

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Board Continuity Planning Meeting of the Good Spirit Board of Education  
Friday, August 14, 2020  
Good Spirit Education Complex & Zoom from Remote Locations**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
A	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
A	Stachura, Florence
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-144**

Simpson:

**Call to order**

That this meeting now come to order at 8:31 a.m.  
**Carried.**

**20-145**

Anderson:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

Trustee Balyski joined the meeting at 8:37 a.m.

Trustee Variyan joined the meeting at 8:39 a.m.

**Information Items**

1. COVID-19 Update
  - a. Provincial COVID-19 Tracker
  - b. Return to School in the Fall
    - i. Return to School Plan
    - ii. Return to School Training Schedule
    - iii. Communications
      1. Summer Boot Camp Messages and Testimonials
      2. Return to School Plan 2020 Image
      3. Transportation Message
      4. GSSD Back to School Video DRAFT
      5. Administrator/School Video Script
    - iv. Additional Caretaker Costs
    - v. Personal Protective Equipment
    - vi. Proposed 2020-21 Board Meeting Dates
    - vii. Thank You Messages

**Closed Session**

1. Restricted Reserve
  - a. Year End Projection & Reserves
  - b. Victory Sprayer Procurement
  - c. Vital Oxide Procurement

**20-146**

Leson:

**Enter closed session**

That the Board enter closed session to receive and review the agenda item.  
**Carried.**

**20-147**

Variyan:

**Exit closed session**

That the Board exit closed session.  
**Carried.**

**Action Items Arising from Closed Session**

1. Victory Sprayer Procurement
2. Vital Oxide Procurement

**20-148**

Smandych:

**Victory Sprayer Procurement Recommendation**

That the Board award the contract for the Victory Sprayers to Mannix Supply.  
**Carried.**

**20-149**

Johnson:

**Vital Oxide Disinfectant Recommendation**

That the Board award the supply of Vital Oxide to Mannix Supply.  
**Carried.**

**20-150**

Leson:

**Adjournment**

That we do adjourn at 10:18 a.m.  
**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education

## Regular Meeting Agenda

**Date:** August 27, 2020  
**Location:** Good Spirit Education Complex, Zoom  
**Time:** **10:00 AM**

### **10:00 AM**

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. June 18, 2020 Regular Board Meeting
  - 3.2. June 24, 2020 Continuity Plan Meeting
  - 3.3. July 15, 2020 Continuity Plan Meeting
  - 3.4. August 14, 2020 Continuity Plan Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)
5. Delegation - none

### **10:15 AM**

6. Board Development – Role of the Superintendent of Education

### **10:30 AM**

7. Closed Session
  - 7.1. Human Resources Report
    - 7.1.1. Monthly Report
    - 7.1.2. Out of Scope Salary Request
  - 7.2. Governance Budget Report
  - 7.3. Transportation Committee
    - 7.3.1. Langenburg Bus Request
    - 7.3.2. Cote First Nation
    - 7.3.3. Ryan Family Request
  - 7.4. Title Transfer – RM of Calder
  - 7.5. Board Survey Results
  - 7.6. School Closure/Grade Discontinuance & Boundary Review

### **1:30 PM**

8. Action Items
  - 8.1. Items Arising From Closed Session
    - 8.1.1. Human Resources Recommendation
      - 8.1.1.1. Out of Scope Salary Request
    - 8.1.2. Transportation Committee Recommendation
      - 8.1.2.1. Langenburg Bus Request

### 8.1.2.2. Ryan Family Request

#### **1:40 PM**

9. Old Business
  - 9.1. Policy 14 - Hearings on Teacher Matters
  - 9.2. Policy 16 – Appendix A Good Neighbor
  
10. New Business
  - 10.1. Board Policy Amendments
    - 10.1.1. Policy 1 – Foundational Items, Division Focus Areas, and Long-term Goals
    - 10.1.2. Policy 2 - Appendix A – Annual Work Plan
  - 10.2. 2020 Trustee Elections
    - 10.2.1. Ballots
    - 10.2.2. Polling Locations
    - 10.2.3. Remuneration

#### **2:00 PM**

11. Director's Report

#### **3:00 PM**

12. Committee/Conference Report
  - 12.1. School Community Council Meetings
  
13. Future Business – Board Policy 2A – Annual Work Plan
  - 13.1. Meeting Dates – To Be Determined
  - 13.2. Notice of Motion
  - 13.3. Topics for Future Agenda – To Be Determined

#### **3:30 PM**

14. Adjourn

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, August 27, 2020  
Good Spirit Education Complex**

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**Board Members (P)Present (A)Absent**

A	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

A	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Stachura, Florence
P	Smandyh, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-151**

Simpson:

**Call to order**

That this meeting now come to order at 10:14 a.m.  
**Carried.**

**20-152**

Gendur:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

**20-153**

Johnson:

**Approval of June 18, 2020 regular minutes**

That the minutes of the June 18, 2020 Regular meeting be adopted as presented.  
**Carried.**

**20-154**

Leson:

**Approval of June 24, 2020 board continuity plan minutes**

That the minutes of the June 24, 2020 Board Continuity Plan meeting be adopted as presented.  
**Carried.**

**20-155**

Dokuchie:

**Approval of July 15, 2020 board continuity plan minutes**

That the minutes of the July 15, 2020 Board Continuity Plan meeting be adopted as presented.  
**Carried.**

**20-156**

Smandyh:

**Approval of July 15, 2020 board continuity plan minutes**

That the minutes of the July 15, 2020 Board Continuity Plan meeting be adopted as presented.  
**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

None

**Delegation**

Non

**Board Development**

Role of the Superintendent

**Closed Session Items**

1. Human Resources Report
  - a. Employee Concerns
  - b. Out of Scope Salary Request
2. Governance Budget Report
3. Transportation Committee
  - a. Langenburg Bus Request
  - b. Cote First Nation
  - c. Ryan Family Request
4. Title Transfer – RM of Calder
5. Board Survey Results
6. School Closure / Grade Discontinuance & Boundary Review Update

**20-157**

Stachura:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**20-158**

Variyan:

**Exit closed session**

That the Board exit closed session.

**Carried.**

Lunch

**20-159**

Morrison:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**20-160**

Gendur:

**Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Items**

1. Items Arising from Closed Session
  - a. Human Resources Recommendation
    - i. Out of Scope Salary Request
  - b. Transportation Committee Recommendations
    - i. Langenburg Bus Request
    - ii. Ryan Family Request
  - c. Title Transfer – RM of Calder

**20-161**  
Leson: **Human Resources Recommendation – Out of Scope Salary Request**  
That the Board accept the recommendation outlined in closed session – Out of Scope Salary Request – 2020 08 27 – 01.  
**Carried.**

**20-162**  
Dokuchie: **Transportation Recommendation – Langenburg Bus Request**  
That the Board accept the recommendation of the Transportation Committee to have the Transportation Department analyze similar situations across the division and to develop a decision tree process to aid in making consistent decisions in similar situations across the school division.  
**Carried.**

**20-163**  
Smandych: **Transportation Recommendation – Ryan Family Request**  
That the Board accept the recommendation of the Transportation Committee to deny the Ryan family to access transportation from SECSO to Rocanville School for the 2020-21 school year.  
**Carried.**

**20-164**  
Johnson: **Title Transfer – RM of Calder**  
That the Board agree to transfer title for the following former RM of Calder School property, Title number 118565141, to Charles Schrader, and that the cost of title transfer be borne by the new property owner.  
**Carried.**

**Old Business**

1. Policy 14 – Hearings of Teacher Matters
2. Policy 16 Appendix A – Good Neighbor

**20-165**  
Stachura: **Policy 14 Hearings on Teacher Matters**  
That the Board accept the amended Policy 14 Hearing on Teacher Matters as presented, with technical edits.  
**Carried.**

**20-166**  
Variyan: **Policy 16 – Appendix A Good Neighbor**  
That the Board accept amended Board Policy 16 Appendix A - Good Neighbor as presented.  
**Carried.**

**New Business**

1. Board Policy Amendments
  - a. Policy 1 – Foundational Statements, Division Focus Areas, and Long-term Goals
  - b. Policy 2 Appendix A – Annual Work Plan
2. 2020 Trustee Elections
  - a. Ballots
  - b. Polling Stations
  - c. Remuneration

**20-167**  
Morrison: **Policy 1 – Foundational Statements, Division Focus Areas, and Long-term Goals**  
That the Board accept the amendments within Policy 1 – Foundational Statements as presented, with technical edits to the goal regarding communication with families based on parental engagement data.  
**Carried.**

- 20-168**  
Johnson: **Policy 2 Appendix A – Annual Work Plan**  
That the Board approve Policy 2 Appendix A – Annual Work Plan as presented with the elimination of Board Development presentations in October and November. The December 2020 to June 2021 information will be determined during the Organizational Meeting in November 2020.  
**Carried.**
- 20-169**  
Gendur: **2020 Trustee Elections - Ballots**  
That the Board require the listing of candidate occupation on Nomination Forms and Ballots.  
**Carried.**
- 20-170**  
Leson: **2020 Trustee Elections – Ballots**  
That the Board require the listing of candidates to be in alphabetical order on the ballots.  
**Carried.**
- 20-171**  
Dokuchie: **2020 Trustee Elections – Ballots**  
That the Board establish a Mail-In Ballot voting system for the purpose of receiving ballots in an election.  
**Carried.**
- 20-172**  
Smandych: **2020 Trustee Elections – Polling Locations**  
That the Board of Education of the Good Spirit School Division No. 204, in accordance with Section 22 of the Local Government Election Act, approve polling stations within the following communities for the November 9, 2020 School Board Election:
- Subdivision #1 – Town of Kamsack and Town of Norquay
  - Subdivision #2 – Town of Preeceville and Town of Sturgis
  - Subdivision #3 – Village of Invermay and Town of Canora
  - Subdivision #4 – Village of Calder, Village of Ebenezer, Town of Springside, and within City of Yorkton
  - Subdivision #5 – Town of Churchbridge, Town of Langenburg and Town of Saltcoats
  - Subdivision #6 – Village of Grayson and City of Melville
  - Subdivision #7 – Village of Stockholm and Town of Esterhazy
  - Subdivision #8 – Key First Nation Reserve No. 65
  - At-Large – City of Yorkton as set up by the City
- Carried.**
- 20-173**  
Stachura: **2020 Trustee Elections - Remuneration**  
That the Board approve the remuneration for election workers as established by The Government of Saskatchewan.  
**Carried.**

**Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 15 – Recruitment and Selection of Personnel

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
3. Financial Update



4. GSSD Education Continuity Plan
5. GSSD Professional Development Opportunities
6. AP 430 Out of Scope
7. Grayson School Room Renaming
8. 2021 SSBA Budget Proposal
9. Correspondence
  - a. Funding Letter for Major Capital Projects
  - b. Scholarship for GSSD Students
  - c. Government of Saskatchewan's 2020-21 Provincial Budget
  - d. SSBA Response to 2020-21 Budget Announcement
  - e. The School Trustee Newsletter – June 2020

### **Committee / Conference Reports**

1. School Community Council Meetings

### **Future Business**

1. Meeting dates
  - a. October 1, 2020
  - b. November 19, 2020
2. Notice of Motion
3. Topics for Future Agenda
  - a. Facilities Report
  - b. Transportation Report
  - c. Strategic Plan Report
  - d. 2019-20 Financial Report
  - e. Enrollment/PTR Report
  - f. Finalize SSBA Resolutions & Position Statements
  - g. Appoint Voting Delegations & Allocate Votes for SSBA Convention

### **Notice of Motion**

Trustee Gendur gave verbal notice that at the October 1, 2020 meeting of the board he intends to make the following motion: "That the Board approve that the Chair will receive a \$300 per month honorarium for one year."

**20-174**  
Variyan

### **Adjournment**

That we do adjourn at 4:12 pm.

**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education Board Continuity Planning Meeting

**Date:** Wednesday, September 16, 2020  
**Location:** Zoom  
**Time:** **9:00 AM**

## **8:30 AM**

1. Call to Order
2. Approval of Agenda
3. Meeting Opening
4. COVID-19 Update
  - 4.1. [Provincial COVID-19 Tracker](#)
  - 4.2. Ministry Grant
  - 4.3. GSSD Return to School Plan, Updated September 14, 2020
  - 4.4. Digital Learning School Staff
  - 4.5. Traumatic Events Response Team
  - 4.6. Extra-Curricular
  - 4.7. User Groups
5. Adjourn

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Board Continuity Planning Meeting of the Good Spirit Board of Education  
Tuesday, September 16, 2020  
Good Spirit Education Complex & Zoom from Remote Locations**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
A	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
A	Stachura, Florence
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-175**

Simpson:

**Call to order**

That this meeting now come to order at 9:01 a.m.  
**Carried.**

**20-176**

Smandych:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

Trustee Balyski joined the meeting at 9:10 a.m.

Trustee Stachura joined the meeting at 9:20 a.m.

**Information Items**

1. COVID-19 Update
  - a. Provincial COVID-19 Tracker
  - b. Ministry Grant
  - c. GSSD Return to School Plan, Updated September 14, 2020
  - d. Digital Learning School Staff
  - e. Traumatic Events Response Team
  - f. Extra-curricular
  - g. Use Groups

Trustee Balyski excused himself at 10:02 a.m.

Trustee Anderson excused herself at 10:03 a.m.

20-177  
Variyan:

**Adjournment**  
That we do adjourn at 10:05 a.m.  
**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education Regular Meeting Agenda

**Date:** October 1, 2020

**Location:** Zoom

**Time:** **10:00 AM**

## **10:00 AM**

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. August 27, 2020 Regular Board Meeting
  - 3.2. September 16, 2020 Continuity Plan Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

## **10:15 AM**

5. Delegation – Ryan Family

## **10:45 AM**

6. Accountability Reports
  - 6.1. Facilities
  - 6.2. Transportation

## **11:15 AM**

7. Closed Session
  - 7.1. Human Resources Report
    - 7.1.1. Monthly Report
  - 7.2. Out-of-Scope Salary and Benefits
  - 7.3. Governance Budget Report
  - 7.4. Board Chair Honorarium
  - 7.5. 2020 School Board Elections

## **12:45 PM**

8. Action Items
  - 8.1. Items Arising From Closed Session
    - 8.1.1. Out of Scope Salaries
    - 8.1.2. Board Chair Honorarium Recommendation

## **1:00 PM**

9. New Business

9.1. Appoint Voting Delegations & Allocate Votes for SSBA Convention

**1:10 PM**

10. Director's Report

**3:15 PM**

11. Committee/Conference Report

11.1. School Community Council Meetings

12. Future Business – Board Policy 2A – Annual Work Plan

12.1. Regular Meeting Dates – November 19, 2020

12.1.1. Continuity Meeting Dates – October 15, 2020, October 29, 2020

12.2. Notice of Motion

12.3. Topics for Future Agenda

12.3.1. Accountability

12.3.1.1. Financial Report/Audit

12.3.2. Director's Report

12.3.2.1. Financial Update

12.3.2.2. Utilizing GSSD Communiques with SCCs

12.3.3. Board Business

12.3.3.1. Approve Annual Report

12.3.3.2. Conduct Board Organizational Meeting

**3:30 PM**

13. Adjourn

## Accountability Topic: 2019-2020 Facilities Summary

### Date of Board Meeting:

October 1, 2020

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

The following is a summary highlighting the work done in the facilities department during the 2019-2020 school year.

### Preventative Maintenance and Renewal Projects

- Churchbridge Public School Roof Replacement
- Miller School Shingle Replacement
- Esterhazy High School 200 Wing Washrooms Renovation
- Esterhazy High School 500 Wing Washrooms and Changerooms Renovation
- Invermay School Gymnasium Floor
- Preeceville School Classroom Upgrades
- Preeceville School Washroom Renovation
- Kamsack Comprehensive Institute Gym Ceiling
- Saltcoats School Fire Alarm Install
- Yorkdale Central School Boys Washroom
- Esterhazy High School PAA Lab Renovation (In Progress, partially funded by CAIF funding)

### Other Projects – Funded through operational budget

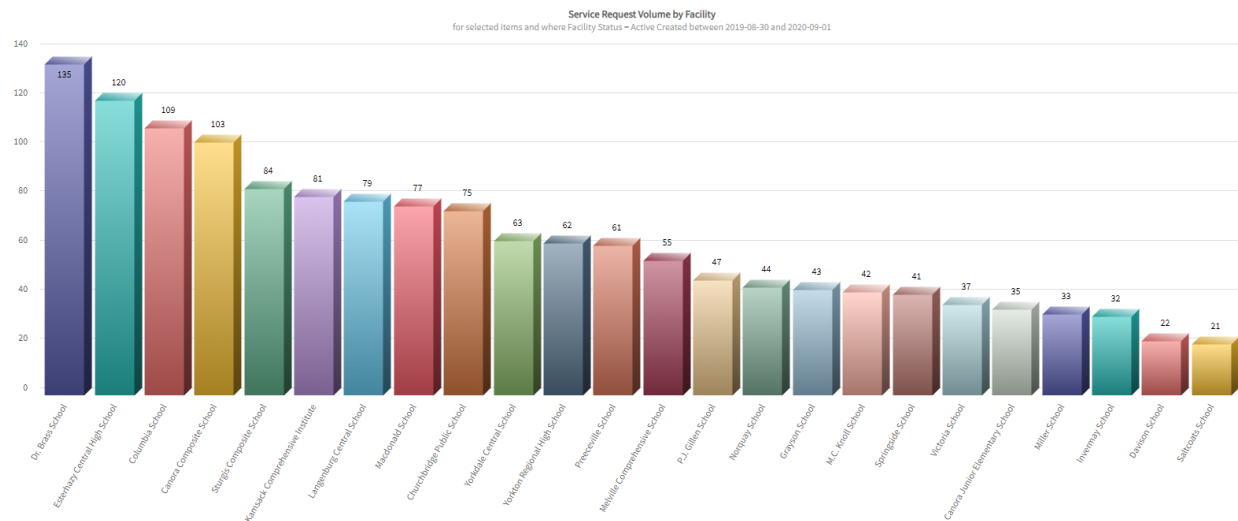
- Columbia School Gymnasium Wall Renovation
- Yorkton Regional High School, Dr Brass School, Columbia School, and Kamsack Comprehensive Institute Smudging Room Ventilation (In Progress)
- Dr Brass School Painting and Floor (Partially funded by insurance)
- MC Knoll Alarm (Completed in partnership with CTTSD)
- Melville Comprehensive School HVAC Upgrade
- Melville Comprehensive School Lab Flooring

### Other Projects – Funded through insurance

- Melville Comprehensive School Corridor Flooring
- Dr Brass School Water Line Break

## Service Requests

- 1,501 service requests received in the previous twelve months. This number does not include the items that technicians handle when in a school and have administration/staff approach them with requests.
- Top five schools of requests include: Dr. Brass, Esterhazy High School, Columbia, Canora Composite School, and Sturgis Composite School.
- Melville Comp. and YRHS have Building Operators and therefore many items are handled by them without service requests. Service requests for those school are issued when a service provider (outside vendor) is needed.



## Staffing

- Operations manager vacancy from September 2019 to May 2020.
  - SWOT analysis resulting in reorganization of department.
  - Facilities manager recruited May 2020
- Facilities coordinator retirement resulted in internal promotion of facilities technician.
- Maintenance Staff comprised of six technicians: 3 journeyperson carpenters, 2 Journeyperson plumber/HVAC mechanics, and 1 Journeyperson Electrician
  - Although the team has specialized trade certification, all members encompass a diverse skillset in general facility maintenance and repair.
- Caretaking staff comprised of approximately 55 caretakers, 30 substitute caretakers, 2 building operators (YRHS and MCS), and 2 school-based facility techs (YRHS and MCS)



**Photo Gallery**

**Kamsack Comprehensive Institute Gymnasium Ceiling**

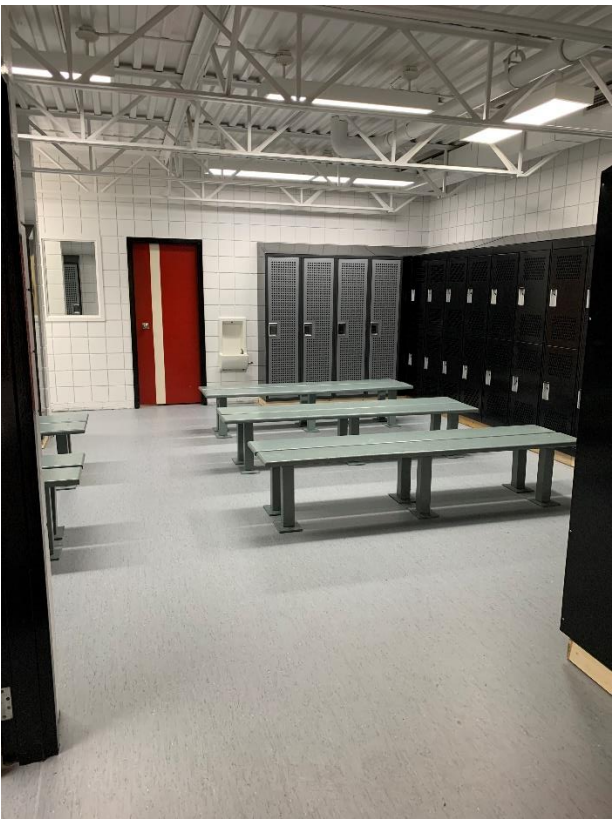


**Columbia Gymnasium Wall**





**Esterhazy High School Change Rooms**



**Invermay School Gymnasium Floor**





**Churchbridge Public School Roof Replacement**



**Preeceville School Classroom Upgrades**



**Dr. Brass School Renovation**



**Key Strategies Employed**

- Service Request Process: We have implemented a standard procedure that allows us to better manage our service requests. This has allowed us to improve response time and maintain a up to date system allowing our department to best serve the staff and students in the schools.

**Future Strategies**

- Develop standard operating procedures for all Facilities actions and responsibilities.
- Improvements to project management and service contracts. We plan to fully utilize our AssetPlanner system which will allow us to better manage our projects, rely on our data, and have accurate and efficient project reporting.
- Implement annual facility reviews between Facility Manager, School Administration, and Superintends. This will involve a tour of the school to discuss areas of concern, passion projects, wish list items, etc.
- Establish a project scoring chart that will assist us in prioritizing our plans and projects.
- Review and challenge our current guidelines and philosophies around preventative maintenance and occupational health and safety with a goal to improve and evolve these areas.

**Risk Assessment:**

<b>Risk</b>	<b>Likelihood (Low-Med-High)</b>	<b>Impact (Low-Med- High)</b>	<b>Mitigation Strategy</b>
Major building emergency	Medium	High	Monitor facilities. Preventative maintenance
Equipment/Component/Asset Failure	Medium	High	Preventative Maintenance Strategy

**Recommended Decision/Motion:**

“That the Board accept the accountability report on Facilities as presented.”

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division



**Our Motto**  
**Our Mission**  
**Our Values**  
**Our Vision**

Students Come First  
Building Strong Foundations to Create Bright Futures  
Belonging, Respect, Responsibility, Learning, Nurturing, Perseverance  
Learning Without Limits...Achievement for All

## Accountability Topic: Transportation

### Date of Board Meeting:

October 1, 2020

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s) (if applicable):

- QI 1.2 Regular actions are taken to ensure busses and facilities are safe and healthy.
- QI 4.1 Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented.
- QI 6.2 The Director keeps the Board informed about Division operations.

### Key Measures:

- The Good Spirit School Division 2020-21 Strategic Plan.

### Targets:

- Communicate information to families involved in the new student scan card pilot project.
- Implement student scan card pilot project with eight routes on October 13, 2020 to track urban riders.
- Carry out electronic circle check and driver log project with eight drivers/routes.
- Analyze purchase of the new Detroit Diesel engine to determine future tender requirements.
- Cell phone pilot project implementation.
- Develop and execute a decision matrix to determine the potential for in-town bus service for students in rural communities.
- Work with HR on recruitment strategy for spare bus drivers.
- Amend cleaning and disinfection protocols due to COVID-19 to ensure safety of students and staff.
- Optimize staffing in Transportation using SWOT analysis.

### Data:

- To Address Efficiencies:
  - The GSSD Transportation Department has initiated the move to Zonar GPS Systems vs Synovia for the fall of 2020 resulting in reduced cost, increased capability (integration with BusPlanner)
  - The GSSD Transportation Department has developed a tender for busses that “includes” standard equipment such as cameras versus installing them through our bus garages.
  - Purchase of 2 new buses with the Detroit Engine versus the Cummins Engine to determine if fuel efficiencies can be achieved.
- To Address staff disciplinary processes:
  - All complaints pertaining to bus drivers and students are now directed to Ryan Hall for investigation and follow up.

STUDENT & FAMILY

INTERNAL PROCESSES

PEOPLE CAPACITY

FINANCIAL STEWARDSHIP



- A Bus Accident Process/Flowchart has been established and distributed to all drivers.
- A Student Code of Conduct is complete.
- A Bus Driver Handbook has been completed based on Bus Driver involvement/feedback.
- A Scan Card system through Zonar has been chosen for the fall of 2020 allowing GSSD to have up to date information on ridership in the cities of Yorkton & Melville.
- Bus Driver Inservice has been delivered in August, addressing student conduct and bus driver response with 120 drivers attending.
- A “SAFE” decal has been installed in each bus, indicating expectations related to student conduct.

### Statistics – September 2020

- Route Cancellations:

Month	September
<b>Mechanical</b>	1.5
<b>Weather</b>	0
<b>Medical</b>	4.5
<b>Personal</b>	0

- 2643 GSSD students, 197 CTTSD students for a total of 2840 students
- 6 urban routes, 97 rural routes for a total of 103 routes
- Total daily km of 20,640
- Average ride time is 40 minutes
- Areas compromised with a lack of spare drivers:
  - Kamsack, Springside, Calder, Canora, Esterhazy, Yorkton.
  - Currently, there is ongoing discussion with Ron Wunder regarding future training and recruitment for bus drivers.

### Key Strategies Employed:

- Building relationships between In-school Administrators and Bus Drivers as well as with disgruntled families.
- Involving/empowering members of the transportation team in consultation and decision making.
- Capitalizing on people capacity (strengths) represented.
- Examining past practice to determine if more efficient, cost-effective, and productive alternatives exist.

### Future Strategies:

- Improve the technology we are using in our fleet by establishing:
  - Scan cards for ridership.
  - Workflow software to eliminate the paper trail.
- Improved relationships between drivers and schools.
- Consideration of software, tooling, and training required to move the bus garages from a maintenance facility to more of a “repair” facility.

**Risk Assessment:**

<b>Risk</b>	<b>Likelihood (Low-Med-High)</b>	<b>Impact (Low-Med- High)</b>	<b>Mitigation Strategy</b>
Budget restraints preventing the implementation of upgraded technology and training for mechanics.	Med	High	Cost savings measures in other areas.
Aging drivers resulting in vacant routes.	Med	High	HR to work with Parkland College, First Nation Authorities, and local communities to recruit drivers.

**Recommended Decision/Motion:**

- “That the Board accept the accountability report on Transportation as presented.”

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, October 1, 2020  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Stachura, Florence
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-178**

Simpson:

**Call to order**

That this meeting now come to order at 10:05 a.m.  
**Carried.**

**20-179**

Johnson:

**Adoption of agenda**

That the agenda be adopted with the following changes:

- Place the Closed Session Item – Board Chair Honorarium and Action Item – Board Chair Honorarium after the Delegation; and,
- Include Closed Session Item – Public Section.

**Carried.**

**20-180**

Leson:

**Approval of August 27, 2020 regular minutes**

That the minutes of the August 27, 2020 Regular meeting be adopted as presented.  
**Carried.**

**20-181**

Dokuchie:

**Approval of September 16, 2020 board continuity plan minutes**

That the minutes of the September 16, 2020 Board Continuity Plan meeting be adopted as presented.

**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

Board Member Simpson declared a conflict of interest regarding agenda items 7.4. and 8.1.2. Board Chair Honorarium.

**Delegation**

Ryan Family



**20-182**

Stachura:

**Delegation – Ryan Family**

That the Board deny the Ryan Family request to allow South East Cornerstone School Division to enter the Good Spirit School Division boundary during the 2020-21 school year. The request will be reviewed prior to the 2021-22 school year.

In favor – Anderson, Balyski, Dokuchie, Gendur, Johnson, Morrison, Smandych, Stachura

Opposed – Leson, Variyan

**Carried.**

Board Member Simpson exited the meeting at 11 am, during Closed Session item 7.4 and 8.1.2. Board Chair Honorarium.

**Closed Session Item**

- 1. Board Chair Honorarium

**20-183**

Variyan:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**20-184**

Smandych:

**Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Item**

- 1. Item Arising from Closed Session
  - a. Board Chair Honorarium

**20-185**

Gendur:

**Board Chair Honorarium Recommendation**

That the Board approve that the Chair will receive a \$300 per month honorarium for one year.

Board Member Morrison called for a recorded vote.

In favour – Gendur, Leson

Opposed – Anderson, Balyski, Dokuchie, Morrison, Smandych, Stachura, Variyan

**Denied.**

Board Member Simpson returned to the meeting at 11:20 am.

Board Member Gendur exited the meeting at 11:20 am.

**Accountability Reports**

- 1. Facilities
- 2. Transportation

Facility Manager, Pat Morrison, joined the meeting at 11:27 am to present the accountability report.

Facility Manager, Pat Morrison, exited the meeting at 11:48 pm.

**20-186**

Stachura:

**Accountability Report - Facilities**

That the Board accept the accountability report on Facilities as presented.  
**Carried.**

Transportation Manager, Ryan Hall, joined the meeting at 11:49 am to present the accountability report.

Transportation Manager, Ryan Hall, exited the meeting at 11:57 pm.

**20-187**

Smamydch:

**Accountability Report – Transportation**

That the Board accept the accountability report on Transportation as presented.  
**Carried.**

Lunch

Superintendent of Human Resources, Jason Trost, joined the meeting at 12:30 pm to present the Human Resources Report

Board Member Balyski exited the meeting at 1:00 pm

Superintendent of Human Resources, Jason Trost, exited the meeting at 1:20 pm

**Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
2. Out-of-Scope Salaries
3. Governance Budget Report
4. 2020 School Board Elections
5. Public Section

**20-188**

Anderson:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.  
**Carried.**

**20-189**

Morrison:

**Exit closed session**

That the Board exit closed session.  
**Carried.**

**Action Item**

1. Items Arising from Closed Session
  - a. Out of Scope Salaries

**20-190**

Leson:

**Out-of-Scope Salaries Recommendation**

That the Board approve the proposed salary and benefits for out-of-scope staff as presented.  
**Carried.**

## **New Business**

1. Appoint Voting Delegations & Allocate Votes for SSBA Convention

20-191

Dokuchie:

## **Appoint Voting Delegations & Allocate Votes for SSBA Convention**

That the Board approves Board Chair (11 votes) and Board Vice-Chair (10 votes) as voting delegates at the Saskatchewan School Board Association general assembly on November 26, 2020

**Carried.**

## **Discussion Items presented by the Director of Education**

1. Enrollment / Pupil Teacher Ratio Report
2. Finalize SSBA Resolutions & Position Statements
3. Finalize Participation in Virtual AGM

## **Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
  - a. New Trustee Orientation
  - b. Governance Training
3. GSSD Scholarships 2020
4. 2019-20 Financial Update
5. Board Chairs Council Meeting Follow-up
6. SSBA 2021 Budget Overview
7. Student Incident Report
8. Canadian Student Leadership Conference 2021
9. Distribution of Additional COVID Funding
10. GSSD Remote Learning
11. Administrative Procedure Updates
  - a. AP 460 Duty to Accommodate
  - b. AP 554 Student Transportation Code of Conduct
12. Correspondence
  - a. Return to School – Student Issues – Q & As
  - b. Public Section Executive message
  - c. New PreK-8 St. Frances Cree Bilingual School Announced
  - d. \$5 Million Invested in Upgrading Facilities At Clavet Composite School
  - e. Safe Schools Plan: New Funding Approved for Additional Cleaning Supplies, Equipment and Staff
  - f. New School in Saskatoon City Centre Set to Start Planning and Design Work
  - g. Planning and Design Work to Begin for New K-12 School Coming to Blaine Lake
  - h. Harbour Landing Community to Welcome New Joint-Use School
  - i. \$19 Million To Support Major Renovation Project and Facility Maintenance at YRHS
  - j. \$11.5 Million to Support Major Renovation at John Paul 11 Collegiate in North Battleford
  - k. Planning Begins on New Joint-Use Elementary School in Regina's Coronation Park Neighbourhood
  - l. COVID-19 Update: 14 New Cases, Eight in Hospital, Nine More Recoveries

Board Member Balyski re-entered the meeting at 3:00 pm

Board Member Variyan exited the meeting at 3:38 pm

**Committee / Conference Reports**

1. School Community Council Meetings

**Future Business**

1. Meeting dates
  - a. October 15, 2020 – Board Continuity
  - b. October 29, 2020 – Board Continuity
  - c. November 19, 2020 - Regular
2. Notice of Motion
3. Topics for Future Agenda
  - a. Financial Report/Audit Accountability
  - b. Financial Update
  - c. Utilizing GSSD Communiques with SCCs
  - d. Approve Annual Report
  - e. Conduct Board Organization Meeting

**20-192**

Stachura:

**Adjournment**

That we do adjourn at 3:44 pm.

