

November 2021 Regular Meeting

The regular Board meeting for November 2021 took place via Zoom on Thursday, November 18, 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, and Executive Services Supervisor Heather Morris.

Accountability Report

Financial Report/Audit

During the Accountability Report, Chief Financial Officer, Keith Gervais, presented the 2020-21 Audited Financial Statement which met the following Quality Indicators (QIs):

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

The audit was completed by Gary Kreklewich of Miller Moar Grodecki Kreklewich & Chorney. The opinion of the audit 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, 2021 and the results of its operations and accumulated surplus in accordance with Canadian public sector account standards for other government organizations.

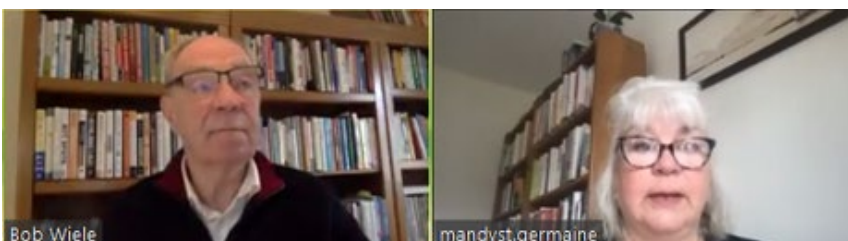
The verbal report from the auditor indicated that audit went very smooth and staff in accounting and payroll were prepared and enjoyable to work with. There were no significant issues identified during the verification process with the Ministry.

Robertson shared that during this time of COVID-19, Gervais and the Accounting and Payroll Departments have done an exceptional job in maintaining the budget.

To view the accountability reports in their entirety, visit gssd.ca > Board > Board Meetings > 2021 11 18 Regular Board Meeting > [Accountability Report – August 31, 2021 Audited Financial Statement](#), [Audited Financial Statement Report](#).

Board Development

One Smart World



Bob Wiele and Mandy St. Germaine from One Smart World conducted a Board development session focusing on using One Smart Worlds' "Smart Tracks". One Smart World allows organizations to succeed further by learning how to think better and work smarter together. The company offers an online platform that combines assessment with a

team problem solving method that engages team members to work collaboratively and accelerate innovation in less time. There is a Smart Tracks template designed for meetings in order to solve problems faster, and get more work done. The Smart Track maps out the thinking and problem-solving process workflow, allowing all team members to think through issues in a systematic way, and within a certain time.

During the development, the Board agreed that they are good at building consensus and that Trustees are very respectful of each other; when difficult decisions are needing to be made, it is very important to listen to each other's view. They are appreciative of fellow Board members and Administration.

Some take-a-ways from the session include:

- Allowing additional time to discuss an issue;
- Prior to making a decision, ask themselves if more information is required or if there are other options available;
- Continue asking questions to gain clarification;
- Appreciating where they each come from (background knowledge); and,
- Diving into the variety of thinking styles.

Advocacy Session

Mental Health & Wellness

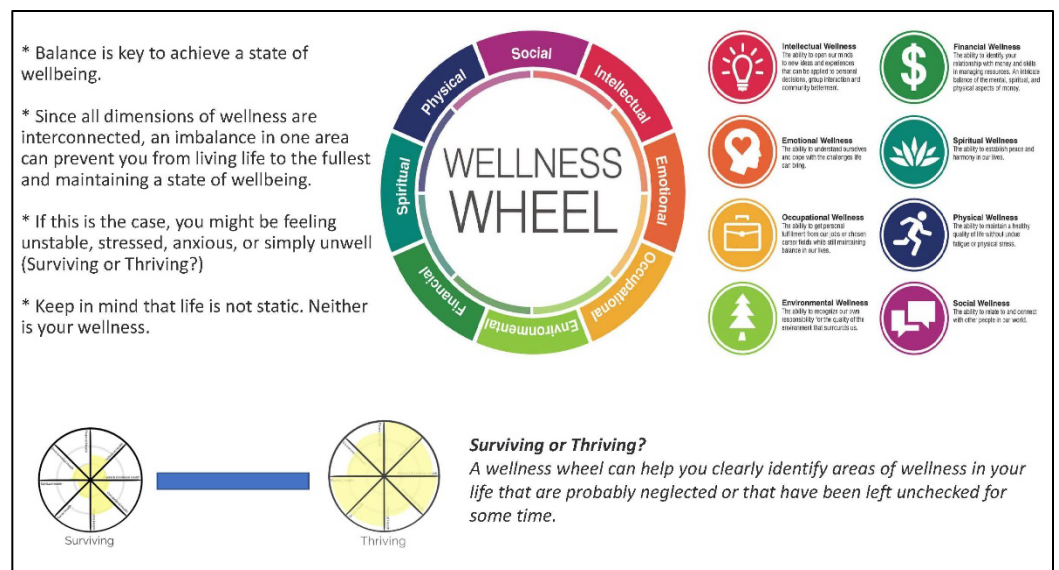
COVID-19 has had a great impact on the well-being of many students, staff, families, and community members across the world. When developing GSSDs 2021-22 Strategic Plan, Administration ensured that mental health and well-being goals were identified by both students and staff. The goals connected to staff mental health and well-being are:

