

FROM THE BOARD

HIGHLIGHTS FROM THE
NOVEMBER 17, 2022 MEETING



November 17, 2022 Regular Meeting

The regular Board meeting for November 2022 took place at the Good Spirit Education Complex on Thursday, November 17, 2022. Trustees who were in attendance included: Chairperson Jaime Johnson, Vice Chairperson Steve Variyan, Trustees Jade Anderson, Chris Balyski, Gilda Dokuchie, Shannon Leson, Jan Morrison, Nicole Pohl, Bob Simpson, and Lois Smandych. Division office staff in attendance included Director of Education/CEO Quintin Robertson, Chief Financial Officer Keith Gervais, Superintendent of Schools Shaune Beatty, and Executive Services Supervisor Heather Morris.

Chair Johnson opened the meeting by welcoming Superintendent of Schools Shaune Beatty and Canora Composite School Vice Principal Derek Serdachny.

Approval of Minutes

The [October 6, 2022, Regular Board](#) meeting and the [November 1, 2022, Conference Call](#) meeting minutes were approved and posted to the website.

Accountability Report

Facilities

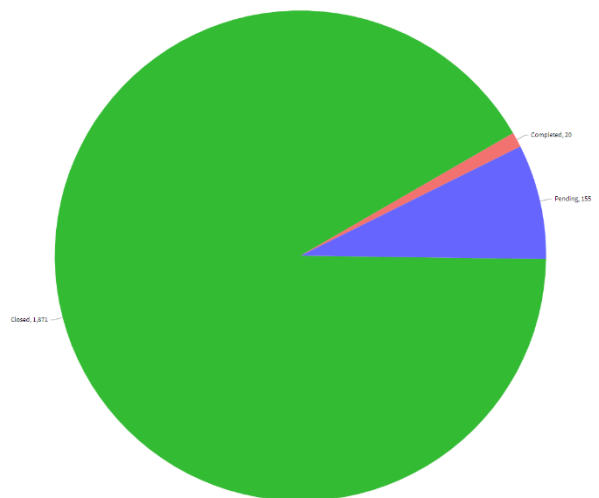
Chief Financial Officer, Keith Gervais, shared that the key measures used in the Facilities Accountability Report were GSSD's 2022-23 Strategic Plan, AssetPlanner data, and Preventative Maintenance and Renewal Funding Programming.

To review the projects completed during the 2021-22 school year, as well as the current and upcoming 2022-23 projects, check out the [Accountability Report – Facilities](#) at gssd.ca (Board > Board Meetings > 2022 11 17 Regular Board Meeting).

Trustee Smandych posed the question regarding the upcoming roof project at Saltcoats School, "Why don't they complete the entire roof?" Robertson responded by saying, "It is dependent on the evaluation and the longevity of each section."

Gervais shared that the contractors at the Yorkton Regional High School have been planning the major capital project work in a way to minimize classroom disruption. This project is delayed due to late equipment delivery.

During the 2021-22 school year, 2,406 service area requests were logged. School Administration log their service requests into AssetPlanner and then the Facilities team uses the data to plan



out their work schedules. Carmal Kittler, Facilities Assistant, ensures that pictures and notes are uploaded to AssetPlanner when the work is complete.

Key strategies employed by Facilities:

- Preventative Maintenance
 - Developed and implemented an annual building envelope inspection system.
 - Completed 3rd party playground assessments throughout the summer
 - Revised their approach to roof inspections and project prioritization
- Projects
 - Continue to utilize the project management features within AssetPlanner and evolve the existing system.
- Staffing
 - Restructure the technician roles by moving the Building Technicians into the Facilities Technician team to better serve the Division as a whole.
- Safety
 - Kicked off the Safety Management System project with Saskatchewan Association for Safe Workplaces in Health (SASWH).

Future strategy implementation:

- Preventative Maintenance
 - Develop internal HVAC and Electrical inspection workflow and checklists.
 - Schedule preventative maintenance inspections and service requests daily within AssetPlanner.
- Projects
 - Develop or revise GSSD project management documents, forms and workflows including project tender, pre job planning checklist, and project status report.
- Staffing
 - Review team roles and responsibilities to ensure the current model is working.
 - Create a GSSD Caretaking manual to help the future of the coordinator position.
- Safety
 - Implement the GSSD Safety Management System project (2–3-year project).