**Carried.**

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**BOARD CHAIR – Simpson**

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**SECRETARY – Gervais**

# Good Spirit School Division Board of Education Board Continuity Planning Meeting

**Date:** Thursday, October 15, 2020  
**Location:** Zoom  
**Time:** 9:00 AM

## 9:00 AM

1. Call to Order
2. Approval of Agenda
3. Meeting Opening
4. COVID-19 Update
  - 4.1. [Provincial COVID-19 Tracker](#)
  - 4.2. [GSSD Return to School Plan, as of October 13, 2020](#) – posted in Resource Center
    - 4.2.1. [School Re-open Questions & Answers as of October 7, 2020](#) – posted in Resource Center
  - 4.3. [Good Spirit Education Complex Safety Plan](#) – posted in Resource Center
  - 4.4. Traumatic Events Response Team – posted in Resource Center
    - 4.4.1. [Yorkton Regional High School](#)
    - 4.4.2. [Norquay School](#)
    - 4.4.3. [Saltcoats School](#)
5. Working Advisory Group
6. Closed Session
  - 6.1. Human Resources
  - 6.2. CUPE 4784 Ratification
7. Action Item
  - 7.1. CUPE 4784 Ratification Recommendation
8. Adjourn

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Board Continuity Planning Meeting of the Good Spirit Board of Education  
Thursday, October 15, 2020  
Zoom from Remote Locations**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
A	Dokuchie, Gilda
A	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

A	Balyski, Chris
A	Gendur, Gord
P	Leson, Shannon
P	Stachura, Florence
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-193**

Simpson:

**Call to order**

That this meeting now come to order at 9:05 a.m.  
**Carried.**

**20-194**

Smandych:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

**Information Items**

1. COVID-19 Update
  - a. Provincial COVID-19 Tracker
  - b. GSSD Return to School Plan, as of October 13, 2020
    - i. School Re-open Questions & Answers, as of October 7, 2020
  - c. Good Spirit Education Complex Safety Plan
  - d. Traumatic Events Response Team
    - i. Yorkton Regional High School
    - ii. Norquay School
    - iii. Saltcoats School

**Closed Session Items**

1. Human Resources
2. CUPE 4784 Ratification

**20-195**

Anderson:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.  
**Carried.**

**20-196**

Leson:

**Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Item Arising from Closed Session**

1. CUPE 4784 Ratification Recommendation

**20-197**

Stachura:

**CUPE 4784 Ratification Recommendation**

That the Board ratify the tentative agreement with Canadian Union of Public Employees Local 4784 for the contract August 1, 2020 to July 31, 2023.

**20-198**

Morrison:

**Adjournment**

That we do adjourn at 10:20 a.m.

**Carried.**

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**BOARD CHAIR – Simpson**

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**SECRETARY – Gervais**

# Good Spirit School Division Board of Education Board Continuity Planning Meeting

**Date:** Thursday, October 29, 2020  
**Location:** Zoom  
**Time:** 9:00 AM

## 9:00 AM

1. Call to Order
2. Approval of Agenda
3. Meeting Opening
4. COVID-19 Update
  - 4.1. [Provincial COVID-19 Tracker](#)
  - 4.2. [School Re-open Questions & Answers as of October 21, 2020](#) – posted in Resource Center
  - 4.3. Traumatic Events Response Team – posted in Resource Center
    - 4.3.1. [Community of Esterhazy](#)
    - 4.3.2. [Yorkdale Central School](#)
    - 4.3.3. [Norquay School PPE Update, October 16, 2020](#)
    - 4.3.4. [Saltcoats School PPE Update, October 16, 2020](#)
    - 4.3.5. [MC Knoll School](#)
    - 4.3.6. [Yorkton Regional High School Outbreak Update, October 26, 2020](#)
  - 4.4. Mask Usage During Indoor Physical Education
5. Closed Session
  - 5.1. Reserves
  - 5.2. Ratification of the DPEA Agreement
6. Action Item
  - 6.1. Reserves
  - 6.2. Ratification of the DPEA Agreement
7. Adjourn



**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Board Continuity Planning Meeting of the Good Spirit Board of Education  
Thursday, October 29, 2020  
Zoom from Remote Locations**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

A	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Stachura, Florence
P	Smandyh, Lois

**Staff**

Quintin Robertson – Director of Education  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-199**

Simpson:

**Call to order**

That this meeting now come to order at 9:05 am.

**Carried.**

**20-200**

Stachura:

**Adoption of agenda**

That the agenda be adopted as presented.

**Carried.**

**Information Items**

1. COVID-19 Update
  - a. Provincial COVID-19 Tracker
  - b. School Re-open Questions & Answers, as of October 21, 2020
  - c. Traumatic Events Response Team
    - i. Community of Esterhazy
    - ii. Yorkdale Central School
    - iii. Norquay School PPE Update, October 16, 2020
    - iv. Saltcoats School PPE Update, October 16, 2020
    - v. MC Knoll School
    - vi. Yorkton Regional High School Outbreak Update, October 26, 2020
  - d. Mask Usage During Indoor Physical Education

**Closed Session Items**

1. Reserves
2. Ratification of the DPEA Agreement
3. Human Resources – SWOT Analysis

**20-201**  
Smandych: **Enter closed session**  
That the Board enter closed session to receive and review agenda items.  
**Carried.**

**20-202**  
Gendur: **Exit closed session**  
That the Board exit closed session.  
**Carried.**

**Action Item Arising from Closed Session**

1. Reserves
2. Ratification of the DPEA Agreement

**20-203**  
Dokuchie: **Reserves – Renovation of Good Spirit Education Complex Phase 2**  
That the Board transfer \$1,250,000 from unrestricted accumulated surplus and establish a restricted accumulated surplus fund for renovation of Good Spirit Education Complex Phase 2.

**20-204**  
Anderson: **Reserves – Bus Purchase**  
That the Board transfer \$1,600,000 from unrestricted accumulated surplus and establish a restricted accumulated surplus fund for the purchase of buses.

**20-205**  
Variyan: **Reserves – Technology Renewal**  
That the Board transfer \$1,600,000 from unrestricted accumulated surplus and establish a restricted accumulated surplus fund for the purchase of technology renewal.

**20-206**  
Johnson: **Reserves – Future Board Elections**  
That the Board transfer \$50,000 from unrestricted accumulated surplus and establish a restricted accumulated surplus fund for future Board Elections.

**20-207**  
Leson: **Reserves – Future Instructional Resources**  
That the Board transfer \$50,000 from unrestricted accumulated surplus and establish a restricted accumulated surplus fund for future Instructional Resources.

**20-208**  
Morrison: **Ratification of the DPEA Agreement Recommendation**  
That the Board ratify the tentative agreement with Deer Park Employees' Association for the contract August 1, 2020 to July 31, 2023.

**20-209**  
Stachura: **Adjournment**  
That we do adjourn at 10:25 a.m.  
**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education

## Regular Meeting Agenda

**Date:** November 19, 2020

**Location:** Zoom

**Time:** 10:00 AM

### 10:00 AM

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. October 1, 2020 Regular Board Meeting
  - 3.2. October 15, 2020 Board Continuity Plan Meeting
  - 3.3. October 29, 2020 Board Continuity Plan Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

### 10:15 AM

5. Delegation – none
6. Accountability Report
  - 6.1. Financial Report/Audit

### 11:30 AM

7. Closed Session
  - 7.1. Human Resources Report
    - 7.1.1. Monthly Report – posted in the Resource Centre
  - 7.2. Governance Budget Report
    - 7.2.1. Board Remuneration Discussion
  - 7.3. Tenders
    - 7.3.1. GSEC Phase 2
    - 7.3.2. Fleet Vehicle
  - 7.4. Yorkton Minor Football
  - 7.5. COVID-19 Update

### 11:55 AM

8. Action Items
  - 8.1. Items Arising From Closed Session
    - 8.1.1. Tender Recommendations
      - 8.1.1.1. GSEC Phase 2
      - 8.1.1.2. Fleet Vehicle

**1:15 PM**

9. New Business
  - 9.1. 2019-20 Annual Report – posted in [Resource Center](#)
  - 9.2. Policy 2 Appendix A Annual Work Plan
  - 9.3. Central Office Closure
  - 9.4. Audited Financial Statements and Management Letter
  - 9.5. Organization Meeting

**2:30 PM**

10. Director's Report

**3:15 PM**

11. Committee/Conference Report
  - 11.1. School Community Council Meetings
  
12. Future Business – Board Policy 2A – Annual Work Plan
  - 12.1. Regular Meeting Dates – TBD

**4:30 PM**

13. Adjourn

## Accountability Topic: August 31, 2020 Audited Financial Statement

### Date of Board Meeting:

November 19, 2020

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s) (if applicable):

QI 3.1 Generally accepted accounting practices are being followed.

QI 3.2 Adequate internal financial controls exist and are being followed

QI 3.3 All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made

QI 3.5 Board is informed annually about incurred liabilities and immediately regarding pending litigation.

### Key Measures:

- Audit opinion on the financial position of Good Spirit School Division as at August 31, 2020 and results of operations and accumulated surplus in accordance with Canadian public sector account standards for other government organizations.
- Management letter to the board covering:
  - Evaluation of internal controls
  - Significant accounting principles
  - Significant unusual transactions
  - Accounting estimates
  - Disagreements with Management
  - Consultation with other accountants (second opinions)
  - Issues discussed
  - Difficulties encountered during the audit

### Targets:

- Unqualified opinion from the Auditor
- No internal control issues
- Application of appropriate accounting principles
- No unusual transactions
- Accounting estimates used are considered reasonable
- No disagreements with Management
- No difficulties encountered during the audit process

**Data:**

- Independent auditors’ report
- Management letter to the Board
- Discussions between the Auditor and the Board Executive Committee (November 13, 2020)

**Key Strategies Employed:**

- Careful adherence to the checklist for audit provided by the Ministry
- Consultation with the Ministry as a resource on application of Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP) when necessary
- Regular review of revenues and expenditures and reporting to the Board on any problematic issues in a timely manner

**Future Strategies:**

- Refinement of Atrieve Financial system and reporting.
- Monitoring more timely receipt of invoices on minor capital projects. It has been a challenge to receive the information from these Vendors prior to completion of the draft Audited Financial Statement (AFS) which is required by the Auditor. Recommendation for improvement is to highlight these invoices as soon as they are received and provide to the auditor.
- Implementation of a bus garage parts tracking system to help in the identification and tracking of prepaid expenses and high dollar items held over year end to reduce time in counting stock and consistently identifying items from year to year with updated pricing.

**Risk Assessment:**

<b>Risk</b>	<b>Likelihood (Low-Med-High)</b>	<b>Impact (Low-Med- High)</b>	<b>Mitigation Strategy</b>
Non-Adherence to GAAS and GAAP	Low	Low	Continue consultation with Ministry Review of Accounting Handbook
School Generated Funds	Low	Low	Internal audit Education of staff

**Summary Comments:**

- Verbal report from the auditor indicated that audit went very smooth and staff were prepared and enjoyable to work with. There were no significant issues identified during the verification process with the Ministry.

**Recommended Decision/Motion:**

“That the Board accept the accountability report on the *August 31, 2020 Audited Financial Statements* as presented.”

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division



## **Audited Financial Statements**

**August 31, 2020**

**Report to the Board**

Prepared by: Keith Gervais, Chief Financial Officer  
Presented: November 19, 2020

## **Audit Findings**

The audit of the August 31, 2020 Good Spirit School Division was completed by Gary Kreklewich of Miller Moar Grodecki Kreklewich & Chorney.

The opinion of the audit which is included on page 2 & 3 of the audited financial statements indicates the financial statements present fairly, in all material respects, the financial position of the Good Spirit School Division No. 204 as at August 31, 2020 and the results of its operations and accumulated surplus from operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

All reports were filed on time with the Ministry of Education.



## Overview of Audited Financial Statements

### Statement of Financial Position – page 4

- This is the balance sheet which reports the assets, liabilities, and accumulated surplus of the school division.

#### Financial Assets

- *Cash and Cash Equivalents* increased by \$4,202,492
- *Accounts Receivable (Note 7)* increased by \$1,083,413
  - Provincial grant increased by \$1,600,000. These funds were received for the YRHS Stimulus funding project for roofing replacements.
  - GST receivable decreased by \$278,096
  - Other receivables decreased by \$238,491. This includes insurance claims on Dr. Brass and Melville Comprehensive High School. The allowance set up to account for estimated uncollectible other receivables remained the same.
- *Portfolio Investments (Note 3)* which is the equity shares in Coops increased by \$166.

#### Liabilities

- *Accounts Payable and Accrued Liabilities (Note 8)* increased by \$527,583
  - Accrued salaries and benefits increased by \$241,172. This is the time teachers' work in August but paid in September and vacation time earned but not taken by staff.
  - Supplier payments increased by \$564,169. The change in this is due to timing of work and receipt of invoices.
  - Other accounts payable decreased by \$277,758. This is mainly due to the timing of GST returns.
- *Long-Term Debt (Note 9)* increased by \$150,111. There were 2 new financial obligations added for Buses and Photocopiers. The details are outlined in note 9 on pages N-11 and N-12.

	31-Aug-19	New Debt	Payments	Balance
RBC Tech Loan	(672,902)	-	672,902	-
RBC Bus Loan	(8,414)	-	8,414	-
<b>NEW - BMO Bus Loan</b>	-	<b>(1,100,000)</b>	<b>218,975</b>	<b>(881,025)</b>
RBC Bus Lease	(310,097)	-	139,034	(171,063)
Copier Lease 17106	(36,258)	-	16,196	(20,062)
Copier Lease 18742	(69,737)	-	16,736	(53,001)
<b>NEW - Copier Lease 50901</b>	-	<b>(143,963)</b>	<b>21,595</b>	<b>(122,368)</b>
<b>Total Long-Term Debt</b>	<b>(1,097,408)</b>	<b>(1,243,963)</b>	<b>1,093,852</b>	<b>(1,247,519)</b>

- *Liability for Employee Future Benefits (Note 5)* increased by \$80,900. The Ministry engages the services of Morneau Shepell Ltd. to provide school divisions with an actuarial valuation and estimate. The school division provided detailed information on collective bargaining agreements

and out of scope contract provisions along with demographic information on employees and usage of benefits that is used to make these calculations.

- *Deferred Revenue (Note 10)* increased by \$213,318
  - Federal capital tuition fees collected no longer include a capital component. This amount did not change for the year and remains at \$499,889. This must be used on capital projects and is subject to approval by the Ministry.
  - Foreign Tuition amount of \$11,771 is for tuition paid in 2019-20 for an international student who will attend in the 2020-21 school year.
  - Climate Action Incentive Fund (CAIF) addition of \$205,010 are for funds received in 2019-20 which will be used for Esterhazy PAA Shop Upgrades in 2020-21.
  - Parent and Preschool Education funds balance of \$64,670.

### Net Financial Assets

- If we had collected all of our accounts receivable and cashed in our long-term investments and paid all debts there would be about \$14 million, which is our net financial assets.

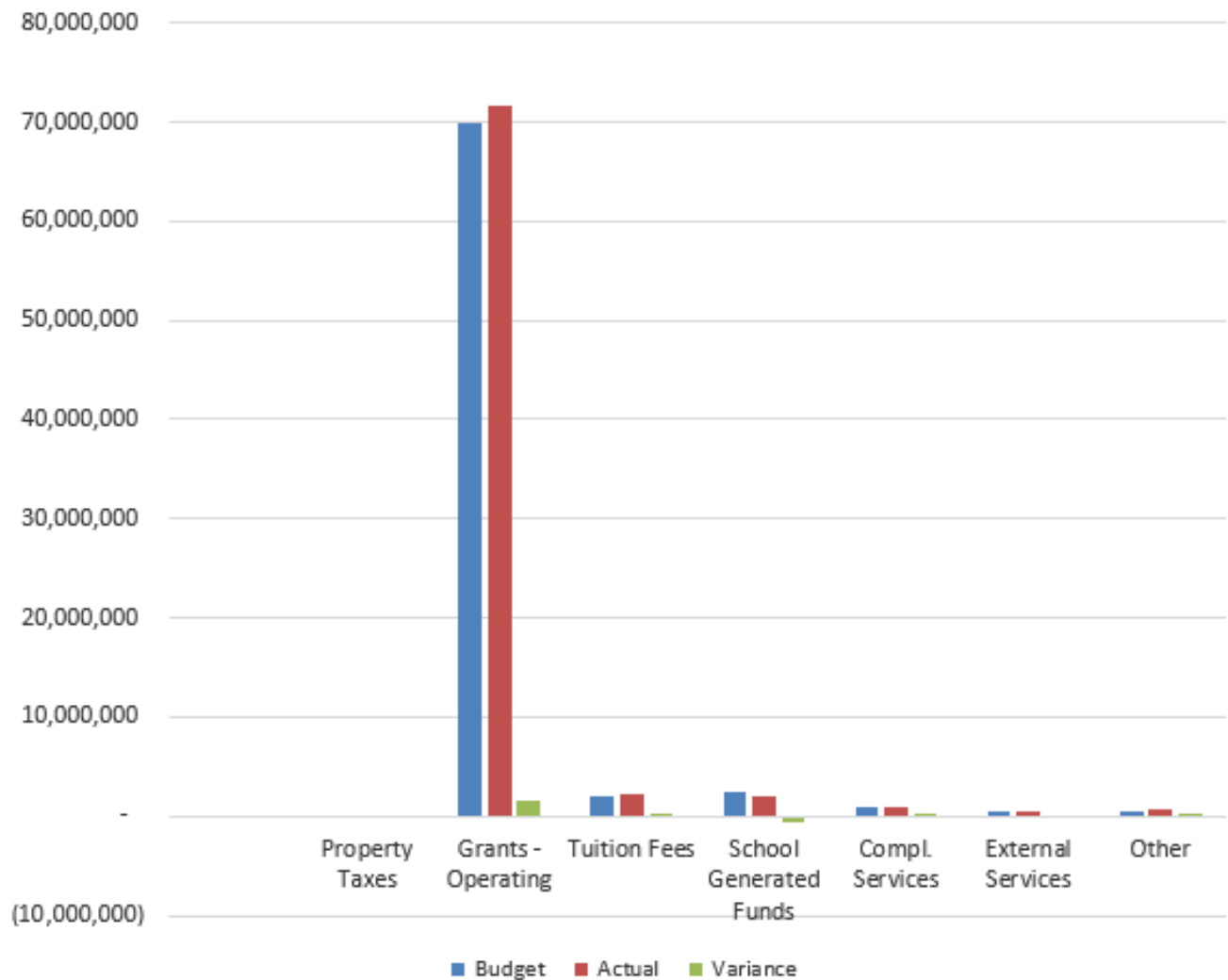
### Non-Financial Assets

- The non-financial assets are detailed in Schedule C
  - Closing Balance as of August 31, 2020 \$113,008,757
  - Less: Accumulated Amortization \$50,134,136
  - Net Book Value \$62,874,621
- Purchases during the year:
  - Buildings - Completion of GSEC Phase 1 \$290,656
  - Buses – 4 used buses and 10 new buses \$1,398,102
  - Other vehicles – Transportation & Facilities Truck, MCS Van \$104,401
  - Furniture & Equipment \$318,463
  - Computer Hardware / Software \$1,083,456
  - Assets Under Construction – GSEC Phase 2 \$184,365
  - Total Additions \$3,379,443
- Disposals during year:
  - Buildings - Calder School \$118,557
  - Buses \$967,994
  - Other Vehicles \$64,142
  - Furniture & Equipment \$728,483
  - Computer Hardware & Software \$4,738,733
  - Total Disposals – deemed dispositions when fully amortized (\$6,617,909)
- Transfers from work in progress to asset account
  - Land Improvements – EHS Track \$213,586
  - Computer Software – Atrieve Conversion \$373,186
  - Removal from Work in Progress (\$586,772)
- Prepaid Expenses - \$1,075,044
  - Includes SGI licenses, software, and inventory

## Statement of Operations and Accumulated Surplus from Operations – page 5

### Summary Report of 2019-2020 Revenue Budget to Actual

	Budget	Actual	Variance	
Property Taxes	-	-	-	0.0%
Grants - Operating	69,951,251	71,553,326	1,602,075	2.3%
Tuition Fees	1,958,103	2,325,647	367,544	18.8%
School Generated Funds	2,500,000	1,971,564	(528,436)	-21.1%
Compl. Services	889,681	891,268	1,587	0.2%
External Services	436,896	392,715	(44,181)	-10.1%
Other	483,000	623,177	140,177	29.0%
<b>Total</b>	<b>76,218,931</b>	<b>77,757,697</b>	<b>1,538,766</b>	<b>2.0%</b>



### Property Taxes – 0%

Budget	Actual	Variance	%
\$0	\$0	\$0	0%

- Property tax is collected by the Ministry and allocated to school divisions through the general revenue fund using the funding formula.
- Good Spirit School Division did not receive any property tax directly this year.

### Grants – Operating – 92.0%

Budget	Actual	Variance	%
\$69,951,251	\$71,553,326	\$1,602,075	2.3%

- Increased operating grant payments due to increased enrolment \$56,928
- Decrease in PMR funding (\$12,474)
- Stimulus Funding for YRHS \$1,600,000
- Other Grants - EAL assessment, Mental Health \$6,399
- SGI grant for Drivers program (\$48,778)

### Tuition Fees – 3.0%

Budget	Actual	Variance	%
\$1,958,103	\$2,325,647	\$367,544	18.8%

- This is calculated using the estimate number of tuition paying students which is compiled using historical information. The actual number of these students was more than expected and there was an extra quarter of billings from the prior year.

### School Generated Funds – 2.5%

Budget	Actual	Variance	%
\$2,500,000	\$1,971,564	(\$528,436)	(21.1%)

- Less activity at the school level due to COVID-19 closure.
- Changes flow through internally restricted accumulated surplus as an increase in cash.

### Complementary Services – 1.1%

Budget	Actual	Variance	%
\$889,681	\$891,268	\$1,587	0.2%

- More received/recognized for PPEP \$5,208
- Dr. Brass Daycare rental (\$3,621)

**External Services – 0.5%**

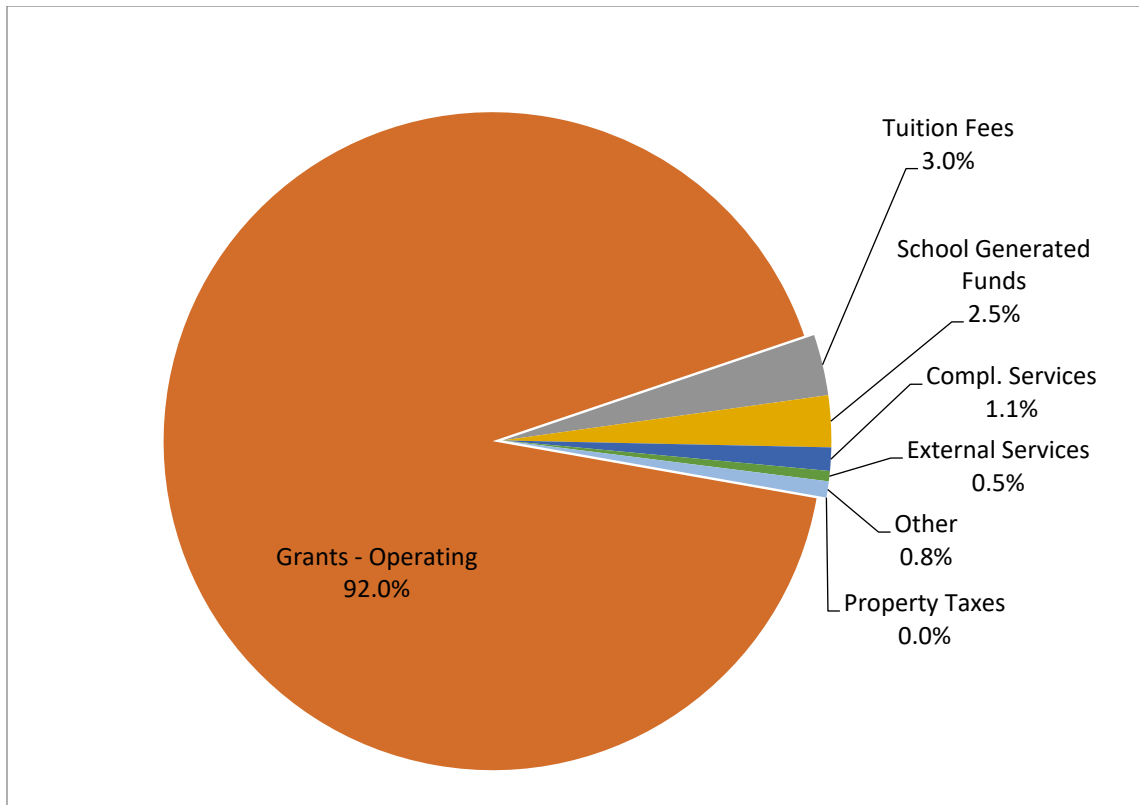
Budget	Actual	Variance	%
\$436,896	\$392,715	(\$44,181)	(10.1%)

- KidsFirst Funding \$38,790
- YRHS Cafeteria closure due to COVID-19 (\$82,971)

**Other – 0.8%**

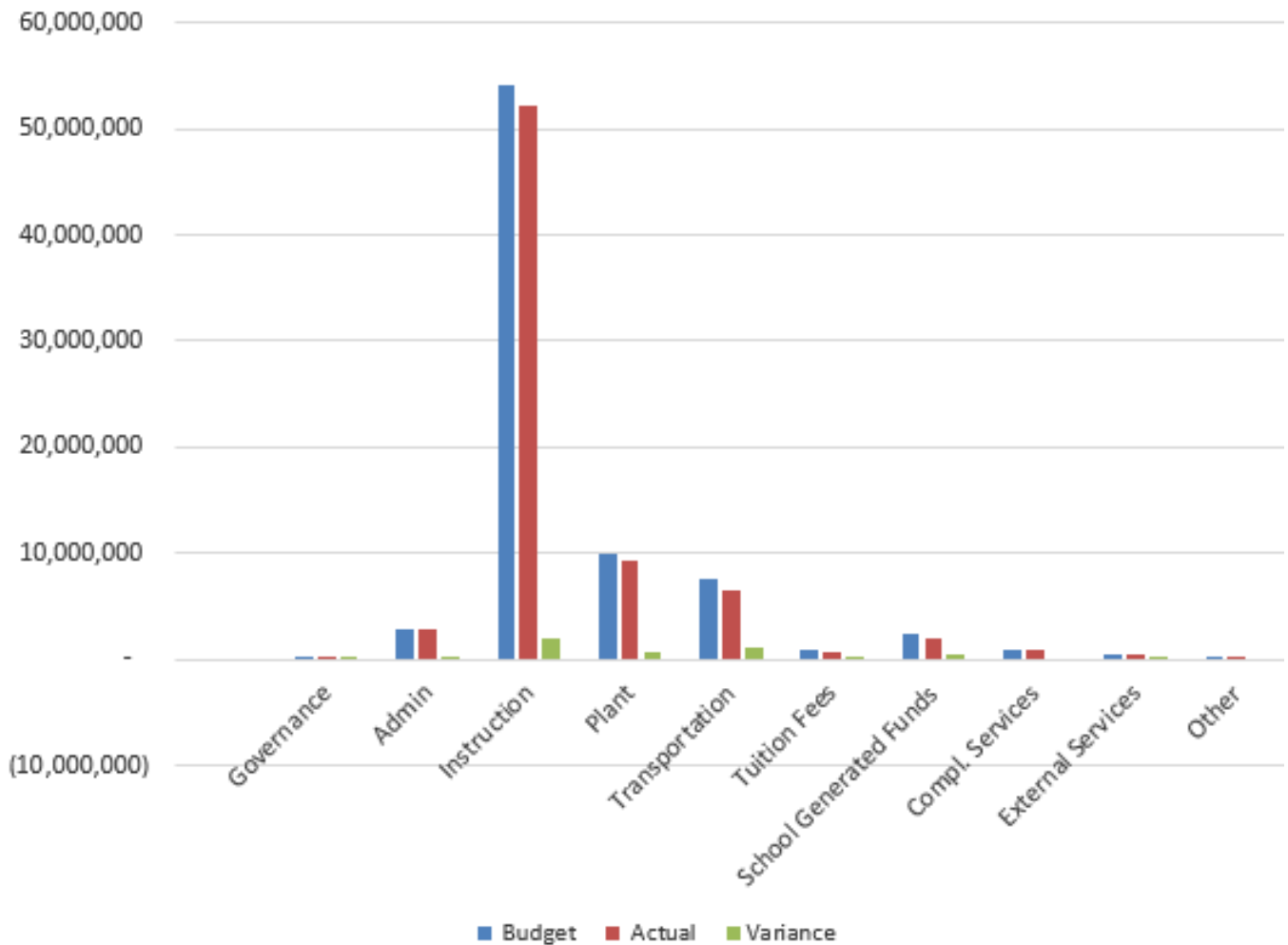
Budget	Actual	Variance	%
\$483,000	\$623,177	\$140,177	29.0%

- Miscellaneous Revenue \$201,221
  - Insurance claims at Dr. Brass and Esterhazy (\$115K)
  - EHS Track/Football Field Revenues (\$80K)
  - Gain on sale of assets (\$8K)
- Sales and Rentals (\$57,297)
  - Decreased due to school closure
- Investments (\$3,747)
  - Decrease in interest rates



### Summary Report of 2019-2020 Expense Budget to Actual

	Budget	Actual	Variance	
Governance	348,694	254,928	93,766	26.9%
Admin	2,918,207	2,835,774	82,433	2.8%
Instruction	54,194,485	52,257,183	1,937,302	3.6%
Plant	10,006,193	9,243,453	762,740	7.6%
Transportation	7,498,658	6,387,727	1,110,931	14.8%
Tuition Fees	792,995	692,862	100,133	12.6%
School Generated Funds	2,500,000	2,030,329	469,671	18.8%
Compl. Services	850,564	889,080	(38,516)	-4.5%
External Services	444,833	403,403	41,430	9.3%
Other	86,820	277,500	(190,680)	-219.6%
<b>Total</b>	<b>79,641,449</b>	<b>75,272,239</b>	<b>4,369,210</b>	<b>5.5%</b>



**Governance – 0.3%**

Budget	Actual	Variance	%
\$348,694	\$254,928	\$93,766	26.9%

- Board members expenses \$34,563
- Professional development (\$476)
- SCCs \$47,568
  - SCC Loans re-classified within School Generated Funds as per direction from the Ministry
- Other \$12,111

**Administration – 3.8%**

Budget	Actual	Variance	%
\$2,918,207	\$2,835,774	\$82,433	2.8%

- Salaries and benefits \$3,897
- Supplies & services – Contracted Service with Cygnus Group (\$24K) (\$6,344)
- Non-capital furniture & equipment \$3,888
- Building operating expenses – Savings in contracted maintenance \$22,218
- Communications \$8,315
- Travel \$21,609
- Professional development \$30,591
- Amortization of tangible capital assets (TCA) (\$1,741)

**Instruction – 69.4%**

Budget	Actual	Variance	%
\$54,194,485	\$52,257,183	\$1,937,302	3.6%

- Professional staff salaries and benefits \$1,356,418
  - Replacement, Sick leave, and SEB plan savings (\$241K)
  - Sub Cost savings (\$541K)
- Support staff salaries and benefits (\$206,898)
- Instructional aids \$239,314
- Supplies & services \$154,179
- Non-capital furniture & equipment \$89,539
- Communications \$25,071
- Travel \$81,244
- Professional development \$158,259
- Student related expenses \$113,804
- Amortization of TCA (\$73,628)

## Plant – 12.3%

Budget	Actual	Variance	%
\$10,006,193	\$9,243,453	\$762,740	7.6%

- Salaries and benefits \$91,709
  - Savings within sub costs
- Supplies & services and non-capital furniture & equipment \$9,479
- Building operating expenses \$663,484
  - Savings in insurance, utilities, material & supply costs
- Communications \$5,427
- Travel \$13,836
- Professional development \$10,558
- Amortization of TCA (\$31,753)

## Transportation – 8.5%

Budget	Actual	Variance	%
\$7,498,658	\$6,387,727	\$1,110,931	14.8%

- Salaries and benefits \$193,075
  - Savings in Bus Driver Subs, vacancy in mechanic
- Supplies & services \$452,834
  - Savings: fuel expense - \$375K, insurance - \$25K
- Non-capital furniture & equipment \$114,725
  - Replacement program of the 2012 has resulted in savings in the repairs and maintenance of our fleet
- Building operating expenses \$5,513
- Communications \$4,390
- Travel \$1,381
- Professional development \$22,203
- Contracted transportation
  - Less special events transportation \$121,333
- Amortization of TCA \$195,477



### Tuition Fees – 0.9%

Budget	Actual	Variance	%
\$792,995	\$692,862	\$100,133	12.6%

- Tuition fees paid \$99,683
  - Fewer students attending Parkland College than budgeted
- Transportation fees \$450

### School Generated Funds – 2.7%

Budget	Actual	Variance	%
\$2,500,000	\$2,030,329	\$505,212	20.2%

- Less activity at the school level due to COVID-19 closure.
- Changes flow through internally restricted accumulated surplus as an increase in cash.

