

March 2021 Regular Meeting

The regular meeting of the Board for March 2021 took place via Zoom on Thursday, March 4, 2021. Trustees who were in attendance included: Bob Simpson, Chairperson, Jaime Johnson, Vice Chairperson, 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, Deputy Director of Education Donna Kriger, Chief Financial Officer Keith Gervais, and Assistant to the Director Heather Morris,.

Accountability Report

Human Resources

Jason Trost, Superintendent of Human Resources, presented a report to the Board which satisfied the following Quality Indicators found within the Director/CEO evaluation.

- 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.

Trost discussed the responsibilities of the Human Resources Department citing examples such as: recruitment and retention, contracts, accommodations, complaints and investigations, progressive discipline, performance management, labour relations, onboarding and responsibility for HR information systems.

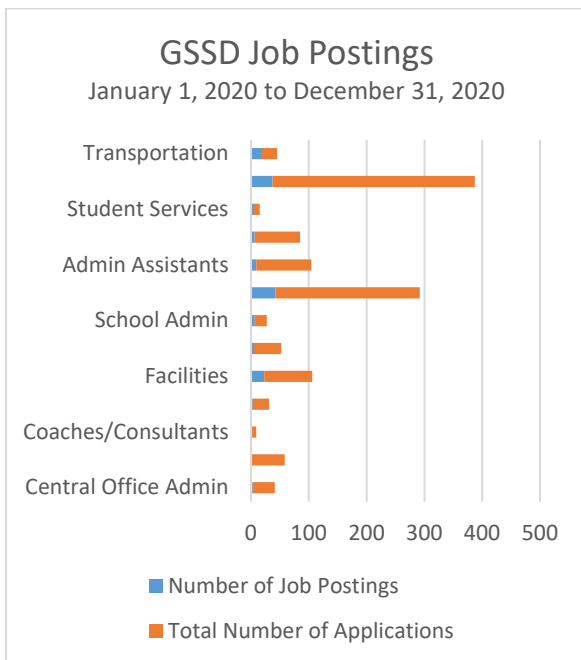
Trost shared the following employee information with the Board members, highlighting the positions held within the school division as well as the number of people working within the scope of the positions.

Positions	Number of Employees
Good Spirit Education Complex	41
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
In-School Staff	746
Professional Staff	382
Educational Assistants	160
Caretakers	59
Building Operators	4
Principals	29

Currently, GSSD would be considered one of the largest employers within the geographic region of East Central Saskatchewan.

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
Transportation	105
Shop Foreman	2
Mechanics	4
Bus Drivers	99
Professional Service Providers (PSP)	29
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
Total GSSD employees	921

Information was also shared regarding the number of job postings during 2020. Trost highlighted that GSSD is seeing a trend whereby employees from external school divisions are demonstrating an interest in working within the Good Spirit School Division.



Trost would have closed out his report with information regarding the newly implemented Human Resources Information System – AtrieveERP. The implementation of the new system has enabled GSSD to achieve efficiencies, realize improvement in collecting and acquiring employee data as well as allowing for digital storage of all personnel documentation.

To view the Accountability Report in its entirety, visit gssd.ca > Board > Board Meetings > 2021 03 04 Regular Board Meeting [Accountability Report – Human Resources](#).

Board Development

Understanding Literacy Intervention/RIME Magic Intervention

Superintendent of Schools, Lisa Wotherspoon, provided the Board development on Literacy Intervention and RIME Magic Intervention, thus satisfying the following Quality Indicators within the Director/CEO evaluation.

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.

Wotherspoon celebrated the work of her literacy team in the areas of consistency of practice, establishing intervention responses for students who struggle and applying “best practice” for literacy instruction. Wotherspoon explained Levelled Literacy Intervention (LLI) involves reading and rereading levelled texts, word work and writing about reading. She identified that it is fast paced and occurs daily. LLI is intended to accelerate the reading growth of primary students in 10 to 12 weeks. For Intermediate readers, she explained that more time is taken, and students can be in the intervention for up to a year.

RIME Magic is a short-term intervention used in GSSD schools. It can be used one-on-one or with a small group of students. Wotherspoon explained that 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.