In summery, the Facilities Department is a team of lifelong learners and will continue to improve and evolve all tasks and responsibilities under the Facilities umbrella. They live and breathe the GSSD service commitments, and the safety and education of GSSD students will always be the utmost priority.

Board Development

Bus Route Development

Transportation Manager, Ryan Hall, introduced two members of the Transportation Team: Laurel Pitsula, Transportation Assistant, and Becky Hoffmann, the Transportation Routing Assistant. Hall shared that Hoffmann is very knowledgeable of the routing process while much of Pitsula's time is spent on organizing bus extra-curricular trips and finding substitutes for bus drivers.

The software used to assist in the design and analysis of bus route development is BusPlanner. Hoffmann shared that student contact and address information is pulled from the student data system, MySchoolSask, every night. Realtime and historical data is pulled from the GPS platform.

Once the routes are developed, the Transportation Department looks at bus capacity and pick-up times. If there is a route that starts fairly early, a few stops will be removed and then BusPlanner recalculates the routes. When bus routes are scheduled, Hoffmann sends the information to the bus driver to collect feedback based on local context.



*Photo above (from left to right)
Laurel Pitsula, Becky Hoffmann,
Ryan Hall*

If a transportation request is received during the school year, the student is placed on the closest route. Hall mentioned that when a student resides halfway between two routes, they take into consideration current student ride times, the age of the student, bus capacity, additional kilometers, and cost to the Board. When the decision is made, BusPlanner will recalculate the route.

Trustee Leson asked, “Does the GPS calculate the speed and stops?” Hall responded by stating, “Yes, the GPS system will provide speed travelled and stop time data.” Robertson added, “It will even report when the door opens and closes.”

Trustee Simpson asked, “Does every bus have a camera?” to which Hall confirmed, “Yes, every bus has a camera system on it.”

Hall responded to Chair Johnson’s question of “How do you decide which driver gets which route?” by stating, “They generally choose the driver closest to the route. However, if a new driver is onboarded and lives closer, they don’t move the current driver from the route because they have developed relationships with the families.”

BOARD DEVELOPMENT
TOPIC: BUS ROUTE DEVELOPMENT

STRATEGIC PRIORITY
EFFECTIVE POLICY AND PROCEDURE
HEALTHY, SUSTAINABLE PHYSICAL & SOCIAL ENVIRONMENTS
November 17, 2022

Information for the Board - 10 Fast Facts

- The program used by Good Spirit School Division to assist in the design and analysis of bus route development is BusPlanner. The software is a part of the Canadian software company Georef Systems. BusPlanner has a multitude of tools for analysis, information-sharing, and optimization.
- Bus route development may vary, dependent on how and when the current routes operate, as well as how a new request arrives for transportation.
- If numerous changes occur, or there is a great deal of driver turnover in a certain area, the transportation department may look at starting from scratch to optimize routing in an area. When this is done, all stops are analyzed and added to new routes. The transportation department would connect with drivers in the area to determine usable roads and if there are any concerns in the area.
- The maps below show what an area may look like before and after analysis.
- Once the routes have been designed, they would be sent to the respective drivers for feedback. If minor changes are needed, the changes would be entered to have the routes finalized.
- If a transportation request is received throughout the school year, or after routes are finalized, the request will be reviewed, with the student(s) being placed on the route nearest to the residence.
- When a transportation request is received with no obvious route choice for the transportation department, further evaluation is needed. (As seen in the map below)
- In cases as seen to the left, the following are reviewed to make a decision on which route to add the new stop to:
 - The ride time of any affected students on the routes
 - The ride time of the new student(s)
 - Additional kilometers for each route
 - Functional roads (winter vs. summer)
 - Bus capacity
- Board Policy 16 and Administrative Procedure 305 dictate eligibility of transportation.
- When a request is received that would go against GSSD policy and procedure, it is sent to the Transportation Committee for a recommendation, then to the Board of Education for a decision. When reviewing these requests, the following details assist in making the decision:
 - Ride times of affected students on the route
 - Ride time of the student(s) to be added to the route
 - Cost to the Board
 - The precedent that may be set
 - Impact to the viability of the school
 - Reputational impact
 - Legal Impact

LEARNING WITHOUT LIMITS...ACHIEVEMENT FOR ALL

Hall explained that cancellations are typically left up to each bus driver based on local context and safety however, there are times when division-wide cancellations occur due to bad weather conditions.

