

**THE REGULAR MEETING FOR THE BOARD OF EDUCATION OF THE  
SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION**

**Board Room, Education Centre**

**545 – 11<sup>th</sup> Street East**

**Prince Albert, SK S6V 1B1**

**Monday, August 26, 2024**

**Time: 2:00 p.m.**

**AGENDA (#24R-7)**

- 1. Call to order by Board Chair**
- 2. Land acknowledgement – Board Chair Darlene Rowden**
- 3. Declaration of conflict of interest**
- 4. Motion to move into Closed Session**
- 5. Regular session convenes at 3:30 p.m.**
- 6. Adoption of the agenda**
- 7. Consent items**
  - (a) Adoption of the Regular meeting minutes – June 17, 2024
  - (b) Administrative Procedure Changes
- 8. Accountability reports**
  - (a) Human Resources Accountability Report – *C. Trann / J. Court*
- 9. Business arising from the previous meeting**
- 10. New business (Board Committee Reports, Trustees' items and Notice of Motions)**
  - (a) Matters and Motions brought forward from Closed Session of August 26, 2024
  - (b) External Board Committees
  - (c) Provincial Update
  - (d) Verbal Update on Appointment of J. Smith-Windsor to CSBA Vice- President – *D. Rowden*
  - (e) SSBA Information – Bylaws and Amendments – *D. Rowden*
- 11. Reports from administrative staff**
  - (a) Director's Update – *N. Finch*

**12. Notice of Motion**

**13. Three key messages for SCC/public from meeting**

**14. Board members’ forum**

**15. Adjournment**

<b>CALENDAR OF EVENTS</b>	
<b>Monday, September 16, 2024</b> <b>Time: 9:00 a.m.</b>	Pipe ceremony (optional) Kinistino Public School
<b>Monday, September 16, 2024</b> <b>Time: 11:00 a.m.</b>	Elders Council – Muskoday First Nation
<b>Monday, September 16, 2024</b> <b>Time: 2:00 p.m.</b>	Regular meeting, Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK

**AUGUST/SEPTEMBER**

***Regular Board Meeting Agenda Items***

- Review nomination of a program for the Premier’s Award for Innovation
- Approve Board Development Plan
- Approve Board Advocacy Plan
- Draft Resolutions for Submission to the SSBA Convention
- Review Auditor’s Plan
- Review Human Resources Accountability Report

***Events/Action***

- Saskatchewan Rivers Student Voice Workshop
- Elders Council / Summer Pipe Ceremony

***Budget Considerations***

- Budget Work Plan

**OCTOBER**

***Regular Board Meeting Agenda Items***

- Approve Board Advocacy Plan
- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Review Legal Update of any outstanding cases
- Review Draft Annual Report and Provide Direction, if any
- Review Student Learning Accountability Report
- Review School Goal Achievement Accountability Report

***Events/Action***

- SCC Orientation Session
- SCC Regional Meeting (optional)

***Budget Considerations***

- Review budget development timelines, principles and guidelines

**MEETING DATE: August 26, 2024**

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>8.8</u>	

**FROM: N. Finch, Director of Education** **ATTACHMENTS** [v]

**BACKGROUND**

**RE: ADOPTION OF THE MINUTES OF THE REGULAR MEETING**

- June 17, 2024 Regular Meeting Minutes

**RECOMMENDATION**

*That the minutes of the Regular meeting of June 17, 2024 be approved as presented.*

**NO. #2024R-6 (MONDAY, JUNE 17, 2024)**

**MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, JUNE 17, 2024, AT 12:30 P.M. IN THE BOARD ROOM, EDUCATION CENTRE, 545 11<sup>TH</sup> STREET EAST, PRINCE ALBERT, SK**

**PRESENT:**

**MEMBERS OF THE BOARD**

**MRS. C. BLOOM**, Trustee

**MR. B. GEROW**, Trustee

**MR. G. GUSTAFSON**, Trustee

**MR. B. HOLLICK**, Trustee

**MR. A. LINDBERG**, Trustee

**MR. A. NUNN**, Vice-Chair

**MS. D. ROWDEN**, Board Chair

**MS. J. SMITH-WINDSOR**, Trustee

**DR. M. VICKERS**, Trustee (absent)

**MR. B. YEAMAN**, Trustee

**SENIOR ADMINISTRATION**

Mr. N. Finch, Director of Education

Mr. M. Hurd, Superintendent of Facilities

Dr. G. Tebay, Superintendent of Schools

Mrs. J. Hingley, Superintendent of Schools

Mr. J. Pidborochynski, Chief Financial Officer

Mrs. J. Ward, Administrative Services Officer

C. Bloom provided her verbal land acknowledgement for the school division.

Trustees were given an opportunity to declare a conflict of interest.

**MOTION TO MOVE INTO CLOSED SESSION:**

**#24R-45**

***Moved by G. Gustafson that the meeting move into Closed Session with Board and Administration present.***

***Carried.***

Regular meeting resumed.