### Complementary Services – 1.2%

Budget	Actual	Variance	%
\$850,564	\$889,080	(\$38,516)	(1.1%)

- Increased support salaries from Early Learning Grant programs

### External Services – 0.5%

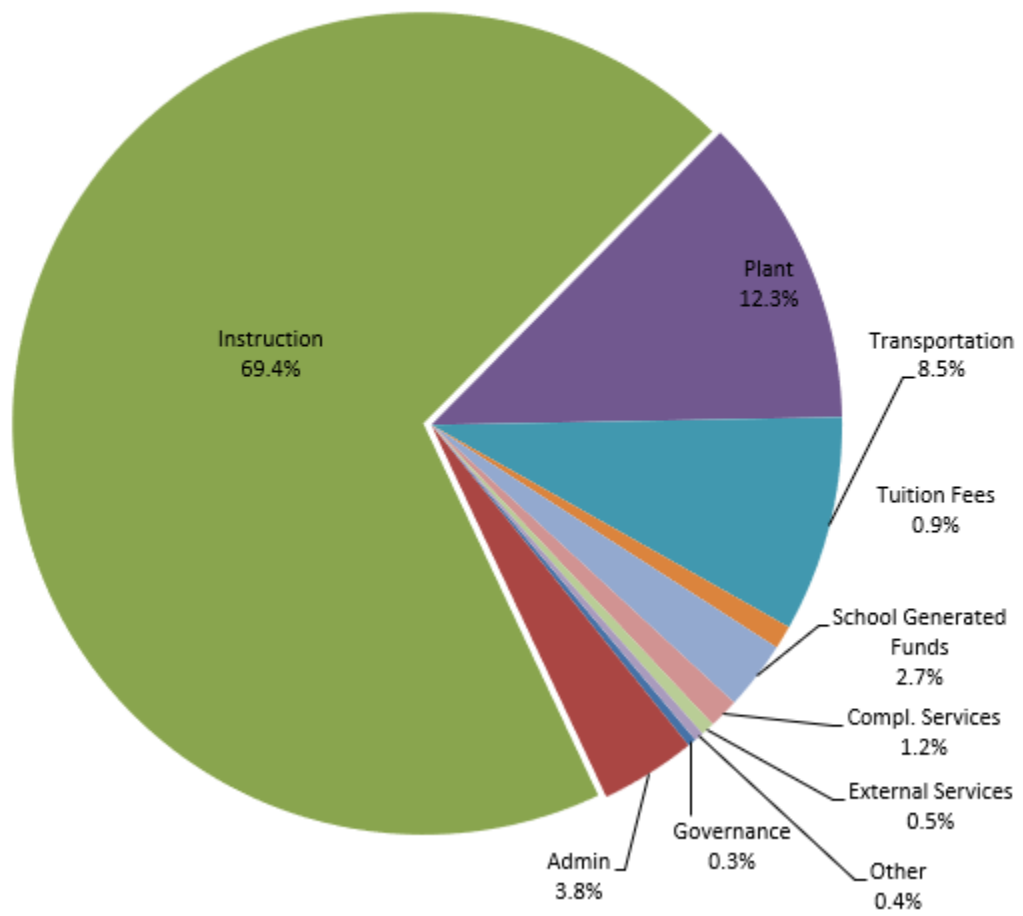
Budget	Actual	Variance	%
\$444,833	\$403,403	\$41,430	9.3%

- YRHS cafeteria program \$16,785
  - Less supplies purchased from closure of cafeteria
- Regional Kids First program salaries \$24,544

### Other – 0.4%

Budget	Actual	Variance	%
\$86,820	\$277,500	(\$190,680)	(219.6%)

- Interest and bank charges \$20,196
  - Bus loan not taken when projected
- Loss on disposal of TCA (buses) (\$210,876)



## Accumulated Surplus from Operations, End of Year – page N-14

	August 31 2019	Additions during the year	Reductions during the year	August 31 2020
<b>Invested in Tangible Capital Assets:</b>				
Net Book Value of Tangible Capital Assets	\$ 64,304,247	\$ 3,379,443	\$ 4,809,069	\$ 62,874,621
Less: Debt owing on Tangible Capital Assets	(1,097,408)	(1,243,963)	(1,093,852)	(1,247,519)
	<b>63,206,839</b>	<b>2,135,480</b>	<b>3,715,217</b>	<b>61,627,102</b>
<b>PMR maintenance project allocations (1)</b>	<b>2,753,061</b>	<b>2,118,077</b>	<b>1,640,213</b>	<b>3,230,925</b>
<b>Designated Assets:</b>				
<b>Capital Projects:</b>				
Designated for tangible capital asset expenditures	45,000	-	-	45,000
Anne Portnuff Theatre Upgrades	4,700	-	3,201	1,499
Minor Renovations	289,434	1,250,000	-	1,539,434
Risk Management & Security	11,299	-	-	11,299
Purchase of Buses	27,132	1,600,000	-	1,627,132
Unified Student Information System - USIS	186,068	-	57,397	128,671
Board Elections	-	50,000	-	50,000
Instructional Resources	-	50,000	-	50,000
Technology Renewal	-	1,600,000	-	1,600,000
	<b>563,633</b>	<b>4,550,000</b>	<b>60,598</b>	<b>5,053,035</b>
<b>Other:</b>				
School generated funds	1,677,805	-	110,537	1,567,268
Future Expenditures YRHS Flood	100,000	-	-	100,000
School budget carryovers	252,349	667,961	252,349	667,961
Other (Fitness Centre, Kidsfirst, PPEP)	84,001	235,894	188,530	131,365
	<b>2,114,155</b>	<b>903,855</b>	<b>551,416</b>	<b>2,466,594</b>
<b>Unrestricted Surplus</b>	<b>6,863,619</b>	<b>-</b>	<b>1,254,510</b>	<b>5,609,109</b>
<b>Total Accumulated Surplus</b>	<b>\$ 75,501,307</b>	<b>\$ 9,707,412</b>	<b>\$ 7,221,954</b>	<b>\$ 77,986,765</b>

- Net decrease in tangible capital assets (\$1,579,737)
  - New Assets \$3.4M less \$4.8M Amortization
  - New Debt \$1.2M less \$1.1M payments
- Net increase in PMR \$477,864
- Net change to other restricted reserves \$4,489,402
- School Generated Funds decreased (\$110,537)
- School budget carryovers increased \$415,612
- Third party programs increased \$45,364
- Reduction to unrestricted (\$1,254,510)
- **Net change to Total Accumulated Surplus = Operating Surplus/Deficit** **\$2,485,458**

## Unrestricted Surplus Analysis

• Total unrestricted surplus	\$5,609,109
• Less: provincial grants receivable set up but not received	(\$1,729,374)
• Less: other receivables	(\$558,651)
<b>Net unrestricted surplus, August 31, 2020</b>	<b>\$3,321,084</b>

## Comparison to August 31, 2019 Position:

• Total unrestricted surplus	\$6,863,619
• Less: provincial grants receivable set up but not received	(\$407,470)
• Less: other receivables	(\$797,142)
<b>Net unrestricted surplus, August 31, 2019</b>	<b>\$5,664,007</b>
<b>Change, decrease over the year</b>	<b>(\$2,342,923)</b>

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, November 19, 2020  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandyh, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-210**

Simpson:

**Call to order**

That this meeting now come to order at 10:12 a.m.

**Carried.**

**20-211**

Morrison:

**Adoption of agenda**

That the agenda be adopted as presented.

**Carried.**

**20-212**

Variyan:

**Approval of October 1, 2020 regular minutes**

That the minutes of the October 1, 2020 Regular meeting be adopted as presented.

**Carried.**

**20-213**

Leson:

**Approval of October 15, 2020 board continuity plan minutes**

That the minutes of the October 15, 2020 Board Continuity Plan meeting be adopted as presented.

**Carried.**

**20-214**

Anderson:

**Approval of October 29, 2020 board continuity plan minutes**

That the minutes of the October 29, 2020 Board Continuity Plan meeting be adopted as presented.

**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

No conflict declared

**Delegation**

No delegation to the Board

**Accountability Report**

1. Financial Report/Audit

Board Member Balyski entered the meeting at 10:58 am

**20-215**

Gendur:

**Accountability Report – Financial Report/Audit**

That the Board accept the accountability report on the August 31, 2020 Audited Financial Statements as presented.

**Carried.**

**Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
2. Governance Budget Report
  - a. Board Remuneration
3. Tenders
  - a. GSEC Phase 2
  - b. Fleet Vehicle
4. Yorkton Minor Football
5. COVID-19 Update

Human Resources Superintendent, Jason Trost, joined the meeting at 11:15 am to present the human resources report.

Board Member Smandych entered the meeting at 11:33 am

**20-216**

Johnson:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**20-217**

Morrison:

**Exit closed session**

That the Board exit closed session.

**Carried.**

Lunch

Advocacy Session – Representatives from CUPE 4784, DPEA, GSTA, LINC

**20-218**

Balyski:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**20-219**

Pohl:

**Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Item**

1. Items Arising from Closed Session
  - a. Tender Recommendations
    - a. Good Spirit Education Complex Phase 2
    - b. Fleet Vehicle

**20-220**

Smandych:

**Good Spirit Education Complex Phase 2 Tender Recommendation**

That the Board award the tender for the renovation of Good Spirit Education Complex Phase 2 to Ledcor Construction as recommended by the Finance Committee of the Board.

**Carried.**

**20-221**

Variyan:

**Fleet Vehicle Tender Recommendation**

That the Board award the tender for the purchase of 2 fleet vehicles to Key Chevrolet.

**Carried.**

**New Business**

1. 2019-20 Annual Report
2. Policy 2 Appendix A Annual Work Plan
3. Central Office Closure
4. Audited Financial Statements and Management Letter

**20-222**

Leson:

**2019-20 Annual Report**

That the Board approve the 2019-20 Annual Report as presented, with technical edits pending Ministry feedback.

**Carried.**

**20-223**

Dokuchie:

**Policy 2 Appendix A Annual Work Plan**

That the Board approve Policy 2 Appendix A – Annual Work Plan pending approval of the Regular Board meeting dates during the organizational meeting held on November 19, 2020.

**20-224**

Anderson:

**Central Office Closure**

That the Board approve the closure of the Good Spirit Education Complex on December 24 at 12 noon, December 29, 30 and 31, 2020.

**Carried.**

**20-225**

Gendur:

**Audited Financial Statements and Management Letter**

That the Board receives and approves the Management Letter and Audited Financial Statements for the year ending August 31, 2020 pending minor changes made after Ministry of Education and Finance format review and approval.

**Carried.**

**Board Chair turned the Chair over to the Director at the commencement of the organizational items**

20-226

Robertson:

**Nominations for Board Chair**

That the nominations for Board Chair be opened.  
**Carried.**

1<sup>st</sup> call – Leson nominated Simpson

2<sup>nd</sup> call – No nominations

3<sup>rd</sup> call – No nominations

20-227

Variyan:

**Close of Nominations**

That nominations cease.  
**Carried.**

**By acclamation – Bob Simpson was declared Chair.**

20-228

Smandyh:

**Nominations for Vice Chair**

That nominations for Board Vice Chair be opened.  
**Carried.**

1<sup>st</sup> call – Variyan nominated Johnson

2<sup>nd</sup> call – No nominations

3<sup>rd</sup> call – No nominations

20-229

Balyski:

**Close of Nominations**

That nominations cease.  
**Carried.**

**By acclamation – Jaime Johnson was declared Vice Chair.**

20-230

Johnson:

**Signatories of the Board**

That the signing officers be the Chair or Vice Chair *and* the Chief Financial Officer or the Accounting Manager.  
**Carried.**

20-231

Morrison:

**Borrowing**

That the Chairman and the Chief Financial Officer are authorized to borrow from the Bank of Montreal the sum of six million two hundred thousand (\$6,200,000) to meet the expenditures of the Board until the proceeds of taxes and legislative grants are available, and to pay or agree to pay interest on the moneys borrowed, either in advance or at maturity and in either case after maturity, at the rate of prime; and,

That the said loan shall be a first charge upon the uniform tax levy and legislative grants for the current year; and,

That the Chairman and Chief Financial Officer Services be authorized to execute under the corporate seal of the Board, and deliver to the said Bank as security for the said advance and interest thereon, the assignment of the legislative grants payable or to become payable to the Division; and,

That the said Bank shall not be restricted to the said taxes or the said legislative grants for the repayment of the said loan; and,

That the said loan may be secured by the promissory note or notes of the Chairman and Chief Financial Officer, given on behalf of the Board, and the Chairman and Chief Financial Officer are hereby authorized and empowered to execute and give such promissory note or notes on behalf of the said Board as may be required by the said Bank.

**Carried.**



**20-232**

Balyski:

**Meeting Schedule**

That the Board meet at the Good Spirit Education Complex in the RM of Orkney or via video conference call at 10 am according to the following schedule in 2020-2021:

- October 1, 2020
- November 19, 2020
- December 17, 2020
- January 28, 2021
- March 4, 2021
- April 1, 2021
- May 6, 2021
- June 17, 2021
- August 19, 2021

**Carried.**

**20-233**

Pohl:

**LINC Negotiations Committee**

That Smandych and Morrison serve as the Board representatives on the LINC Negotiations Committee.

**Carried.**

**20-234**

Smandych:

**Support Staff Negotiations Committee**

That Johnson and Gendur serve as the Board representatives on the Support Staff Negotiations Committee.

**Carried.**

**20-235**

Dokuchie:

**Board Executive Committee**

That Variyan serve with the Board Chair and Board Vice Chair as the Board representatives on the Board Executive Committee.

**Carried.**

**20-236**

Variyan:

**Board Transportation Committee**

That Simpson, Balyski, and Pohl serve as the Board representatives on the Board Transportation Committee.

**Carried.**

**20-237**

Smandych:

**Board Finance Committee**

That Morrison and Leson along with one of the Chair or Vice-Chair serve as the Board representatives on the Board Finance Committee.

**Carried.**

**20-238**

Leson:

**First Nation Education Service Agreements and Networking Representation**

That Dokuchie, Gendur, and Balyski serve as the Board representatives for the First Nation Education Service Agreements discussions and Networking opportunities.

**Carried.**

**20-239**

Anderson:

**Melville Comprehensive School Governance Authority**

That Simpson serve as the board representative for the Melville Comprehensive School Governance Authority.

**Carried.**

**20-240**

Gendur:

**Public Board Section**

That Smandych serve as the Board representative on the Public Boards Section and Anderson serve as the alternate.

**Carried.**

- 20-241**  
Johnson: **East Central District Athletic Association Representative Appointment**  
That Leson serve as the Board representative on the East Central District Athletic Association with Variyan serving as an alternate.  
**Carried.**
- 20-242**  
Balyski: **School Community Councils**  
That the Board members represent the Board at the School Community Council meetings of the schools within their subdivisions. Further, that within Yorkton, Variyan attend Dr. Brass and Yorkton Regional High School, Gendur attend Columbia, and Morrison attend MC Knoll. If unable to attend, then an alternate will be chosen from the other Yorkton at large trustees. Dokuchie to attend Canora Junior Elementary, Canora Composite and Norquay Schools.  
**Carried.**
- 20-243**  
Gendur: **Indemnities - Board Meetings**  
That the indemnity meeting rate be \$345 (Chair), \$325 (Vice Chair), and \$300 (Trustee) effective date of the organizational meeting.  
**Carried.**
- 20-244**  
Balyski: **Indemnities – Supervision and Committees**  
That the hourly rates for Supervision and Committee representation be \$75 per hour, in half hour increments, to a maximum of 4 hours per day, conducted through either audio conference, video conference or face-to-face.  
**Carried.**
- 20-245**  
Smandych: **Indemnities – Conference/Convention**  
That the rate for board conference/convention representation, conducted either through audio conference, video conference, or face-to-face, be \$300 per full day and at half these rates per half day (3 hours or less). Further, that the conference/convention rate is applied for 2 travel days for events held out of province, 1 day for events held in province when there is no organized activity on that day. If a Board member is unsure if able to attend, they will be registered late, and the \$100 late fee will be payable by the Board.  
**Carried.**
- 20-246**  
Morrison: **Indemnities – Conference Calls**  
That the rate for the board conference call indemnity be removed and that conference calls will reflect the hourly and daily rates.  
**Carried.**
- 20-247**  
Leson: **Monthly Rates**  
That the Board member be recognized for meeting preparation in the amount of \$150 each month beginning December 1, 2020.  
**Carried.**
- 20-248**  
Smandych: **Expense Reimbursement Rates**  
That the Board set the mileage rate at \$0.42 per kilometer. For the 2020-21 school year, carpooling will be eliminated due to COVID-19 restrictions; and,  
That the Board set the travel time rate for board members at \$0.25 per kilometer for activities in the province; and,  
That the Board set the meal rates as \$15 breakfast, \$20 lunch, and \$25 dinner; and,  
That the Board, in lieu of commercial accommodations, provide reimbursement for private accommodation at a rate of fifty dollars (\$50.00) per night.  
**Carried.**

**20-249**  
Johnson:

**Indemnity Approval**

That the Chair or Vice Chair review and approve all indemnity forms prior to payment for trustees. Board member Smandych will review and approve the indemnity forms of the Chair and Vice Chair.

**Carried.**

**20-250**  
Morrison:

**Electrical Outlet Rental Fees**

That the Board set the electrical outlet rental fees at \$40.

**Carried.**

Board Member Dokuchie exited the meeting at 3:45 pm

Board Member Variyan exited the meeting at 4:10 pm

**Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 2 Role of the Board
  - b. Policy 3 Role of the Board Member
2. Saskatchewan School Boards Association
  - a. 2020 Fall Assembly
  - b. Proposed Bylaw Amendments and Resolutions

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
  - a. Service Recognition and Sea Star Awards
  - b. Education Week
  - c. Governance Training
3. Financial Update
4. Student Incident report
5. Utilizing GSSD Communiques with SCCs
6. Remote Learning Update
7. Edsby & MySchoolSask
8. Transportation Scan Cards
9. Administrative Procedure Updates
  - a. AP 162 Tobacco and Vaping
  - b. AP 162 Appendix Tobacco and Vaping Flowchart
  - c. AP 301 Non-Resident Students
10. Correspondence
  - a. Employee Benefits Plan Administration System Update
  - b. Media Release – Minister of Education
  - c. 2020 Election Results
  - d. No Division Losses in Fourth Quarter

**Committee / Conference Reports**

1. School Community Council Meetings

**Future Business**

1. Meeting dates
  - a. December 17, 2020
  - b. January 28, 2021
  - c. March 4, 2021
  - d. April 1, 2021

- e. May 6, 2021
  - f. June 17, 2021
  - g. August 19, 2021
  - h. Other
    - i. May 27, 2021 – Special Board Meeting (Preliminary Budget)
    - ii. August 18, 2021 – Board and Director Evaluation; Special Board Meeting
2. Notice of Motion
3. Topics for Future Agenda
- a. Accountability
    - i. Student Learning & Well-being Report
  - b. Board Development
    - i. Understanding Facility Baselines
  - c. Director's Report
    - i. Financial Update
    - ii. Attendance Update
    - iii. EYE Update
  - d. Advocacy
    - i. Government Representatives

Board Member Smandych exited the meeting at 4:56 pm

**20-251**

Leson:

**Adjournment**

That we do adjourn at 4:59 pm.

**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education Regular Meeting Agenda

**Date:** December 17, 2020  
**Location:** Zoom  
**Time:** 10:00 AM

## 10:00 AM

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. November 19, 2020 Regular Board Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

## 10:15 AM

5. Delegation – none
6. Accountability Report – Student Learning and Well-being
7. Board Development – Understanding Facility Baselines

## 10:45 AM

8. Closed Session
  - 8.1. Human Resources Report
    - 8.1.1. Monthly Report – posted in the Resource Centre
  - 8.2. Governance Budget Report
    - 8.2.1. Atrieve – Trustee Remuneration
  - 8.3. SSBA Facilities Funding Draft Position Statement
  - 8.4. COVID-19 Updates – school information is posted in the [Resource Centre](#)
    - 8.4.1. Saltcoats School
    - 8.4.2. Esterhazy High School
    - 8.4.3. Canora Composite School
    - 8.4.4. Bear Stream School
    - 8.4.5. Macdonald School
    - 8.4.6. Extra-Curricular Activities
    - 8.4.7. PJ Gillen School
  - 8.5. Governance Training – portfolio is posted in the Resource Centre
  - 8.6. Fall Assembly Evaluation 2020
  - 8.7. Tenders
    - 8.7.1. Yorkton Regional High School Roof

- 8.7.2. Firewall Upgrade
- 8.7.3. Network Upgrade
- 8.8. Transportation Committee
  - 8.8.1. Bell Family
  - 8.8.2. Hurtubise Family
  - 8.8.3. In-Town Decision Matrix
- 8.9. Student Discipline Committee
  - 8.9.1. 2020 11 - 2209448
  - 8.9.2. 2020 11 - 2266685

**2:05 PM**

- 9. Action Items
  - 9.1. Items Arising From Closed Session
    - 9.1.1. Tender Recommendations
      - 9.1.1.1. Yorkton Regional High School Roof
      - 9.1.1.2. Firewall Upgrade
      - 9.1.1.3. Network Upgrade
    - 9.1.2. Transportation Committee Recommendation
      - 9.1.2.1. Bell Family
      - 9.1.2.2. Hurtubise Family
      - 9.1.2.3. In-Town Decision Matrix
    - 9.1.3. Student Discipline Recommendation
      - 9.1.3.1. 2020 11 - 2209448
      - 9.1.3.2. 2020 11 - 2266685

- 10. New Business
  - 10.1. Land Claims Fund - Cowessess

**2:45 PM**

- 11. Director's Report

**3:45 PM**

- 12. Committee/Conference Report
  - 12.1. School Community Council Meetings
- 13. Future Business – Board Policy 2A – Annual Work Plan
  - 13.1. Regular Meeting Dates
    - January 28, 2021
    - March 4, 2021
    - April 1, 2021
    - May 6, 2021
    - June 17, 2021
    - August 19, 2021
  - 13.2. Notice of Motion
  - 13.3. Topics for Future Agenda
    - 13.3.1. Accountability
      - 13.3.1.1. Facilities
    - 13.3.2. Board Development
      - 13.3.2.1. Understanding Progressive Discipline

- 13.3.3. Director's Report
  - 13.3.3.1. Financial Update
  - 13.3.3.2. Transportation Update
- 13.3.4. Board Business
  - 13.3.4.1. Review Draft School Year Calendar
  - 13.3.4.2. Board Budget Development Framework
- 13.3.5. Advocacy
  - 13.3.5.1. First Nations Representatives (Tentative)

**4:15 PM**

14. Adjourn

## Accountability Topic: Student Learning Report for June 2020 – November 2020

### Date of Board Meeting:

December 17, 2020

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s) (if applicable):

1. QI 1.4 – Utilizes performance metrics for the purpose of monitoring and evaluating operational performance relative to student wellness.
  - QI 2.1 – The Director conducts an analysis of student success and ensures development of action plans to address concerns.
  - QI 2.2 – The Director identifies trends and issues related to student achievement to inform the setting of yearly priorities and outcomes.
2. QI 7.2 – Achieves the key results identified in the Strategic Plan.
3. QI 7.3 – Reports at least annually on results achieved.

### Key Measures:

- Ministry of Education Data
- Distance Learning School Data

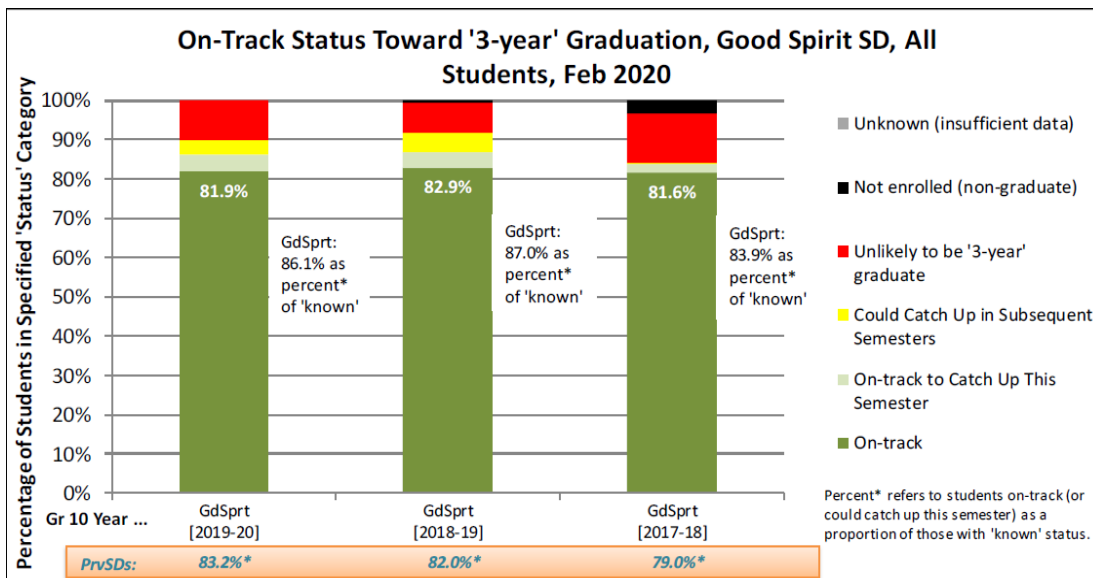
### Targets:

- By June 30, 2020, the three-year and five-year graduation rate will increase by 2% from the previous year's June data.
- By June 2021, the three-year graduation rate will increase by 2% from the June 2019 data.
- By June 2021, the five-year graduation rate will increase by 2% from the June 2019 data.
- By June 2021, students in Grades 4 to 12 will report a 2% increase in student intellectual engagement from spring 2019 data as measured by the OurSchool survey.