Pitsula informed the Board that currently, there are approximately 31 sub bus drivers across the division. The Board recognizes that bus driver recruitment continues to be a challenge. The division is in the process of reviewing a new position for a permanent substitute bus driver to help minimize cancellations. The successful applicant would be trained on multiple bus routes in the event there is a need for a sub driver. On days where the individual is not required to drive, they will be available to perform tasks such as assisting in the bus garage or picking up parts.

On behalf of the Board, Vice Chair Variyan complimented the high level of competency in the Transportation Department. They recognize that their job can be very stressful at times and acknowledged their exceptional work.

To access the detailed [Board Development – Bus Route Development](#) report, visit gssd.ca (Board > Board Meetings > 2022 11 17 Regular Board Meeting).

Relationship Building/Advocacy Session

School Community Councils

The Board of Education believes in relationship building – working to build or maintain ethical relationships, networks or contacts with people who are, or may be, potentially helpful in achieving mutually beneficial goals.

School Community Councils (SCCs) are comprised of elected individuals from the community; they are school-level advisory bodies who are required in every school. Members representing each SCC meet regularly in an assembly to share ideas with each other and do important work in collaboration with their respective school. The Division believes

that effective communication among the school, the home, and the community assist in the promotion of the system's goals of education.

Fourteen SCC members joined the Board to discuss division-level communication and SCC professional development opportunities developed by the Board.

To begin the conversation, Robertson asked the SCC members to provide a "plus", "minus", and/or "interesting" comment on the Division's most recent In Focus publication. The following feedback was shared:

Plus	Minus	Interesting
<ul style="list-style-type: none">• There was great representation from around the Division contained in the report.• Shows accountability to the Division's strategic plan.• Great to see what staff are engaging in on professional development days. It shows the parents that the day is very beneficial.	<ul style="list-style-type: none">• The publication is very long.• Doesn't print in black and white very well.	<ul style="list-style-type: none">• It would be great to have schools share it in their libraries.• The print-based resource is easier to read.

The Division will look at ways of sharing smaller snippets of the In Focus and developing a "black and white" version as well.

Robertson spoke to the newly developed professional development (PD) modules and encouraged SCCs to review a couple per year. The GSSD SCC PD plan suggests beginning with module 1 (Roles and Responsibilities of SCC Members) and module 4 (SCC Communication) during year one. Each module includes a video and documentation to follow along with. The professional development content is available at gssd.ca > Parents > School Community Councils > [professional development](#).

New Business

Policy 2 Role of the Board

Gervais recommended to increase the current purchasing threshold from %50,000 to \$100,000 in an effort to gain efficiency and work in a timely manner with vendors. The proposed changes to the policy will ease staff workload and allow them to react sooner for purchasing.

Amended [Policy 2 Role of the Board](#) has been posted to the website.

Policy 8 Committees of the Board and Appendix Finance Committee Terms of Reference

The Finance Committee, a standing committee of the Board, reviews any contracts or tenders greater than \$100,000 in advance of bringing them to the Board as a whole. The intent is to reduce discussion at the board level and keep meetings flowing smoothly.

Administration has had some challenges with the additional layer added, especially for purchases that occur year over year or are related to Preventative Maintenance and Renewal projects such as roofing. Therefore, Gervais proposed an increase from \$100,000 to \$500,000 to gain efficiency.

Amended [Policy 8 Committees of the Board](#) and [Appendix Finance Committee Terms of Reference](#) have been posted to the website.

2021-22 Annual Report

As outlined in *The Education Act, 1995*, each fiscal year, every board of education shall submit to the minister, a report on the activities of the board of education for the preceding fiscal year and a financial statement showing the business of the board of education.

