 per term or portion thereof).

11. Board Member Conflict of Interest

11.1 Members of the ~~B~~board are governed by the provisions of *The School Division Administration Regulations* concerning matters of conflict of interest.

12. Board Self-Evaluation

~~The ~~B~~board will conduct an annual self evaluation as determined by the ~~B~~board ~~G~~governance ~~E~~committee.~~

~~12.1 The purpose of the ~~B~~board self evaluation is to answer questions such as:~~

~~12.1.1 How well have we fulfilled each of our defined roles as a ~~B~~board this past year?~~

~~12.1.2 How do we perceive our interpersonal working relationships?~~

~~12.1.3 How well do we receive input and how well do we communicate?~~

~~12.1.4 How well have we adhered to our annual work plan?~~

~~12.1.5 How would we rate our ~~B~~board-~~D~~director relations?~~

~~12.1.6 How well have we adhered to our governance policies?~~

~~12.1.7 What have we accomplished this past year? How do we know?~~

~~12.2 The principles upon which the ~~B~~board self evaluation is based are as follows:~~

- ~~12.2.1 A learning organization or a professional learning community is focused on the improvement of practice.~~
- ~~12.2.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.~~
- ~~12.2.3 An evidence-based approach provides objectivity.~~

~~12.3 The components of the Board self-evaluation are:~~

- ~~12.3.1 Review of Board Role pPerformanceperformance~~
- ~~12.3.2 Monitoring Interpersonalinterpersonal Working Relationships~~
- ~~12.3.3 Monitoring Board Representation/Communication~~
- ~~12.3.4 Review of aAnnualannual Work Plan Completion~~
- 12.3.5 Monitoring Board-Superintendent relations**

~~12.3.6 Review of Board Motionsotions~~

~~12.3.7 Review of Board Governance policiespolicies~~

~~12.3.8 Creating a Positive Path Forwardforward~~

13. Signing Authority

- 13.1 The ~~B~~oard ~~C~~hair, ~~V~~ice ~~C~~hair and ~~C~~hief ~~F~~inancial ~~O~~fficerofficer have legal signing authority for the Board of Education of the Saskatoon School Division Number 13 of Saskatchewan.
 - 13.1.1 The ~~Boar~~board ~~C~~hairboard chair or ~~V~~ice ~~C~~hair and the ~~C~~hief ~~f~~inancialfinancial ~~O~~fficer's ~~signature~~signatures are required on all agreements and contracts that are valued at \$250,000 or more.
 - 13.1.2 The ~~C~~hief ~~Chief~~ ~~Financial~~financial ~~O~~fficer or designates' signature will be required on agreements and contracts under the value of \$250,000, unless otherwise requested by third parties, in which case, the ~~B~~oard ~~C~~hairboard chair or ~~V~~ice ~~C~~hair and the ~~C~~hief ~~F~~inancial ~~O~~fficer's signature will be required.

Legal Reference:

Date Last Revised: ~~December 8, 2020~~January 2023 May 2023

POLICY 7– COMMITTEES OF THE BOARD

The Board may, from time to time, create committees ~~in order to~~ expedite the conduct of its business. Committees may be standing or ad hoc in nature.

1. Standing Committees and Representation

- 1.1 At its inaugural Mmeeting each year, the Board shall name such standing committees and representation, as it deems necessary for the effective discharge of Board business.
- 1.2 Unless otherwise provided by Board motion at the inaugural Mmeeting, the standing committees of the Board shall be the following:
 - 1.2.1 Board Audit and Risk Committee
 - 1.2.3 Board Governance Committee
 - 1.2.4 Board Human Resources Committee
- 1.3 Unless otherwise decreed by the Board, a standing committee ~~shall~~ will be comprised of no fewer than three and no more than five Board members, one of whom ~~shall~~ will be named Chair by the committee members, but any or all Board members not named to a committee may attend meetings of that committee without the privilege of voting. The Board Chair, as ~~E~~ex-Officio, shall have voting rights in standing committees. Quorum of subcommittee is defined as a majority of the members as referenced in section 17(1) of *The School Division Administration Regulations*.
- 1.4 Each committee shall have a Chair, but no Board member shall be Chair of more than one standing committee.
- 1.5 Standing committees ~~shall~~ will meet only when they are required to deal with matters specifically referred to them by the Board or Director. These meetings shall be held in camera. Occasionally committee meetings may be opened to the public and advertised appropriately at the discretion of the committee Chair. Following the study of any question, the committee shall draft a written report of its findings and submit it to the Board. These reports shall be reviewed in Ccommittee of the ~~W~~hole. No report, order or decision of a Board committee comes into force until the Board at a regular or special meeting adopts it.
- 1.6 The general areas of Board business to be dealt with by the standing committees, under direction from the Board, ~~shall~~ will be as follows:
 - 1.6.1 Board Audit and Risk Committee