- By June 20, 2022:
 - Staff will report feeling welcomed, included and feel a sense of belonging and caring at work.
 - Staff will develop mental fitness (state of well-being and having a positive sense of how one feels, thinks and acts) to identify emotions and access supports

Representatives from CUPE 4784, DPEA, LINC and GSTA joined the Board meeting during the staff well-being advocacy session. Kyla Christiansen, Curriculum Consultant, Michelle Goulden, Counsellor, and Quintin Robertson provided a presentation titled “Mentally Healthy People in a Mentally Healthy School Division” to those in attendance.

Goulden started out by stating that positive mental health is shaped by elements both within our control and outside our control. This means we need to advocate for change along with building resiliency within ourselves to build skill to deal with adversity and skills to support mental health.

Christiansen shared that the Wellness Wheel represents a person's life and their total well-being. There are numerous interconnected dimensions of wellness, all that impact a persons' mental well-being. The more it is inflated and functioning like a wheel, the more you are thriving. The more it looks like a flat tire, the closer you are to surviving instead of thriving.



Robertson highlighted the supports available for GSSD employees as well as GSSD events/processes/beliefs which promote positive well-being such as SEASTAR nominations, Traumatic Events Response, Mental Health First Aid professional development, the Mental Health presentation delivered by Britton Houdek from SHA, as well as the Division Service Commitment of RESPECT.

Robertson notified the group that a committee will be established to support mental health for mentally healthy school division representatives from each employee group, in the new year.

Christiansen spoke to the group about what everyone can do to enhance their own mental health. She asked, what parts of our professional and personal lives do we have control over? These are the parts where we can support self and others. The questions for reflections and the personal statements in the graphic below provided some considerations for how individuals might inflate and balance their wellness wheels.



Mentally Healthy People in a Mentally Healthy School Division

Questions for Reflection:

- Do I feel a sense of peace and wellbeing in my life?
- What are my values and beliefs? Do my actions reflect them?
- Do I engage in any type of growth practice?
- I take time to think about what's important in my life, where I want to go, and where I fit in.
- Do I listen and consider the perspectives of others?
- Am I a curious person and seek out opportunities to learn or develop a new skill?
- Can I recognize stressors in my life and know how to deal with them?
- Do I enjoy sharing my knowledge with others?
- Do I consider myself to be an emotionally stable person?
- Do I engage in relaxation and stress management techniques?

Personal Statements:

- I like seeking out new challenges.
- I engage in self-development activities.
- I believe my life is meaningful.
- I feel connected to something larger than myself.
- I am a lifelong learner.
- I regularly search for stimulating mental activities.
- I recognize my feelings and am able to express them appropriately.
- I am able to comfort myself when I am feeling troubled or stressed.
- I am able to adapt or adjust to change without stress or worry.

CUPE President, Karla Sastaunik, expressed on behalf of the local some of the challenges the local is facing. Caretakers across the Division are undoubtedly feeling a burden due to COVID-19. There is a shortage in substitute caretakers and it's difficult at times to complete the work. Sastaunik shared that support staff have a high stress level and that their wheels are "lumpy".

DPEA representative, Lariene Thompson, shared that their group communicates and supports each other. The bus drivers strive to keep everyone safe which may be a stressor for some during this pandemic.

Superintendent of School Operations, Mick Parmar, commented that school staff are feeling the impacts associated with the pandemic. There are many learning gaps partially because students are absent due illness or being deemed a close contact.

Goulden and Christianson are both grateful to be part of the mental health and well-being initiatives moving forward.

Chair Simpson thanked the representatives for joining the session and that he looks forward to the day when the Board can celebrate the great things that occur across the division by resuming face-to-face functions such as bus garage barbeques and retirement events.

New Business

2020-21 Annual Report

The first draft of the non-financial portion of the 2020-21 Annual Report was submitted to the Ministry for review on October 18, 2021. Feedback from the Ministry indicated that adjustments to the report were relatively minor therefore, a second review of the draft was not required. The annual report will be reviewed again once the completed financial reporting sections are submitted.

The approved report will be forwarded to the Ministry for presentation in the legislature. Once approved at the provincial level, the report will be posted on the GSSD website.