Morris presented the first draft of the non-financial portion of the 2021-22 Annual Report for approval. Following Ministry approval of the 2021-22 financial audit, the financial component will be included in the report and submitted to the Ministry for final approval. Once final approval has been received, the 2021-22 Annual Report will be presented in the legislature and posted on the GSSD website.

Audited Financial Statements and Management Letter

Gary Kreklewich, Prairie Strong Chartered Professional Accountants lead auditor, met with the Board Executive Committee on November 4, 2022, to review the findings and the draft financial statements.

Gervais reported that GSSD received a clean audit report, and that staff were praised for their excellent work and timely response to inquiries.

Director's Report

Board Policy Review

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

Trustees didn't report any recommended changes to Board Policy 3 Role of the Board Member, Appendix A Services, Materials, and Equipment Provided to Trustees and Appendix B Board member Visits To Schools.

Transportation

Hall reported that GSSD currently has permanent staff in place for all 97 bus routes. An analysis will continue to determine the viability of having student shop helpers in the bus garages. If the option is viable, the position will be reinstated during semester two.

Work currently being started or currently in the stages of being completed includes:

- SGI has amended the safety inspection process to include electronic submissions. Training has begun and will soon eliminate paper copies.
- BusPlanner Workflow will be implemented in the near future. After some minor concerns were addressed regarding communication with new software, the transportation department will complete testing to ensure a smooth transition.
- The bus garages have tested new software from Mitchell which will assist with work orders, shop manuals, fleet management, and inventory control. The Yorkton bus garage is working through any issues with the software to ensure full implementation will occur.
- The bus garage staffs have received online training manuals from Cummins and are at various states of completion. The training is very informative and beneficial. The costs have been covered by Warner Industries and Cummins Canada.
- The Transportation Department has received some feedback regarding routes in the Calder area. Three routes have received changes to minimize ride times of students in that area. The amendments have been met with positive results.
- The Melville/Grayson boundary change has been implemented. Some minor concerns were identified, which caused changes to be enacted for the Melville urban bus route to optimize efficiency.
- Bus driver in-services occurred August 22 and 23. A considerable amount of information was distributed over the two days, including presentations by Constable Hank of the CN Police.

- Training for 15-passenger vans was completed by Saskatchewan Safety Council August 25 and 26, for approximately 45 GSSD employees.
- After a considerable delay with the new buses ordered by GSSD, two of the buses have arrived at the dealer in Canada. The remaining buses are expected to be in the possession of GSSD before the end of November.

Administrative Procedures

Robertson noted that the following administrative procedures were reviewed, finalized and posted to the website:

- [AP 300 Admission of Students to Schools](#)
- [AP 435 Performance, Development & Feedback Review – Support Staff](#)
- [AP 479 Supervision and Evaluation of Central Office Staff & Professional Service Providers](#)

GSSD Professional Development Opportunities

December 8, 2022	GSSD Aspiring Leaders Instructional Leadership Pop-Up Session
January 19, 2023	GSSD Aspiring Leaders Emotional Intelligence Pop-Up Session
January 30, 2023	Transportation Department First Aid Training; Practical Applied Arts Professional Learning Community, Band Professional Learning Community, Library Technician Professional Learning Community, Educational Assistant Professional Learning Community, and Teaching Treaty Outcomes Through Play for PreK, Kindergarten and Grade 1 Teachers
February 6 & 7, 2023	Violence Threat Risk Assessment
February 9, 2023	GSSD Aspiring Leaders Safe Schools Pop-Up Session
February 16, 2023	GSSD Aspiring Leaders Decision making Styles Pop-Up Session
March 15, 2023	Non-Violent Crisis Intervention Refresher Training
March 30, 2023	GSSD Aspiring Leaders Supports for Leadership Pop-Up Session
April 28, 2023	GSSD Aspiring Leaders Organizational Management & Conclusion Session