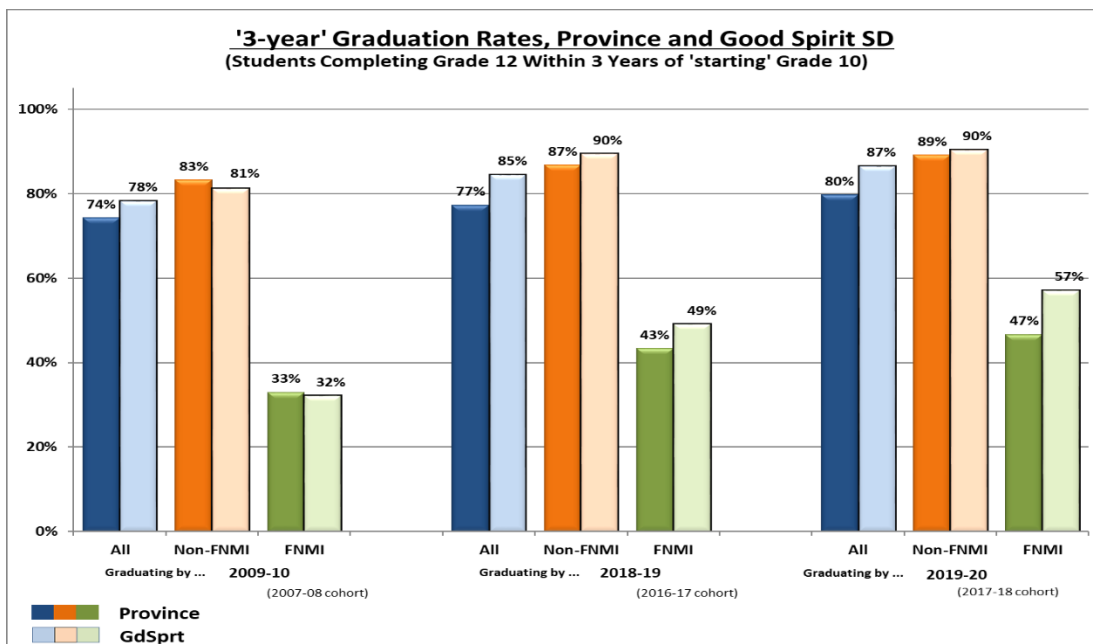


**Data:**

- Overall Three Year Graduation Rate for School Year 2019-20
- **Projected On Track Status as of February 2020**

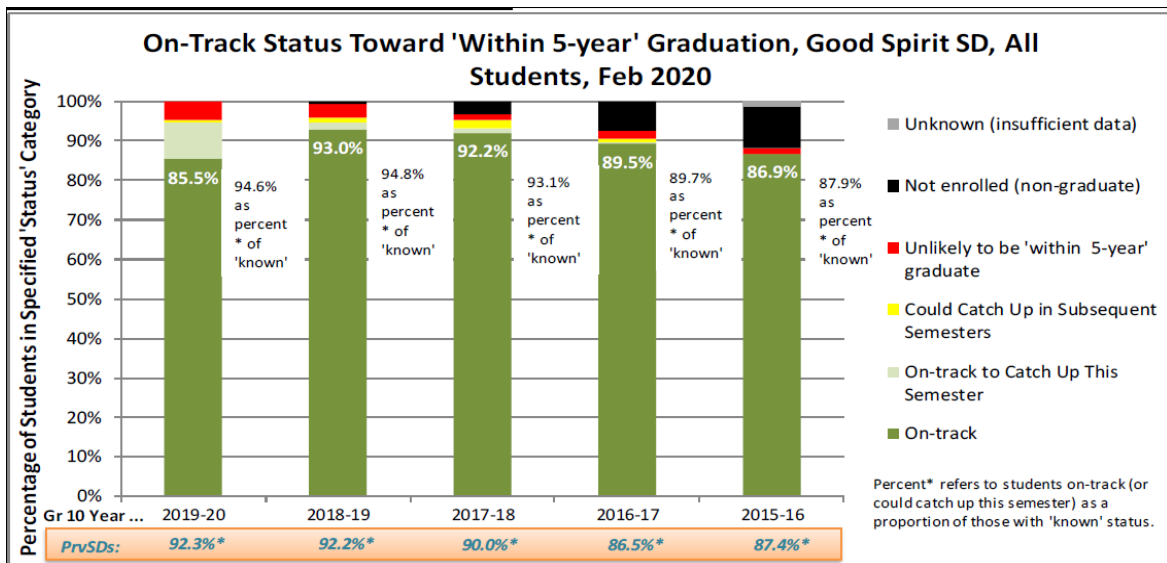


- Actual Status *as of June 2020 (overall three year)*

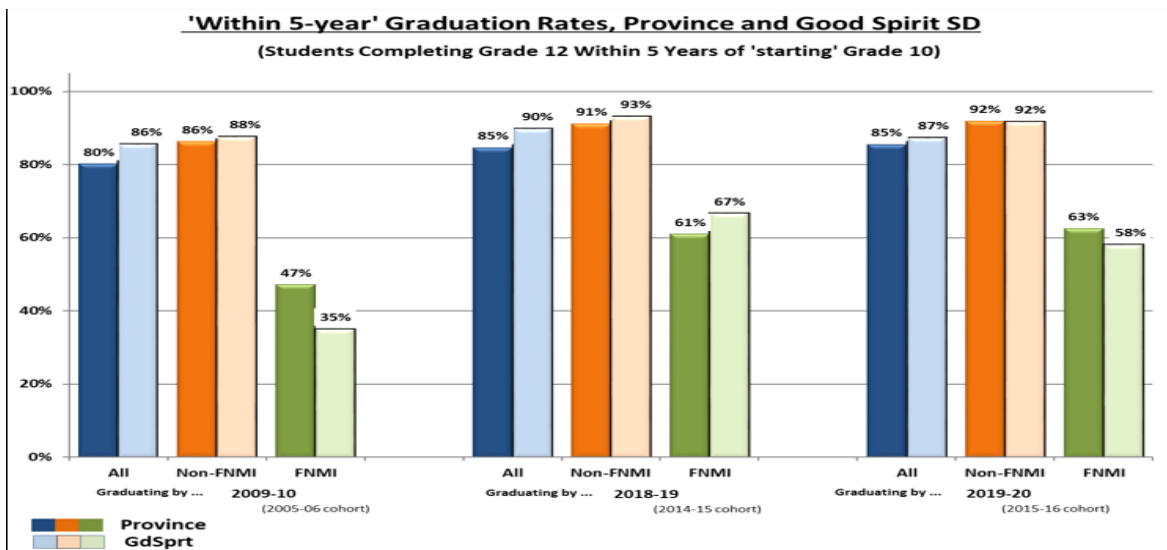


- The Ministry of Education was projecting an overall on-time (three year) graduation rate of 84% for the 2019-20 school year which would have been a slight decrease from the 2018-19 school year (85%) which would have been projected at five percent higher than the provincial average.
- GSSD would have finished the year with a three-year graduation rate of 87% which is likely due to the direction given by the province in March due to COVID-19. The following guidelines were followed:

- A minimum final mark record of 50 per cent or greater is to be applied to the outcomes evaluated to date in the subject areas as of March 13, 2020.
- Students will be afforded the opportunity to improve the mark record through options provided within the capacity of the school division and local school if students choose.
- A student's marks can only get better, they cannot get worse.
- A significant celebration was the On Time (3 year) graduation rate for GSSD First Nation Métis and Inuit students. An 8% percent increase was attained from the 2018-19 school year. A 23% increase since amalgamation
- Five Year Graduation Rate for School Year 2019-20
- **Projected Status as of February 2020**



- **Actual Five-Year Graduation Rate Status as of June 2020**



- The Ministry of Education was projecting an extended time (five year) graduation rate of 88% for the 2019-20 school year which would have been a 2% decrease from the 2018-19 school year (90%) which would have been on par with that of the provincial average.
- GSSD would have finished the year with a five-year graduation rate of 87% which was 2% higher than the provincial average of 85%.
- **Remote Learning High School Data** Block 1 (Sept. to Nov. 7/20)

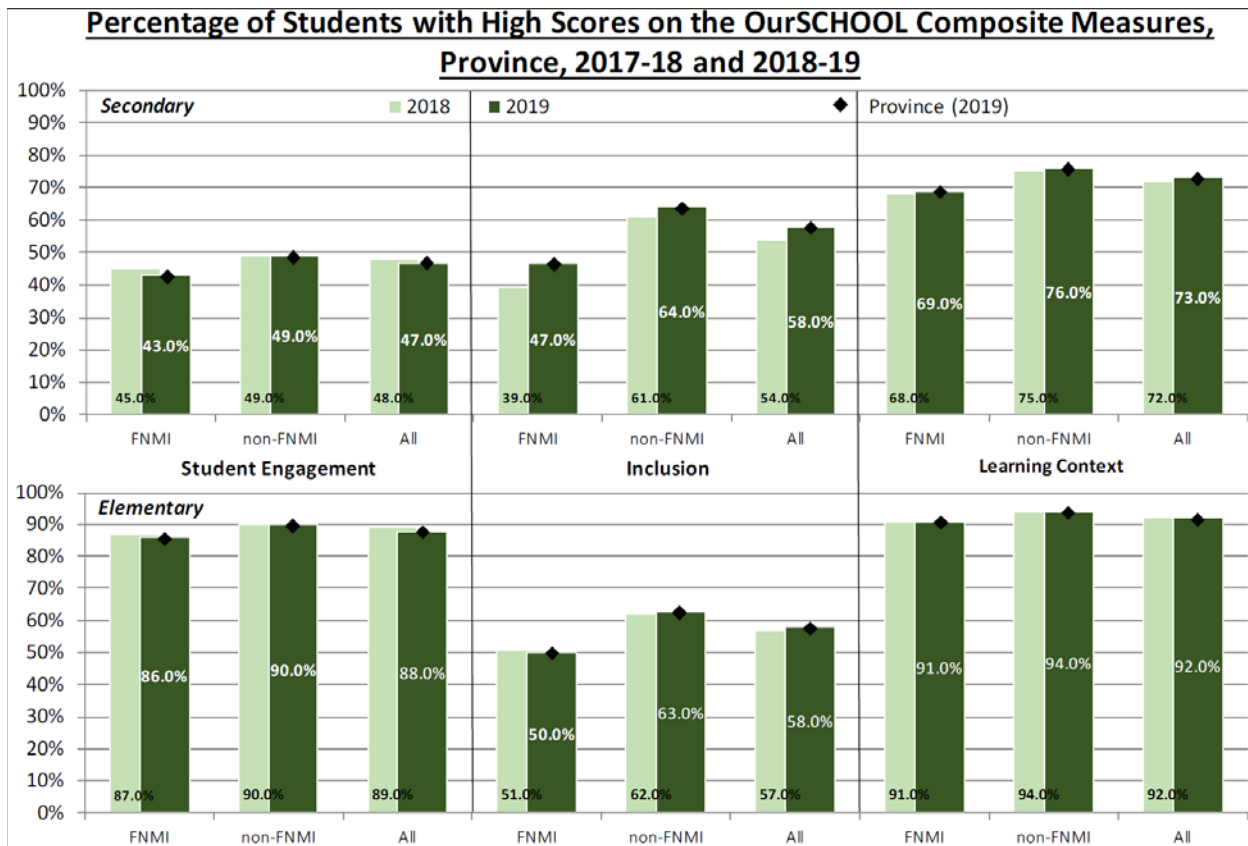
Course	# of Students Enrolled	# of Successful Credits	% of Completion
Accounting 10	9	9	100
Accounting 20	4	4	100
English A10	14	11	78
English A30	19	14	73
Life Transitions 30	14	10	70
Math Workplace 10	6	3	50
Math Workplace 20	12	7	60
Math Workplace 30	9	6	67
Psychology 30	19	16	85
Science 10	14	7	50
<b>Overall Results</b>	<b>120</b>	<b>87</b>	<b>73</b>

- **Remote Learning High School Data** Block 2 (Nov. 8 to Jan.7/21)

Course	# of Students Enrolled	# on Track for Completion	Current % on Track
Math Foundations 30	19	13	70
History 30	33	26	80
English 20	19	15	80
English A10	24	19	80
Math Workplace 10	18	9	50
Math Workplace 20	7	4	57
Psychology 30	20	13	67
Financial Literacy 30	17	15	90
Science 10	28	17	61
Environmental Science 20	4	3	75
Art 10	14	10	71
<b>Overall Results</b>	<b>203</b>	<b>144</b>	<b>71</b>

- The expected % of completion for Block 2 classes is projected to be higher than the current % of students who are on track due to credit extension opportunities.
- The % of completion in Distance courses during 2020 is lower than in past years due to the independence required of the students enrolled. In past years, facilitators at the school level played a significant role in ensuring students were on pace to complete.
- The other significant change for students who are achieving credits online is the Block schedule versus a semester system.
- To ensure students have every opportunity to achieve graduation status and not fall behind in credit attainment, GSSD is planning to offer additional Science, Math and ELA courses as block and semester courses in January to June.

## Student Engagement:



- GSSD results are very comparable with those seen across the province.
- Engagement results between elementary and secondary students are concerning and continue to suggest that changes in instructional practices, assessment, course delivery and selection are required.

### Key Strategies Employed:

#### 1. Graduation Rates:

- A division wide **focus on supports** related to: parent involvement/engagement, credit selections, positive connections/relationships, attendance strategies, credit recovery/extension, academic interventions and school activities/connectedness.
- The **cultural rooms** at both Kamsack Comprehensive Institute (KCI) and the Yorkton Regional High School (YRHS) have improved FNM attendance and “sense of belonging”.
- **Diversity** is being recognized, celebrated and supported throughout the school division.
- **Distributed Learning** opportunities are being offered locally throughout the school division to provide additional credits for students in addition to credit extension or recovery.
- **Grad Coaches** located in every high school within the division are catching more students who might otherwise have fallen through the cracks.
- Support for **Special Project Credits and Apprenticeship Credits** resulted in a significant number of credits last year.
- **Additional supports** supplied to the YRHS and KCI for Indigenous students is improving student success.
- The **Indigenous Liaison** at KCI (Debra Severight) has bridged relationships between families on-reserve with Administrators, teacher and counselors.

- A greater degree of empathy and intervention is being demonstrated with Indigenous students and their families.
- Significant direction/support for High School administrators as schools moved into Supplemental Learning (credit extensions, recovery, assessment)

**Student Engagement:**

- GSSD continues to invest in First Nation Métis student supports.
- Continued work must be done with high school credit options.

**Future Strategies:**

- Continued **support and interventions** for students accessing Distributed Learning/Distance Learning.
- Expansion of **“Blended Learning Opportunities”** within GSSD high school classes to ensure students and staff are prepared for the possibility of remote learning.
- Continued focus on building/strengthening **relationships** with students.
- Addition of the **Indigenous Student Success Coordinator** is already having an impact for students at the YRHS and KCI.
- Continue to build the **cultural competencies** of staff with respect to Indigenous culture and “ways of knowing”
- **Instructional supports/coaching** will be explored at the high school level.
- A **satisfaction survey** will be given to students and their families regarding Distance Learning which will provide targets for improvement.

**Risk Assessment:**

<b>Risk</b>	<b>Likelihood (Low-Med-High)</b>	<b>Impact (Low-Med- High)</b>	<b>Mitigation Strategy</b>
Failure to meet the 2021 goal for High School Graduation Rates and Student Engagement targets.	Medium	High	Continued pressure and support within our High Schools

**Summary Comments:**

**Recommended Decision/Motion:**

- “That the Board accept the accountability report on Student Learning and Well-being as presented.”

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

## Board Development Topic: Facilities

### Date of Board Meeting:

December 17, 2020

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

- QI 1.2 – Regular actions are taken to ensure busses and facilities are safe and healthy.  
QI 3.6 - Reviews expenditures to ensure continuous improvement in terms of value for money.  
QI 6.2 – The Director keeps the Board informed about Division operations.

### Information for the Board (10 fast facts):

1. Meet the team:
  - Chad Rennie, Facilities Coordinator – 4 years with GSSD
    - Chad is a Journeyman Carpenter and was a Technician prior to being promoted to Facilities Coordinator
  - Carmal Kittler, Facilities Assistant – 22 years with GSSD
    - Before joining the Facilities team Carmal filled roles such as Educational Assistant, Admin Assistant, and Library tech at Calder, Langenburg and Churchbridge Schools.
      - Dan Boyle, Caretaker Coordinator – 6 years with GSSD
    - Dan started Caretaking for Saskatoon Catholic in 1998 and spent 1 year as caretaker at Canora Comp before being promoted to Caretaker Coordinator
    - Dan’s staff includes 59 caretakers as well as 20+ substitutes across the division.
  - Chad Hicks, Facilities Technician – Carpenter – 9 years with GSSD
  - Dave Kresak, Facilities Technician – Carpenter – 7.5 years with GSSD
  - Regan Cobb, Facilities Technician – Carpenter – 6 years with GSSD
  - Derek Ferguson, Facilities Technician – HVAC/Plumber – 1.5 years with GSSD
  - Regan Bohn, Facilities Technician – HVAC/Plumber – 5 months with GSSD
  - Dean Katzberg, Facilities Technician – Electrician – 4 months with GSSD
  - YRHS and MCS have onsite Building Operators and Building Technicians:
    - YRHS – Dwayne Langford & Kirk Betker
    - MCS – Correen Kirschman & Brad Hein
  - Patrick Morrison, Facilities Manager – 6 months with GSSD
2. Our System: AssetPlanner
  - Service Requests
  - Project Management
  - Technician Schedule
  - Project Files/Document Control
3. Management of Service Requests:
  - Service Requests are submitted from the schools.

- Chad and Carmal review each request deciding next steps.
  - Requests will follow one of the following routes:
    - Approved to be completed by GSSD Technicians
    - Approved to be completed by Service Provider
    - Moved to a Project request
    - Denied – explanation to requestor will accompany this communication
  - The process is completed within the program keeping historical data on record.
4. Preventative Maintenance Strategy:
- Proactive vs Reactive approach
  - Inspection results are entered in AssetPlanner and managed as Service Requests or Projects.
  - A proactive strategy keeps our assets in better condition and reduce catastrophic failures.

<b>Inspection</b>	<b>Frequency</b>	<b>Season/Timeframe</b>	<b>Performed by:</b>
Roof	3 Year Cycle	Spring	RMIS
Boilers	Annual	Summer	Vetted
HVAC/Furnace/MAU	Semi Annual	Spring/Fall	GSSD
Elevators	Annual	Summer	TSASK
Lifts	Annual	Summer	TSASK
Fire Extinguishers, Alarms, Sprinklers	Annual	Summer	Vipond
Playground (In Development)	Annual	Spring	GSSD
Building Envelope (In Development)	Annual	Spring	GSSD

5. Project Scoring System:
- Score is based on:
    - Safety
    - Student Learning Experience/Environment
    - Facilities Baseline and Standards
    - Facility % of Budget
    - Project % of Annual Budget
6. Power of Yes:
- As a team we employee this service committment without waiver
  - All requests go through the following questions:
    - Is the request safe and sensible?
    - Is the request feasible?
    - Is the request possible to complete as required?
  - If the answer is yes to these questions it will enter the queue for scoring
  - If the answer is no to any of the questions, we work with the requestor to adjust the plan attempting to reach a yes to each question.
  - If we are unable to reach a yes for each question, we communicate with the requestor explaining how we arrived at the conclusion.
7. Occupational Health and Safety:
- Patrick, Carmal, Chad and Dan are all members of the GSEC OH&S committee.
  - This committee is not only responsible for the safety of the GSEC office but also a resource and a support for every school committee.

- The Facilities group often works with the school-based committees in remedying they health and safety concerns.
- 8. Funding Overview:
  - Our main funding/budget types are Minor Renovations and PMR (preventative maintenance and Renewal)
  - Other funding types include: CAIF, Major Capital, Various Grants, and Relocatable Classroom Program.
- 9. Teaming up with IT:
  - Facilities and IT have many overlapping tasks, projects, and general responsibilities the groups often find themselves working together.
  - Shawn and Patrick have been working on ways to align systems and processes between their groups.
- 10. Facilities Baselines Overview:
  - Building envelope: Includes roof, foundation, crawlspaces, and structural components.
    - Every school must strive to have a roof with a remaining life greater than 5 years with no leaks.
    - Ground around the foundation must be sloped away from the building to allow proper drainage, and all penetrations around the building will be filled so as to prevent groundwater seepage and rodent infiltration.
    - Crawlspce must be dry, clean of any debris and separated from the occupied spaces.
    - The facility must be structural sound and not compromise the occupants in any way.
  - Emergency and Life Safety Systems: includes fire alarms, emergency lighting and sprinkler systems.
    - Every school must have a working, addressable fire alarm that will alert occupants in a clear manner.
    - There must be adequate emergency lighting to allow safe exiting of the building in the event of an emergency.
    - Every building should meet the minimum code requirements for sprinkler or fire rated corridors for safe exiting out of the building.
  - HVAC
    - Every school must have a clean, operational heating system that allows for appropriately comfortable working conditions.
    - The goal must be to have all schools with a modern and remote access control system.
    - All buildings must be upgraded for adequate ventilation.
    - Whenever, and wherever it is necessary, air conditioning should be supplied. More specifically computer labs, administrative support spaces, or areas delivering course work over the summer months, rooms without opening windows or proper ventilation.
  - Lighting: GSSD must upgrade all lighting to a minimum of T8 technology with electronic ballasts
    - With modern fixtures and maximum lighting required to meet lighting codes.
    - Further to that, request for adjustments to lighting to impact the classroom or work environment (ex: Reggio) must be considered.
  - Windows and Doors: external
    - All hardware must be updated and properly functioning.
    - Windows and doors should be properly functioning, safe, useable, modern and energy efficient.
    - When upgrading we will upgrade to lever handled locks.
  - Phones, Intercoms and Bells:
    - There must be sufficient phone lines to meet the needs of the school.
    - Intercom systems must be operational and reliable. They should be addressable with the ability to be heard throughout the facility.



- Bell systems must be easily programmable and audible throughout the facility.
- Washrooms, fountains, and faucets:
  - Washroom fixtures (toilets, sinks and urinals) must be sanitary, operational and in good repair.
  - Toilet partitions must be sound, of appropriate height with proper functioning doors.
  - Fixtures must be non-corroded, properly functioning.
- Lockers: There must be one locker for every child.
- General building finishes: Paint, Flooring and Blinds
  - Every classroom, library and gymnasium must be painted every XXX years (prioritize)
  - Paint colors must have a consistency within the building so as to have one color scheme.
  - Flooring:
    - Carpets must be clean, and in good repair.
    - All 9X9 or any ACM should be replaced.
    - In general, all flooring should be consistent in appearance throughout the facility, be easy to maintain and keep clean, and appropriate for the location.
      - Window treatments must be clean and operational and meet the needs of the classroom so as to provide coverage from excess sunlight and when required to prevent outsiders from looking in.
- Gymnasium Floors:
  - All elementary schools should have a sport floor.
  - All high schools should have hardwood.

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, December 17, 2020  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**20-252**

Simpson:

**Call to order**

That this meeting now come to order at 10:06 am  
**Carried.**

**20-253**

Johnson:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

**20-254**

Morrison:

**Approval of November 19, 2020 regular minutes**

That the minutes of the November 19, 2020 Regular meeting be adopted as presented.  
**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

No conflict declared

**Delegation**

No delegation to the Board

**Accountability Report**

1. Student Learning and Well-being

**20-255**  
Anderson:

**Accountability Report – Student Learning and Well-being**

That the Board accept the accountability report on Student Learning and Well-being as presented.

**Carried.**

Facilities Manager, Patrick Morrison, joined the meeting at 10:30 am to present the Board Development on Facilities.

**Board Development**

1. Facilities

Board Member Variyan entered the meeting at 10:37 am

**Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
2. Governance Budget Report
  - a. Election Expense Summary
  - b. Atrieve – Trustee Remuneration
3. SSBA Facilities Funding Draft Position Statement
4. COVID-19 Update
  - a. Saltcoats School
  - b. Esterhazy High School
  - c. Canora Composite School
  - d. Bear Stream School
  - e. Macdonald School
  - f. PJ Gillen School
  - g. Extra-Curricular Activities
5. Governance Training
6. Fall Assembly Evaluation 2020
7. Tenders
  - a. YRHS Roof
  - b. Firewall Upgrade
  - c. Network Upgrade
8. Transportation Committee
  - a. Bell Family
  - b. Hurtubise Family
  - c. In-Town Decision Matrix
9. Student Discipline Committee
  - a. 2020 11 – 2209448
  - b. 2020 11 - 2266685

Human Resources Superintendent, Jason Trost, joined the meeting at 10:55 am to present the human resources report.

**20-256**  
Balyski:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**20-257**

Gendur:

**Exit closed session**

That the Board exit closed session.

**Carried.**

Lunch

Advocacy Session – Local MLAs (Warren Kaeding, Greg Ottenbreit, Terry Dennis)

Trustee Balyski exited the meeting at 1:25 pm

Trustee Leson exited the meeting at 1:30 pm

**20-258**

Gendur:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**20-259**

Leson:

**Exit closed session**

That the Board exit closed session.

**Carried.**

Trustee Balyski entered the meeting at 2:40 pm

Trustee Leson entered the meeting at 3:00 pm

**Action Item**

1. Items Arising from Closed Session
  - a. Tender Recommendations
    - a. YRHS Roof
    - b. Firewall Upgrade
    - c. Network Upgrade
  - b. Transportation Committee
    - a. Bell Family
    - b. Hurtubise Family
  - c. Student Discipline Recommendation
    - a. 2020 11 – 2209448
    - b. 2020 11 – 2266685

**20-260**

Smandych:

**YRHS Roof Tender Recommendation**

That the Board award the 2020 YRHS roof replacement to Clarke Roofing (1964) Ltd.

**Carried.**

**20-261**

Pohl:

**Firewall Upgrade Tender Recommendation**

That the Board award the contract for the Firewall Upgrade to IBM K-12 as recommended by the Finance Committee.

**Carried.**

**20-262**

Dokuchie:

**Network Upgrade Tender Recommendation**

That the Board award the contract for the Network Upgrade to IBM K-12 as recommended by the Finance Committee.

**Carried.**

**20-263**

Variyan:

**Bell Family Transportation Committee Recommendation**

That the Board approve the request for the Bell students to access transportation, under the condition that a review will take place annually or when conditions may change for either the division or the family.

**Carried.**

**20-264**

Morrison:

**Hurtubise Family Transportation Committee Recommendation**

That the Board deny the request of the Hurtubise family based on bus capacity and the complexity of the COVID-19 situation. The application can be reviewed prior to the start of the next school year.

**Carried.**

**20-265**

Johnson:

**Student Discipline Recommendation – 2020 11 - 2209448**

That the Board approve the Student Discipline Committee Report – 2020 11 - 2209448.

**Carried.**

**20-266**

Anderson:

**Student Discipline Recommendation – 2020 11 - 2266685**

That the Board approve the Student Discipline Committee Report – 2020 11 - 2266685.

**Carried.**

**New Business**

1. Land Claims Fund – Cowessess

**20-267**

Balyski:

**Land Claims Fund - Cowessess**

That the Board agrees to accept the payment set out in the attached Form B – School Division Compensation Re: Specific Land Claim for the lands noted and agrees to have its proper officer execute the Release.

**Carried.**

**Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 4 Board Member Code of Ethics
  - b. Policy 5 Role of the Board Chair
  - c. Policy 6 Role of the Vice Chair
2. Trustee Wall of Recognition

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
  - a. 26<sup>th</sup> Annual National Rural Congress
3. Financial Update
  - a. Phase 2 Contingency Funding
4. Student Attendance Update
5. Student Incident Report
6. Early Years Evaluation Update
7. Administrative Procedure Update
  - a. AP 372 Apprenticeship Credits
  - b. AP 153 Elections
8. Correspondence
  - a. Safe Schools Plan Deadline To Submit Applications For The Second Round Of COVID-19 Contingency Funding

- b. \$400,000 Provided For Mental Health First Aid Training For K-12 School Staff
- c. Safe Schools Plan: More Than \$37 Million Allocated to School Divisions in Second Round of Funding

**Committee / Conference Reports**

- 1. School Community Council Meetings

**Future Business**

- 1. Meeting dates
  - a. January 28, 2021
  - b. March 4, 2021
  - c. April 1, 2021
  - d. May 6, 2021
  - e. June 17, 2021
  - f. August 19, 2021
  - g. Other
    - i. May 27, 2021 – Special Board Meeting (Preliminary Budget)
    - ii. August 18, 2021 – Board and Director Evaluation; Special Board Meeting
- 2. Notice of Motion
- 3. Topics for Future Agenda
  - a. Accountability
    - i. Facilities
  - b. Board Development
    - i. Understanding Progressive Discipline
  - c. Director's Report
    - i. Financial Update
    - ii. Transportation Update
  - d. Board Business
    - i. Review Draft School Year Calendar
    - ii. Board Budget Development Framework
  - e. Advocacy
    - i. First Nations Representatives (Tentative)

**20-268**

Smandych:

**Adjournment**

That we do adjourn at 4:43 pm.

**Carried.**

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**BOARD CHAIR – Simpson**

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**SECRETARY – Gervais**

# Good Spirit School Division Board of Education

## Regular Meeting Agenda

**Date:** January 28, 2021

**Location:** Zoom

**Time:** 10:00 AM

### 10:00 AM

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. December 17, 2020 Regular Board Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

### 10:15 AM

5. Delegation – none
6. Accountability Report – Facilities
7. Board Development – Understanding Progressive Discipline

### 10:50 AM

8. Closed Session
  - 8.1. Human Resources Report
    - 8.1.1. Monthly Report – [posted in the Resource Centre](#)
    - 8.1.2. Organizational Chart Updates
    - 8.1.3. Ribbon Skirt Update
  - 8.2. Governance Budget Report
  - 8.3. COVID-19 Updates
    - 8.3.1. School Re-open Questions & Answers, updated January 14, 2021 – [posted in Resource Centre](#)
    - 8.3.2. GSSD Return to School Plan, updated January 12, 2021 – [posted in Resource Centre](#)
    - 8.3.3. GSEC Safety Plan – [posted in Resource Centre](#)
    - 8.3.4. Letter from Education Partners re. Vaccination
    - 8.3.5. Provincial Education Plan Interim Focus Areas
    - 8.3.6. Provincial Education Plan Framework
  - 8.4. 2021-22 Student Enrollment Projection
  - 8.5. Transportation Committee
    - 8.5.1. Melville Comprehensive School Bus

- 8.5.2. Used Fleet Bus
- 8.5.3. Kamsack Route Amalgamation

**12:45 PM**

- 9. Action Items
  - 9.1. Items Arising From Closed Session
    - 9.1.1. 2021-22 Student Enrollment Projection Recommendation
    - 9.1.2. Transportation Committee Recommendations
      - 9.1.2.1. Melville Comprehensive School Bus
      - 9.1.2.2. Used Fleet Bus
      - 9.1.2.3. Kamsack Route Amalgamation

**1:00 PM**

- 10. New Business
  - 10.1. Board Budget Development Framework
  - 10.2. Director/CEO Evaluation

**1:30 PM**

- 11. Director's Report

**3:15 PM**

- 12. Committee/Conference Report
  - 12.1. School Community Council Meetings
  - 12.2. Trustee Academy
  
- 13. Future Business – Board Policy 2A – Annual Work Plan
  - 13.1. Regular Meeting Dates
    - March 4, 2021
    - April 1, 2021
    - May 6, 2021
    - June 17, 2021
    - August 19, 2021
  - 13.2. Notice of Motion
  - 13.3. Topics for Future Agenda
    - 13.3.1. Accountability
      - 13.3.1.1. Human Resources Report
    - 13.3.2. Board Development
      - 13.3.2.1. Understanding RIME Magic Intervention
    - 13.3.3. Director's Report
      - 13.3.3.1. Financial Update
      - 13.3.3.2. Facilities Update
    - 13.3.4. Board Business
      - 13.3.4.1. Approve School Year Calendar
    - 13.3.5. Advocacy
      - 13.3.5.1. Community Partner Representatives

**4:00 PM**



14. Adjourn

## Board Development Topic: Human Resources: Progressive Discipline

### Date of Board Meeting:

January 28, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

QI 6.2 – The Director keeps the Board informed about Division operations.

QI 6.3 – The Director provides the Board with balance, sufficient, concise information and clear recommendations for actions items in agendas.

QI 6.6 – The Director ensures high quality management services are provided to the Board.

### Information for the Board (10 fast facts):

1. GSSD has a Progressive Discipline Policy for dealing with employee-related behavior that does not meet expected conduct or competency standards.
2. The policy exists to:
  - a) ensure accountability for employees
  - b) ensure risk to the board is minimized when dealing with employees concerns
3. The policy is rooted in GSSD Values and Aspirational Statements then grows into GSSD Administrative Procedures if a concern is warranted.
4. There are 6 steps to the Progressive Discipline Policy
  - a) Coaching
  - b) Verbal Warnings
  - c) Written Warnings
  - d) Suspension
  - e) Termination
  - f) Grievance

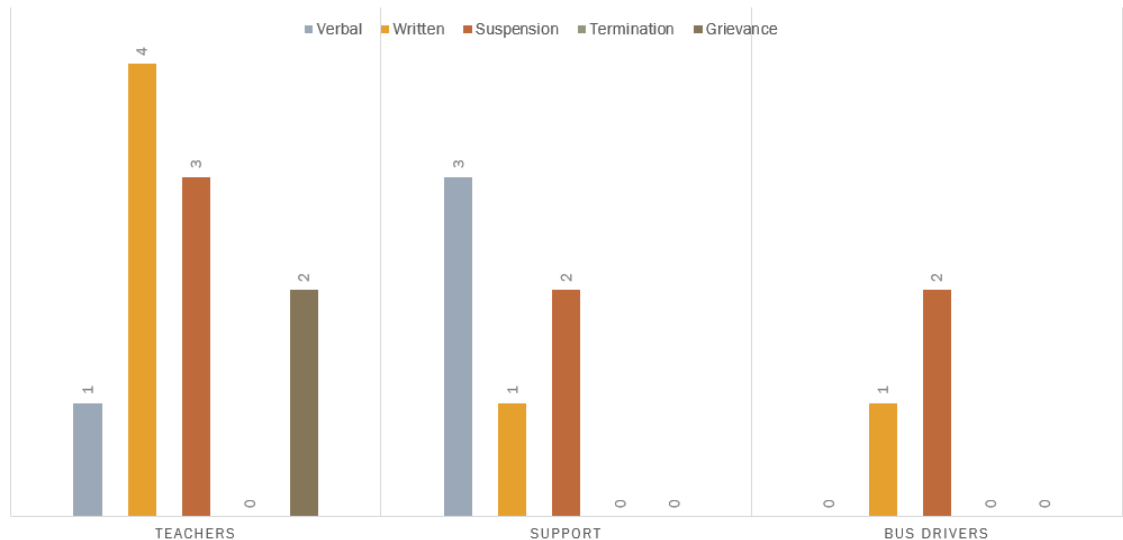
Each step seeks to correct the concern. Following these steps close the door on the possibility of a grievance.

