

April 2021 Regular Meeting

The regular meeting of the Board for April 2021 took place via Zoom on Thursday, April 1, 2021. Trustees who were in attendance included: Chairperson Bob Simpson, Vice Chairperson Jaime Johnson, Trustees Jade Anderson, Chris Balyski, Gilda Dokuchie, Gord Gendur, Shannon Leson, Jan Morrison, Lois Smandych, Nicole Pohl and Steve Variyan. Division office staff in attendance included Director of Education/CEO Quintin Robertson, Chief Financial Officer Keith Gervais, Deputy Director of Education Donna Kriger, and Assistant to the Director Heather Morris.

Accountability Report

Payroll Report

Payroll Supervisor, Raquel Spilchuk, presented an Accountability Report satisfying the following Quality Indicators within the CEO/Director Evaluation:

- 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.

Spilchuk highlighted the role of the department which is to pay employees accurately and on time in compliance with legislative requirements in exchange for services they perform. Based on the 2020 calendar year the following statistics were highlighted regarding the payroll statistics.

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 including the Board of Education	\$808,255.50	1.48%	179	12.65%
Support Staff including those employed at 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%
	\$54,573,207.99		1,415	

The main responsibilities of the payroll department were highlighted within the following areas:

- 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

Robertson expressed his appreciation for the work of the Payroll Department and the contribution the team makes to ensuring GSSD receives a clean audit report each year. Robertson also acknowledged the immense amount of work involved with onboarding the new Human Resources Information System, AtrieveERP, within the payroll department.

Visit, gssd.ca > [Board](#) > [Board Meetings](#) > 2021 04 01 Regular Board Meeting to view the entire [Accountability Report – Payroll](#).

Board Development

Determining School Staffing Levels

Assistant to the Director Heather Morris, and Deputy Director Donna Kriger, presented a Board Development session related to determining professional staffing levels within GSSD schools. Morris gave a detailed account of how student enrolment projections are collected to ensure accurate information is used within staffing formulas. Morris shared that in late January and early February, she along with Kriger began developing a staffing formula for professional staffing for the upcoming 2021-22 school year. Morris indicated that the formula is adjusted accordingly based on the Provincial budget announcement which is set for April 6, 2021. 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.

Morris shared that establishing a staffing formula accomplishes:

- A base for equitable staffing allocations across the Division;
- A base for annual budget preparation (as professional staffing constitutes approximately 50% of the annual budget);
- A transparent method for responding to changing student enrolments;
- A method for addressing student and program requirements; and,
- A guideline for allocating school-based staff.

Pupil-teacher ratios for the upcoming year and past four years were shared with the Board of Education. Morris indicated that the PTR receives considerable attention from local stakeholders and is an area which the Senior Administration team attempts to keep as low as possible. For the upcoming school year, the PTR was increased slightly in all areas with Kindergarten to Grade 3 increasing by 0.05 while all remaining categories increasing by 0.10.

The following chart shows the PTR levels over the past four years:

PTR Ratios:	2021-22	2020-21	2019-20	2018-19
Grades K-3	15.10	15.05	15.05	14.80
Grades 4-8	16.60	16.50	16.50	16.30
Grades 9-12				
With enrolments of:				
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

Kruger provided the Board with an explanation of how diversity factors applied to Grad Coaching, innovative programming, and transiency rates are allocated to schools within the division. Likewise, Kruger explained how a factor is applied to high schools to account for Practical and Applied Arts classes which have either safety issues or equipment limitations.

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

In addition to the allocation of diversity factors impacting staffing, Kruger also went on to explain how in-school administrator time is assigned based on student enrolment. Kruger closed out the Board Development by reviewing [Administrative Procedure 431 – Placement and Transfer of Professional Staff](#) as well as the newly developed matrix used to assist with assigning permanent contracts to teachers within the school division.

To read the Board Development, visit gssd.ca > [Board](#) > [Board Meetings](#) > 2021 04 01 Regular Board Meeting > [Board Development – School Staffing](#).

Old Business

Policy 8 Appendix Transportation Committee Terms of Reference

At the direction of the Board of Education, Administration has committed to reviewing each Board Policy during a regular Board Meeting for review during the 2020-21 year. During the March 4, 2021, Regular Board meeting, the following edit was requested to [Policy 8 Appendix Transportation Committee Terms of Reference](#), include “*if possible*” in the statement “*a representative from the North, Central, and South.*”

The review of Board Policy satisfies the following Quality Indicators found within the CEO/Director evaluation:

- QI 5.1 – The Director ensures policy is adhered to as per Policy 10 Section 3 implementation.
- QI 5.2 – The Director demonstrates a knowledge of and respect for the role of the Board in policy processes.
- QI 5.4 – The Director ensures administrative procedures are in compliance with the intent of Board Policy and are kept current.