Assists the Board in performing its financial responsibilities considering enterprise ~~wide~~ risks management in the establishment of the strategic

~~direction plan~~ for Saskatoon Public Schools and investigating any activity of Saskatoon Public Schools if ~~so~~ authorized by the ~~Board~~board.

1.6.2 ~~1.6.2~~ Board Governance Committee

Assists the ~~B~~board by providing ~~guidance advice~~ on the process and structure used to govern the affairs of Saskatoon Public Schools for sound performance, accountability and integrity; preparing draft board policies for review, discussion and approval; reviewing and updating existing policies; developing board performance evaluations tools to guide the board in evaluating its governance practice and processes against established measures of good governance; and responding to other governance matters as requested by the ~~B~~board.

1.6.3 Board Human Resources Committee

Assists the ~~B~~board on matters pertaining to the selection, evaluation process and development of the director within the parameters described by ~~B~~board policy and assisting administration in establishing collective bargaining mandates for all collective bargaining within the school division.

1.7 The ~~D~~director of ~~E~~education or designate, ~~shall~~will attend all committee meetings.

~~1.8 The Bboard will meet in Ccommittee of the Wwhole in accordance with a schedule approved by the Bboard and on an "as needed" basis.~~

~~1.9 Trustee attendance at the Sschool Ccommunity Ccouncil Aassembly meetings is encouraged. There are three meetings held each year.~~

~~1.10 At its Inaugural meeting each year, the Board shall name such other representatives, as it deems necessary for the effective discharge of Board business.~~

~~Unless otherwise provided by Board motion at the Inaugural Meeting, Board representation on committees shall be the following:~~

~~1.10.1 Public Boards Caucus, Saskatchewan School Boards Association~~

~~1.10.2 Saskatchewan High Schools Athletic Association~~

~~1.10.3 Saskatoon Public Schools Foundation Corp.~~

~~1.10.4 Board Pension Committee~~

2. Special Committees

2.1 As need arises, the ~~B~~board may appoint special committees for such purposes as it may deem necessary and shall designate one of the members ~~as Cchair~~as chair.

2.2 Special committees will include administrative officials and other non-~~B~~board members, as well as ~~B~~board members.

- 2.3 Each special committee at the conclusion of its work shall present a written report to the Bboard.
- 2.4 Unless otherwise directed by the Bboard, special committees are dissolved as soon as they have reported to the Bboard.

Legal Reference: *The Education Act, 1995, Section 85(1)a, The School Division Administration Regulations, Sections 38, 41*

Date Last Revised: ~~October, October 2020~~ May 2023

POLICY 8– BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the Bboard will give consideration to naming representatives to various external boards or committees. Such representation is established at the discretion of the Bboard to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Bboard and other organizations.

If such an external organization/agency request came to the Bboard at some point between ~~Inaugural~~inaugural meetings, the Bboard would follow a similar selection process as specified in Policy 6.1.8. This appointment would be made official by Bboard motion.

Cooperative committees ~~shall~~will function within the terms of reference determined by the committee and approved by both parties. The ~~D~~director of ~~E~~education may appoint resource personnel to work with representatives and ~~shall~~will determine roles, responsibilities and reporting requirements of resource personnel.

The following committees will have a Bboard representative as identified at ~~the inaugural~~the inaugural ~~M~~mmeeting:

1. Public Boards Section, Saskatchewan School Boards Association

1.1. Purpose

- 1.1.1. Represent the Bboard at meetings of Saskatchewan School Boards Association Public Boards Section

1.2. Powers and Duties

- 1.2.1. Attend Saskatchewan School Boards Association Public Boards Section meetings
- 1.2.2. Represent the Bboard's positions and interests at the regional level
- 1.2.3. Communicate to the Bboard the work of Saskatchewan School Boards Association Public Boards Section

1.3. Membership

- 1.3.1. ~~One~~Two trustees

1.4. Meetings

- 1.4.1. As called by Saskatchewan School Boards Association Public Boards Section

2. Saskatchewan High School Athletics Association

2.1. Purpose

2.1.1. To plan, supervise, promote and administer inter-school athletic activities in Saskatchewan including provincial level championships.