5. The step of discipline depends on the severity of the action and the amount of damage or potential damage to the GSSD.
6. The policy is owned by HR but actualized by immediate supervisors.
  - Investigations are a joint effort between HR and the supervisor.
  - The Deputy Director and Director are informed at all stages past coaching.

- Letters are drafted by HR and issued by immediate supervisor. They are stored in Atrieve.
- The Director takes over the progressive discipline policy at the suspension step and consults with the Deputy Director, the supervisor and HR.
  - Proactive measures are taken to avoid employee discipline:
    - GSSD Foundational Statements
    - Annual Employee Code of Conduct
    - Administrative Procedures that are continually reviewed and updated
    - Clear Job Descriptions that are continually reviewed and updated
    - Proper training
  - Proactive measures are taken to avoid grievances are:
    - Clear communication of the above bullets
    - A Discipline Matrix
    - Performance Improvement Plans
    - Last Chance Agreements
    - Collective group involvement
    - SSBA counsel
  - GSSD Data

## GSSD Discipline Issued

Since January 1, 2020



*Mutual Terminations or terminations for employees on probation are not reflected*

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, January 28, 2021  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**21-001**

Simpson:

**Call to order**

That this meeting now come to order at 10:05 am.  
**Carried.**

**21-002**

Johnson:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

Board Member Morrison entered the meeting at 10:15 am

**21-003**

Anderson:

**Approval of December 17, 2020 regular minutes**

That the minutes of the December 17, 2020 Regular meeting be adopted as presented.  
**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

No conflict declared

**Delegation**

No delegation to the Board

Facilities Manager, Patrick Morrison, joined the meeting at 10:35 am to present the Accountability Report on Facilities.

## **Accountability Report**

### 1. Facilities

**21-004**

Dokuchie:

## **Accountability Report – Facilities**

That the Board accept the accountability report on Facilities as presented.

**Carried.**

Superintendent of Human Resources, Jason Trost, joined the meeting at 11:20 am to present the Board Development on Understanding Progressive Discipline and the Closed Session Human Resources Report.

## **Board Development**

### 1. Understanding Progressive Discipline

## **Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
  - c. Organizational Chart Updates
  - d. Ribbon Skirt Update
2. Governance Budget Report
3. COVID-19 Update
  - a. School Re-open Questions & Answers, updated January 14, 2021
  - b. GSSD Return to School Plan, updated January 12, 2021
  - c. Good Spirit Education Complex Safety Plan
  - d. Letter from Education Partners re. Vaccination
  - e. Provincial Education Plan Interim Focus Areas
  - f. Provincial Education Plan Framework
4. 2021-22 Student Enrollment Projection
5. Transportation Committee
  - a. Melville Comprehensive School Bus
  - b. Used Fleet Bus
  - c. Kamsack Bus Route Consolidation

**21-005**

Gendur:

## **Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**21-006**

Balyski:

## **Exit closed session**

That the Board exit closed session.

**Carried.**

Lunch

**21-007**

Leson:

## **Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**21-008**

Variyan:

## **Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Item**

1. Items Arising from Closed Session
  - a. 2021-22 Student Enrollment Projection Recommendation
  - b. Transportation Committee
    - a. Melville Comprehensive School Bus
    - b. Used Fleet Bus
    - c. Kamsack Bus Route Consolidation

**21-009**

Smandych:

**2021-22 Student Enrollment Projection Recommendation**

That the Board provide a one-time retirement incentive for teachers who are eligible to superannuate effective June 30, 2021 provided they apply in writing to the Director of Education by March 15, 2021. Further that the amount of the incentive be a one-time payment equal to 25% of their 2020-21 annual salary to a maximum of \$25,000.

**Carried.**

**21-010**

Pohl:

**Melville Comprehensive School Bus Transportation Committee Recommendation**

That the Board approve the recommendation that used equipment, such as buses, require a thorough safety check prior to the offer to purchase.

**Carried.**

**21-011**

Morrison:

**Used Fleet Bus Transportation Committee Recommendation**

That the Board approve the request to purchase three used buses as part of Good Spirit School Division's overall fleet replacement plan.

**Carried.**

**21-012**

Johnson:

**Kamsack Bus Route Consolidation Transportation Committee Recommendation**

That the Board approve the request to permanently amalgamate three routes in the Kamsack area into two.

**Carried.**

**New Business**

1. Board Budget Development Framework
2. Director/CEO Evaluation

**21-013**

Anderson:

**Board Budget Development Framework**

That the Board approve the 2021-22 Budget Framework as presented.

**Carried.**

**21-014**

Dokuchie:

**Director/CEO Evaluation**

That the Board approve the 2020-21 CEO Evaluation Interviewee Listing for the leadership practices interviews as outlined in Board Policy 12.

**Carried.**

**Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 7 Board Operations
  - b. Policy 8 Committees of the Board

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
  - a. 26<sup>th</sup> Annual National Rural Congress

3. Financial Update
4. Transportation Update
5. Student Incident Report
6. Edsby Parent Portal
7. 2021-22 Draft School Year Calendar
8. Director Interim Evaluation
  - a. Director Mid-Year Evaluation Data – posted in resource center
9. Administrative Procedure Update
  - a. AP 157 Visual Identity Program
    - i. AP 157 Appendix School Letterhead
10. Correspondence
  - a. One School Division Reports First Quarter Loss
  - b. \$400,000 Provided For Mental Health First Aid Training for K-12 School Staff
  - c. Saskatoon Company Providing 18,000 Face Shields and 4 Million Masks to Saskatchewan Schools

#### **Committee / Conference Reports**

1. School Community Council Meetings
2. Trustee Academy

#### **Future Business**

1. Meeting dates
  - a. March 4, 2021
  - b. April 1, 2021
  - c. May 6, 2021
  - d. June 17, 2021
  - e. August 19, 2021
  - f. Other
    - i. May 27, 2021 – Special Board Meeting (Preliminary Budget)
    - ii. August 18, 2021 – Board and Director Evaluation; Special Board Meeting
2. Notice of Motion
3. Topics for Future Agenda
  - a. Accountability
    - i. Human Resources Report
  - b. Board Development
    - i. Understanding RIME Magic Intervention
  - c. Director's Report
    - i. Financial Update
    - ii. Facilities Update
  - d. Board Business
    - i. Approve School Year Calendar
  - e. Advocacy
    - i. Community Partner Representatives

21-015  
Gendur:

#### **Adjournment**

That we do adjourn at 4:15 pm.  
**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education Regular Meeting Agenda

**Date:** March 4, 2021  
**Location:** Zoom  
**Time:** **10:00 AM**

## **10:00 AM**

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. January 28, 2021 Regular Board Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

## **10:15 AM**

5. Delegation – none
6. Accountability Report – Human Resources
7. Board Development – Understanding Literacy Intervention/RIME Magic Intervention

## **10:50 AM**

8. Closed Session
  - 8.1. Human Resources Report
    - 8.1.1. Monthly Report – posted in the Resource Centre
    - 8.1.2. CUPE 5123 Ratification
    - 8.1.3. Out of Scope Salary and Job Description Review
  - 8.2. Governance Budget Report
  - 8.3. COVID-19 Updates – posted in Resource Centre
    - 8.3.1. [Columbia School](#)
    - 8.3.2. [Langenburg Central School](#)
    - 8.3.3. [Yorkton Regional High School](#)
    - 8.3.4. [Kamsack Comprehensive Institute](#)
    - 8.3.5. [Yorkdale Central School](#)
    - 8.3.6. [Victoria School](#)
    - 8.3.7. [Esterhazy High School](#)
    - 8.3.8. [School Re-open Questions & Answers, updated February 3, 2021](#)
  - 8.4. Contingency Funding Phase 3
  - 8.5. Theodore Litigation
  - 8.6. Board Meeting Structure
  - 8.7. SASBO Operational Reserves



- 8.8. Tenders
  - 8.8.1. Good Spirit Education Complex Phase 2 Audio Video
  - 8.8.2. Springside School Boiler and Air Handler Replacement
- 8.9. Transportation Committee
  - 8.9.1. Prokopetz Family

**2:15 PM**

- 9. Action Items
  - 9.1. Items Arising From Closed Session
    - 9.1.1. Human Resources Recommendations
      - 9.1.1.1. CUPE 5123 Ratification
      - 9.1.1.2. Out of Scope Salary and Job Description Review
    - 9.1.2. Tender Recommendation
      - 9.1.2.1. Good Spirit Education Complex Phase 2 Audio Video
      - 9.1.2.2. Springside School Boiler and Air Handler Replacement
    - 9.1.3. Transportation Committee Recommendation
      - 9.1.3.1. Prokopetz Family

**2:20 PM**

- 10. New Business
  - 10.1. 2021-22 School Year Calendar
  - 10.2. Policy 7 Board Operations

**2:40 PM**

- 11. Director's Report

**3:50 PM**

- 12. Committee/Conference Report
  - 12.1. School Community Council Meetings
- 13. Future Business – Board Policy 2A – Annual Work Plan
  - 13.1. Regular Meeting Dates
    - April 1, 2021
    - May 6, 2021
    - June 17, 2021
    - August 19, 2021
  - 13.2. Notice of Motion
  - 13.3. Topics for Future Agenda
    - 13.3.1. Accountability
      - 13.3.1.1. Payroll Report
    - 13.3.2. Board Development
      - 13.3.2.1. Determining School Staffing Levels
    - 13.3.3. Director's Report
      - 13.3.3.1. Financial Update
      - 13.3.3.2. Transportation Update
    - 13.3.4. Advocacy
      - 13.3.4.1. Student Group

**4:15 PM**

14. Adjourn

## Accountability Topic: Human Resources

**Date of Board Meeting:**

March 4, 2021

**Strategic Priority:**

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

**Quality Indicator(s)** (if applicable):

- QI 3.3 - All collective agreements and contracts are being administered and interpreted so staff and contracted personnel are being paid appropriately and appropriate deductions are being made
- QI 4.1 - Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented.
- QI 4.6 - Board personnel policies are followed.

**Role of the Human Resources Department:**

- To support the strategic plan and foundational statements of the board by developing and facilitating processes to build strong employee relationships while promoting a healthy, productive and engaged work environment.

**Human Resources Department Responsibilities**

- Recruitment and retention
- Contracts of employment
- HR policies, procedures, and legislative requirements
- Workplace accommodations
- Complaints and investigations
- Progressive Discipline
- Organizational development and job design
- Workforce analytics and compensation
- Performance management
- Labour and Employment Relations & Grievances
- Practicum Students
- Substitute lists
- Onboarding
- ERB & SPTRB support
- HR information systems (Atrieve) including:
  - Attendance Management
  - Documentation (ex: criminal record checks, medical leaves, work visa, etc)
  - Employee demographic information

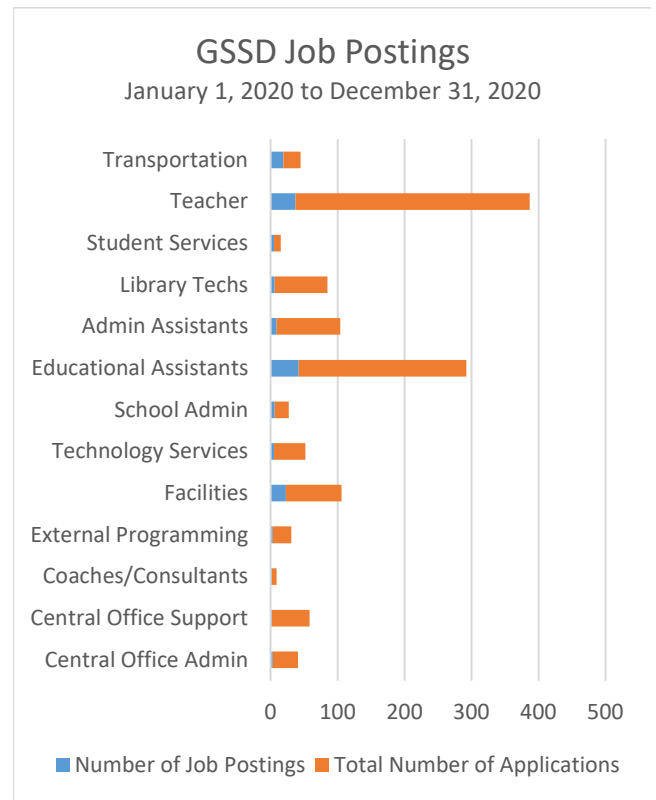
HR Department  
2020-2021 School/Location Assignments

Sharon Cymbalysty			Christine Hawley		Jason Trost
Bear Stream	Dr. Brass	YRHS	CPS	KCI	PSP's
CCS	MC Knoll		Davison	LCS	GSEC
CJES	PPEP		EHS		
Columbia	Springside		Grayson		
Invermay	Yorkdale		Macdonald		
Norquay			Miller		
Preeceville			MCS		
Hofer			DLS		
SCS			Saltcoats		
Victoria			Silver Stream		
			PJ Gillen		
			<b>Departments:</b>		
			Transportation		

## Employee Information

Positions	Number of Employees
<b>Good Spirit Education Complex</b>	<b>41</b>
Director	1
Deputy Director	1
Chief Financial Officer	1
Superintendents	4
Payroll	4
Finance	3
Assistants (Director, Schools, Office)	3
Human Resources	2
Transportation	3
Facilities	10
Technology	8
Resource Distribution	1
<b>In-School Staff</b>	<b>746</b>
Professional Staff	382
Educational Assistants	160
Caretakers	59
Building Operators	4
Principals	29
Vice Principals	15
Administrative Assistants	42
Library Technicians	29
Indigenous Community Workers	3
Indigenous Student Success	3
Nutrition Workers	3
PEPP Employees	2
Food Service Assistants	1
Cafeteria Supervisor	1
Security	1
PreK Associate	2
Noon Supervisors	2
Regional Kids First	1
Coaches/Coordinators	7
<b>Transportation</b>	<b>105</b>
Shop Foreman	2
Mechanics	4
Bus Drivers	99
<b>Professional Service Providers (PSP)</b>	<b>29</b>
Student Service Coordinators	3
School Counsellors	14
Speech Language Pathologists	5
Speech Language Assistants	2
Educational Psychologists	2
Occupational Therapist	1
Psychometrist	1
Behavior Coach	1
<b>Total GSSD employees</b>	<b>921</b>

## Applicant Tracking Information



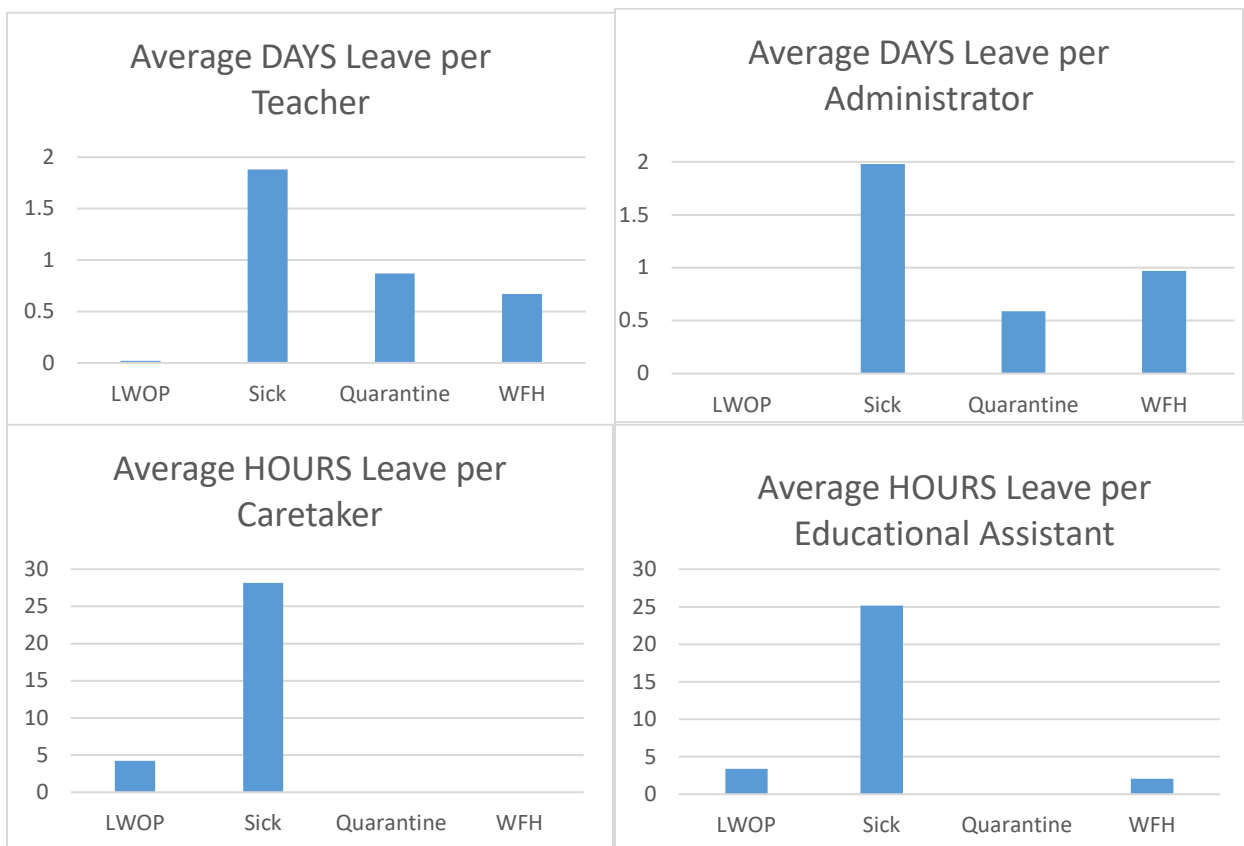
## # of Significant Employee Issues

December 2018 to December 2019	January 2020 to January 2021
Grievances – 4	Grievances - 0
Suspensions – 5	Suspensions - 6
Terminations – 5	Terminations - 3
Human Rights – 1	Human Rights - 0
Board of Reference – 1	Board of Reference - 1

## HR Module for AtrieveERP Implementation

- 95% complete.
- Historical personnel information will be ongoing for many years.
- All information concerning Human Resources is now being stored digitally. This allows for many efficiencies with respect to information requests, report writing, personnel files and data analytics.
- Key advantages from the implementation thus far have been:
  - Employee self-service to personal HR information
  - Automatic Dispatch and Online Substitute booking
  - Online employee onboarding improves hiring time
  - Eforms gives employees one entry point for expense claims, travel allowances, demographic changes, bursary applications, etc...
  - Edocs provides digital storage for personal documents (ex: medical evidence, progressive discipline, certification, supervision cycles, etc...) benefiting ease of access and addressing personal privacy
  - Instant information for supervisors (ex: number of vacation days remaining, sick days used, remaining access to personal days, etc...)
  - Data Analysis regarding leaves and sub costs. Below is an example of reports that can be generated.

September 1, 2020 to March 1, 2021



## Collective Agreements

- **Good Spirit Teachers Association – Stuart Wilson**
  - All teachers
  - LINC Agreement expires June 30, 2021
- **CUPE 4784 – Karla Sastaunik**
  - EA's, Library Techs, Caretaker, Mechanics & other positions
  - Expires July 31, 2023
- **Deer Park Employees Association – Susan Avramenko**
  - Bus drivers in Melville area
  - Expires July 31, 2023
- **CUPE Employees 5123 – Michelle Federiuk**
  - Bus drivers in Northern area
  - Expires July 31, 2023
- **Out of Scope**

### Recommended Decision/Motion:

- “That the Board accept the accountability report on Human Resources as presented.”

Respectfully submitted,

Quintin Robertson, Director of Education/CEO  
Good Spirit School Division

## Board Development Topic: Understanding Literacy Intervention/RIME Magic Intervention

### Date of Board Meeting:

March 4, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

QI 6.2 – The Director keeps the Board informed about Division operations.

QI 6.3 – The Director provides the Board with balance, sufficient, concise information and clear recommendations for actions items in agendas.

QI 6.6 – The Director ensures high quality management services are provided to the Board.

### Information for the Board (10 fast facts):

#### Ten Fast Facts: Literacy Intervention in GSSD

1. The [Literacy Intervention Flowchart](#) drives the decisions for intervention in GSSD. School literacy teams review the Fountas & Pinnell BAS data and analyze which students are below grade level in reading and what intervention will be tried first.
2. [Levelled Literacy Intervention](#) is one of GSSDs main reading interventions. For primary students this intervention is meant to accelerate their reading growth in 10 to 12 weeks. For Intermediate readers more time is taken, and students can be in the intervention for up to a year.
3. Levelled Literacy Intervention includes reading and rereading levelled texts, word work and writing about reading. It is fast paced and occurs daily.
4. Interventionists receive a full day of training, modelling by a coach and follow up observations to be sure the intervention is being implemented with fidelity.
5. The Levelled Literacy Intervention books are engaging and often have characters and series that the students grow to love.
6. Analyzing of a students' errors and goals setting is extremely important in Levelled Literacy Intervention. Each student has different needs and instructors must tailor their teaching toward each student.
7. [Rime Magic](#) is another short-term intervention that can be used one-on-one or with a small group of students. Rime Magic focusses on helping students learn to decode words based on seeing the "rime" or phonogram in the center of the word. Rime Magic is repetitive and works to build students decoding and word recognition quickly.
8. Rime Magic has been proven to be a helpful tool when working with EAL students. The intervention can be accompanied by reading together and working on vocabulary.
9. If a student is not yet reading, a member of the school team would administer the Early Literacy Assessment. This would provide information regarding phonemic awareness, sight word knowledge and letter and sound recognition. This information will help guide intervention.

10. GSSD has explored a new intervention framework as another option to bring students up to grade level in reading. The RISE framework requires at least three instructors within the classroom and provides intense literacy instruction to students in reading, writing and word work. Currently we have several schools trying this model.

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division



**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, March 4, 2021  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**21-016**

Simpson:

**Call to order**

That this meeting now come to order at 10:05 am.  
**Carried.**

**21-017**

Gendur:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

**21-018**

Smandych:

**Approval of January 28, 2021 regular minutes**

That the minutes of the January 28, 2021 Regular meeting be adopted as presented.  
**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

No conflict declared

**Delegation**

No delegation to the Board

Superintendent of Human Resources, Jason Trost, joined the meeting at 10:15 am to present the Accountability Report on Human Resources.

**Accountability Report**

1. Human Resources

**21-019**  
Morrison:

**Accountability Report – Human Resources**

That the Board accept the accountability report on Human Resources as presented.  
**Carried.**

Superintendent of Education, Lisa Wotherspoon, joined the meeting at 10:40 am to present the Board Development on Understanding Literacy Intervention/RIME Magic Intervention.

**Board Development**

1. Understanding Literacy Intervention/RIME Magic Intervention

**Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
  - c. CUPE 5123 Ratification
  - d. Out of Scope Salary and Job Description Review
2. Governance Budget Report
3. COVID-19 Update
  - a. Columbia School
  - b. Langenburg Central School
  - c. Yorkton Regional High School
  - d. Kamsack Comprehensive Institute
  - e. Yorkdale Central School
  - f. Victoria School
  - g. Esterhazy High School
  - h. School Re-open Q&As, updated March 3, 2021
4. Contingency Funding
5. Theodore Litigation
6. Board Meeting Structure
7. SASBO Operational Reserves
8. Tenders
  - a. Good Spirit Education Complex Phase 2 Audio Video
  - b. Springside School Boiler
9. Transportation Committee
  - a. Prokopetz Family

Jason Trost, Superintendent of Human Resources, joined the meeting at 11:05 am to present the Human Resources Report.

**21-020**  
Anderson:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.  
**Carried.**

**21-021**  
Johnson:

**Exit closed session**

That the Board exit closed session.  
**Carried.**

Trustee Anderson exited the meeting at 12 pm

Lunch - Aleks Hoeber from SaskAbilities and Laurel Welke, GSSD Student Services Coordinator, joined the Board at 12:30 pm to share information regarding the Partnership between SaskAbilities and GSSD.

Trustee Morrison exited the meeting at 12:45 pm

Trustee Leson joined the meeting at 1:04 pm

**21-022**

Balyski:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

Trustee Anderson re-joined the meeting at 1:40 pm

Pat Morrison, Transportation Manager, joined the meeting at 2:52 pm to present the Tender items.

Ryan Hall, Facilities Manager, joined the meeting at 3:11 pm to present the Transportation Committee items.

**21-023**

Leson:

**Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Item**

1. Items Arising from Closed Session
  - a. CUPE 5123 Ratification
  - b. Tender Recommendations
    - a. GSEC Phase 2 Audio Video
    - b. Springside School Boiler

**21-024**

Pohl:

**CUPE 5123 Ratification Recommendation**

That the Board ratify the tentative agreement with Canadian Union of Public Employees Local 5123 for the contract August 1, 2020 to July 31, 2023.

**Carried.**

**21-025**

Variyan:

**Good Spirit Education Complex Phase 2 Audio Video Tender Recommendation**

That the Board award the tender for the Good Spirit Education Complex Phase 2 Audio Video to Hillman AV as recommended by the Finance Committee.

**Carried.**

**21-026**

Gendur:

**Springside School Boiler Tender Recommendation**

That the Board award the tender for replacement of the Springside School boiler and air handling unit to Vetted HVAC Services.

**Carried.**

**21-027**

Smandych:

**Prokopetz Family Transportation Committee Recommendation**

That the Board accept the recommendation of the Transportation Committee to deny the Prokopetz transportation request. The Transportation Department would present the mother with the option of using a host family with an active residence anywhere along the route, including deadhead miles. This will be reviewed annually, as changes to the route may result in the denial of transportation.

**Carried.**

**New Business**

1. 2021-22 School Year Calendar
2. Policy 7 Board Operations

**21-028**  
Anderson:

**2021-22 School Year Calendar**

That the Board approve the 2021-22 school year calendar for submission to the Ministry as presented.

**Carried.**

**21-029**  
Johnson:

**Policy 7 Board Operations**

That the Board accept the amended Policy 7 – Board Operations as presented.

**Carried.**

Trustee Dokuchie exited the meeting at 3:20 pm

**Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 8 Appendixes
    - i. Executive Committee Terms of Reference
    - ii. Finance Committee Terms of Reference
    - iii. Transportation Committee Terms of Reference
  - b. Board of Education Risk Matrix
    - i. Provincial Education Interim Plan

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
  - a. 26<sup>th</sup> Annual National Rural Congress
  - b. 2021 Spring Assembly
3. Financial Update
4. Facilities Update
5. Student Incident Report
6. School Cash Online
7. Zonar
8. Student Citizenship Awards
9. Saskatchewan School Board Association Session
10. Administrative Procedure Update
  - a. AP 561 Allowance in Lieu of Bus Service
    - i. Form 561-1 Allowance in Lieu of Bus Service
11. Correspondence
  - a. Saskatchewan Releases Covid-19 Vaccination Delivery Plan
  - b. Saskatchewan Expanding Rapid Testing Kit Use

**Committee / Conference Reports**

1. School Community Council Meetings

**Future Business**

1. Meeting dates
  - a. April 1, 2021
  - b. May 6, 2021
  - c. June 17, 2021
  - d. August 19, 2021
  - e. Other
    - i. May 27, 2021 – Special Board Meeting (Preliminary Budget)
    - ii. August 18, 2021 – Board and Director Evaluation; Special Board Meeting
2. Notice of Motion

3. Topics for Future Agenda
  - a. Accountability
    - i. Payroll Report
  - b. Board Development
    - i. Determining School Staffing Levels
  - c. Director's Report
    - i. Financial Update
    - ii. Transportation Update
  - d. Advocacy
    - i. Saskatchewan School Board Association

21-030  
Balyski:

**Adjournment**  
That we do adjourn at 5:01 pm.  
**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education

## Regular Meeting Agenda

**Date:** April 1, 2021

**Location:** Zoom

**Time:** **10:00 AM**

\* Trustees will be joined by members of the Saskatchewan School Board Association at 2 pm

### **10:00 AM**

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. March 4, 2021 Regular Board Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

### **10:15 AM**

5. Delegation – Colleen Chretien

### **10:45 AM**

6. Accountability Report – Payroll
7. Board Development – Determining School Staffing Levels

### **11:15 AM**

8. Closed Session
  - 8.1. Human Resources Report
    - 8.1.1. Monthly Report – posted in the Resource Centre
    - 8.1.2. Out of Scope Salary
  - 8.2. Governance Budget Report
  - 8.3. COVID-19 Updates – posted in Resource Centre
    - 8.3.1. [Kamsack Comprehensive Institute](#)
    - 8.3.2. [Victoria School](#)
    - 8.3.3. [Esterhazy High School](#)
    - 8.3.4. [Columbia School](#)
    - 8.3.5. [Dr. Brass School and Daycare](#)
    - 8.3.6. [Davison School](#)
    - 8.3.7. [Yorkton Regional High School](#)
    - 8.3.8. [2020-21 School Re-open Questions & Answers as of March 25, 2021](#)
  - 8.4. Tender

- 8.4.1. Bus Purchase
- 8.5. Transportation Committee
  - 8.5.1. Beattie Family
  - 8.5.2. Schmidt Family
  - 8.5.3. Morris Family
  - 8.5.4. Gulka Family

**1:45 PM**

- 9. Action Items
  - 9.1. Items Arising From Closed Session
    - 9.1.1. Tender Recommendation
      - 9.1.1.1. Bus Purchase
    - 9.1.2. Transportation Committee Recommendation
      - 9.1.2.1. Beattie Family
      - 9.1.2.2. Schmidt Family
      - 9.1.2.3. Morris Family
      - 9.1.2.4. Gulka Family

**1:50 PM**

- 10. Old Business
  - 10.1. Policy 8 Appendix Transportation Committee Terms of Reference
- 11. Business
  - 11.1. Policy 2 Appendix Annual Work Plan Amendment
  - 11.2. Good Spirit Education Complex Room Naming
  - 11.3. MC Knoll School Community Council Loan

**3:00 PM**

- 12. Director's Report

**3:45 PM**

- 13. Committee/Conference Report
  - 13.1. School Community Council Meetings
  - 13.2. Rural Congress
- 14. Future Business – Board Policy 2A – Annual Work Plan
  - 14.1. Regular Meeting Dates
    - May 6, 2021
    - June 17, 2021
    - August 19, 2021
  - 14.2. Notice of Motion
  - 14.3. Topics for Future Agenda
    - 14.3.1. Accountability
      - 14.3.1.1. Technology Report
    - 14.3.2. Board Development
      - 14.3.2.1. Understanding the Indigenous Student Success Coordinator Role and Direct Reports
    - 14.3.3. Director's Report
      - 14.3.3.1. Financial Update

- 14.3.4. Board Business
  - 14.3.4.1. Preliminary Budget
- 14.3.5. Advocacy
  - 14.3.5.1. Student Group

**4:15 PM**

15. Adjourn



## Accountability Topic: Payroll

### Date of Board Meeting:

April 1, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

- QI 3.1 – Generally accepted accounting practices are being followed.
- QI 3.2 – Adequate internal financial controls exist and are being followed.
- QI 6.2 – The Director keeps the Board informed about Division operations.