**OTHERS:**

M. Oleksyn, Prince Albert Daily Herald

**ADOPTION OF THE AGENDA:**

**#24R-46**

***Moved by C. Bloom that the agenda be approved as presented.***

***Carried.***

**CONSENT ITEMS:**

**#24R-47**

***Moved by A. Lindberg that the following consent items be approved:***

***(a) That the minutes of the Regular meeting of May 13, 2024 be approved as presented.***

***(b) Financial Statements – for the Third Quarter Ending – May 31, 2024.***

***Carried.***

June 17, 2024

**ACCOUNTABILITY REPORTS:**

**(a) Accountability Report – Community Engagement**

G. Tebay, Superintendent of Schools, reviewed the Community Engagement Accountability Report for information.

**#24R-48**

***Moved by C. Bloom that the Board approve the Community Engagement Accountability Report as presented.***

***Carried.***

**(b) Transportation Services Accountability Report**

**#24R-49**

***Moved by B. Yeaman that the Board approve the Semi-Annual Transportation Report as presented.***

***Carried.***

**NEW BUSINESS:**

**(a) SRPSD Trustee Schedule for Land Acknowledgement at Board Meeting**

**#24R-50**

***Moved by A. Lindberg that the land acknowledgement rotation for trustees for August, September and October 2024 be approved as presented.***

***Carried.***

**REPORTS FROM ADMINISTRATIVE STAFF:**

**(a) 2025-2028 Preventative Maintenance and Renewal Plan**

**#24R-51**

***Moved by J. Smith-Windsor that the 2025-2028 Preventative Maintenance and Renewal Plan be approved as presented.***

***Carried.***

**(b) SRPSD Responses to the Truth and Reconciliation Commission's Calls to Action**

J. Hingley provided a summary of SRPSD's focused work on the TRC's Calls to Action for 2023-24 school year for information.

**KEY MESSAGES FOR SCC/PUBLIC FROM BOARD MEETING:**

- Community Engagement Accountability Report.
- Year End Congratulations & Celebrations.
- Truth and Reconciliation Conciliation Report.

**BOARD MEMBERS' FORUM:**

Trustees were given an opportunity to share information on items of mutual interest.

June 17, 2024

**MOTION TO MOVE INTO CLOSED SESSION:**

**#24R-52**

*Moved by G. Gustafson that the meeting move into Closed Session with Board and Administration present.*

*Carried.*

**NEW BUSINESS:**

**(a) Motions from the Closed Session of June 17, 2024:**

**#24R-53**

*Moved by D. Rowden that the following motion be brought forward:*

*1. That the Board Chair send a letter to T. Lennox-Zepp that the Board has approved its budget for 2024-25 and that the literacy support teacher position will not be reinstated at King George Public School as per the evolution of the capacity building project.*

*Carried.*

*2. That the Board continue the opportunity to move forward a bylaw amendment regarding Public Section representative on the SSBA Executive at fall and spring SSBA meetings.*

*Carried.*

*3. That the cybersecurity services proposal from SaskTel and Artic Wolf be approved and authorize the use of technology reserve to cover the costs for the 2024-25 fiscal year.*

*Carried.*

*4. That the financial statements for Early Childhood and Development Program – Kids First Project be approved.*

*Carried.*

*5. That the financial statements for the Early Years Family Resource Centre be approved subject to minor revisions.*

*Carried.*

**ADJOURNMENT:**

**#24R-54**

*Moved by A. Lindberg that the meeting adjourn. (4:24 p.m.)*

*Carried.*

**SIGNATURES:**

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Administrative Services Officer

\_\_\_\_\_  
Date of Approval

**MEETING DATE: August 26, 2024**

<b>Type of Meeting</b>	<b>Agenda Items</b>	<b>Intent</b>
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>2</u> _____	

**FROM: N. Finch, Director of Education** **ATTACHMENTS**

**BACKGROUND**

**RE: ADMINISTRATIVE PROCEDURES CHANGES**

The following Administrative Procedure has been developed.

- AP 150: Securing the Facility Protocol (revised) – changed title

**RECOMMENDATION**

*For Board information.*

## Administrative Procedure 150

---

### LOCKDOWN SECURING THE FACILITY PROTOCOL

#### Background

Saskatchewan Rivers Public School Division is committed to providing a safe and caring learning and work environment for all students and staff. Environmental dangers, verbal threats or behavior that may pose a risk to others will be taken seriously and responded to in a proactive way. Efficient preparation and effective responses have been developed through collaboration with community emergency partner agencies.

In some emergent instances, a safe evacuation from a school or facility may be required to protect students and staff. The response may be to initiate either a perimeter lockdown or a school/facility lockdown an action to secure the facility.

#### Procedures

1. Two Three different lockdown levels measures may be used, depending on the emergency situation:
  - 1.1 Shelter in Place ensures that the all occupants of the facility are secure from an external environmental threat, such as a severe storm, pipeline or hazardous material explosion near or on school property. The school remains accessible to the public.
  - 1.2 Perimeter Lockdown Hold and Secure is used when an emergency happens near a school/facility and an increased level of security is required. In this scenario, the threat is known to be outside the facility or school. The exterior doors are locked to ensure that individuals do not leave nor enter the building. With approval from administration, people are only allowed to enter or exit the school/facility through the front doors. Hold and Secure may also be used to restrict movement in a school/facility to preserve the dignity of an individual during a response to a situation of distress.
  - 1.3 School/Facility Lockdown is used when a threat is inside or thought to be inside the school or facility and alerts staff and students of imminent danger.
2. School administrators are responsible for educating staff and students regarding the procedure to follow during perimeter and school/facility lockdowns.
3. One perimeter lockdown "Hold and Secure" drill is to be practiced each school year.
4. A minimum of two school/facility lockdown drills are to be practiced each school year.
5. Inform parents the same day that a lockdown drill or actual event any of the three above-mentioned measures has occurred been enacted.