Board Policy 3 Appendix B Board Member Visits To Schools Amendment

Good Spirit is committed to taking precautions necessary to protect the health and safety of students and employees and to provide and maintain a safe work and learning environment for all. In October of 2021, under the direction of the Board of Education, Good Spirit implemented Administrative Procedure 164 COVID-19 Safety For School Division Employees and Other Individuals.

[Policy 3 Appendix B](#) has been revised to outline COVID-19 safety measure and guidelines for Trustees. This policy will be updated as required and reviewed annually.

Audited Financial Statements and Management Letter

Chief Financial Officer Keith Gervais shared that the audited financial statements have been submitted to the Ministry for final review and are pending minor changes to formatting. Gervais provided a detailed report highlighting the financial position of the school division and bringing clarity to the complex statement.

The Board made a motion to approve the Management Letter and Financial Statements for the year ending August 31, 2021, pending minor changes made after Ministry of Education and Finance format review and approval.

Upon receipt of the final audited financial statements, the documents will be made available on the GSSD website.

Director's Report

Board Policy Review

The Director and Board of Education, as part of their annual work plan, review all eighteen policies and appendixes each year, making revisions to these policies as the Board sees fit.

Executive Services Supervisor, Heather Morris, proposed that section 5 of Policy 2 be amended to reflect the current practice of the Director evaluation and review of compensation. Trustee Johnson suggested that Appendix A Annual Work Plan include a review of the audit process during the August 18, 2022 Regular Board Meeting. The Board agreed to review Appendix B Board Self-Evaluation Process therefore the Executive Committee, Bob Simpson, Jaime Johnson, and Steve Variyan, will meet with Senior Administration prior to the December Regular Board meeting.

Facilities Update

Pat Morrison, Facilities Manager, provided a listing of current projects in the active design phase, scheduled projects, and projects in progress.

Current Projects – Active Design

Project	Budget	Current Status
YRHS Major Capital	Major Capital	Design
Melville Comp Roof Replacement	PMR	Design – Tender Review Dec 16 Board Meeting
Grayson School Roof Replacement	PMR	Design – Tender Review Dec 16 Board Meeting
Macdonald School Roof Replacement	PMR	Design – Tender Review Dec 16 Board Meeting
Sturgis High School Brick Wall Repairs	PMR	Design – 1080 Architecture
Springside School Roof	PMR	Design – 1080 Architecture
Canora Comp Roof Structure	PMR	Design – 1080 Architecture
Canora Comp Home Ec Renovation	PMR	Design – 1080 Architecture
Churchbridge Public Boiler Room Renovation	PMR	Design – 1080 Architecture
Churchbridge Public Entrance Way Renovation	PMR	Design – 1080 Architecture
Esterhazy High School Computer Lab	PMR	Design – 1080 Architecture
Grayson School Phone System	PMR	Planning – GSSD IT and Facilities
Canora Junior Phone System	PMR	Planning – GSSD IT and Facilities
Springside School Phone System	PMR	Planning – GSSD IT and Facilities

Current Projects - Scheduled

Project	Budget	Current Status
Dr Brass Food Insecurity Pantry	Minor Renovations	Scheduled late November
Churchbridge Public Surveillance	Minor Renovations	Scheduled mid-late November
Dr Brass School Surveillance	Minor Renovations	Scheduled mid-late November
YRHS Commercial Freezer Renovation	Minor Renovations	Scheduled during Christmas break

Current Projects – Work in Progress

Project	Budget	Current Status
Esterhazy High Home Ec Renovations	PMR	In Progress
YRHS Roof Replacement	Stimulus	Substantial Completion

Facilities Strategic Plan and Other Facilities Related Items

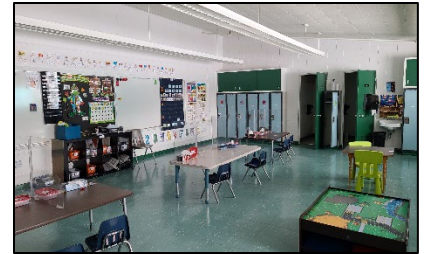
Item	Note
PMR Reconciliation	PMR Reconciliation is a requirement due each year on November 30. It is tied in with the school year end. It is a step where we reconcile all projects from the previous year and update our budget amount for the current year. We have completed our internal system information and plan to complete the asset planner process on November 15 th .
GSSD Safety Program	GSSD will be working with Saskatchewan Association of Workplace Safety to review and improve the safety management system across the Division. A meeting is scheduled for November 16 th with SASWH to kick off the project.
GSSD Preventative Maintenance	A high priority from the Facilities Strategic Plan is to develop an improved preventative maintenance plan. The goal is to set up reoccurring inspections of building envelopes, HVAC systems, roof systems, electrical systems, and playgrounds. Facilities plans to utilize asset planner for these inspections to ensure they are tied into the service requests and projects.