Currently, GSSD is exploring 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. Wotherspoon shared that currently there are several schools within GSSD trying this model.

The Board Development has been posted to the website: gssd.ca > Board > Board Meetings > 2021 03 04 Regular Board Meeting > [Board Development – Understanding Literacy/RIME Magic Intervention](#).

New Business

2021-22 School Year Calendar

Director/CEO Robertson led a Board discussion regarding the 2021-22 School Year Calendar. Robertson explained the process and deadlines associated with the calendar development which is done in collaboration with Christ the Teacher Catholic School Division.

Robertson provided the following details that are built into the annual school calendar:

1. The school year calendar will contain the following:
 - a. A minimum of **950** hours of instructional time for grades 1 to 12 per year;
 - b. A minimum of **475** hours of instructional time for kindergarten per year;
 - c. Number of instructional and non-instructional days
 - i. A post Labour Day student start time (an amendment to the *Education Act* permits school divisions to commence instruction prior to Labour Day in years when Labour Day falls after **September 5**),
 - ii. Days in lieu;
 - d. Dates of professional development days;
 - e. Holidays and vacation periods
 - i. A minimum of six weeks of summer vacation, and
 - ii. A Spring break with no more than five consecutive days;
 - f. Report card distribution and Student-Led Conference windows;
 - g. High school final examination windows; and,
 - h. Staff meeting windows.

Robertson shared that a survey was constructed to obtain feedback from staff and members of the public based on the options provided. With some 914 respondents voting on two options, the approved [2021-22 calendar](#) was selected with 52.8% of the vote. Details contained within the calendar include:

Name of Day	Number of Days	Pupil Instructional Minutes	Assigned Teacher Minutes
Standard School Day (including Student Leadership Conferences if held during a Standard School Day)	180	310	310
Including Student Leadership Conferences (if held outside a Standard School Day)	4	490	490
Teacher Non-Instructional Day (Teacher Prep, Professional Development Days, School Admin Days, Teacher Conference, Turn Around Days, etc.)	10.5	0	300
Total Days	194.5		
Total Minutes		57,760	60,910
Total Hours		962.7	1,015.16
Kindergarten Total Minutes		28,880	
Kindergarten Total Hours		481.3	

Additional Information:

# August Teacher Non-Instructional days	5
Opening Day of classes	September 1
Instructional Days	184
Minutes per Instructional Day	310
Minutes per Non-Instructional Day	300
Christmas Break	December 20 – January 3
January Departmental exams	January 25-28
Semester Turn-around/ Professional Development	January 31
Prep Day	February 1
Semester 1	92 instructional 7 non-instructional
Semester 2	92 instructional 3.5 non-instructional
February Break	February 21-25
Easter Break	April 15-22
June Departmental exams	June 23-28

Policy 7 Board Operations

At the direction of the Board of Education, Senior Administration has committed to reviewing each Board Policy during a regular Board Meeting for review during the 2020-21 year. During the January 28, 2021, Regular Board meeting, the following edits were requested of [Board Policy 7 Board Operations](#):

- Point 2.1: Include “or through video conferencing”; and,
- Point 9.6: include “or abstained” and remove the repetitive statement.

This satisfies the following Quality Indicators found within the Director/CEO 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.

Director’s Report

Board Policy Review

As part of the Board of Education annual work plan, members reviewed Policy 8 Appendixes Executive Committee Terms of Reference, Finance Committee Terms of Reference, and Transportation Committee Terms of Reference.

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

Board of Education Risk Matrix

During the January 28, 2021, Regular Board Meeting a question was posed, related to the division’s ability to manage risk. Robertson has committed to investigating the practice of other school divisions and to bring forward possible suggestions for improvement.

Financial Update

Chief Financial Officer, Keith Gervais presented a detailed financial update to the Board of Education. Gervais highlighted those areas which are impacted due to COVID-19. Gervais also updated the Board of Education regarding an additional application which was submitted to the Ministry as a means to access Contingency Funding for additional expenses incurred as a result of the pandemic.