Revised: August 26, 2024



**MEETING DATE: August 26, 2024**

<b>Type of Meeting</b>	<b>Agenda Items</b>	<b>Intent</b>
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>10</u>	

**FROM: D. Rowden, Board Chair**

**ATTACHMENTS [ v ]**

---

**BACKGROUND**

---

**RE: SSBA INFORMATION – SUBMISSION OF BYLAW ADMENDMENTS AND RESOLUTIONS - 2024**

The 2024 SSBA Fall General Assembly will be held in Regina on December 1 to 3, 2024.

The SSBA memorandum (attached) is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General meeting.

---

**RECOMMENDATION**

---

*For Board information and decision.*

August 15, 2024

TO: Chairs, Boards of Education, Conseil scolaire fransaskois,  
Directors of Education and Chief Financial Officers  
cc. Resolutions and Policy Development Committee, Darren McKee, Executive  
Tom Fortosky, Catholic Section  
Norm Dray, Public Section

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2024 AGM

---

The 2024 Fall General Assembly will be held in Regina at the Delta Hotels by Marriott on December 1-3, 2024. Bylaw Amendments and Resolutions are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is tentatively set for December 2, 2024. The purpose of this memorandum is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

The Executive, a board of education, the Conseil scolaire fransaskois or a group established in accordance with Bylaw No. are entitled to sponsor bylaw amendments and resolutions.

**Bylaw Amendments:**

1. Bylaw No. 11, Paragraph 4, states that bylaw amendments are to be submitted to the Resolutions and Policy Development Committee "at least 45 days prior to the day on which the annual general meeting commences".

This year the **deadline for submission of bylaw amendments** is 4:30 p.m., **October 16, 2024.**

Every bylaw amendment is to **be submitted in writing** by email (see below) and **accompanied by a rationale explaining the background and reasons** for the amendment containing sufficient detail so that members may form a reasonable judgment about it. An amendment to one provision of a bylaw may necessitate consequential changes to other parts of the bylaws, and those consequential amendments must also be included. If you have questions regarding bylaw amendments, please contact Krista Lenius at (306)569-0750 ext. 120 or [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca).

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than November 8, 2024.

**Resolutions:**

1. Bylaw No. 10, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 31, 2024**. Resolutions received by the deadline will be presented by the Committee at the AGM.

(Paragraph 5 of Bylaw No. 10 provides for submission of resolutions that “directly relate to a matter that has arisen after the deadline for submission” at least 5 days prior to the commencement of the general meeting.)

2. Every resolution is to **be in writing and accompanied by a rationale explaining the background and reasons for the resolution.**

A resolution from 2010 called for the Committee to ask sponsors to provide, where applicable, a simple estimate of the anticipated cost and staff resources that would be required to act on the resolution. The Resolutions and Policy Development Committee have developed an SSBA Resolutions Costing Rubric to assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing. A copy of the SSBA Resolutions Costing Rubric is attached to this letter.

Boards of Education will need to identify the position statement that the proposed resolution relates to and how the resolution relates to the SSBA Strategic Plan or Provincial Education Plan.

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than November 8, 2024, and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards of education or the Association will do, rather than directing others, over whom the Association has no control, to act.
6. Resolutions received by the deadline will be presented at the AGM by the Committee. Any board that wishes to present a resolution after the deadline for submission will have to obtain the consent of the delegates at the annual general meeting after all reported resolutions have been disposed of. (Bylaw No. 10, paragraph 6).

**Bylaw amendments and resolutions must be submitted by email to Krista Lenius,  
Administrative Paralegal: [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca). You will receive an email  
confirmation that your submission has been received.**

### SSBA Proposed Bylaw Amendments/Resolutions Costing Rubric

Purpose: To assist Boards of Education to more effectively identify costs associated with proposed bylaw amendments or resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the bylaw amendment or resolution they are proposing.

	<b>Low Cost &lt;\$1,000</b>	<b>Medium Cost \$1,000-\$10,000</b>	<b>High Cost &gt;\$10,000</b>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>Minimal advocacy, potentially a letter to a government official or Ministry.</li> <li>1-2 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> </ul>	<ul style="list-style-type: none"> <li>Moderate advocacy which may include letters to government officials or Ministries, and follow up.</li> <li>2-4 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing advocacy throughout the year.</li> <li>&gt; 5 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> <li>A working advisory group may need to be created.</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>The proposed action will require minimal utilization of existing SSBA services/resources.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed action will significantly draw upon SSBA services/resources.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed action includes elements that require existing SSBA services/resources, and/or requires services and/or resources beyond those provided by the SSBA.</li> </ul>
<b>Unanticipated Costs</b>	<ul style="list-style-type: none"> <li>There is minimal likelihood of the action resulting in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are generally known.</li> </ul>	<ul style="list-style-type: none"> <li>There is a moderate likelihood that the action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are relatively anticipated or assumed.</li> </ul>	<ul style="list-style-type: none"> <li>There is a high likelihood that the action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the proposed bylaw amendment or resolution are primarily unknown.</li> </ul>