### Role of the Payroll Department:

- To pay employees accurately and on time in compliance with legislative requirements in exchange for services they perform

### Payroll Department Responsibilities:

- Compliance with Federal and Provincial legislation
- Non-Government stakeholders, such as Saskatchewan School Boards Association (SSBA) group benefits, Saskatchewan Teachers' Federation (STF), Good Spirit Teachers' Association (GSTA), CUPE Local 4784, CUPE Local 5123, and Melville Deer Park (MDP).
- Four key areas:
  - Compliance with Federal and Provincial legislation
    - *Income Tax Act*
    - *Employment Insurance Act*
    - *Canada Pension Act*
    - Employment/Labour Standards
    - Privacy legislation
    - Worker's Compensation
  - Compliance with Non-Government stakeholders
    - SSBA group benefits
    - Saskatchewan Teachers' Federation
    - CUPE 4784
    - CUPE 5123
    - Melville Deer Park Association
    - Other outside agencies (Regional Kids' First)
  - Payroll Processes
    - Remuneration
    - Deductions
    - Administration of Support Staff Group Benefits
  - Payroll Reporting
    - Calculation and remittance amount due to Government Agencies (CPP, EI, Tax)

- Calculation and remittance of Group Benefit premiums, pension deductions, union dues, and any other deductions outstanding
- Process employee's Record of Employment when applicable
- Process the Division's T4 annually
- Process the Employer's Payroll Statement for Worker's Compensation Board (WCB) annually

### Payroll Staff

- The Department comprises three payroll assistants and one supervisor, with a full-time equivalent (FTE) of 3.78.
- Each employee is responsible for specific 'payrolls.'
  - Kim Davis (1.0 FTE)
    - Teacher payroll
    - Substitute teacher payroll
    - Remuneration to Board Trustees
    - Administration of Support Staff Pension (Municipal Employee Pension Plan)
    - All teacher deductions
  - Jamie Kennedy (0.78 FTE)
    - 10-month pay support staff (Administrative Assistants, Education Assistants, Librarian Technicians, Student Support Services) payroll
    - Substitute Support Staff payroll
  - Monica Morgan (1.0 FTE)
    - Bus Driver payroll
    - Substitute Bus Driver payroll
    - Administration of Support Staff Group Benefits (Manulife, administered by SSBA)
  - Raquel Spilchuk (1.0 FTE)
    - Supervisor of the Department
    - Lead Liaison for the Department for the yearly audit
    - Administration of Statutory Deductions (CPP, EI, Tax)
    - 12-month pay support staff (All GSEC employees, caretakers, Student Support Services) payroll on a temporary basis.
    - Preparation and supervision of T4's by February 28 each year
    - Process the Employer's Payroll Statement for WCB by February 28 each year
    - Monthly audit of each payroll
    - Academic bursary administration
    - Initial administration of the WCB process for applicable employees who have been injured at work.
    - Classification/Reclassification of employees as it relates to their education and experience.

### Payroll Statistics

Based on the 2020 Calendar Year

Payroll ID	Gross Payroll	% of Gross Payroll	# of employees in each payroll	% of the number of employees in each payroll
Teacher	\$38,365,599.03	70.30%	475	33.57%
Sub Teachers (includes Board Members)	\$808,255.50	1.48%	179	12.65%
Support Staff (includes GSEC)	\$12,550,634.75	23.00%	416	29.40%
Support Substitutes	\$280,294.94	0.51%	181	12.79%
Bus Drivers	\$2,441,581.73	4.47%	121	8.55%
Substitute Bus Drivers	\$125,842.04	0.23%	43	3.04%
	<b>\$54,573,207.99</b>		<b>1415</b>	

### Payroll Module of AtrieveERP

- Implementation of the Payroll Module of AtrieveERP is 100% complete
- Training began in November 2019 with a go live in January 2020.
- Initial AtrieveERP training was provided to the entire Department, regardless of their area of responsibility. This was excellent for cross-training purposes and building capacity in all payroll assistants.
- Since the initial implementation, two payroll assistants left the Department, one leaving the organization in April 2020 and another transferring to the HR department in June 2020.
- Due to the COVID-19 shutdown, two new payroll assistants were not hired until August 2020 for the start of the 2020-2021 school year.
- All cross-training opportunities presented during the workday are taken advantage of to build capacity in the new employees.
- AtrieveERP training was completed in the Department with the completion of the T4 slips in February 2021.

### Risk Assessment:

Risk	Likelihood (Low-Med-High)	Impact (Low-Med- High)	Mitigation Strategy
Payroll Assistant becomes ill with COVID-19	Low	Med	Department has 1-2 staff in the office as per COVID-19 protocol to avoid unnecessary social contact
Payroll Assistant leaves the organization	Low	Med	Extensive cross-training continues to provide adequate coverage if a vacancy occurs

### Information for the Board):

1. In 2020, payroll produced just over 1400 T4 slips on a 54-million-dollar payroll.
2. In 2020, payroll sent Service Canada more than 850 Record of Employment slips.
3. In 2020, payroll produced over 12,500 pay stubs.
4. In 2020, payroll administered over \$52,000 to 29 employees for education bursaries.
5. In 2020, GSSD contributed over \$1,296,810 in Municipal Employee's Pension Plan contributions for support staff to fund their retirement.
6. In 2020, GSSD paid over \$233,160 in Worker's Compensation Premiums.
7. In 2020, GSSD paid over \$2,625,140 in statutory deductions (CPP, EI) for the employees.
8. For the 2019-2020 school year, GSSD employees paid out more than \$600,000 of Earned Days Off from noon-hour supervision, extra-curricular instruction, and noon-hour travel. These payments are given to more than 400 participating employees in June of every school year.
9. All regularly contracted staff, substitute teachers, and Board Members are paid once a month on the 28<sup>th</sup>. If the 28<sup>th</sup> falls on a non-banking day, the pay deposit date is the business day before. All other substitutes are paid twice a month.
10. Extensive collaboration with the HR department to ensure all employees, especially new to GSSD, are paid on time.

### Recommended Decision/Motion:

- "That the Board accept the accountability report on Payroll as presented."

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, April 1, 2021  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**21-031**  
Simpson: **Call to order**  
That this meeting now come to order at 10:00 am.  
**Carried.**

**21-032**  
Variyan: **Adoption of agenda**  
That the agenda be adopted as presented.  
**Carried.**

**21-033**  
Johnson: **Approval of March 4, 2021 regular minutes**  
That the minutes of the March 4, 2021 Regular meeting be adopted as presented.  
**Carried.**

**Business arising from the minutes**  
None

**Conflict of Interest**  
No conflict declared

**Delegation**  
Colleen Chretien

Payroll Supervisor, Raquel Spilchuk, joined the meeting at 10:45 am to present the Accountability Report on Payroll.

**Accountability Report**  
1. Payroll

**21-034**  
Dokuchie:

**Accountability Report – Payroll**

That the Board accept the accountability report on Payroll as presented.  
**Carried.**

**Board Development**

1. Determining School Staffing Levels

**Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
  - c. Out of Scope Salary Review
2. Governance Budget Report
3. COVID-19 Update
  - a. Kamsack Comprehensive Institute
  - b. Victoria School
  - c. Esterhazy High School
  - d. Columbia School
  - e. Dr. Brass School and Daycare
  - f. Davison School
  - g. Yorkton Regional High School
  - h. Canora Junior Elementary School
  - i. School Re-open Questions and Answers, updated March 25, 2021
4. Tender
  - a. Bus Purchase
5. Transportation Committee
  - a. Beattie Family
  - b. Schmidt Family
  - c. Morris Family
  - d. Gulka Family

Superintendent of Human Resources, Jason Trost, joined the meeting at 11:55 am to present the Human Resources Report.

**21-035**  
Balyski:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.  
**Carried.**

**21-036**  
Leson:

**Exit closed session**

That the Board exit closed session.  
**Carried.**

**21-037**  
Pohl:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.  
**Carried.**

Assistant to the Director, Heather Morris, exited the meeting at 1:01 pm.

Assistant to the Director, Heather Morris, re-entered the meeting at 1:45 pm

Transportation Manager, Ryan Hall, joined the meeting at 1:55 pm to present the Tender and Transportation Committee Reports

**21-038**  
Gendur:

**Exit closed session**

That the Board exit closed session.  
**Carried.**

**Action Items**

1. Items Arising from Closed Session
  - a. Human Resources Recommendation
    - a. Out of Scope Salary Request
  - b. Tender Recommendation
    - a. Bus Purchase
  - c. Transportation Recommendations
    - a. Beattie Family
    - b. Schmidt Family
    - c. Morris Family
    - d. Gulka Family

**21-039**  
Morrison:

**Out of Scope Salary Request Human Resources Recommendation**

That the Board accept the recommendations outlined in closed session – Out of Scope Salary Request – 2020-04-01.  
**Carried.**

**21-040**  
Anderson:

**Bus Purchase Tender Recommendation**

That the Board award the tender for the purchase of eight Thomas school buses to Warner Industries as recommended by the Finance Committee of the Board.  
**Carried.**

**21-041**  
Smandyhch:

**Beattie Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to deny the Beattie transportation request.  
**Carried.**

**21-042**  
Variyan:

**Schmidt Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to deny the Schmidt transportation request.  
**Carried.**

**21-043**  
Johnson:

**Morris Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to deny the Morris transportation request.  
**Carried.**

**21-044**  
Dokuchie:

**Gulka Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to approve the Gulka transportation request.  
**Carried.**

**Old Business**

1. Policy 8 Appendix Transportation Committee Terms of Reference

**New Business**

1. Policy 2 Appendix A - Annual Work Plan Amendment
2. Good Spirit Education Complex Room Naming
3. M.C. Knoll School Community Council Loan

**21-045**  
Balyski:

**Policy 8 Appendix - Transportation Committee Terms of Reference**

That the Board accept the amended Policy 8 Appendix Transportation Committee Terms of Reference as presented.

**Carried.**

**21-046**  
Leson:

**Policy 2 Appendix A - Annual Work Plan Amendment**

That the Board accept the amended Policy 2 Appendix A – Annual Work Plan as presented.

**Carried.**

**21-047**  
Gendur:

**Good Spirit Education Complex – North Side**

That the Board accept the recommendation to name the North side of the Good Spirit Education Complex to Administration.

**Carried.**

**21-048**  
Pohl:

**Good Spirit Education Complex – South Side**

That the Board accept the recommendation to name the South side of the Good Spirit Education Complex to Learning and Resource Centre.

**Carried.**

**21-049**  
Morrison:

**Good Spirit Education Complex – Meeting Room 1**

That the Board accept the recommendation to name Meeting Room #1 the Willow Room.

**Carried.**

**21-050**  
Anderson:

**Good Spirit Education Complex – Meeting Room 3**

That the Board accept the recommendation to name Meeting Room #3 the Poplar Room.

**Carried.**

**21-051**  
Variyan:

**Good Spirit Education Complex – Large Conference Room**

That the Board accept the recommendation to name the Phase 2 large conference area the Birch Room.

**Carried.**

**21-052**  
Johnson:

**Good Spirit Education Complex – Phase 2 Main Floor Meeting Room**

That the Board accept the recommendation to name the Phase 2 main floor meeting room the Aspen Room.

**Carried.**

**21-053**  
Dokuchie:

**Good Spirit Education Complex – Phase 2 Meeting Room**

That the Board accept the recommendation to name the Phase 2 second floor meeting room the Spruce Room.

**Carried.**

**21-054**  
Leson:

**Good Spirit Education Complex – Centralized Library**

That the Board accept the recommendation to name the Phase 2 Centralized Library the Anna Ingham Resource Centre.

**Carried.**

21-055

Gendur:

**Good Spirit Education Complex – Translation of Tree Names**

That the Board accept the recommendation to translate the tree names into Nakaway (Anishnabe Mowin) language.

**Carried.**

21-056

Morrison:

**M.C. Knoll School Community Council Loan**

That the Board approve the School Community Council loan application for the M.C. Knoll School playground project.

**Carried.**

**Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 9 Board Representatives
  - b. Policy 10 Policy Making
  - c. Policy 11 Delegation of Authority
2. Melville Comprehensive School Governance Agreement

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
  - a. 2021 Spring Assembly
3. Financial Update
4. Phase 3 Contingency Funding
5. Transportation Update
6. Student Incident Report
7. Administrative Procedure Update
  - a. AP 211 Students With Diverse and Intensive Needs
8. Correspondence
  - a. Province Allocates Nearly \$19 Million For Licensed Child Care Centres And Homes
  - b. Safe Schools Plan: Nearly \$29 Million Allocated In Third Round of Contingency Funding For Schools
  - c. Providing Four Million Additional Masks and 30,000 Face Shields For Saskatchewan Schools
  - d. Government of Saskatchewan Providing 100,000 Rapid Tests To Schools

Transportation Manager, Ryan Hall, joined the meeting at 3:55 pm to present the Transportation Update.

**Committee / Conference Reports**

1. School Community Council Meetings
2. Rural Congress

**Future Business**

1. Meeting dates
  - a. May 6, 2021
  - b. June 17, 2021
  - c. August 19, 2021
  - d. Other
    - i. May 27, 2021 – Special Board Meeting (Preliminary Budget)



- ii. August 18, 2021 – Board and Director Evaluation; Special Board Meeting
- 2. Notice of Motion
- 3. Topics for Future Agenda
  - a. Accountability
    - i. Technology Report
  - b. Board Development
    - i. Understanding the indigenous Student Success Coordinator Role and Direct Reports
  - c. Board Business
    - i. Preliminary Budget
  - d. Director's Report
    - i. Financial Update
  - e. Advocacy
    - i. Student Group

**21-057**

Dokuchie:

**Adjournment**

That we do adjourn at 4:20 pm.

**Carried.**

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**BOARD CHAIR – Simpson**

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**SECRETARY – Gervais**

## Board Development Topic: Understanding School Professional Staffing

### Date of Board Meeting:

April 1, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

QI 6.2 – The Director keeps the Board informed about Division operations.

QI 6.3 – The Director provides the Board with balance, sufficient, concise information and clear recommendations for actions items in agendas.

QI 6.6 – The Director ensures high quality management services are provided to the Board.

### Information for the Board (10 fast facts):

1. During each year, beginning in December and early January, the Assistant to the Director collects enrolment projections from each school.
  - a. These projections include:
    - i. Baragar Demographic Data which considers birth rates and migration rates.
    - ii. Local School Knowledge
    - iii. Straight line projections
    - iv. Complications associated with COVID-19 and distance learning students
2. In late January and early February, the Deputy Director and Assistant to the Director begin developing a staffing formula for professional staffing for the upcoming year. The formula is adjusted accordingly based on the Provincial budget announcement which is set for April 6, 2021.
  - a. The formula takes into consideration; Pupil Teacher Ratio (PTR), High School Practical and Applied Arts, Grad Coaching allocations, local school diversities, low cushion school factors, central add-ons such as coaches or interventionists, counselors, etc.
  - b. Typically, the PTR adjustments target high school grades however, considering the decrease in enrolment division wide (~ 120 students), the PTR needed to be adjusted minimally within elementary grades, to achieve the necessary staffing adjustments needed to fall within budget.
3. The Senior Administration team sets priorities for the school staffing process based on feedback from in-school administrators. The feedback is used in deriving the annual staffing formula.
4. The purpose of establishing a staffing formula accomplishes:
  - a. A base for equitable staffing allocations across the Division
  - b. A base for annual budget preparation (as professional staffing constitutes approximately 50% of the annual budget)
  - c. A transparent method for responding to changing student enrolments
  - d. A method for addressing student and program requirements

e. A guideline for allocating school-based staff.

5. During the staffing process for the 2021-22 school year, considerable attention was given to the Pupil Teacher Ratio (PTR) as this is a significant area of concern for stakeholders.

a. The PTR was increased slightly in all areas: Kindergarten to Grade 3 increased by 0.05 while all remaining categories increased by 0.1.

b. The PTR levels for the past four years are listed below:

<b>PTR Ratios:</b>	<b>2021-22</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
<b>Grades K-3</b>	15.10	15.05	15.05	14.80
<b>Grades 4-8</b>	16.60	16.50	16.50	16.30
<b>Grades 9-12</b>				
0-49	14.10	14.00	14.00	12.00
50-100	16.35	16.25	16.25	16.25
101-149	16.60	16.50	16.50	16.25
150-199	16.85	16.75	16.75	16.50
200-249	17.10	17.00	17.00	16.75
250-299	17.35	17.25	17.25	17.00
300 plus	17.60	17.50	17.50	17.25
400 plus	17.85	17.75	17.75	17.50
500 plus	18.10	18.00	17.75	17.50

6. A Grad Coach factor is applied to high schools based on six-year historic graduation data for each school. The following formula is applied to each school:

a. At Risk Factor is determined by calculating the 6-year average grad rate (due to Supplemental Learning in March-June 2020, the average from 2018-19 was used) and using the following criteria:

- I. <80% 6 year On Time Graduation Rate = 0.3 FTE (increase from 2018-19)
- II. >80% and < 85% 6 year On Time Graduation Rate = 0.25 FTE (increase from 2018-19)
- III. > 85% and < 90% = 0.2 FTE (increase from 2018-19)
- IV. 90% or > = 0.15 FTE (increase from 2018-19)

7. A factor is applied to high schools to account for Practical and Applied Arts classes which have either:

- Safety issues
- Equipment limitations

For every nine class sections offered in PAA, a factor of 0.25 is applied. This essentially translates into schools offering PAA courses with a safety or equipment restriction having one quarter of every teacher required added to their staff.

8. Within the staffing formula, local diversities such as socio-economic factors, innovative programming, and transiency are given consideration through an additional staffing allocation. Low cushion schools or schools which have 3 or 4 grades combined in core classes or high schools with fewer than 75 students also have a factor applied to their staffing formula.

9. This year, as a way of maintaining the PTR, GSSD was compelled to adjust the administrator time allocated to each school. The following formula was derived:

**Administrator Time Allocations:**

0.3 FTE	enrolments < 70
0.4 FTE	at enrolment of 70
0.6 FTE	at enrolment of 150
0.9 FTE	at enrolment of 200
1.2 FTE	at enrolment of 325
1.5 FTE	at enrolment of 450
1.8 FTE	at enrolment of 600
2.1 FTE	at enrolment of 750
2.2 FTE	at enrolment of 800
2.3 FTE	at enrolment of 825
2.4 FTE	at enrolment of 850
2.5 FTE	at enrolment > 850

K-12 schools with enrolment below 225 receive additional 0.1 admin time

K-12 schools with enrolment above 225 receive additional 0.2 admin time

Additional 0.2 FTE for "schools with diverse needs" (Dr. Brass, Columbia, Victoria and Kamsack Comprehensive Institute)

It is recommended that all administrators will teach - any exceptions must be discussed with the school Superintendent

10. To balance staffing across the division and prevent teacher redundancies, the division relies heavily on the ability to “transfer teaching staff” within the parameters set within *Administrative Procedure 431 – Placement and Transfer of Professional Staff*.
- a. Using the Administrative Procedure as a guideline, the considerations are given to:
- i. Those possessing the most appropriate training, skills, experience, and qualities to teach the programs that best meet the educational interests and needs of students.
  - ii. Those with versatility to teach a wide variety of subjects.
  - iii. Those with ability and adaptability to teach a number of different grade levels.
  - iv. The person’s suitability to fill anticipated future program needs.
  - v. The Director of Education or designate shall communicate with the teacher and the School Administrators of the impacted schools to discuss the potential of a Division initiated transfer.
  - vi. The teacher shall be involved in the consultations about the transfer. Consultations are to consider:
    - What is to be achieved by the transfer;
    - The reasons for the transfer; and,
    - The distance of the transfer.
- b. To balance school staffing and division needs for the 2021-22 school year, a number of professional staff will be transferred.

A matrix has also been developed to assist with assigning permanent contracts to teachers within the division.

Considerations	1	2	3
1. <b>Ability to Recruit/Replace their expertise</b>	<ul style="list-style-type: none"> <li>Past recruitment pools typically have numerous (&gt;5) candidates with this expertise.</li> </ul>	<ul style="list-style-type: none"> <li>Past recruitment pools typically have between 3 -5 five candidates with this expertise.</li> </ul>	<ul style="list-style-type: none"> <li>Past recruitment pools typically have 1-2 suitable candidates with this expertise.</li> </ul>
2. <b>Level of Teaching Competency (see criteria below)</b>  Teachers who have taught within: 1-5 years 6-10 years 11-20 years 21-30+ years	<ul style="list-style-type: none"> <li>External/Internal References would suggest the applicant is <b>not yet meeting</b> expectations in the majority of the following areas: <i>Planning, Creating a Supportive Learning Environment, Use of Responsive Teaching Methods, Assessment of Student Learning and demonstrating a Growth Mindset.</i></li> </ul>	<ul style="list-style-type: none"> <li>External/Internal References would suggest the applicant is <b>meeting</b> expectations in the majority of areas: <i>Planning, Creating a Supportive Learning Environment, Use of Responsive Teaching Methods, Assessment of Student Learning and demonstrating a Growth Mindset.</i></li> </ul>	<ul style="list-style-type: none"> <li>External/Internal References would suggest the applicant is <b>exceeding</b> expectations in the majority of areas: <i>Planning, Creating a Supportive Learning Environment, Use of Responsive Teaching Methods, Assessment of Student Learning and demonstrating a Growth Mindset.</i></li> </ul>
3. <b>Reference Scoring used by Human Resources</b>	<ul style="list-style-type: none"> <li>Candidate has an overall score of &lt; 15 when rated in the following nine areas (3 high/1 low): Moral Judgment, Professional Attitude, Cooperation, Emotional Stability, Time Management, Knowledge in Field, Problem Solving, Initiative/Motivation, Interpersonal Skills, Behaviour Management Skills.</li> </ul>	<ul style="list-style-type: none"> <li>Candidate has an overall score of &gt; 15 but &lt; 23 when rated in the following nine areas (3 high/1 low): Moral Judgment, Professional Attitude, Cooperation, Emotional Stability, Time Management, Knowledge in Field, Problem Solving, Initiative/Motivation, Interpersonal Skills, Behaviour Management Skills.</li> </ul>	<ul style="list-style-type: none"> <li>Candidate has an overall score of 23 to 27 when rated in the following nine areas (3 high/1 low): Moral Judgment, Professional Attitude, Cooperation, Emotional Stability, Time Management, Knowledge in Field, Problem Solving, Initiative/Motivation, Interpersonal Skills, Behaviour Management Skills.</li> </ul>
4. <b>Flexibility to teach within a wide variety of areas</b>	<ul style="list-style-type: none"> <li>Lacks the willingness to be flexible with course assignments and school choice.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates the willingness and ability to be successful and effective within a narrow variety of courses and grade bands in select number of schools.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates the willingness and ability to be successful and effective within a large variety of courses and/or grade bands in multiple schools.</li> </ul>
5. <b>Dedicated Service</b>	<ul style="list-style-type: none"> <li>Any employee who has contributed 5 or more full years of service to GSSD.</li> </ul>		

Individuals scoring 11 or higher should be given strong consideration in receiving a Permanent Contract or having a Permanent Part-time contract increased to Permanent Full-time.

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

# Good Spirit School Division Board of Education

## Regular Meeting Agenda

**Date:** May 6, 2021

**Location:** Zoom

**Time:** 10:00 AM

\*Trustees will be joined by students from the Good Spirit School Division Digital Learning School

### 10:00 AM

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. April 1, 2021 Regular Board Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

### 10:15 AM

5. Delegation – none
6. Accountability Report – Technology
7. Board Development – Understanding the Indigenous Student Success Coordinator Role and Direct Reports

### 10:50 AM

8. Closed Session
  - 8.1. Human Resources Report
    - 8.1.1. Monthly Report – posted in the Resource Centre
  - 8.2. Governance Budget Report
  - 8.3. 2021-22 Preliminary Budget
    - 8.3.1. Pupil Teacher Ratios
  - 8.4. COVID-19 Updates – posted in Resource Centre
  - 8.5. Saskatchewan School Board Association
    - 8.5.1. Working Advisory Group Update
    - 8.5.2. Request for Feedback on Position Statements
    - 8.5.3. Adopted Resolutions Progress Dashboard
  - 8.6. Tenders
    - 8.6.1. Office Furniture Supply
    - 8.6.2. Invermay School Fire Alarm
  - 8.7. Transportation Committee
    - 8.7.1. Hollinger Family
    - 8.7.2. Travis Family

- 8.7.3. White Family
- 8.7.4. Czornobay Family

**2:30 PM**

- 9. Action Items
  - 9.1. Items Arising From Closed Session
    - 9.1.1. Tender Recommendations
      - 9.1.1.1. Office Furniture Supply
      - 9.1.1.2. Invermay School Fire Alarm
    - 9.1.2. Transportation Committee Recommendations
      - 9.1.2.1. Hollinger Family
      - 9.1.2.2. Travis Family
      - 9.1.2.3. White Family
      - 9.1.2.4. Czornobay Family

**2:35 PM**

- 10. New Business
  - 10.1. Preventative Maintenance Renewal

**3:00 PM**

- 11. Director's Report

**4:05 PM**

- 12. Committee/Conference Report
  - 12.1. School Community Council Meetings
  - 12.2. Spring Assembly
  
- 13. Future Business – Board Policy 2A – Annual Work Plan
  - 13.1. Regular Meeting Dates
    - June 17, 2021
    - August 19, 2021
  - 13.2. Notice of Motion
  - 13.3. Topics for Future Agenda
    - 13.3.1. Accountability
      - 13.3.1.1. Transportation Report
    - 13.3.2. Board Development
      - 13.3.2.1. Distance Learning / Blended Learning
    - 13.3.3. Director's Report
      - 13.3.3.1. Financial Update
    - 13.3.4. Board Business
      - 13.3.4.1. Approve Budget
    - 13.3.5. Advocacy
      - 13.3.5.1. School Community Council

**4:30 PM**

- 14. Adjourn

## Accountability Topic: Technology Services

### Date of Board Meeting:

May 6, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s) (if applicable):

QI 3.2. – Adequate internal financial controls exist and are being followed.

QI 3.6. – Reviews expenditures to ensure continuous improvement in terms of value for money.

QI 6.2. – The Director keeps the Board informed about Division operations.

### Key Measures:

- Progress of Five-Year Refresh Plan
- Pandemic Response
- Operational Projects

### Targets:

- Refresh Plan - Annual Deployments
  - Staff Devices
  - Student Devices
  - Firewall Upgrade
  - Network Upgrade
- Pandemic Processes
  - Staff Supports
  - Family Supports
- Operations
  - MSS/Edsby Implementation
  - Partnering with Facilities
    - GSEC Phase 2 and Saskota Room
    - Large Area Sound Systems
    - VOIP Phone Systems
  - Cyber Security Assessment

### Data:

- Annual Deployments:
  - Devices:
    - Deployed 500 Staff Laptops, 1000+ Chromebooks, 250 iPads and 100 Desktops/Monitors (4 labs) to schools.
    - Contingency funding accounted for 413 Chromebooks.
  - Firewall Upgrade:



- All school and Division firewalls were deployed ahead of schedule.
    - Technical Team has been trained on the deployment process.
    - Team is working on rule enrichment and final documentation.
  - Switches and Access Points Upgrade:
    - In progress. The IT Team
    - Target completion is this summer with GSEC Phase 2 and CCS (complete closet rebuild) closing out the project.
- Pandemic Processes:
  - Staff receive support from Michelle Morley to ensure that any transition to mandatory remote learning is smooth.
    - Upgraded Zoom accounts, additional resources developed during Supplemental Learning and direct support.
  - DLS Staff have been provided additional equipment and support.
  - Families requiring technology supports have identified their device and hotspot needs to the schools. These are delivered the next morning to the school for distribution.
  - Families requiring technical support contact Tech Services by phone or email.
- Operations
  - MSS/Edsby Implementation
    - Cornerstone systems for school operations.
    - Data Validation (final check to ensure our data was converted properly) completed in August.
    - Training provided for a staff on MSS and Edsby.
    - Integration with other systems was functionally completed in October.
    - Additional work with Edsby for customization is in progress.
    - Edsby Parent App
  - Partnering with Facilities
    - GSEC Phase 2 and Saskota Room
    - Large Area Sound Systems
    - VOIP Phone Systems
  - Cyber Security Assessment
    - Volatile Threat Landscape
    - Recent breaches in Saskatchewan K-12 and High-Ed underscore the need for a more proactive response.

### **Key Strategies Employed:**

- Annual Deployments:
  - Annual budget plan defines the rollout processes.
  - This is a long-term strategy.
    - Consistency is key. Contingency funding no longer available for technology.
    - FIFO – First in, First out. Minimizes the risk of old equipment, unpatched systems or apps being used in cyber-attack.
      - Begin this reset after the COVID Pandemic is finished.
      - We know that the schools that exceed the proposed Mobile Device Baseline more easily supported simultaneous remote learning and face-to-face instruction.
  - Additional work is required to refine baselines.
- Pandemic Processes:
  - Tech Services has responded to the task of supporting remote learning and the Digital Learning School.
    - Families have accessed technical support for a variety of situations. Call in support and Help Desk support (via email).

- Device supplies – Covid significantly impacted the arrival of devices. All vendors impacted. Mitigated by continuing to run equipment past recommended end-of-life.
- Operations
  - MSS/Edsby Implementation
    - The Team has completed most of the tasks resulting from implementing two new systems.
      - Data Validation – verify that our Data was transferred from Maplewood successfully.
      - Integration – link the MSS system to our Azure Active Directory so we can sign in with our GSSD accounts and ensure that the data transferring out is useable by our other systems.
      - Provided staff training as required:
        - As new functionality is released.
        - Significant changes in the systems.
    - Edsby Parent App is currently being piloted in several schools for full release next year.
  - Partnering with Facilities
    - Each of the three main areas involve some processes or funding from both departments.
    - GSEC Phase 2 and Saskota Room Upgrades (Facilities Reserves)
      - Collaboration between Tech Services and Facilities is ongoing.
      - Underscores the need for Tech Services to be included in the planning process.
    - Large Area Sound Systems (Contingency)
      - Upgrades to school audio systems in larger spaces (Gymnasiums, PAA Shops and Common areas).
      - Facilities will work with our vendor to ensure that the installation of the systems goes smoothly on our schools.
    - VOIP (Voice Over IP) Systems (PMR)
      - The licensing model has changed. With this change additional work is required before we proceed with adding additional schools.
      - This year GSEC Phase 2, Dr. Brass and Victoria will be added to the Management System.
        - All schools will run on the same system.
        - Redundancy will be added.
        - Set Paging in GSEC will be enabled.
  - Cyber Security
    - This is the hot-button topic of the day because the threat landscape is more volatile.
    - Consulting engagement with IBM K-12.
      - 10 Essential Cybersecurity Practices: Designed to help GSSD identify our current state and provide a roadmap to desired state.
      - Report is pending.

#### **Future Strategies:**

- 2021-2022 Projects
  - Data Centre Hardware Renewal (End of Life)
  - Portal/Website Migration (End of Life)
  - Intune (Microsoft Endpoint Management) (Cost Savings)
  - Staff ID Automation (Workload Reduction)
  - Additional VOIP Systems in Schools (Compliance, End of Life)
  - Cybersecurity Policy and Process Development (Compliance)
  - MSS/Edsby Additional Features Rollout (System Expansion)
  - Cloud Services Professional Development (Office 365 and Google) (End-User Training)
  - Device Deployments (End of Life)

- Recommendation: Have at least two Tech Services Accountability Reports annually.