New Business

Policy 2 Appendix Annual Work Plan Amendment

The Board of Education passed a motion to amend Policy 2 Appendix A – Annual Work Plan which would see the following changes because of COVID-19 restrictions:

- Replace the Student Group advocacy session with the Saskatchewan School Boards Association Representatives;
- Removal of the January and February Centralized SCC Symposiums; and,
- Include Strategic Planning as a topic during the June SCC Symposium.

Good Spirit Education Complex Room Naming

Chief Financial Officer, Keith Gervais shared results from the recent Good Spirit Education Complex (GSEC) Naming Committee meetings that took place on March 11, 2021 and March 18, 2021. Gervais explained that with the upcoming completion of Phase 2 within GSEC, there was a need to determine names for the newly constructed rooms in accordance with Administrative Procedure 541. Gervais shared that representation for the committee included members of the community, school administration, teaching staff, parents and Board members. Members of the committee were:

- Quintin Robertson – Director/CEO
- Keith Gervais – Chief Financial Officer
- Bob Simpson – Board Chair
- Jaime Johnson – Board Vice-Chair
- Steve Variyan – Trustee
- Shawn Kostiuk – Network Coordinator
- Mark Forsythe – Education Superintendent
- Leslea Hanson – Teacher
- Tracy Huckell – Vice Principal Esterhazy High School
- Terri Parsons - Teacher
- Juanita Brown – Retired Teacher, Community Member
- Diane Musqua – Community Member

Gervais brought forth the following recommendations based on the consultative process with the Naming Committee:

- **North side of GSEC (Phase 1) - Administration**
 - To ensure that visitors understand which entrance to use.
- **South side of GSEC (Phase 2) - Learning and Resource Centre**
 - To ensure that visitors understand which entrance to use.
- **Meeting Room 1 – Willow Room**
 - located in Phase 1 on the second floor
 - Symbolism – Recovery and Hope
 - Near Human Resources
- **Meeting Room 3 – Poplar Room**
 - Located in Phase 1 on the main floor behind the photocopy room
 - Symbolism – Strength and Security
 - Near Technology
- **Large Conference Room – Birch Room**
 - Located in Phase 2 on the main floor
 - Symbolism – Passion, energy, and growth. Saskatchewan Tree
 - Used for development, energy, and growth of staff
- **Break out Meeting Space – Aspen Room**
 - Located in Phase 2 on the main floor next to the large meeting space
 - Symbolism – Spreading your wings and searching to find self
 - Spreads into the breakout space and connecting with others

- **Phase 2 Meeting Room – Spruce Room**
 - Located in Phase 2 on the second floor
 - Symbolism – Peace and protection
 - Direct sunlight, room to grow on the upper level
- **Centralized Library – Anna Ingham Resource Centre**
 - Located in Phase 2 on the main floor near the entrance
 - Symbolism – to continue Anna Ingham’s legacy and bring her name forward from Fairview Education Center.

The Naming Committee also recommended ideas for room signage which would include artwork of the type of tree and would have an Indigenous connection translating the room name in Nakaway (Anishnabe Mowin) language.

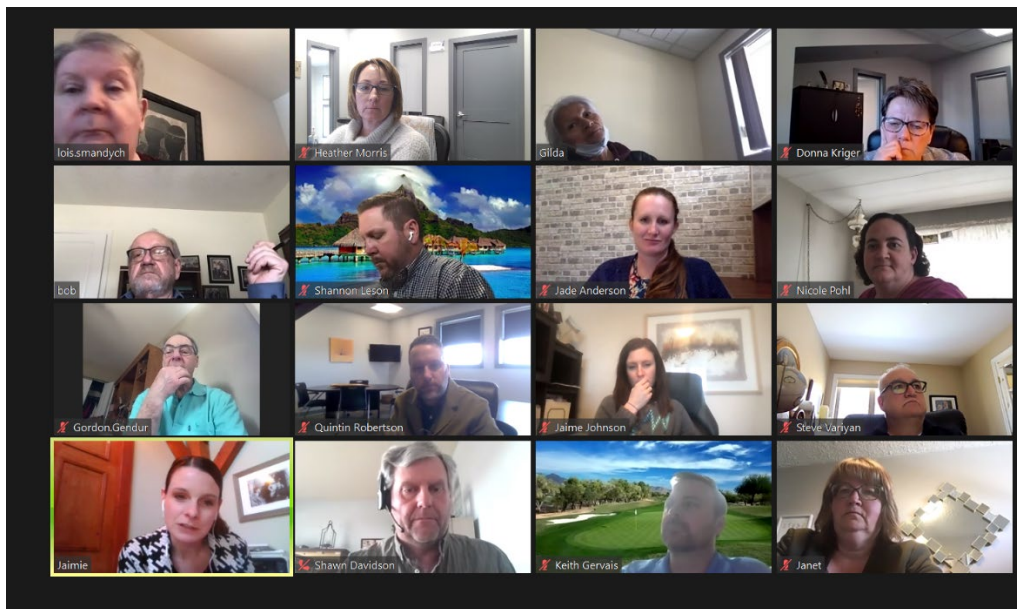
M.C. Knoll School Community Council Loan