# Accountability Report

---

## Human Resources

**Jeff Court, Superintendent of Schools**  
**Cory Trann, Superintendent of Schools**

**August 26, 2024**

# Accountability Report

## SOURCE DOCUMENTS:

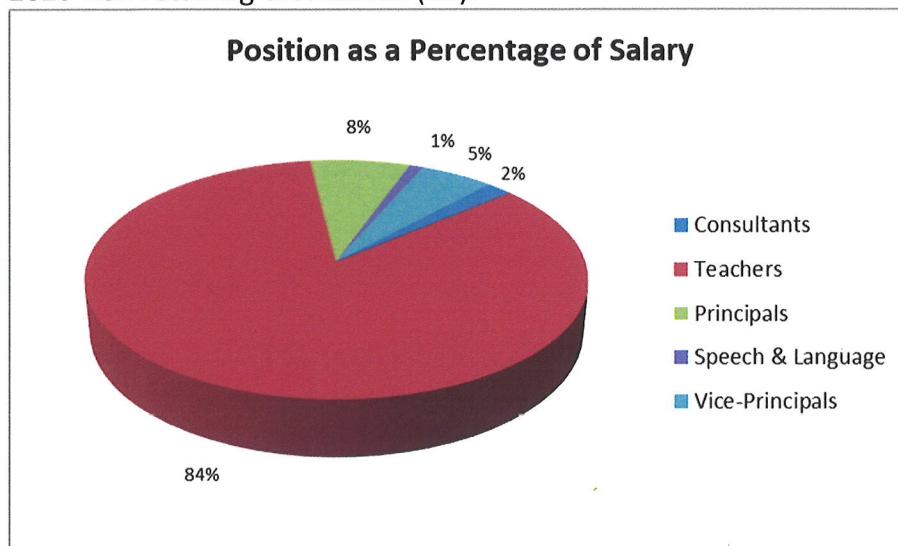
1. SRPSD Policy 16 states the following “all staff is to be hired to assist the Board in carrying out its vision, mission, and goals”.
2. SRPSD Policy 13, item 3, states the following for the Director’s role:
  - 3.0 Personnel Management**
    - 3.1 Has overall authority and responsibility for all personnel-related issues, save and except: the development of mandates for collective bargaining and those personnel matters precluded by Board policy, legislation or collective agreements.
    - 3.2 Monitors and improves the performance of all staff.
3. The role for Human Resources is outlined in Administrative Procedure 400; with the procedures outlined for recruitment, selection and placement of all teaching staff. This includes the assigning of all teacher contracts.
4. The SRPSD Strategic Plan 2024-2030 with Learning and Innovation (LI), Mental Health and Well-Being (MH), Inclusion and cultural responsiveness (INC), Citizenship and relationships (CR) and Governance and leadership as our priorities (GL). Please note the abbreviations given will be utilized throughout the document to show connection to the strategic plan.

## EVIDENCE:

### Teachers

During the 2023-24 school year, the number of teachers in classrooms was 553 FTE; this includes 32 principals and 25 vice-principals. We had 18 female and 14 male principals and 17 female and 7 male vice-principals in 2023-2024. In addition, there were 25 FTE’s who work out of the Education Centre; this includes speech and language pathologists, consultants, coaches and a teacher librarian at the TRC.

The total budget for teachers and administrators is approximately \$52.2M, the following is the 2023-2024 staffing breakdown (GL):





## Accountability Report

---

All contracts given to teachers are bound and determined by *The Education Act, 1995* and the *Provincial Collective Bargaining Agreement* which is monitored by the Saskatchewan Teachers' Federation (STF). Many different moves were made which includes new teacher hires, changes in temporary and replacement contracts and transfers.

We saw 10 teachers apply for the Early Resignation- (6 Option A, 4 Option B) Incentive and 6 teachers retire that did not qualify for the incentive. Between March and June, we had 11 other teachers on continuing contracts resign. This is a modest turnover of 4.9%. The early resignation incentive plays a major role in allowing us to avoid redundancy and teacher hiring efficiently.

The total teacher allocation was reduced 8.0 FTE teachers for the 2023-2024 school year through our budget allocation and is directly related to our enrolment. Board allocated funds provided for 8.0 school-based literacy coaches, and additional funding provided 2.0 teachers for Michif language and culture, 3.5 for Following Their Voices programming, 0.5 Family Resource Centre program designer, and a 0.5 Kids First Coach.

The monitoring and evaluation of staff is done in accordance to Administrative Procedure 428: Evaluation of Employees and 430: Supporting Professional Practices (Teachers, In-School Administrators and Consultants). All teachers are required to submit a Professional Growth Plan to their principal (vice-principals are often part of the process) by October 15<sup>th</sup> of each school year. This outlines their professional goals and ensures they are aligned with the school and Division goals. The teacher will meet two more times during the year to monitor progress and look at school data. Continuing this year will be conversations related to AP 443: Teacher Transfers. This allows for an early discussion with all teachers regarding transfers. This will enhance the pre thinking that is required regarding where the next school experience might be for individual teachers. (LI, GL)

Our Division runs a very successful First and Second Year Program. All 'new' teachers belong to the First Year Program. Both first and second year teachers meet formally throughout the year. They also have formal classroom visits from the superintendent in charge of the program. In the 2024-25 school year, this program will continue to be the responsibility of Superintendent Jeff Court. (LI)

Our Division offers educational bursary support to a maximum of \$85,000.00 as outlined in the *Teacher Local Bargaining Agreement - Article 7*. For the 2023-24 school year, we had 56 applicants for the school year and paid out a total of \$52,217.40.