Morrison shared that between September 1 and October 31, the Facilities Department has received 418 service requests, 308 of which have been closed. Morrison commended the team for their efficient outstanding work.



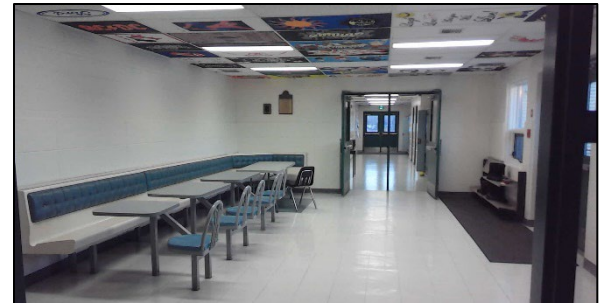
Trustees were pleased to receive an update on the Invermay School facility. Invermay School is a Kindergarten to Grade 12 school with 83 students and is located on the north-west edge of the division.

Morrison highlighted that the Invermay School caretaker freshened up a lot of the school during the extended summer of 2020, including the green trim on classroom millwork and doors.



In 2020, the gym floor was replaced with a hardwood sport floor.

A feature in the school includes a student seating area joining the portables to the rest of the school



During the annual GSSD Facilities and School Administration meeting this past year Principal Melissa Grona indicated that her largest concerns with the school are site drainage, the barrier free entrance requires improvements and the condition of the windows in the staff room and south classroom. These requests have been setup as projects and await approval based on division wide priority.

To view the full “tour” of Invermay School, visit gssd.ca > [Division](#) > [Facilities](#) > [School Tours](#) > [Invermay School](#).

Transportation Update

Transportation Manager, Ryan Hall, presented a Transportation update to the Board of Education. Hall shared the following statistical information:

- Good Spirit School Division began the school year with 99 regular bus routes. The plan is to recruit drivers in the Esterhazy area to reinstate one more route, which would leave GSSD with 100 regular routes.
- There has been a delay in the expected delivery of the eight new Thomas buses, originally thought to be delivered before the start of the school year. Two of these buses have arrived in Regina and are expected to be delivered to the Yorkton bus garage in the coming days. The six remaining buses will be monitored for build completion and transport.

Hall reported that with less COVID-19 restrictions, GSSD Coaches and Consultants will be visiting school regularly again. The increased travel will result in added usage of the division fleet vehicles. The Transportation Department has met with the Curriculum Team to discuss fleet vehicle policy and maintenance.

There is continued collaboration with Administrators, the Tech Department, the Facilities Department, and SK Health to ensure changes in the pandemic plan are implemented and adhered to. GSSD has seen a substantial increase in COVID-19 cases affecting the division, with the majority having transportation implications.

Prior to school returning in the fall, the Transportation Department organized professional development sessions:

- Bus driver in-service meetings occurred on August 16, 17, & 20, with new information presented regarding safety, COVID-19 procedures, routing, and changes to administrative procedures.
- SK Safety Council facilitated 15-passenger van training August 25 & 26, with 27 employees taking part.

GSSD currently has 15 retired vehicles up for auction, with 14 buses and 1 truck being sold. There is currently a tender online for two new fleet trucks (for the facility techs) and one new 15-passenger van (for Melville Comprehensive School). The Transportation Department is currently finalizing the tender for new buses. There are no used buses available, so the purchase will likely involve nine or 10 buses, dependent on the price.

Administrative Procedure Updates

Robertson informed the Board of the Administrative Procedures which went up for feedback and are now approved:

- [AP 164 COVID-19 Safety for School Division Employees and Other Individuals](#)
- [AP 212 Prekindergarten](#)
- [AP 409 Home Based Work](#)

Upcoming Important Dates

December 6, 2021	Board Chairs Council Meeting, 8:30 am – 9:30 am – via Zoom
December 16, 2021	Regular Board Meeting – 10:00 am
February 6-12, 2022	Teacher/Staff Appreciation Week
February 16, 2022	Pink Shirt Day
March 3, 2022	Public Section Executive Meeting, 1:00 pm – 2:30 pm – via Zoom
April 7, 2022	Public Section Executive Meeting, Saskatoon, time TBA
June 2, 2022	Public Section General Meeting and Professional Development Event, Saskatoon Travelodge, 6:30 pm – 9:00 pm
June 3, 2022	Public Section General Meeting and Professional Development Event, Saskatoon Travelodge, 8:30 am – 2:00 pm



Upcoming Board Meetings: December 16, January 27, March 3, March 31, May 5, June 16, August 18
Location: Good Spirit Education Complex
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](#)

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Building Strong Foundations to Create Bright Futures