The Board of Education passed a motion to approve the loan application put forth by the M.C. Knoll School Community Council (SCC) to replace the current playground equipment with a new structure. To date, the SCC has raised upwards of \$73,000 and requested a loan of \$20,000 to complete the project.

Advocacy

Saskatchewan School Boards Association

Members of the Saskatchewan School Boards Association joined Board Trustees and Senior Administration for an Advocacy session at the April 1, 2021, Board Meeting. The session allowed for a period of questions and answers with robust conversation centering around the upcoming budget announcement slated for April 6, 2021.



Director’s Report

Board Policy Review

As part of the Board of Education annual work plan, Trustees review Board Policies during every regular Board meeting. The following policies were reviewed during this meeting:

- Policy 9 Board Representatives;
- Policy 10 Policy Making; and,
- Policy 11 Delegation of Authority.

To access the Board Policy Handbook, visit gsd.ca > [Board](#) > [Board Policy Handbook](#).

Financial Update

Keith Gervais updated the Board with a regular financial update. Gervais projected a surplus for the 2020-21 school year resulting from operational changes due to COVID-19. Gervais also shared information regarding the upcoming Provincial Budget announcement slated for April 6, 2021 when school divisions across the province will be notified of any significant changes to the existing funding formula used for the Education Sector.

Transportation Update

Transportation Manager, Ryan Hall, presented an update from the department. Hall shared that currently GSSD is running 99 regular bus routes after the consolidation of three routes in the Esterhazy, Stockholm and Kamsack areas. Hall highlighted the staffing changes that have occurred within the two bus garages located in Yorkton and Melville. Currently each garage is staffed with a foreman, a journeyman mechanic, and an apprentice. Two student shop helpers have also recently been added to the staffing. Hall indicated that Val Gendreau, a distance learning teacher has been working with the students to ensure they receive Apprenticeship credits while they are employed at the bus garages.

Hall concluded his report with an update on the Scan Card project currently being piloted on eight buses within GSSD, the tender process for new bus purchases, and routing for the fall of 2021-22.

Student Incident Report

Quintin Robertson updated the Board of Education on all out of school student suspensions and incidents of concern. Though March saw an increase with incidents, Robertson highlighted that student suspensions were down significantly from the year before.

Administrative Procedures

Robertson reviewed new or revised Good Spirit School Division Administrative Procedures. Highlighted in Robertson's review was [Administrative Procedure 211 Students With Diverse and Intensive Needs](#).

Upcoming Important Dates

April 8, 2021	SAMA Annual Meeting, Virtual Conference, 1:30 pm
April 11, 2021	Board Chairs Council Meeting 8:30 am – 11:30 am, via Zoom
April 15 & 16, 2021	SSBA Spring Assembly, Virtual Conference
April 16, 2021	Public Section Executive Meeting, 1:00 pm – 3:00 pm, Via Zoom
May	CAA School Safety Patrol and Early Childhood Education Month
May	Saskatchewan Aboriginal Head Start Day
May (dates TBD)	Virtual Employee Benefits Plan Seminars
May 12, 2021	Early Childhood Educator Day
May (dates TBD)	Early Childhood Intervention Program Week
May 31, 2021	Board Chairs Council Meeting, 8:30 am – 9:30 am, via Zoom
June 4, 2021	Public Section General Meeting, 8:30 am – 12:00 pm – Via Zoom

Upcoming Board Meetings: May 6, May 27 (Special Meeting), June 17, August 18 (Evaluation & Special Meeting), August 19.

Location: Zoom

To review [Board Policy 7 Board Operations](#), visit gssd.ca > [Board](#) > [Policy Handbook](#) > [Board Operations](#).

Submissions & Feedback

To submit photos or stories regarding the Board of Education or an individual Trustee in your school community, please contact Heather.Morris@gssd.ca.

For more information related to the Board of Education, visit our website at gssd.ca > [Board](#)

Contact Us

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Create Bright Futures*