Our Division also offers an educational leave amounting to a maximum of 2.0 FTE/year as outlined in the *Teacher Local bargaining Agreement - Article 5*. For the 2023-24 school year, one .5 FTE teacher was approved for the year.

## Accountability Report

---

The recruitment of teaching staff is a year-long focus but is most active January through March with SRPSD attending two consistent career fairs - University of Regina (U of R) and University of Saskatchewan (U of S) and sometimes other fairs when required. These career fairs allow the division to make contacts with graduating education students and recruit the best for our division. SRPSD has a strong relationship with SUNTEP campus in Prince Albert and their interns within our schools. Being connected helps us with the recruitment of the tougher to fill positions like Cree Language, French Immersion, Senior Science/Math and early years for example. (INC, CR & GL)

Human resources endeavors to maintain the substitute teacher list at about 200 teachers. Over the past couple of years, we have had difficulty to maintain an adequate sub list. SPTRB has allowed us to add teacher candidates to our sub list that are finished their internship but not their education degree. This has been of great value both for SRPSD and teacher candidates.

During the 2023-24 school year, a new Automated Dispatch System (ADS) was implemented to attend to the callout and acceptance process for substitute teacher assignments. The ADS system intrinsically integrates the teacher leave of absence process with an automated call out process to find replacement teachers for future absences and day of absences.

### Transfer history:

Year (spring of)	APPROX # of transfers (Staff Survey)	APPROX # of Transfers (AP 443)	APPROX Total number of transfers	Number of admin transferred
2018-19	15	24	39	16
2019-20	34	18	52	3
2020-21	40	15	55	14
2021-22	41	12	53	10
2022-23	18	14 (includes 7 DLC)	32	9
2023-24	14	10	24	10

Please note - In 2024-25, we will have five new administrators, three principals and two vice-principals. Also, the transfers above do not include teachers on temporary contracts or returning from a leave and being placed in a different school. The transfer number is calculated from those that are currently at work and on a continuing contract. (LI & MH)

### Teacher/Sub absences

DESCRIPTION	Total as of June 30/20	Total as of June 30/21	Total as of June 30/22	Total as of June 30/23	Total as of June 30/24
Number of times we were unable to secure Teacher subs	81.5	374.5	724.5	358.5	655.5

# Accountability Report

## Absence Comparison for Teachers

The chart below outlines the total absences per month for teachers. It includes all types absences and all teachers including administrators, principals, consultants and coaches. (MH)

	2019-20	2020-21	2021-22	2022-23	2023-24
September	722.5	688	1103	1156.5	987.5
October	1231.25	1314	1347	1436.5	1347
November	1133.5	1601.5	1399	1529.5	1613
December	850.5	910	893.5	988.5	1157
January	1235	817.2	1728.5	1263.5	1059
February	981.7	726.5	1133.6	1137	1225
March	787	1228	1790.9	1542.5	1566
April	124.5	1012.5	1219	957.5	1196
May	196.5	1403	1736.5	1554.5	1760
June	381.8	1605.75	1767.5	1588	1395
	<b>7644.25</b>	<b>11306.45</b>	<b>14118.5</b>	<b>13154</b>	<b>13303</b>

## CUPE

During the 2023-24 school year, the number of CUPE employees was at 489 FTE; this includes 233 educational associates (EAs) who make up the highest number of CUPE employees. These numbers are based on the last day of work for EAs which was June 26, 2024. SRPSD has 62 FTE (36 Mentors, 2 Grad/Mentor Support Coaches, 5 KidsFirst employees, 2 Literacy Camp Coordinators, 1 French Monitor, 9 Nutrition Coordinators, 4 Before & After School Coordinators, 3 Family Resource Centre Coordinator/Facilitators) that are non CUPE members and are either under contract or considered employees through separate funding arrangements. The 62 FTE referred to does not include our 26 Out of Scope personnel (7 Managers, 2 Assistant Managers, 3 Administrative Assistants, 1 Office Assistant, 3 Payroll Clerks, 2 IT, 1 CFO, 5 Superintendents of Schools, 1 Superintendent of Facilities, 1 Director) which include 6 LEADS members.

All contracts given to CUPE are bound and determined by *The Education Act, 1995* and the *CUPE 4195 Local Bargaining Agreement*.