2.2. Powers and Duties

2.2.1. Encourage, plan, supervise, promote and administer inter-school athletic activities.

2.3. Membership

2.3.1. One Trustee from the Saskatoon SHSAA district (rotates between Saskatoon Public Schools and Saskatoon Catholic Schools).

2.4. Meetings

2.4.1. Annual meeting held in June each year

3. Representatives to the Board of Pension Committee Trustees

3.1. Purpose

Matters pertaining to the Pension Plan for the Non-Teaching Employees of the Saskatoon Board of Education

Legal Reference: *The Education Act, 1995*, Section 85(1) a, 106

Date Last Revised: ~~June 18, 2019~~ May 2023

POLICY 9– POLICY MAKING

The Bboard is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate. In order to meet its responsibility, the Bboard shall will establish and maintain written policies which express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Bboard, the Ddirector, staff, students, electors and other agencies. Board policies constitute the will of the Bboard in determining how the Ddivision will be operated.

The Bboard shall will be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act The Education Act and Regulations and other provincial legislation.

Board policies shall will provide an appropriate balance between the responsibility of the Bboard to develop the broad guidelines to guide the Ddivision and to provide the opportunity for the Ddirector to exercise professional training and experience in the administration of the Ddivision.

The Bboard shall adhere to the following stages in its approach to policy making:

Planning

The Bboard, in cooperation with the Director director, shall will assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and others and identify the critical attributes of each policy to be developed.

Development

The Bboard may develop the policy itself or could delegate the responsibility for development to the Director.

Implementation

The Bboard is responsible for the implementation of policies governing its own processes. The Bboard and Director share the responsibility for implementation of policies relating to the Bboard-Director relationship. The Director is responsible for the implementation of all other policies.

Evaluation

The Bboard, in cooperation with the Director, shall will evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically,

1. Parent groups, teachers, administrators, school community councils, student councils, trustees and others interested in the educational system, are invited to submit suggestions or

recommendations in regard to new or existing policy at any time. Such suggestions or recommendations shall be submitted in writing to the Director and include a brief statement of purpose or rationale.

2. Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the Pincipal to the Director.
3. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
4. The Director, or designate, shall be responsible to assign a member of the administrative staff to prepare a proposal.
5. The Director shall present the proposal to the Board or the appropriate committee given its terms of reference for initial consideration. Should the Board determine the need for policy development or revision, the Board will direct the Director to initiate the development process. Once a final draft has been completed, feedback will be sought with stakeholders impacted by the change. Timeline for stakeholder feedback is recommended to be 30 days.
6. The Board may also request the Director to change an administrative procedure to a draft Board policy. In so doing, the Board will provide rationale.
7. The final draft of the policy or amendments shall be presented to the Board for its consideration and approval.
8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the Board.
911. In approving policy, the Board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.
102. The Director is responsible for communicating Board policies and administrative procedures within the Division; for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.
113. The Director must develop administrative procedures as specified in Policy 11 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
124. The Board may direct the Director to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Director's discretion.
135. The Board shall review each policy during its term as part of its self-evaluation.

Legal Reference: The School Division Administration Regulations. Section 45
Date Last Revised: June 18, 2019 May 2023

POLICY 10 – DELEGATION OF AUTHORITY

The Board authorizes the Director to do any act or thing or exercise any power that the Board may or ~~is required to~~must do or exercise except those matters which, in accordance with provincial legislation, cannot be delegated.

Notwithstanding the above, the Board also reserves to itself the authority to make decisions on matters requiring Board approval in accordance with specific Board policies, and further, the Board requires that any new ~~provincial, regional or local~~ significant public-facing initiatives must be initially brought to the Board for discussion, and determination of decision-making authority.

Legal Reference: *The Education Act, 1995, Section 85(1) (a)(b)*

Date Last Revised: ~~June 18, 2019~~May 2023

POLICY 14 – CONFLICT RESOLUTION

The **B**oard is committed to and supports the settlement of conflict over matters under its jurisdiction in a manner consistent with its purpose, vision, goals, principles and belief statements.

A complaint brought by a parent or other member of the community against a staff member, administration, a school, or the **D**ivision will be dealt with in a just, timely manner that respects the dignity and rights of all parties involved.