### Risk Assessment: Data Centre Renewal

Impact Categories	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Financial</b>	Financial impact of the event is less than \$50,000	Financial impact of the event exceeds \$50,000, but less than \$150,000	Financial impact of the event exceeds \$150,000, but is less than \$250,000	Financial impact of event exceeds \$250,000, but is less than \$500,000	Financial impact of the event exceeds \$500,000
<b>Comments &amp; Mitigation Strategy</b>	Data Centre Renewal and subsequent projects are the main event in 2021-2022. The projects that are attached to the renewal are designed to mitigate the risk of a significant failure. Hardware and Software need to be upgrade or retired.				
<b>Reputational</b>	One negative article in a publication	Negative articles in more than one publication	Short term negative media focus and concerns raised by stakeholders	Long term negative media focus and sustained concerns raised by stakeholders	Stakeholders lose faith in management or Trustees
<b>Comments &amp; Mitigation Strategy</b>	Any failure on the Data Centre Renewal or subsequent projects will result in a loss of confidence. Plans should be finalized and set in motion as early in the school year as possible.				
<b>Managerial Effort/Capacity</b>	Impact can be absorbed through normal activity	Some management effort is required to manage the impact	Can be managed under normal circumstances with moderate effort	With significant management effort, can be endured	Potential to lead to the collapse of the organization
<b>Comments &amp; Mitigation Strategy</b>	Any failure on the Data Centre Renewal or subsequent projects will result in a loss of confidence. This will require an extended effort from the Education Continuity Plan Team to determine and execute the recovery.				
<b>Government Relations</b>	Routine ministerial inquires	In-depth ministerial inquires	Concerns raised by Ministry of Education	School Division's ability mandate is questioned	Ministry of Education loses faith in the organization
<b>Comments &amp; Mitigation Strategy</b>	Any failure on the Data Centre Renewal or subsequent projects will negatively impact learning. As the Data Centre is renewed, a new backup strategy is required to ensure onsite and offsite backups are supported, tested, and maintained.				
<b>Legal</b>	Legal action threatened	Civil action commenced/small fine assessed	Criminal action threatened/moderate fine assessed	Criminal lawsuit commenced/significant fine assessed	Jail term of any length for a Trustee/Director; multiple significant fines assessed
<b>Comments &amp; Mitigation Strategy</b>	I am not aware of anything that has happened legally if the Data Centre fails. The mitigation is to ensure the data has multiple backups before and after it is migrated.				

<b>Student Outcomes</b>	Immaterial impact on student achievement	Student achievement metrics begin to show a decline	Parental complaints submitted related to student achievement	Overall student competency levels are below standards	Inability to satisfactorily deliver curriculum or key programs
<b>Comments &amp; Mitigation Strategy</b>	Extended Data Centre outage caused by improperly upgrading will be disruptive. Backups need to be checked prior to any work proceeding on a server.				

<b>Likelihood</b>				
The likelihood of identified risks is to be assessed by estimate the probability of the risk occurring during the planning horizon.				
Rare	Unlikely	Moderate	Likely	Almost Certain
Extremely rare in the sector. Once in more than 10 years at the school division.	Has occurred occasionally in the sector. Once in 5 to 10 years at the school division.	Periodic occurrence in the sector; possible occurrence. Once in 3 years at the school division.	Has occurred previously and could reasonably occur again. Once in 1 to 2 years at the school division.	Extremely likely to occur. Multiple times per year at the school division.

**Summary Comments:**

- Most of my comments are built into the report. One summary statement that I can make is that next year will make or break GSSD. The projects that are proposed for next year, have been designed with two objectives:
  - Lower the cost.
  - Reduce or eliminate risks associated with the IT Operation.

**Recommended Decision/Motion:**

“That the Board accept the accountability report on Technology as presented.”

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
 Good Spirit School Division

## Board Development Topic: Understanding the Role of the Indigenous Student Success Coach

### Date of Board Meeting:

May 6, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

**QI 6.2** – The Director keeps the Board informed about Division operations.

**QI 6.3** – The Director provides the Board with balance, sufficient, concise information and clear recommendations for actions items in agendas.

**QI 6.6** – The Director ensures high quality management services are provided to the Board.

### Information for the Board (10 fast facts):

1. The Indigenous Student Achievement Coach was a new position within GSSD beginning in the fall of the 2020-21 school year.  
The focus areas for which this position is responsible for are listed below:
2. Partnership Plans makes up a significant part of the Indigenous Student Success Coordinator Role:
  - a. Invitational Shared Services Initiative (ISSI)
    - a. Involves Cote and Keeseekoose First Nation Schools as well as Kamsack Comprehensive Institute (KCI)
    - b. The Ministry has provided \$150,000 to be shared among the schools
    - c. The Plan focuses on attendance, engagement, culture and additional supports such as technology, Elders and Knowledge Keepers
  - b. Educational Partnership Plan
    - a. Involves KCI, Victoria and Keeseekoose
    - b. The plan is valued at \$57,000 and it intended to focus on Treaty Education outcomes as well as improving engagement and attendance through culturally inclusive education.
3. Cultural Projects:
  - a. Early Years cultural project done in collaboration with Christine Danyluk (Early Years Coach) to begin building a library of Indigenous resources.
  - b. Organized and facilitated the online Indigenous Storytelling Month for all GSSD schools.
  - c. Organized and lead beading projects at Dr. Brass, Churchbridge and the YRHS.
  - d. Partnered with Chantel Kitchen on the Kevin Peeace art project for Dr. Brass, YRHS and KCI to increase the visual representation of Indigenous people and worldview.

4. Curricular Focus:
  - a. Course resource development for Indigenous Studies 10 and the future Social Science 10 renewed curriculum.
  - b. Evaluation of Indigenous Education resources in collaboration with Charlotte Raine (Curriculum Coordinator) and Christine Danyluk. The resources are support student knowledge through literature at all grade levels.
5. Supervision of Staff:
  - a. Working with the Indigenous Community Workers and Indigenous Student Success Coaches at KCI, Victoria, YRHS, Dr. Brass and Columbia to ensure we are fostering positive relationships with Indigenous families, creating safe spaces, advocating for students, promoting engagement and student attendance.
6. Parental Engagement:
  - a. Attending and participating in parent meetings with administrators/staff to serve as an advocate and to reduce apprehension for Indigenous families entering our schools.
  - b. Carry out home visits with families where engagement and attendance are problematic.
  - c. Assist families with school issues and re-entry into school.
7. Student Support:
  - a. Provide support to reduce the achievement gap between Indigenous and non-Indigenous students.
  - b. Assist in meetings or the creation of events which serve to educate or de-escalate incidents of racism/discrimination.
  - c. Establish groundwork across the division to become more pro-active versus reactive regarding relationships between Indigenous and non-Indigenous students and families.
  - d. Assist students with graduation plans and post-secondary plans.
8. Relationships:
  - a. Work closely with in school administrators to support Indigenous students.
  - b. Establish relationships with Indigenous teacher programs to build capacity and increase Indigenous representation within the GSSD teaching staff.
  - c. Participate in meetings with Cote First Nation regarding the Service Agreement.
9. Indigenous/Elder Council:
  - a. Establish an Indigenous Advisory Council to involve the voices of Elders and Knowledge Keepers in educational decisions.
10. Adopting and Supporting the Ministry of Education “Inspiring Success Framework”.
  - a. Supporting staff with incorporating Indigenous Ways of Knowing and Perspectives into their lesson planning.
  - b. Supporting Treaty Education.
    - c. Promoting the world views and historical impact of First Nations and the Métis Nation.

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, May 6, 2021  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
A	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smadych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**21-058**

Simpson:

**Call to order**

That this meeting now come to order at 10:03 am.  
**Carried.**

**21-059**

Smadych:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

**21-060**

Morrison:

**Approval of April 1, 2021 regular minutes**

That the minutes of the April 1, 2021 Regular meeting be adopted with the spelling correction of “Balyski”.  
**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

No conflict declared

**Delegation**

None

Network Coordinator, Shawn Kostiuk, joined the meeting at 10:07 am to present the Accountability Report on Technology.

**Accountability Report**

1. Technology

**21-061**

Anderson:

**Accountability Report – Technology**

That the Board accept the accountability report on Technology as presented.  
**Carried.**

Indigenous Student Success Coordinator, Jess Armstrong, joined the meeting at 10:33 am to present the Board Development.

**Board Development**

1. Understanding the Indigenous Student Success Coordinator Role and Direct Reports

**Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
  - c. Out of Scope Salary Review
2. Governance Budget Report
3. 2021-22 Preliminary Budget
  - a. School Professional Staffing
4. COVID-19 Update
  - a. Yorkton Reginal High School
  - b. Esterhazy High School
  - c. Canora Junior Elementary School
  - d. Yorkdale Central School
  - e. MC Knoll School
  - f. Davison School
  - g. Dr. Brass School
  - h. Kamsack Comprehensive Institute
  - i. Canora Composite School
  - j. Victoria School
  - k. Springside School
  - l. School Re-open Questions and Answers, updated May 5, 2021
5. Saskatchewan School Boards Association
  - a. WAG
  - b. Request for Feedback on Position Statements
  - c. Adopted Resolutions Progress Dashboard
6. Tenders
  - a. Office Furniture Supply
  - b. Invermay School Fire Alarm
7. Transportation Committee
  - a. Hollinger Family
  - b. Travis Family
  - c. White Family
  - d. Czornobay Family
8. Boundary Review & Grade Configuration

**21-062**

Johnson:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.  
**Carried.**



Superintendent of Human Resources, Jason Trost, joined at 11:10 am to present the Human Resources Report.

**21-063**

Variyan:

**Exit closed session**

That the Board exit closed session.

**Carried.**

Digital Learning Staff, Melissa Morley, Lisa Katchin and Sue Drader, Parent Trisha Strutynski, and Students Emma Erickson, Rae Medina, Anna Barker and Kelsey Haas joined the Board for an Advocacy Session from 12:45 pm to 1:30 pm.

**21-064**

Variyan:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

Facilities Manager, Patrick Morrison, joined the meeting at 2:39 pm to present the Tender items.

Transportation Manager, Ryan Hall, joined the meeting at 3:03 pm to present the Transportation Committee Reports.

Trustee Johnson exited the meeting at 3:07 pm

**21-065**

Balyski:

**Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Items**

1. Items Arising from Closed Session
  - a. Tender Recommendations
    - a. Office Furniture Supply
    - b. Invermay School Fire Alarm
  - b. Transportation Recommendations
    - a. Hollinger Family
    - b. Travis Family
    - c. White Family
    - d. Czornobay Family
  - c. Human Resources Recommendation
    - a. Out of Scope Salary Request

**21-066**

Leson:

**Office Furniture Supply Tender Recommendation**

That the Board award the GSEC Phase 2 Renovation to HBI Office Plus.

**Carried.**

**21-067**

Pohl:

**Invermay School Fire Alarm Tender Recommendation**

That the Board award the Invermay School Fire Alarm Upgrade to RH Electric.

**Carried.**

**21-068**

Smamydych:

**Hollinger Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to approve the Hollinger transportation request.

**Carried.**

**21-069**

Morrison:

**Travis Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to approve the Travis transportation request.

**Carried.**

**21-070**

Anderson:

**White Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to approve the White transportation request.

**Carried.**

**21-071**

Variyan:

**Czornobay Family Transportation Recommendation**

That the Board accept the recommendation of the Transportation Committee to deny the Czornobay transportation request.

**Carried.**

**21-072**

Gendur:

**Human Resources Out of Scope Salary Recommendation**

That the Board accept the recommendation outlined in closed session – Out of Scope Salary Request – 2021-05-06.

**Carried.**

**New Business**

1. Preventative Maintenance Renewal

Facilities Manager, Patrick Morrison, joined the meeting at 3:32 pm to present the Preventative Maintenance Renewal item.

**21-073**

Balyski:

**Preventative Maintenance Renewal**

That the Board accept the Facilities 3-year Preventative Maintenance and Renewal Plan as presented.

**Carried.**

**Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 12 Director/CEO Roles and Responsibilities
  - b. Policy 12 Appendix A Director Evaluation Process, Criteria and Timelines
  - c. Policy 12 Appendix B Director/CEO Role Expectations and Performance Assessment Guide
  - d. Policy 12 Appendix C Leadership Practices Interview Guide
  - e. Policy 13 Appeals and Hearing Regarding Student Matters
  - f. Policy 14 Hearing on Teacher Matters

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
3. Financial Update
4. Student Incident Report
5. Correspondence
  - a. No School Division Losses in Second Quarter
  - b. Budget 2021: Building, Growing and Protecting a Strong Saskatchewan Through Infrastructure, Procurement, IT Security and Air Ambulance

- c. Record \$2.66 Billion Education Budget Protects Classrooms, Builds Schools and Grows Child Care Capacity
- d. Government of Saskatchewan Growing Access to Family Resources in Saskatchewan With New Centers in Estevan and Humboldt

Transportation Manager, Ryan Hall, joined the meeting at 3:55 pm to present the Transportation Update.

**Committee / Conference Reports**

- 1. School Community Council Meetings

**Future Business**

- 1. Meeting dates
  - a. June 17, 2021
  - b. August 19, 2021
  - c. Other
    - i. May 27, 2021 – Special Board Meeting (Preliminary Budget)
    - ii. August 18, 2021 – Board and Director Evaluation; Special Board Meeting
- 2. Notice of Motion
- 3. Topics for Future Agenda
  - a. Accountability
    - i. Transportation Report
  - b. Board Development
    - i. Distance Learning / Blended Learning
  - c. Board Business
    - i. Approve Budget
  - d. Director's Report
    - i. Financial Update
  - e. Advocacy
    - i. School Community Council

**21-074**

Pohl:

**Special Board Meeting**

That the Board convene a special meeting on Thursday, May 27, 2021, from 1:00 to 5:00 pm for discussion of the 2021-22 budget and the 2021-22 Interim Provincial Education Plan.

**Carried.**

**21-075**

Smandych:

**Adjournment**

That we do adjourn at 4:18 pm.

**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education Special Board Meeting Agenda

**Date:** May 27, 2021

**Location:** Zoom

**Time:** 1:00 PM

## 1:00 PM

1. Call to Order
  - 1.1. Approval of Agenda
  
2. Review Meeting Norms
  
3. Closed Session
  - 3.1. Preliminary 2021-22 Budget
    - 3.1.1. Budget Framework
    - 3.1.2. 2021-22 Budget Report
    - 3.1.3. Board Remuneration
    - 3.1.4. Governance Budget Report
    - 3.1.5. Full Time Equivalent & Pupil Teacher Ratio Booklet
    - 3.1.6. School Related Debts
  
4. New Business
  - 4.1. Provincial Education Plan
  
5. Adjourn

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Special Meeting of the Good Spirit Board of Education  
Thursday, May 27, 2021  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
A	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
A	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Donna Kriger – Deputy Director of Education Services  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**21-076**

Simpson:

**Call to order**

That this meeting now come to order at 1:05 pm.  
**Carried.**

**21-077**

Johnson:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

**Closed Session Items**

1. Preliminary 2021-22 Budget
  - a. Budget Framework
  - b. 2021-22 Budget Report
  - c. Board Remuneration
  - d. Governance Budget Report
  - e. Full Time Equivalent & Pupil Teacher Ratios
  - f. Net Enrolment and Staffing
  - g. School Related Debts

**21-078**

Pohl:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.  
**Carried.**

**21-079**

Gendur:

**Exit closed session**

That the Board exit closed session.  
**Carried.**

**New Business**

1. Provincial Education Plan

**21-080**

Anderson:

**Preventative Maintenance Renewal**

That the Board of Education provide an endorsement of the Interim Provincial Education Plan.

**Carried.**

**21-081**

Smandych:

**Adjournment**

That we do adjourn at 4:30 pm.

**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais

# Good Spirit School Division Board of Education Regular Meeting Agenda

**Date:** June 17, 2021  
**Location:** Zoom  
**Time:** 10:00 AM

\*Trustees will be joined by Good Spirit School Division School Community Council members

## 10:00 AM

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. May 6, 2021 Regular Board Meeting
  - 3.2. May 27, 2021 Special Board Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

## 10:15 AM

5. Delegation – none
6. Accountability Report – Transportation
7. Board Development – Distance Learning / Blended Learning

## 11:05 AM

8. Closed Session
  - 8.1. Human Resources Report
    - 8.1.1. Monthly Report – posted in the Resource Centre
  - 8.2. 2021-22 Budget
  - 8.3. COVID-19 Updates – posted in Resource Centre
    - 8.3.1. [Canora Composite School](#)
    - 8.3.2. [Canora Junior Elementary School](#)
    - 8.3.3. [Dr. Brass School](#)
    - 8.3.4. [Esterhazy High School](#)
    - 8.3.5. [Victoria School](#)
    - 8.3.6. [Yorkton Regional High School](#)
    - 8.3.7. [2020-21 School Re-open Questions & Answers as of June 3, 2021](#)
  - 8.4. Transportation Committee
    - 8.4.1. Bergstrom Family
    - 8.4.2. Schwitzer Family
    - 8.4.3. Isaac & Langtved Family
    - 8.4.4. Callin Family

- 8.4.5. Godwin Family
- 8.4.6. Kendze Family
- 8.4.7. Lopez-Paz Family
- 8.4.8. O'Neill Family
- 8.4.9. Rathgeber Family
- 8.4.10. Fahlman Family
- 8.5. Student Discipline Committee – Student Discipline 2147676

**2:30 PM**

- 9. Action Items
  - 9.1. Items Arising From Closed Session
    - 9.1.1. 2021-22 Budget
    - 9.1.2. Transportation Committee Recommendations
      - 9.1.2.1. Bergstrom Family
      - 9.1.2.2. Schwitzer Family
      - 9.1.2.3. Isaac & Langtved Family
      - 9.1.2.4. Callin Family
      - 9.1.2.5. Godwin Family
      - 9.1.2.6. Kendze Family
      - 9.1.2.7. Lopez-Paz Family
      - 9.1.2.8. O'Neill Family
      - 9.1.2.9. Rathgeber Family
      - 9.1.2.10. Fahlman Family
    - 9.1.3. Student Discipline Committee Recommendation – 2147676

10. New Business

- 10.1. Preventative Maintenance Renewal

**3:00 PM**

- 11. Director's Report

**4:00 PM**

- 12. Committee/Conference Report
  - 12.1. Public Section
  - 12.2. School Community Council Meetings
- 13. Future Business – Board Policy 2A – Annual Work Plan
  - 13.1. Regular Meeting Dates
    - August 19, 2021
  - 13.2. Notice of Motion
  - 13.3. Topics for Future Agenda
    - 13.3.1. Board Development
      - 13.3.1.1. Corporate Services Department Roles & Responsibilities
    - 13.3.2. Director's Report
      - 13.3.2.1. Student Learning & Well-being
      - 13.3.2.2. Transportation Update
    - 13.3.3. Board Business
      - 13.3.3.1. Review Board Survey Results



- 13.3.3.2. Conduct Board Organizational Meeting
- 13.3.3.3. School Closure/Grade Discontinuance & Boundary Review
- 13.3.3.4. Affirm and Amend Policy 1 – Foundational Items, Division Focus Areas, and Long-term Goals

**4:30 PM**

14. Adjourn

## Board Communication Topic: Accountability Report - Transportation

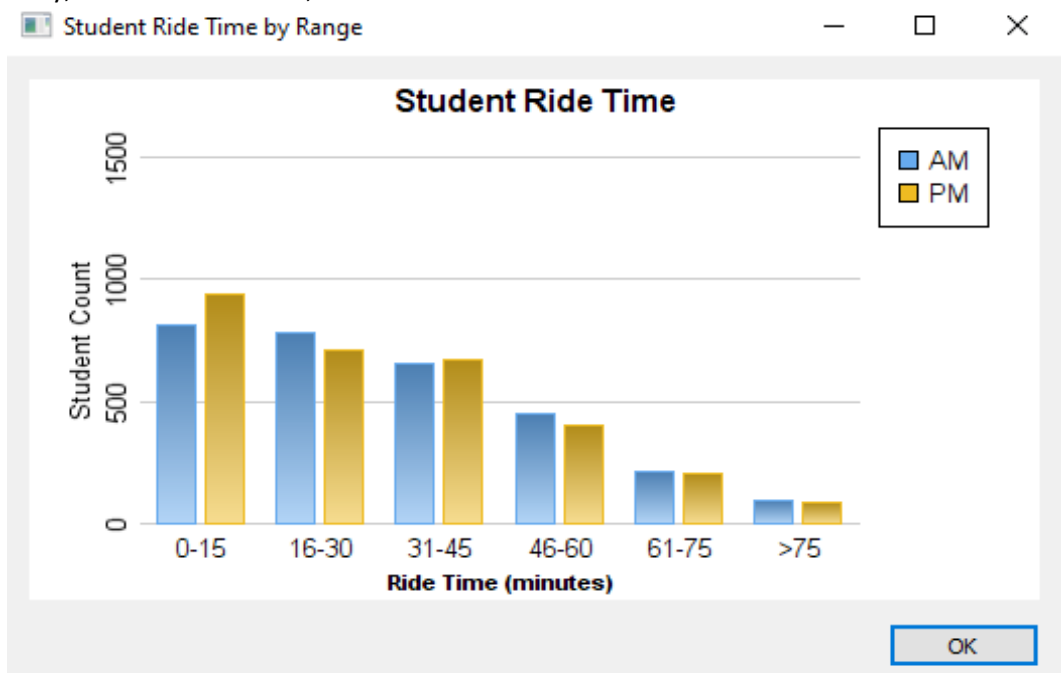
### Date of Board Meeting:

June 17, 2021

### Key Discussion Points:

- Tenders
  - Buses from the 2020 tender were received in mid-December and were ready for road use after the Christmas break.
  - Eight Thomas buses were ordered in late March for the 2021 bus tender, with an expected delivery of late August.
  - Trucks from the 2020 Fleet Vehicle tender which were ordered in December arrived June 9. The cost was similar to the previous year, but the two trucks have a decidedly upmarket look and feel, with extra options that were not in the specifications of the order.
  - Tenders done during this school year will be done earlier in the year. With less delays related to COVID expected, we should have the buses and trucks in a more timely fashion.
  - The transportation department is analyzing the potential of using buses fueled by gasoline. We have had preliminary talks with bus dealers and other school divisions. We will report findings after further investigation.
  - Used buses will be sent for auction in the fall, so parts can be taken from older buses over summer, if necessary.
- Mechanics
  - We have now been operating at the full complement of three employees in each bus garage for over six months.
  - The mechanics have all taken part in an optional course facilitated by Auto Electric. In collaboration with Warner Industries and Cummins, the mechanics will begin a number of online courses and, when permitted, some in-person training. In appreciation of our loyalty, Warner is willing to cover the majority of the costs for this training.
  - The Yorkton bus garage has had a student shop helper since early April. We are flexible with the scheduling, as we understand the shop helper attends high school at YRHS. This has been a great pilot project, which benefits the shop and the student. The student earns high school credits, apprenticeship trade credits, and gets paid while working.
  - The Melville bus garage had someone back out of a similar position just before beginning work. After another posting, a successful applicant was found. The orientation has been done and this student will start work at the Melville garage later in June.
  - Since starting as the Yorkton shop foreman in November of 2020, Kelly Becker has shown initiative in looking at cost saving measures. This includes contacting vendors to question pricing, looking at more bulk orders of product, using parts from buses that will be auctioned off, and going to great lengths to ensure work is done at the Yorkton bus garage whenever possible
- Routing
  - There are 2890 students transported by GSSD, 203 from CTT and 2687 that attend GSSD schools, with an average ride time of 32 minutes. There is a decrease this year due to students in DLS and students not riding due to the pandemic.

- We have 6 urban routes and 94 rural routes, plus 2 rural routes that are currently vacant.
- Each day, our buses travel 19,903 km.



- The longest ride times are:
  - 103 minutes for three students that are children of one of our bus drivers
  - 100 minutes for three students that reside at a house at McBride Lake
- Most routes are constructed for the 2021-2022 school year and information will be sent to the schools for the drivers to pick up before the end of June.
- Bus Drivers / Staffing
  - Route Cancellations:

Month	February	March	April	May
<b>Mechanical</b>	5.5	2.5	1	1.5
<b>Weather</b>	303.5	101.5	69	1
<b>Medical</b>	0.5	7.5	5	21
<b>Personal</b>	0	0	0	0.5

- Areas of concern with spare drivers are Esterhazy, Stockholm, Kamsack, Melville, and Yorkton.
- A newspaper advertisement will be going out to assist with recruitment.
- We have had five new drivers added to our sub driver list in May, three of which have already been given temporary contracts.
- Bus driver in-service meetings are planned for the week of August 16-20

**Partnerships:**

- Technology
  - Work with BusPlanner Web and BusPlanner Workflow on forms and attendance areas
  - Phone and password issues with bus drivers
- Payroll
  - Improving forms that are used for route summary and sub time sheets
- Facilities
  - Discussions on parts and products needed for trucks
  - Collaborated to find usable space during phase 2 construction

## Risk Assessment: Bus Purchase

Impact Categories	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Financial</b>	Financial impact of the event is less than \$50,000	Financial impact of the event exceeds \$50,000, but less than \$150,000	Financial impact of the event exceeds \$150,000, but is less than \$250,000	Financial impact of event exceeds \$250,000, but is less than \$500,000	Financial impact of the event exceeds \$500,000
<b>Comments &amp; Mitigation Strategy</b>	The successful proponent is a known bus dealer with an outstanding reputation.				
<b>Reputational</b>	One negative article in a publication	Negative articles in more than one publication	Short term negative media focus and concerns raised by stakeholders	Long term negative media focus and sustained concerns raised by stakeholders	Stakeholders lose faith in management or Trustees
<b>Comments &amp; Mitigation Strategy</b>					
<b>Managerial Effort/Capacity</b>	Impact can be absorbed through normal activity	Some management effort is required to manage the impact	Can be managed under normal circumstances with moderate effort	With significant management effort, can be endured	Potential to lead to the collapse of the organization
<b>Comments &amp; Mitigation Strategy</b>	No impact is expected, other than a potential delay, as has happened with many deliveries, especially during the pandemic.				
<b>Government Relations</b>	Routine ministerial inquires	In-depth ministerial inquires	Concerns raised by Ministry of Education	School division's ability mandate is questioned	Ministry of Education loses faith in the organization
<b>Comments &amp; Mitigation Strategy</b>					
<b>Legal</b>	Legal action threatened	Civil action commenced/small fine assessed	Criminal action threatened/moderate fine assessed	Criminal lawsuit commenced/significant fine assessed	Jail term of any length for a Trustee/Director; multiple significant fines assessed
<b>Comments &amp; Mitigation Strategy</b>					
<b>Student Outcomes</b>	Immaterial impact on student achievement	Student achievement metrics begin to show a decline	Parental complaints submitted related	Overall student competency levels are below standards	Inability to satisfactorily deliver curriculum or key programs

			to student achievement		
<b>Comments &amp; Mitigation Strategy</b>	We currently have enough spare buses to ensure routes will be operational.				

<b>Likelihood</b>				
The likelihood of identified risks is to be assessed by estimate the probability of the risk occurring during the planning horizon.				
<b>Rare</b>	<b>Unlikely</b>	<b>Moderate</b>	<b>Likely</b>	<b>Almost Certain</b>
Extremely rare in the sector. Once in more than 10 years at the school division.	Has occurred occasionally in the sector. Once in 5 to 10 years at the school division.	Periodic occurrence in the sector; possible occurrence. Once in 3 years at the school division.	Has occurred previously and could reasonably occur again. Once in 1 to 2 years at the school division.	Extremely likely to occur. Multiple times per year at the school division.

**Summary:**

Our bus tender was looked over by the finance committee and the Board. The successful supplier has a great reputation and has given us fantastic pricing. When issues have arisen in the past, the team at Warner Industries has always gone the extra mile to ensure we are looked after and problems are solved.

**Recommended Decision/Motion:**

“That the Board accept the accountability report on Transportation as presented.”

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division



**Our Motto**  
**Our Mission**  
**Our Values**  
**Our Vision**

Students Come First  
 Building Strong Foundations to Create Bright Futures  
 Belonging, Respect, Responsibility, Learning, Nurturing, Perseverance  
 Learning Without Limits...Achievement for All

## Board Development Topic: Distance Learning/Blended Learning

### Date of Board Meeting:

June 17, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

**QI 6.2** – The Director keeps the Board informed about Division operations.

**QI 6.3** – The Director provides the Board with balance, sufficient, concise information and clear recommendations for actions items in agendas.

**QI 6.6** – The Director ensures high quality management services are provided to the Board.

### Information for the Board (10 fast facts):

1. Blended Learning is an approach that combines online educational materials and opportunities for interaction online with a traditional face to face classroom.
2. Good Spirit has been encouraging teachers to use a blended learning environment for the last six years, however, the pandemic was the push necessary to have staff blending their classrooms with fidelity.
3. Most teachers within GSSD use a Google classroom for blending. It allows students to access classroom material that they may miss when they are absent from school. During the pandemic, teachers were able to keep students on track with their learning when their school or classroom was shut down due to a COVID-19 outbreak.
4. The benefits of blended learning typically are; more engaged students, flexibility to engage in school work at different times of the day, capacity for high degrees of differentiation and finally exposure to 21<sup>st</sup> Century learning through an e-platform which is typically used in post-secondary institutions.
5. Remote/Distance Learning would have relied heavily on the Google classroom platform for communication, access to learning materials, as well as providing the opportunity for ongoing teacher feedback which is known to have a high impact on student learning.
6. During the 2020-21 school year, GSSD had 315 students enrolled “full time” in remote/distance learning across the K-9 grade bands. As of June, GSSD would have 310 students still enrolled through distance learning.
7. Over 135 K-9 students transitioned back to a physical school throughout the year with an equal number transitioning into online.
8. The overall engagement rate for K -9 was 84.2% with grade 9 students having the highest level of engagement at 93% followed closely with grade 3 having 92% engagement and grade 1 with 90% engagement. As a contrast, grade 2 had the lowest engagement at 74%, grade 4 at 75% and grade 8 at 30% engagement.
  - a. Grade 10 had the lowest engagement rate for the high school grade bands.
  - b. Twenty-two students graduated from the Distance Learning School in 2021.

STUDENT & FAMILY

INTERNAL PROCESSES

PEOPLE CAPACITY

FINANCIAL STEWARDSHIP

9. The registration process for online learning will begin this week. There will be tighter restrictions related to transitions back and forth from online to physical schools. Aside from unusual or extraordinary circumstances, students will be required to stay in the environment they registered in as of September 30, 2021.
10. Next year GSSD will:
  - a. Offer Grade 1-9 online learning with three teachers providing the instruction across these grade bands.
  - b. Online teachers will be teaching from physical schools and attached to the staffing for that school.
  - c. High school courses will once again be offered through the Distributed Learning model following a traditional timetable.
  - d. Registration for high school courses is open and will remain open through the entire 2021-22 school year. To date, 20 students are already registered for full time distance learning for the upcoming school year.

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular Meeting of the Good Spirit Board of Education  
Thursday, June 17, 2021  
Zoom**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
A	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
A	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**21-081**

Simpson:

**Call to order**

That this meeting now come to order at 10:10 am.  
**Carried.**

**21-082**

Johnson:

**Adoption of agenda**

That the agenda be adopted as presented.  
**Carried.**

**21-083**

Smandych:

**Approval of May 6, 2021 regular minutes**

That the minutes of the May 6, 2021, Regular meeting be adopted as presented.  
**Carried.**

**21-084**

Balyski:

**Approval of May 27, 2021 special minutes**

That the minutes of the May 27, 2021, Special meeting be adopted as presented.  
**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

No conflict declared

**Delegation**

None

Transportation Manager, Ryan Hall, joined the meeting at 10:15 am to present the Accountability Report on Transportation.



### **Accountability Report**

1. Transportation

**21-085**

Variyan:

### **Accountability Report – Transportation**

That the Board accept the accountability report on Transportation as presented.

**Carried.**

Digital Learning School Principals Sue Drader and Thad Swidzinski joined the meeting at 10:35 am to present the Board Development.

### **Board Development**

1. Understanding Distance Learning / Blended Learning

### **Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
  - c. Retirement of Deputy Director
2. 2021-22 Budget
3. COVID-19 Update
  - a. Canora Composite School
  - b. Canora Junior Elementary School
  - c. Dr. Brass School
  - d. Esterhazy High School
  - e. Victoria School
  - f. Yorkton Regional High School
  - g. School Re-open Questions and Answers, updated June 3, 2021
4. Transportation Committee
  - a. Bergstrom Family
  - b. Schwitzer Family
  - c. Isaac & Langtved Family
  - d. Callin Family
  - e. Godwin Family
  - f. Kendze Family
  - g. Lopez-Pas Family
  - h. O'Neill Family
  - i. Rathgeber Family
  - j. Fahlman Family
5. Student Discipline Committee – Student Discipline Report 2147676

**21-086**

Leson:

### **Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

Superintendent of Human Resources, Jason Trost, joined at 11:05 am to present the Human Resources Report.