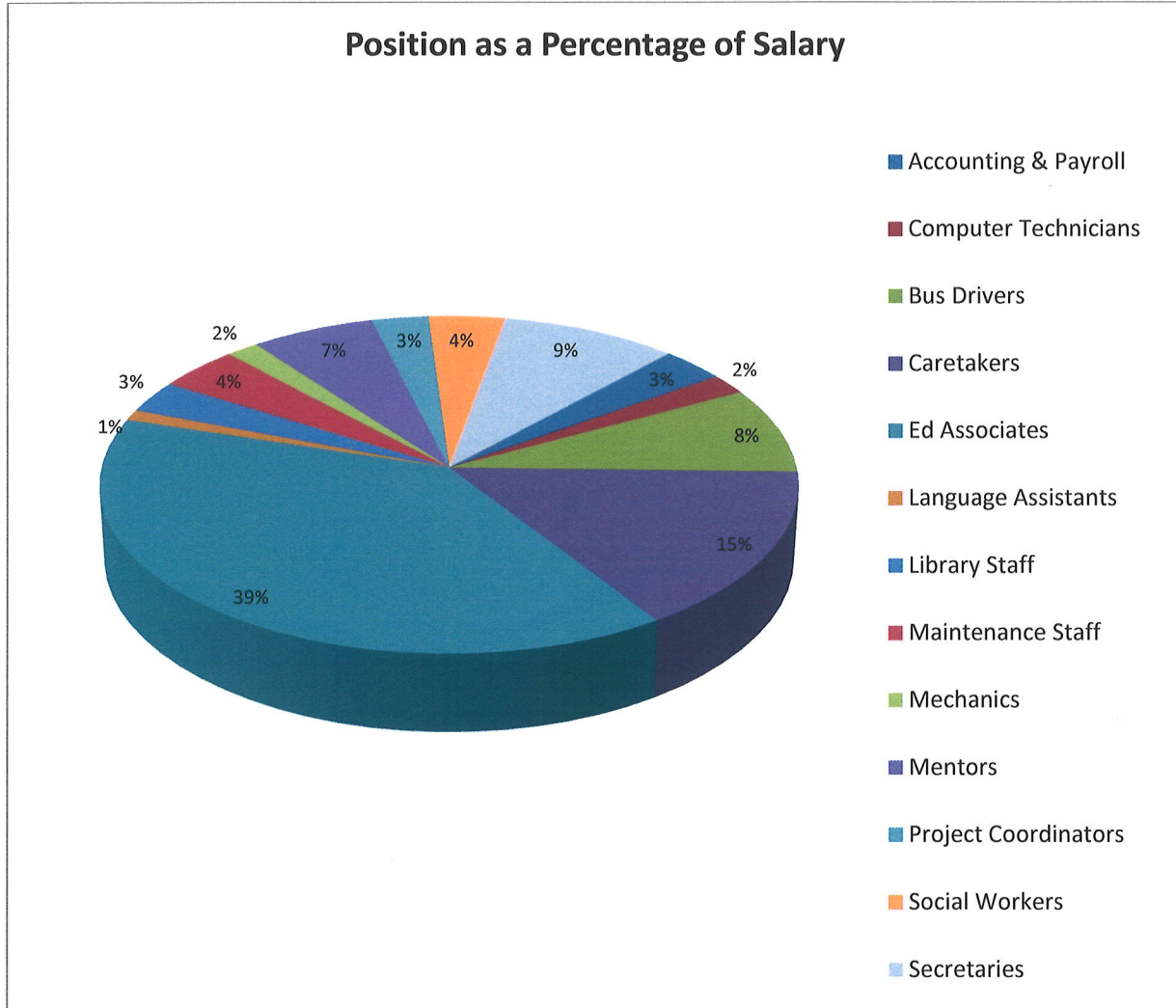
The recruitment of CUPE staff is a year-long focus and are working towards increasing our substitute list in many of our CUPE classifications. Continuous advertisements and interviews run year-round to increase the number and availability of casual employees (CR).

SRPSD takes on practicum students from Saskatchewan Polytechnic, University of Saskatchewan and First Nations University. In 2023-24, the Division had 45 practicum students in many classifications work with our students (LI).

# Accountability Report

Interaction with CUPE resulted in discussions multiple times throughout the year. Labour Management meetings are scheduled every second month and take place when required. CUPE did not bring forward any grievances for the sixth year in a row, which is a celebration. Since 2013 we have had 22 grievances and are proud of the relationships we have built with CUPE and strive to solve issues prior to them being grieved (CR).

The total salary for non-teacher employees \$21.9M, the following is the 2023-2024 staffing breakdown (GL):



Staffing for CUPE for the 2024-25 school year went well and was completed by mid-July, 2024. We are constantly staffing throughout the year as employees leave for different reasons at all times of the school year. Delays in EA staffing this year were connected to late confirmation of Jordan's Principle funding for additional EA support.

## Accountability Report

---

The Division continued to focus on Return to Work over the 2023-24 school year. Over the past years we have had the following (MH):

2018	15 Time Loss incidents	826 lost days
2019	18 Time Loss incidents	585 lost days
2020	8 Time Loss incidents	667 lost days
2021	12 Time Loss incidents	474 lost days
2022	16 Time Loss incidents	270 lost days
2023	10 Time Loss incidents	307 lost days
2024	3 Time Loss incidents – Please note this is only until June 30, 2024	294 lost days