Trustee and Senior Administration Conference Reports

- Board Chair Johnson, Director/CEO Robertson, Chief Financial Officer Gervais, and Executive Services Supervisor Morris attended the Johnson Shoyama Governance Training in Regina on October 20, 2022. Highlights from the session included the following:
 - An overview of what good governance is
 - The fundamental work of the Board
 - Attributes of effective Board Chairs
 - Restraint
 - Patience
 - Availability
 - Not industry knowledge
 - Role of the Board and the CEO
 - Express the public's wishes, preference, priorities
 - Provide insight and accountability
 - Contributes professional and administrative expertise
 - Provide advice and evidence to the Board in making decisions
 - Keys to Success
 - Positive organization culture
 - Communication skills
 - Problem solving skills – interests versus positions
 - Decision making processes
 - Strong emotional intelligence
 - Model a collaborative tone
 - Shift judgement into curiosity
 - Adhere to interpersonal values of trust, respect, integrity, honest and caring
 - Model a learning mentality
 - Positions versus interests

- Two Step Problem Solving Process
 - Identity the problem or issue
 - Decide on a solution
- Emotional intelligence
 - Perceiving emotions
 - Understanding emotions
 - Managing emotions
 - Using emotions
- Final thoughts
 - Make sure your division has a governance model that fits our size and scope
 - Streamline decision-making
 - Effective, efficient meetings
 - Your objective should be to help the organization effectively meeting its responsibilities and oversight mandate

To support the GSSD Well-At-Work initiative, Trustee Smandych and Director Robertson attended the Pan-Canadian Summit in Edmonton on November 8 & 9, 2022. Highlights from the Summit Included the following:

- Well-being results from a foundation of trust
- All players in an organization come as equals as it relates to well-being. Everyone must have a voice.
- Self-care must be built into life – work life integration vs. balance
- Mastery – autonomy – sense of purpose and generosity are vital to well-being
- Relationships over logistics – heart and head of workplace well-being
- Communication must be multi-directional and continuous
- Concept of wellness must be a group concept – no one can make you well. Moving away from the individual to the collective.
- Change management – input must come from the grassroots level
- Move from talk into action
- The best way to predict the future in an organization is to create it
- Reduce the distance between the Board and Senior Leadership and the people we lead
- We must always ask ourselves Who’s Wellness Matters to us. Who are we willing to disregard?
- What do employees want from their employer?
 - Culture and environment (Trust, Equity, Diversity, Inclusion, Connections)
 - Leadership for Well-being
 - Systemic Workplace Well-being (Strategic plan, Direction, Data, Share Language)
 - Communications
 - Change Management

Upcoming Important Dates

December 5, 2022	Board Chairs Council Meeting – via Zoom, 8:30-9:30 am
December 15, 2022	Regular Board Meeting
January 26, 2023	Regular Board Meeting
January 23-29, 2023	Family Literacy Week – <i>Theme: Celebrate Your Heritage</i>
January 27, 2023	Family Literacy Day
February 15, 2023	Pink Shirt Day
February 20, 2023	Family Day
February 22, 2023	Public Section Executive Meeting – 1:00pm – 2:00pm via Zoom
March 2, 2023	Regular Board Meeting
March 13, 2023	Board Chairs Council Meeting – via Zoom, 8:30-9:30 am
March 30, 2023	Regular Board Meeting
April 5, 2023	Public Section Executive Meeting - Saskatoon
April 5-6, 2023	Spring Assembly, Saskatoon (Delta Hotels by Marriott)
April 7, 2023	Good Friday

April 10, 2023	Easter Monday
May 4, 2023	Regular Board Meeting
May 22, 2023	Victoria Day
May 25, 2023	Special Board Meeting, 1-5 pm
May 29, 2023	Board Chairs Council Meeting – via Zoom, 8:30-9:30 am
June 1 & 2, 2023	Public Section General Meeting and Professional Development Event - Regina
June 15, 2023	Regular Board Meeting
August 16, 2023	Director/Board Evaluation, 9 am-4:30 pm
August 17, 2023	Regular Board Meeting



Upcoming Board Meetings: December 15, 2022, January 26, 2023, March 2, 2023, March 30, 2023, May 4, 2023, June 15, 2023, August 17, 2023

Location: Good Spirit Education Complex

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

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

*Building Strong Foundations to
Create Bright Futures*