1. Members of **B**oard and administrative staff will make every reasonable effort to encourage and support resolution of any complaints at the local level by the parties most directly involved in the matter.
2. Responding to a complaint will be governed by the following principles and practices:
 - 2.1 Complainants have a right to have their complaint (~~i.e.~~i.e., expression of dissatisfaction or allegation) dealt with in an appropriate and timely manner.
 - 2.2 Where there is more than one concern being addressed or where the issue is complex, the complainant will be asked to set out the concerns in writing and the discussions shall focus on the contents of the written submission.
 - 2.3 Anonymous complaints shall not be acted upon unless there is relevant, compelling and or credible information to indicate that there may be some substance to the complaint.
 - 2.4 A staff member will be informed, as soon as practical (usually within five working days), of the nature and the specifics of a complaint.
 - 2.5 Where the complainant has dealt directly with the staff member and is not satisfied with the response or the manner in which the matter was addressed, the complainant or the staff member may ask the supervisor to assist with the resolution process.
 - 2.6 If at any point in the process it becomes apparent that the complaint relates to a matter that may involve possible disciplinary action against an employee the matter shall be dealt with in accordance with the applicable provisions of policies, procedures, legislation and collective agreements.
3. Approaches to the resolution of conflict should:
 - 3.1 foster a climate of openness, tolerance and trust;
 - 3.2 encourage a resolution which is early, informal and as close to the source of conflict as possible;
 - 3.3 offer the services of a trained facilitator from an established division pool, ~~i.e.~~i.e., third person assistance, if and when requested by the disputants; and

- 3.4 Provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.
4. There is an obligation on all persons involved in conflict resolution to maintain confidentiality, subject to disputants and others being able to share enough information to attempt to resolve the conflict.
 5. If the complaint cannot be resolved by a conflict resolution ~~process~~process, then further efforts to address the complaint shall be consistent with applicable provisions of policies, legislation and collective agreements.
 6. Board employees shall document the complaint and all processes followed and steps taken to address the complaint. Such records shall form part of the record of the employee and shall be ~~retained~~kept for such period of time as required by board policy or applicable collective agreements.
 7. As with any written record generated within the Division, the Local Authority Freedom of Information and Protection of Privacy Act governs the creation, retention, disclosure, alteration, and destruction of any written material.

Legal Reference: *The Education Act, 1995, Section 148*

Date Last Revised: ~~June 18, 2019~~May 2023

POLICY 16 – ASSOCIATE ~~AND~~ ALLIANCE AND DESIGNATED SCHOOLS

The ~~B~~board recognizes that individual behaviours are motivated by personal faith and cultural experiences and can be enhanced in settings that are more directly related to that environment. The vision of Saskatoon Public Schools is that every student is known, valued, and believed in. The division is committed to create learning experiences that inspire all students to reach their potential.

The ~~B~~board has the authority to enter into agreements for ~~A~~associate ~~S~~schools, ~~or D~~designated ~~S~~schools. An ~~A~~an ~~a~~Associate school means a registered independent school that has an agreement with a board of education to operate in association with the board. An alliance school can be designated by the board to deliver educational and related services to compulsory aged students pursuant to an agreement with a third party.

~~is a religiously based independent school that has an agreement to operate in association with a board of education. A Ddesignated school is a school designated by the Bboard to deliver educational and related services to compulsory aged students pursuant to an agreement with another party.~~ The policy is in keeping with the following priorities:

1. empowering individual schools to provide programs to accommodate community vision and the needs of children.
2. increasing opportunities for parents and community members to be involved in schools.
3. providing for meaningful participation of parents and the community in the education of students and in ~~B~~board governance.
4. continuing the development of relationships and joint structures with First Nations, Métis and Inuit communities.

Procedures

Upon receiving a request for associate school status or a proposal for the provision of services at ~~a Ddesignated an alliance~~ school, the director of education will present the application to the ~~B~~board if the request is consistent with the priorities listed in this policy.

If the ~~B~~board provides “approval in principle” of an application for ~~A~~as ~~a~~associate school status or the provision of educational and related services at a ~~D~~designated school, the director of education shall be authorized to negotiate a memorandum of agreement with the other party, which will subsequently be presented to the ~~B~~board for its approval.

Legal Reference: *The Independent School Regulations, E-O.2, Reg 27*

Date Last Revised: ~~September 22, 2020~~
May 2023