### Other information (GL & CR):

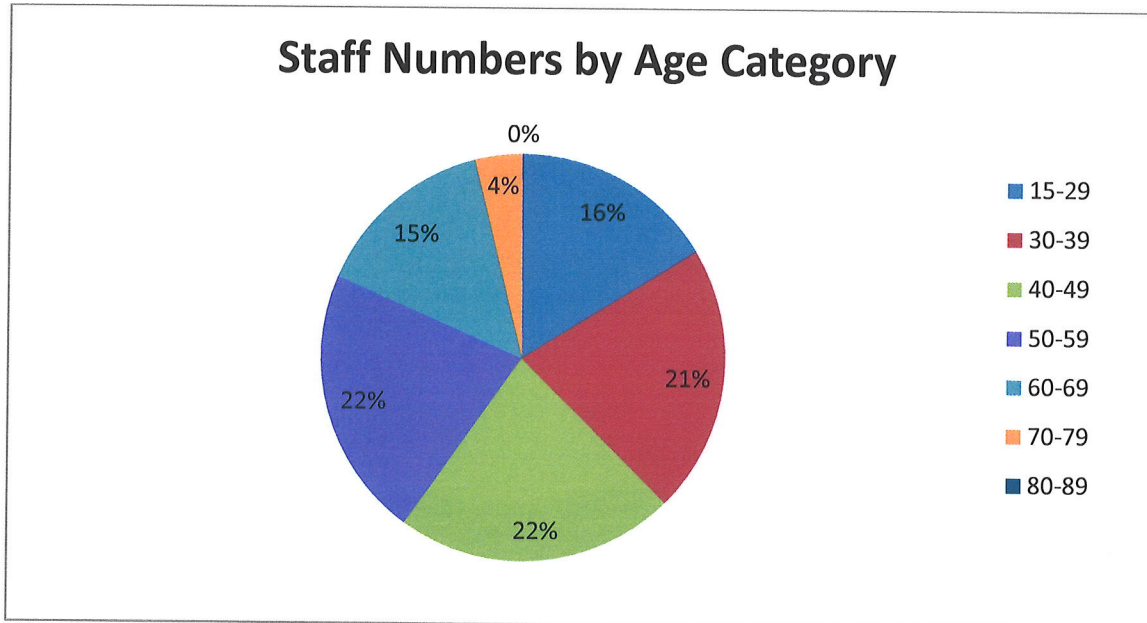
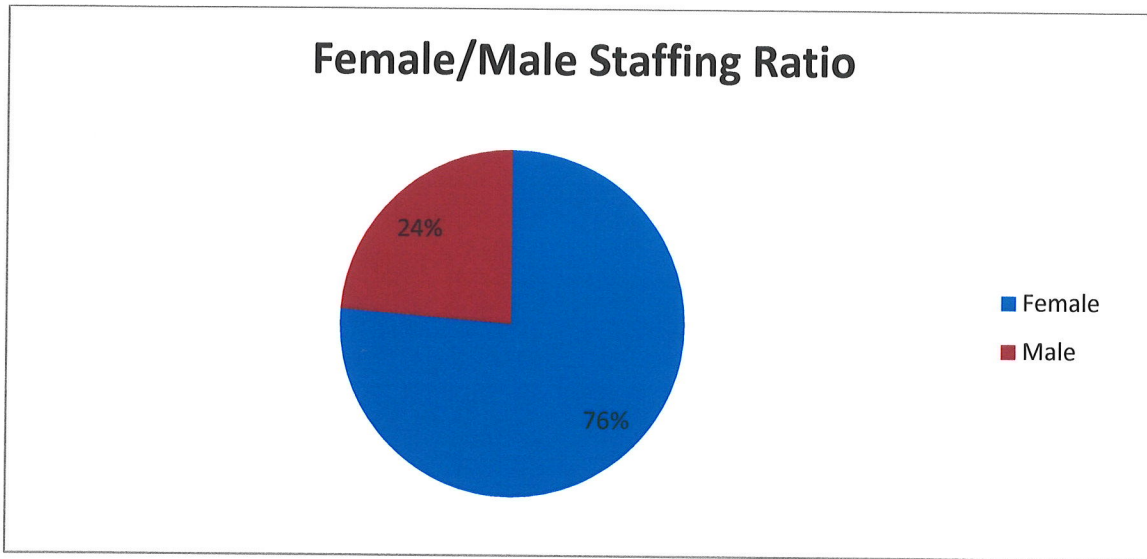
DESCRIPTION	Total as of June 30/20	Total as of June 30/21	Total as of June 30/22	Total as of June 30/23	Total as of June 30/24
Total number of EAs on Sub List	156	169	169	197	203
Number of CUPE Assignment Changes including NEW HIRES (PERM & TEMP)/ LEAVES/RESIGNATIONS/RETIREMENTS/TERMINATIONS (July 1 to June 30 each year)	503	412	423	506	488
Number of times we were unable to secure EA subs	109	131.5	453.5	279.5	505.5
New to EA Sub List	102	68	94	106	105
CUPE employees on the sub list (all non EAs)	134	138	126	133	130
Number of grievances from CUPE	0	0	0	0	0
Total number of practicum experiences	7	26	35	40	45

# Accountability Report

## C. All Human Resources

Employee satisfaction survey process is under review by the HR department during the 2024-2025 school year.

In 2023-2024 we had 1732 employees as of June 25, 2024. This number includes teachers, CUPE, Non-CUPE Support, OOS, and subs, the following graphs show some of the demographics of those SRPSD employees (INC):



## Accountability Report

### Number of FNMI educators on contract with Saskatchewan Rivers SD 119.

FNMI Status	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Metis	159	158	157	166	163	155	164
First Nation	18	21	19	23	22	26	26
<b>Total FNMI Educators</b>	<b>177</b>	<b>179</b>	<b>176</b>	<b>189</b>	<b>185</b>	<b>181</b>	<b>190</b>
<b>Total Number of Educators</b>	<b>592</b>	<b>592</b>	<b>582</b>	<b>592</b>	<b>584</b>	<b>567</b>	<b>583</b>

### Risk Management (LI, MH, INC, CR & GL):

We will ensure that the Human Resources supports the reduction of risk to the organization in all areas outlined in SRPSD risk register. Specifically, a focus continues to be on Division Expectations and Staff Engagement as well as student enrolment. As a Division by recruiting, training and supporting staff in student learning, we enhance the engagement of our staff and students. The impact on enrolment will continue to be positive if we find ways to tell our story and truly provide a learning experience that is *Excellence for Every Learner*. Once students join us, we strive to have them stay with us throughout their PreK-12 experience.