Facilities Update

Facilities Manager, Patrick Morrison, presented an update to the Board of Education regarding current and upcoming projects across the school division.

Active Projects

Project	Budget	Complete Date	Current Status
EHS PAA Lab Reno	PMR/CAIF	February 1, 2021	Substantial Completion
GSEC Phase 2 Reno	Reserves	May 1, 2021	Work in Progress
YRHS Roof Replacement	Stimulus Fund.	June 1, 2021	Work in Progress
PJ Gillen School Outdoor Classroom	SCC Loan	March 1, 2021	Work in Progress – On Hold/Spring
Dr Brass Phone System	PMR	July 16, 2021	Work in Progress – On Hold/Summer

Current Scheduled Projects

Project	Current Status
EHS Home Economics Lab	Design
Springside Boilers	Tender Review
Columbia Windows	Procurement
Invermay Fire Alarm	Design
MacDonald School Learning Commons	Planning
Miller School Fence	Procurement
KCI Boiler System	Design
CCS Hydronic Flush	Planning
CPS Accessibility and Barrier Free Improvements	Information Required
MCS Modernization of Science Casework	Planning
Columbia School Concrete Repair	Scheduled - Spring
YRHS PAA Repairs	Planning
Priority Roofing Projects – Across Division	Planning – Tender Preparation
YRHS Major Capital Renovation	Pre - Design
EHS Major Capital 2022-23	Application Submitted

Photos from some of the projects are shared below:

YRHS Roofing Replacement:



EHS PAA Lab Reno





Student Incident Report

Director/CEO Robertson shared the student incident report which discloses student suspensions from across the school division. Robertson highlighted the significant reduction in student suspensions and incidents from previous years.

School Cash Online

Assistant to the Director, Heather Morris, presented information to the Board of Education related to School Cash, the accounting software currently used in GSSD schools. Morris shared that GSSD schools would begin implementing an online version for parents/guardians to use when paying for things such as school fees, yearbooks, school clothing, hot lunches, etc. The new online option will reduce the amount of money changing hands at the school level, creating a number of efficiencies in processing the payments which parents make throughout the school year.

Zonar

Deputy Director, Donna Kriger, updated the Board on the pilot project currently undertaken within the Transportation Department with student scan cards. Currently GSSD has implemented a scan card system on eight buses, some of which are rural, urban, as well as transfer buses. The newly implemented system allows for real time data regarding when students have boarded or disembarked a bus. The data acquired from the scan card system will assist the division in determining students who are riding a bus at any given time in the event of an accident. In the event of a lost child, the system will also be invaluable in determining where a student has scanned on or off a bus. Finally, the system allows the division to determine when buses are nearing capacity which will provide important information for future decisions regarding routes and out of attendance area requests.

Administrative Procedures

Robertson reviewed new or revised Good Spirit School Division Administrative Procedures. Highlighted in Robertson's review were [Administrative Procedure 561 Allowance In Lieu of Bus Service](#) and [Form 561-1 Allowance in Lieu of Bus Service](#).

Upcoming Important Dates

March 2021	One Book, One Province Book: <i>Blanket Toss Under Midnight Sun</i>
March (dates TBD)	Virtual SSBA General Insurance Plan Loss Prevention Seminar
March 15, 2021	Board Chairs Council Meeting 8:30 am – 9:30 am, via Zoom
March 28-29, 2021	26 th National Congress on Rural Education in Canada
April 1, 2021	Regular Board Meeting
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 Month
May	Early Childhood Education Month
May (dates TBD)	Virtual Employee Benefits Plan Seminars
May 6, 2021	Regular Board Meeting
May 12, 2021	Early Childhood Educator Day
May 27, 2021	Special Board Meeting
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
June 17, 2021	Regular Board Meeting
August 18, 2021	Director/CEO Evaluation, 9 am – 12:30 pm
August 18, 2021	Board of Education Evaluation, 1-4 pm
August 18, 2021	Special Board Meeting, 4-4:30 pm
August 19, 2021	Regular Board Meeting

Upcoming Board Meetings: April 1, 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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Visit us online at

www.gssd.ca

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Create Bright Futures*