Trustee Anderson joined the meeting at 11:48 a.m.

**21-087**

Morrison:

### **Exit closed session**

That the Board exit closed session.

**Carried.**

Lunch

School Community Council members, Tina Nabozniak (Saltcoats School), Syrita Emery (Dr. Brass School), and Kendra Stav (Davison School) joined the Board for an Advocacy Session from 12:45 pm to 1:30 pm.

**21-088**

Anderson:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

Transportation Manager, Ryan Hall, joined the meeting at 1:40 pm to present the Transportation items.

**21-089**

Pohl:

**Exit closed session**

That the Board exit closed session.

**Carried.**

**Action Items**

1. Items Arising from Closed Session
  - a. 2021-22 Budget
  - b. Transportation Recommendations
    - a. Bergstrom Family
    - b. Schwitzer Family
    - c. Isaac & Langtved Family
    - d. Callin Family
    - e. Godwin Family
    - f. Kendze Family
    - g. Lopez-Paz Family
    - h. O'Neill Family
    - i. Rathgeber Family
    - j. Fahlman Family
  - c. Student Discipline Committee Recommendation - 2147676

**21-090**

Johnson:

**2021-22 Budget – Operating and Capital Budget Estimates**

That the Board approve its annual operating and capital budget estimates for the fiscal year September 1, 2021 to August 31, 2022, as detailed in the Budget Report September 1, 2021 to August 31, 2022.

**Carried.**

**21-091**

Smandych:

**2021-22 Budget – Technology Renewal Restricted Reserve**

That the Board approve the use of \$550,000 from the Technology Renewal restricted reserve for the purchase of hardware for technology renewal.

**Carried.**

**21-092**

Anderson:

**2021-22 Budget – Unified Student Information System Restricted Reserve**

That the Board approve the use of \$100,000 from the Unified Student Information System – USIS restricted reserve.

**Carried.**

**21-093**

Variyan:

**2021-22 Budget – Pandemic Support Funding Restricted Reserve**

That the Board approve the use of \$1,006,063 from the Pandemic Support Funding restricted reserve.

**Carried.**

- 21-094**  
Morrison: **Bergstrom Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to deny the Bergstrom transportation request.  
**Carried.**
- 21-095**  
Pohl: **Schwitzer Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to deny the Schwitzer transportation request.  
**Carried.**
- 21-096**  
Johnson: **Isaac and Langtved Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Isaac and Langtved transportation request. The request is to be reviewed on an annual basis.  
**Carried.**
- 21-097**  
Smandych: **Callin Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Callin transportation request.  
**Carried.**
- 21-098**  
Balski: **Godwin Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Godwin transportation request for the 2021-2022 school year. The requirement will remain to have the request made annually.  
**Carried.**
- 21-099**  
Anderson: **Kendze Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to deny the Kendze transportation request.  
**Carried.**
- 21-100**  
Variyan: **Lopez-Paz Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Lopez-Paz transportation request.  
**Carried.**
- 21-101**  
Leson: **O'Neill Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to deny the O'Neill transportation request.  
**Carried.**
- 21-102**  
Morrison: **Rathgeber Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to deny the Rathgeber transportation request.  
**Carried.**
- 21-103**  
Johnson: **Fahlman Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to issue one year notice to remove transportation for the Fahlman family.  
**Carried.**
- 21-104**  
Pohl: **Student Discipline Committee Recommendation - 2147676**  
That the Board approve the Student Discipline Committee Report – 2147676.  
**Carried.**

## **New Business**

1. Preventative Maintenance Renewal

**21-105**  
Balyski:

## **Preventative Maintenance Renewal**

That the Board accept the Facilities 3-year Preventative Maintenance and Renewal Plan as presented.

**Carried.**

## **Discussion Items presented by the Director of Education**

1. Board Policy Review
  - a. Policy 15 Recruitment and Selection of Personnel
  - b. Policy 16 Student Transportation
    - i. Policy 16 Appendix A Good Neighbour
  - c. Policy 17 School Review
  - d. Policy 18 Community Partnerships
2. Proposed 2021-22 Meeting Schedule

## **Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
  - a. CSBA Equity and Inclusion Conference 2021
  - b. 2021-22 Public Section Dates
  - c. GSSD Retirements
3. Financial Update
4. Scan Card Update
5. Student Incident Report
6. Correspondence
  - a. Prince of Wales and Duchess of Cornwall Scholarship
    - i. Sierra Sapara
    - ii. Dutch Wapash
  - b. School-Based COVID-19 Vaccine Delivery to Begin in June
  - c. COVID-19 Update for May10: 615,459 Vaccines Administered, 141 New Cases, 180 Recoveries, No New Deaths
  - d. Government of Saskatchewan Announces Province's First Northern Family Literacy Hub
  - e. Preserving and Promoting Nakoda Language in Saskatchewan High Schools this Fall
  - f. Construction Underway At Future Site of New Joint-Use École St. Pius X and Argyle Elementary Schools in Regina
  - g. More Than 1,000 Literacy and Activity Kits Will Inspire Reading This Summer

Transportation Manager, Ryan Hall, joined the meeting at 3:28 pm to present the Scan Card Update.

## **Committee / Conference Reports**

1. Public Section
2. School Community Council Meetings

## **Future Business**

1. Meeting dates
  - a. August 19, 2021

- b. Other
      - i. August 18, 2021 – Board and Director Evaluation; Special Board Meeting
- 2. Notice of Motion
- 3. Topics for Future Agenda
  - a. Board Development
    - i. Corporate Services Department Roles & Responsibilities
  - b. Board Business
    - i. Review Board Survey Results
    - ii. Conduct Board Organizational Meeting
    - iii. School Closure/Grade Discontinuance & Boundary Review
    - iv. Affirm and Amend Policy 1 – Foundational Items, Division Focus Areas, and Long-term Goals
  - c. Director's Report
    - i. Student Learning & Well-being
    - ii. Transportation Update

**21-106**

Variyan:

**Special Board Meeting**

That the Board hold a special board meeting on August 18, 2021 at 4:00 pm to review the Director/CEO Evaluation and the Board Self-Evaluation.

**Carried.**

**21-107**

Morrison:

**Adjournment**

That we do adjourn at 4:05 pm.

**Carried.**

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BOARD CHAIR – Simpson

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SECRETARY – Gervais



## Good Spirit School Division Board of Education Special Board Meeting Agenda

**Date:** August 18, 2021  
**Location:** Good Spirit Education Complex Resource & Training Centre: Birch Room  
**Time:** 4:00 pm

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. New Business
  - 3.1. Director/CEO Evaluation
  - 3.2. Board Self-Evaluation
  - 3.3. Remuneration as per Policy 2 Role of the Board Section 5.6
4. Adjourn

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Special Meeting of the Good Spirit Board of Education  
Thursday, August 18, 2021  
Good Spirit Education Complex, Yorkton, Saskatchewan**

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**Board Members (P)Present (A)Absent**

A	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

A	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smamydch, Lois

**Staff**

Quintin Robertson – Director of Education  
Heather Morris – Assistant to the Director

**21-108**

Simpson:

**Call to order**

That this meeting now come to order at 4:30 p.m.

**Carried.**

**21-109**

Variyan:

**Adoption of agenda**

That the Board approve the August 18, 2021 Special Board meeting agenda be adopted as presented.

**Carried.**

**Action Items**

1. New Business
  - a. Director/CEO Evaluation
  - b. Board Self Evaluation
  - c. Remuneration as Per Policy 2 Role of the Board Section 5.6

**21-110**

Leson:

**Director/CEO Evaluation**

That the Board approve the Director of Education Evaluation Report as developed during the Director Evaluation workshop of August 18, 2021, as an accurate assessment of his performance for the period August 1, 2019 – July 31, 2021, and further that the Chair be authorized to make any required technical edits and to sign the evaluation report on the Board's behalf.

**Carried.**

**21-111**

Pohl:

**Board Self Evaluation**

That the Board approve the Board evaluation report as developed at the externally facilitated Board Evaluation Workshop of August 18, 2021 and that the Board Chair in consultation with the Vice Chair be authorized to make any required technical edits and monitor the priorities and directions agreed to and bring items forward for Board consideration as deemed appropriate during the 2021-2022 year.

**Carried.**

**21-112**

Dokuchie:

**Remuneration as Per Policy 2 Role of the Board Section 5.6**

That the Board approve the Director's annual salary to be adjusted to \$212,723.38, effective September 1, 2021. Further to that, the Board will conduct a salary review in one year's time.

**Carried.**

**21-113**

Gendur:

**Adjournment**

That we do adjourn at 4:45 p.m.

**Carried.**

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**CHAIRMAN - Simpson**

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**SECRETARY – Morris**



# Good Spirit School Division Board of Education

## Regular Meeting Agenda

**Date:** August 19, 2021  
**Location:** Good Spirit Education Complex – Birch Room  
**Time:** **10:00 AM**

### 10:00 AM

1. Call to Order
  - 1.1. Approval of Agenda
2. Review Meeting Norms
3. Approval of Minutes
  - 3.1. June 17, 2021 Regular Board Meeting
4. Conflict of Interest - [Policy 7 – Section 13](#); [Policy 2 Role of the Board](#)

### 10:15 AM

5. Delegation
  - 5.1. Rathgeber Family

### 11:00 AM

6. Board Development – Corporate Services Department Roles & Responsibilities

### 11:15 AM

7. Closed Session
  - 7.1. Human Resources Report
    - 7.1.1. Monthly Reports – posted in the Resource Centre
      - 7.1.1.1. [Assignments - Bus Driver](#)
      - 7.1.1.2. [Assignments - Support](#)
      - 7.1.1.3. [Assignments - Teachers](#)
  - 7.2. Governance Budget Report
  - 7.3. School Closure / Grade Discontinuance & Boundary Review
    - 7.3.1. School Division Administration Regulations (pages 28-38)
    - 7.3.2. Policy 17 School Review
    - 7.3.3. GSSD School Review Template
  - 7.4. Transportation Committee
    - 7.4.1. Duchek Family
    - 7.4.2. Ratti Family
    - 7.4.3. Hill Family
    - 7.4.4. Baldock-Ryan Family
    - 7.4.5. Shadow Family
    - 7.4.6. Reetz Family
    - 7.4.7. Stevens Family

7.4.8. Young Family

**1:30 PM**

8. Action Items

8.1. Items Arising From Closed Session

8.1.1. Transportation Committee Recommendation

- 8.1.1.1. Duchek Family
- 8.1.1.2. Ratti Family
- 8.1.1.3. Hill Family
- 8.1.1.4. Baldock-Ryan Family
- 8.1.1.5. Shadow Family
- 8.1.1.6. Reetz Family
- 8.1.1.7. Stevens Family
- 8.1.1.8. Young Family

9. New Business

9.1. Renewal of Millwright Building Lease

9.2. Board Policy Amendments

- 9.2.1. Policy 1 – Foundational Statements, Division Focus Areas, and Long-term Goals
- 9.2.2. Policy 2 Appendix A – Annual Work Plan

**2:00 PM**

10. Organizational Meeting

**3:00 PM**

11. Director's Report

**4:00 PM**

12. Committee/Conference Report

- 12.1. School Community Council Meetings
- 12.2. CSBA Equity and Inclusion Conference 2021

13. Future Business – Board Policy 2A – Annual Work Plan

- 13.1. Regular Meeting Dates - To Be Determined
- 13.2. Notice of Motion
- 13.3. Topics for Future Agenda – To Be Determined

**4:30 PM**

14. Adjourn

**The Board of Education of the  
Good Spirit School Division No. 204 of Saskatchewan**

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**Minutes of the Regular and Organization Meeting of the Good Spirit Board of Education  
Thursday, August 19, 2021  
Good Spirit Education Complex, Yorkton, Saskatchewan**

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**Board Members (P)Present (A)Absent**

P	Anderson, Jade
P	Dokuchie, Gilda
P	Johnson, Jaime – Vice Chair
P	Morrison, Jan
P	Simpson, Bob – Chair
P	Variyan, Steve

P	Balyski, Chris
P	Gendur, Gord
P	Leson, Shannon
P	Pohl, Nicole
P	Smandych, Lois

**Staff**

Quintin Robertson – Director of Education  
Keith Gervais – Chief Financial Officer  
Heather Morris – Assistant to the Director

**21-114**

Simpson:

**Call to order**

That this meeting now come to order at 10:06 a.m.

**Carried.**

**21-115**

Smandych:

**Adoption of agenda**

That the agenda be adopted as presented.

**Carried.**

**21-116**

Leson:

**Approval of June 17, 2021 regular minutes**

That the minutes of the June 17, 2021 Regular meeting be adopted as presented.

**Carried.**

**21-117**

Pohl:

**Approval of August 18, 2021 special meeting minutes**

That the minutes of the August 18, 2021 special meeting be adopted with the following corrections: replace “Stachura, Florence” with “Pohl, Nicole”; record Simpson as the Chair and Johnson as the Vice Chair.

**Carried.**

**Business arising from the minutes**

None

**Conflict of Interest**

No conflict declared

**Delegation**

Tricia Rathgeber

Board Member Variyan entered the meeting at 10:55 am

Superintendent of Human Resources, Jason Trost, joined the meeting at 11:55 am to present the Human Resources report.

Board Member Balyski entered the meeting at 12:55 pm

**Closed Session Items**

1. Human Resources Report
  - a. Monthly Report – posted in the Resource Centre
  - b. Employee Concerns
  - c. National Day for Truth & Reconciliation
2. Governance Budget Report
  - a. Board Remuneration
3. School Closure / Grade Discontinuance & Boundary Review
  - a. School Division Administration Regulations
  - b. Policy 17
  - c. GSSD School Review Template
4. Transportation Committee
  - a. Duchek Family
  - b. Ratti Family
  - c. Hill Family
  - d. Baldock-Ryan Family
  - e. Shadow Family
  - f. Reetz Family
  - g. Stevens Family
  - h. Young Family
  - i. Randhal Family
5. COVID-19

**21-118**

Dokuchie:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**21-119**

Gendur:

**Exit closed session**

That the Board rise and report.

**Carried.**

Lunch

**21-120**

Variyan:

**Enter closed session**

That the Board enter closed session to receive and review agenda items.

**Carried.**

**21-121**

Morrison:

**Exit closed session**

That the Board rise and report.

**Carried.**

**Action Item**

1. Items Arising from Closed Session
  - a. Transportation Recommendations

- a. Duchek Family
- b. Ratti Family
- c. Hill Family
- d. Baldock-Ryan Family
- e. Shadow Family
- f. Reetz Family
- g. Stevens Family
- h. Young Family
- i. Randhal Family

- 21-122**  
Anderson: **Duchek Family Transportation Recommendation**  
That the Board approve the recommendation of the Transportation Committee to deny the Duchek transportation request.  
**Carried.**
- 21-123**  
Variyan: **Ratti Family Transportation Recommendation**  
That the Board approve the recommendation of the Transportation Committee to deny the Ratti transportation request.  
**Carried.**
- 21-124**  
Johnson: **Hill Family Transportation Recommendation**  
That the Board approve the recommendation of the Transportation Committee to deny the Hill transportation request.  
**Carried.**
- 21-125**  
Smandych: **Baldock-Ryan Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Baldock-Ryan transportation request.  
**Carried.**
- 21-126**  
Leson: **Shadow Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Shadow transportation request.  
**Carried.**
- 21-127**  
Balyski: **Reetz Family Transportation Recommendation**  
That the Board approve the recommendation of the Transportation Committee to deny the Reetz transportation request. The host family option will be offered, with the Reetz student accessing transportation at the Bredenbury stop.  
**Carried.**
- 21-128**  
Pohl: **Stevens Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Stevens transportation request.  
**Carried.**
- 21-129**  
Dokuchie: **Young Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to approve the Young transportation request. This request shall be reviewed annually.  
**Carried.**
- 21-130**  
Gendur: **Randhal Family Transportation Recommendation**  
That the Board accept the recommendation of the Transportation Committee to deny the Randhal transportation request.  
**Carried.**

**New Business**

1. Renewal of Millwright Building Lease
2. Board Policy Amendments
  - a. Policy 1 – Foundational Statements, Division Focus Areas, and Long-term Goals
  - b. Policy 2 Appendix A – Annual Work Plan

**21-131**

Gendur:

**Renewal of Millwright Building Lease**

That the Board enter into an agreement with Bruce and Cindy Basken for the lease of the premises at 324 Rankin Rd., Churchbridge, SK, for the period from September 1, 2021 until August 31, 2024, for the purpose of housing the instruction of the Churchbridge Millwright Program.

**Carried.**

**21-132**

Morrison:

**Board Policy 1 – Foundational Statements, Division Focus Areas, and Long-term Goals**

That the Board approve the amendments within Policy 1-Foundational Statements, with technical edits.

**Carried.**

**21-133**

Anderson:

**Board Policy 2 Appendix A – Annual Work Plan**

That the Board approve Policy 2 Appendix A – Annual Work Plan as presented.

**Carried.**

**Board Chair turned the Chair over to the Director at the commencement of the organizational items**

**21-134**

Robertson:

**Nominations for Board Chair**

That the nominations for Board Chair be opened.

**Carried.**

1<sup>st</sup> call – Smandych nominated Simpson

2<sup>nd</sup> call – No nominations

3<sup>rd</sup> call – No nominations

**21-135**

Leson:

**Close of Nominations**

That nominations cease.

**Carried.**

**By acclamation – Bob Simpson was declared Chair.**

**21-136**

Simpson:

**Nominations for Vice Chair**

That nominations for Board Vice Chair be opened.

**Carried.**

1<sup>st</sup> call – Variyan nominated Johnson

2<sup>nd</sup> call – No nominations

3<sup>rd</sup> call – No nominations

**21-137**

Balyski:

**Close of Nominations**

That nominations cease.

**Carried.**

**By acclamation – Jaime Johnson was declared Vice Chair.**

**21-138**

Smandych:

**Signatories of the Board**

That the signing officers be the Chair or Vice Chair *and* the Chief Financial Officer or the Accounting Manager.

**Carried.**

**21-139**

Leson:

**Borrowing**

That the Chairman and the Chief Financial Officer are authorized to borrow from the Bank of Montreal the sum of six million two hundred thousand (\$6,200,000) to meet the expenditures of the Board until the proceeds of taxes and legislative grants are available, and to pay or agree to pay interest on the moneys borrowed, either in advance or at maturity and in either case after maturity, at the rate of prime; and,

That the said loan shall be a first charge upon the uniform tax levy and legislative grants for the current year; and,

That the Chairman and Chief Financial Officer be authorized to execute under the corporate seal of the Board, and deliver to the said Bank as security for the said advance and interest thereon, the assignment of the legislative grants payable or to become payable to the Division; and,

That the said Bank shall not be restricted to the said taxes or the said legislative grants for the repayment of the said loan; and,

That the said loan may be secured by the promissory note or notes of the Chairman and Chief Financial Officer, given on behalf of the Board, and the Chairman and Chief Financial Officer are hereby authorized and empowered to execute and give such promissory note or notes on behalf of the said Board as may be required by the said Bank.

**Carried.**

**21-140**

Pohl:

**Meeting Schedule**

That the Board meet at the Good Spirit Education Complex in the RM of Orkney or via video conference call at 10 am according to the following schedule in 2021-2022:

- October 7, 2021
- November 18, 2021
- December 16, 2021
- January 27, 2022
- March 3, 2022
- March 31, 2022
- May 5, 2022
- June 16, 2022
- August 18, 2022
- **Carried.**

**21-141**

Dokuchie:

**LINC Negotiations Committee**

That Smandych and Morrison serve as the Board representatives on the LINC Negotiations Committee.

**Carried.**

**21-142**

Morrison:

**Support Staff Negotiations Committee**

That Johnson and Gendur serve as the Board representatives on the Support Staff Negotiations Committee.

**Carried.**

**21-143**

**Board Executive Committee**

- Johnson: That Variyan serve with the Board Chair and Board Vice Chair as the Board representatives on the Board Executive Committee.  
**Carried.**
- 21-144**  
Variyan: **Board Transportation Committee**  
That Simpson, Balyski, and Pohl serve as the Board representatives on the Board Transportation Committee.  
**Carried.**
- 21-145**  
Anderson: **Board Finance Committee**  
That Morrison and Leson along with one of the Chair or Vice-Chair serve as the Board representatives on the Board Finance Committee.  
**Carried.**
- 21-146**  
Johnson: **First Nation Education Service Agreements and Networking Representation**  
That Dokuchie, Gendur, and Balyski serve as the Board representatives for the First Nation Education Service Agreements discussions and Networking opportunities.  
**Carried.**
- 21-147**  
Balyski: **Melville Comprehensive School Governance Authority**  
That Simpson serve as the board representative for the Melville Comprehensive School Governance Authority.  
**Carried.**
- 21-148**  
Leson: **Public Board Section**  
That Smandych serve as the Board representative on the Public Boards Section and Anderson serve as the alternate.  
**Carried.**
- 21-149**  
Pohl: **East Central District Athletic Association Representative Appointment**  
That Leson serve as the Board representative on the East Central District Athletic Association with Variyan serving as an alternate.  
**Carried.**
- 21-150**  
Anderson: **School Community Councils**  
That the Board members represent the Board at the School Community Council meetings of the schools within their subdivisions. Further, that within Yorkton, Variyan attend Yorkton Regional High School, Gendur attend Dr. Brass and Columbia, and Morrison attend MC Knoll. If unable to attend, then an alternate will be chosen from the other Yorkton at large trustees. Dokuchie to attend Canora Junior Elementary, Canora Composite and Norquay Schools.  
**Carried.**
- 21-151**  
Smandych: **Indemnities - Board Meetings**  
That the indemnity meeting rate be \$300 for all Trustees.  
**Carried.**
- 21-152**  
Leson: **Indemnities – Supervision and Committees**  
That the hourly rates for Supervision and Committee representation be \$75 per hour, in half hour increments, to a maximum of 4 hours per day, conducted through either audio conference, video conference or face-to-face.  
**Carried.**
- 21-153**  
Pohl: **Indemnities – Conference**  
That the rate for board conference representation, conducted either through audio conference, video conference, or face-to-face, be \$300 per full day and at half these rates per half day (3 hours or less). Further, that the conference/convention rate is applied for 2 travel days for events held out of province, 1 day for events held in province when there is



no organized activity on that day. If a Board member is unsure if able to attend, they will be registered late, and the \$100 late fee will be payable by the Board.  
**Carried.**

**21-154**

Dokuchie:

**Monthly Rates – Meeting Preparation**

That the Board member be recognized for meeting preparation in the amount of \$150 each month beginning December 1, 2020.

Board Member Morrison called for a recorded vote.

In favour – Smandych, Leson, Pohl, Dokuchie, Gender, Variyan, Johnson, Balyski, Anderson

Opposed - Morrison

**Carried.**

**21-155**

Gendur:

**Monthly Rates – Board Chair and Vice Chair**

That the Board Chair receive a monthly allowance of \$250 per month and the Board Vice Chair receive a monthly allowance of \$125 beginning September 1, 2021.

Board Member Morrison called for a recorded vote.

In favour – Smandych, Leson, Pohl, Dokuchie, Gender, Variyan, Johnson, Balyski, Anderson

Opposed - Morrison

**Carried.**

**21-156**

Variyan:

**Expense Reimbursement Rates**

That the Board set the mileage rate at \$0.42 per kilometer; and,

That the Board set the travel time rate for board members at \$0.25 per kilometer for activities in the province; and,

That the Board set the meal rates as \$15 breakfast, \$20 lunch, and \$25 dinner; and,

That the Board, in lieu of commercial accommodations, provide reimbursement for private accommodation at a rate of fifty dollars (\$50.00) per night.

**Carried.**

**21-157**

Morrison:

**Indemnity Approval**

That the Vice Chair review and approve all indemnity forms prior to payment for Trustees however, Board member Smandych will review and approve the indemnity forms of the Chair; and, the Chair will review and approve the indemnity forms of the Vice Chair.

**Carried.**

**21-158**

Anderson:

**Electrical Outlet Rental Fees**

That the Board set the electrical outlet rental fees at \$40 per year.

**Carried.**

**Information Items presented by the Director of Education**

1. Thank you notes
2. Important Dates
3. Financial Update
4. Transportation Update
5. Student Learning & Well-being Report
6. Summary of School Division Annual Reports (2019-20)
7. GSSD Professional Development Opportunities
8. Correspondence
  - a. No School Division Losses in Third Quarter
  - b. Increased Investment in Early Childhood Community Programs Helps Growing Saskatchewan Families
  - c. Government of Saskatchewan Provides Additional Supports For Students This Fall
  - d. \$10 A Day Child Care For Families In Saskatchewan

**Committee / Conference Reports**

1. School Community Council Meetings
2. CSBA Equity and Inclusion Conference 2021

**Future Business**

1. Meeting dates
  - a. October 7, 2021
  - b. November 18, 2021
  - c. December 16, 2021
  - d. January 27, 2022
  - e. March 3, 2022
  - f. March 31, 2022
  - g. May 5, 2022
  - h. June 16, 2022
  - i. August 18, 2022
  - j. Other
    - i. May 26, 2022 – Special Board Meeting (Preliminary Budget)
2. Notice of Motion
3. Topics for Future Agenda
  - a. Accountability
    - i. Facilities
  - b. Board Development
    - i. OneSmart World
  - c. Director's Report
    - i. Strategic Plan Report
    - ii. 2020-21 Financial Report
  - d. Board Business
    - i. Enrollment/PTR Report
    - ii. Finalize SSBA Resolutions & Position Statements
    - iii. Appoint Voting Delegations & Allocate Votes for SSBA Convention

Board Member Leson exited the meeting at 4:28 pm

**21-159**

Smandych:

**Adjournment**

That we do adjourn at 5:02 pm.

**Carried.**

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**BOARD CHAIR – Simpson**

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**SECRETARY – Gervais**

## Board Development Topic: Corporate Services Department Roles & Responsibilities

### Date of Board Meeting:

August 19, 2021

### Strategic Priority:

- Student and Family Engagement
- Internal Process
- People Capacity
- Financial Stewardship

### Quality Indicator(s):

QI 4.1 – Quality recruitment, orientation, staff development, disciplinary, evaluation and supervisor processes are developed and effectively implemented.

QI 4.2 – The Director models a commitment to personal and professional growth.

QI 6.2 – The Director keeps the Board informed about Division operations.

QI 6.3 – The Director provides the Board with balance, sufficient, concise information and clear recommendations for actions items in agendas.

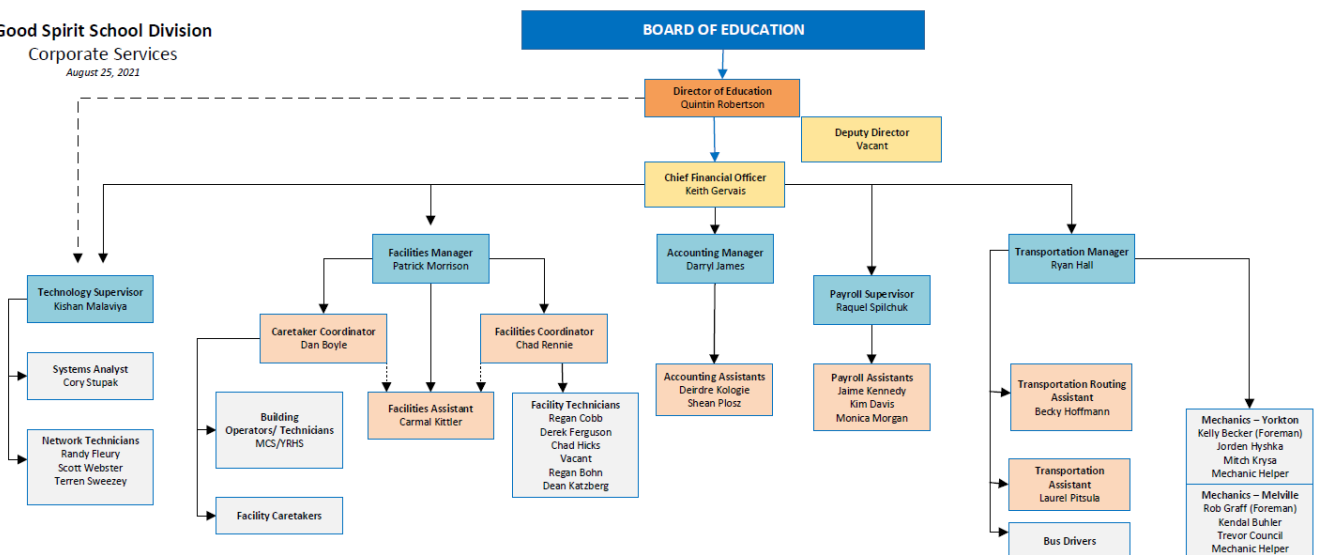
QI 6.6 – The Director ensures high quality management services are provided to the Board.

QI 10.4 – Unites people toward achieving the Board's goals.

### Information for the Board (10 fast facts):

- The Corporate Services Team supports the school division's business functions including Facilities, Transportation, Accounting, Payroll, and Technology. Corporate Services is led by the Chief Financial Officer and each department has a manager or supervisor (Admin Council member) responsible for operations.
- Org Chart

Good Spirit School Division  
Corporate Services  
August 25, 2021



3. CFO – Keith Gervais
  - a. Member of the Senior Leadership team and leads the Corporate Services department.
  - b. Budget, procurement, insurance, elections, governance, reporting, risk management, ensure goals align with strategic plan.
4. Accounting Manager – Darryl James
  - a. Accounts payable, accounts receivable, cash receipts, leads audit process, and financial statement preparation.
  - b. 2 FTE Accounting Assistants support, and complete cheque runs approximately every 10 days.
5. Payroll Supervisor – Raquel Spilchuk
  - a. Payroll for about 1200 employees including Central Office, Professional and Support Staff, and Bus Drivers. Remittances of source deductions must be submitted accurately and on time to avoid significant penalties.
  - b. Preparation of T4's and Records of Employment.
  - c. 2.8 FTE Payroll Assistants
6. Facilities Manager – Patrick Morrison
  - a. Ensure facilities are safe and clean, capital planning, projects, preventative maintenance, Occupational Health and Safety, facility rentals, and oversee custodial services.
  - b. Support from Facilities Coordinator and Facilities Assistant.
  - c. 6 FTE journeyman facilities technicians which include 3 Carpenters, 2 HVAC/plumbing specialists, and 1 Electrician. 1 FTE building technician in each YRHS and MCS.
7. Caretaking Coordinator – Dan Boyle
  - a. Consistent sanitation practices and training of staff, hiring, responsible to fill vacancies with substitutes, and all communications.
  - b. 59 FTE Caretakers
  - c. 1 FTE Building Operator in each YRHS and MCS
8. Transportation Manager – Ryan Hall
  - a. Parent/family interaction, driver and student discipline, communication with drivers, families and administrators, fleet planning, camera and GPS review, oversee bus garages.
  - b. Support from 2 FTE Transportation Assistants for route creation and maintenance, software (BusPlanner, GPS, Cameras), hiring and recruitment of drivers, organizing substitute drivers, planning of PD events, maintenance of fleet registration and driver abstracts.
  - c. 99 FTE bus routes and approximately 40 spare drivers
9. Bus Garage Foreman – Kelly Becker and Rob Graff
  - a. Maintenance and repairs on buses and division fleet vehicles.
  - b. Bus garages in Yorkton and Melville
  - c. 2 FTE mechanics in each garage with helpers when budget allows
10. Technology Supervisor – Kishan Malaviya
  - a. Hardware and software purchasing, implementation of programs, capital planning and maintenance of technology infrastructure, managing network and data center
  - b. Supported with 1 FTE Systems Analyst and 3 FTE Network Technicians

Respectfully submitted,

Quintin M. Robertson, Director/CEO  
Good Spirit School Division