September 30 enrolment from 2017 and on:

30-Sep-17	30-Sep-18	30-Sep-19	30-Sep-20	30-Sep-21	30-Sep-22	30-Sep-23	30 – Sep – 24 Projected
9157	8991	8916	Data not reliable	8969	8874	8614	8777

### ADMINISTRATIVE IMPLICATIONS:

#### A. Successes

We are able to place teacher candidate interns in our schools from the multiple universities, including SUNTEP, U of S, U of R, Minot and FNUC. These interns are with the division for a four month placement which allows the principals and cooperating teachers to have a sound knowledge regarding the strengths of these interns. We also recruited teachers from within the province and across Canada. For the 2023-24 school year, we had 26 interns join us. We also had 60+ first, second and third year student teaching opportunities for teacher candidates within SRPSD. (LI)

We have worked with the College of Nursing to place nursing practicum students into our schools. These students help teachers and staff facilitate health and wellness programming in the schools. The number of practicum students continues to grow year after year. (LI)

# Accountability Report

---

With our recruitment process, we were able to fill all French Immersion, Cree language and other difficult to fill positions early and not lose them to other divisions. We typically hire mid-school year for the upcoming year. We find that the earlier we consider our staffing needs the more effective the staffing process becomes while providing assurance for school staffing needs. (GL)

Our staff consistently exemplify true professionalism in everything they do. Their support and dedication for our students demonstrates itself in countless ways and is visible in commitment our staff have for our students, regardless of the challenges or situations that arise. Their dedication is appreciated and it is a crucial part of the responsive and joyful learning environment we strive to maintain for our students' growth and well-being. (CR)

## **B. Challenges**

The quantity of behavioural and learning needs of our students continue to increase each year. Our staffing process offers a wide variety of supports effectively and efficiently for our students, however with the increased needs it seems like more could always be utilized to benefit students.

We need to continue to focus on maintaining an adequate sub list for all classifications. It has been more difficult to fill some positions, but it is starting to get better as time goes on.

## **GOVERNANCE IMPLICATIONS**

1. Based upon the report, it is recommended the Board maintain current direction for ensuring staff budget remains at level that best serves our students.



**MEETING DATE: August 26, 2024**

Type of Meeting	Agenda Items	Intent
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Closed Session	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Consent Item
<i>Primary Policy Reference:</i>	<u>8.4 &amp; 13</u>	

**FROM: N. Finch, Director of Education** **ATTACHMENTS**

**BACKGROUND**

**RE: DIRECTOR UPDATE**

**1. Jordan's Principle**

Approval for 27 EAs was given on July 18<sup>th</sup>, this is a total of just over \$1.2 Million in additional supports. On August 8<sup>th</sup>, 41.5 Mentors were approved with funding of \$2.35 Million to support this.

Although we submitted the application a month earlier (April 1), the processing took an additional 6 weeks for EAS and 9 weeks for mentors in comparison to last year. We are thankful for the funding and the additional supports were secured over the end of July into August.

Most mentor and educational associate positions will be filled prior to school start up.

**2. Strike Savings for School Divisions**

Savings the division had during the strike action will help offset any increased cost for the eventual collective Bargaining Agreement. School divisions are not to spend these funds for any purpose until further direction is given.

**RECOMMENDATION**

*For Board information and discussion as warranted.*



Government  
of  
Saskatchewan

Ministry of Education  
Deputy Minister  
5th Floor, 2220 College Avenue  
Regina, Canada S4P 4V9

August 14, 2024

Directors of Education

Dear Directors of Education:

Thank you for providing the Ministry of Education with information regarding your expense savings from the strike action taken by the Saskatchewan Teachers' Federation during your fiscal year 2023-24. As I wrote to you on January 19, 2024, the savings realized by school divisions were not to be spent or allocated for any other purpose and that further direction would be provided later.

In consideration that school divisions' year-end is August 31st, I am writing to you now to advise that strike savings are to be used to offset increased costs for the eventual Collective Bargaining Agreement. The Education Funding branch will provide further information regarding the accounting treatment of this adjustment for your fiscal year-end.

Please contact Angela Chobanik, Executive Director, Education Funding, at 306-787-6042 or [angela.chobanik@gov.sk.ca](mailto:angela.chobanik@gov.sk.ca) with any questions.

Your cooperation is much appreciated.

Sincerely,

*Clint Repski*

Clint Repski

cc: Jason Pirlot, Assistant Deputy Minister, Education  
Sameema Haque, Assistant Deputy Minister, Education  
Angela Chobanik, Executive Director, Education Funding, Education  
Rhiannon Shaw, Executive Director, Corporate Services, Education  
School Division Chief Financial Officers

---