

**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, September 16, 2024**

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

**AGENDA (#24R-8)**

- 1. Call to order by Board Chair**
- 2. Land acknowledgement – Vice-Chair Alan Nunn**
- 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 – August 26, 2024
  - (b) Administrative Procedure Changes
  - (c) Revised 2024-2025 Board Annual Work Plan
  - (d) Financial Statements – for the Period Ending August 31, 2024 – Preliminary
- 8. Accountability reports**  
(if any)
- 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 September 16, 2024
  - (b) External Board Committees
  - (c) Provincial Update
- 11. Reports from administrative staff**
  - (a) Director's Update – *N. Finch*
  - (b) Artificial Intelligence (AI) Information – *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>Wednesday, October 2, 2024</b> Time: 6:00 to 8:00 p.m.	SCC Orientation session (optional) Education Centre, Board Room, 545 – 11th Street East, Prince Albert, SK
<b>Monday, October 21, 2024</b> Time: 2:00 p.m.	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:** September 16, 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

- September 16, 2024 Regular Meeting Minutes

**RECOMMENDATION**

*That the minutes of the Regular meeting of September 16, 2024 be approved as presented.*

**NO. #2024R-7 (MONDAY, AUGUST 26, 2024)**

**MINUTES OF THE REGULAR MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO119 FOR THE BOARD OF EDUCATION HELD ON MONDAY, AUGUST 26, 2024, AT 2:00 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

**MR. B. YEAMAN**, Trustee

**SENIOR ADMINISTRATION**

Mr. N. Finch, Director of Education

Mr. J. Pidborochynski, Chief Financial Officer

Mr. C. Trann, Superintendent of Schools

Mr. J. Court, Superintendent of Schools

Dr. G. Tebay, Superintendent of Schools

Mrs. J. Ward, Administrative Services Officer

D. Rowden 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-55**

***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-56**

***Moved by A. Nunn that the agenda be approved as presented.***

***Carried.***

**CONSENT ITEMS:**

**#24R-57**

***Moved by G. Gustafson that the following consent items be approved:***

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

***(b) Administrative Procedure Changes.***

***Carried.***

**ACCOUNTABILITY REPORTS:**

**(a) Accountability Report – Human Resources**

J. Court and C. Trann, Superintendents of Schools – Human Resources, reviewed the Human Resources Accountability Report for information.

**#24R-58**

***Moved by G. Gustafson that the Board approve the Human Resources Accountability Report as presented.***

***Carried.***

**NEW BUSINESS:**

**(a) Verbal Update on J. Smith-Windsor election to the CSBA Vice-President**

D. Rowden congratulated Jaimie Smith-Windsor on her being elected as the Vice-President at the Canadian School Boards Association. J. Smith-Windsor provided a verbal update on some of the roles of the CSBA.

**REPORTS FROM ADMINISTRATIVE STAFF:**

**(a) Director’s Update**

• Jordan’s Principle Funding

Approval for EAs was given for a total of just over \$1.2 Million in additional supports and mentors were approved with funding of \$2.35 Million. The division is thankful for the funding and the additional supports were secured over the end of July into August.

• Strike Savings for School Divisions

The 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.

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

- Welcome Back to students, staff, and community.
- Human Resources Accountability Report.
- J. Smith-Windsor – Vice-President with the Canadian School Boards Association.

**BOARD MEMBERS’ FORUM:**

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

**ADJOURNMENT:**

**#24R-59**

***Moved by that the meeting adjourn. (4:29 p.m.)***

***Carried.***

**SIGNATURES:**

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

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

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

**MEETING DATE:** September 16, 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 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 revised due to the implementation of the new provincial policy on use of technology in the classroom for K-12 schools in Saskatchewan. The changes have been **highlighted** and the deletions ~~strike through~~ for reference.

- AP 810: Acceptable Use of Technology for Students

**RECOMMENDATION**

*For Board information.*

## **ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS**

### **Background**

The development of technological skills by students should be encouraged and facilitated through the provision of access to a variety of resources in a manner that promotes learning and the well-being of members of our school communities.

The Division is committed to the belief that:

- Technological literacy enhances the development of the whole child.
- Equitable access to technological services for educational purposes is a high priority.
- The central purpose of providing computers is for the benefit of student learning.

The term “acceptable use” means that all users of technology agree to access resources in a manner that is consistent with adopted guidelines and protocols.

It is a reality that electronic access to information and networked services significantly increases the information available to students, including information sources that have not been screened in advance. Accordingly it is vital that students be made aware of Division guidelines and protocols on an annual basis.

This procedure is designed to balance the users’ ability to benefit fully from information technology with the need for secure and effectively allocated technological resources. To support this balance, the procedure outlines the use of personal electronic devices in schools. The Division reserves the right to restrict or deny access to any user who does not comply with Division guidelines and protocols. Independent access to network services is provided to users who agree to act in a considerate and responsible manner.

### **Definitions**

**Instructional time:** Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the division

**Personal Electronic Devices:** Personal Electronic Devices include, but are not limited to, any piece of lightweight handheld electronically powered equipment. These devices are typically consumer electronic devices capable of communications, data processing and/or utility. A Personal Device is a device that is owned by the student or family and not the property of the school division.

### **Procedures**

1. Student awareness of Acceptable Use Protocols.
  - 1.1 All Grade 1 to Grade 12 students are to be made aware of Acceptable Use Technology Guidelines and Protocols on an annual basis.

2. Student Terms and Conditions of Acceptable Use.  
Students and parents are to be made aware that:
  - 2.1 Student access to and use of the computer network is monitored and the network is provided for students to meet school related learning only.
  - 2.2 Any breach of the Acceptable Use Guidelines and Protocols by students may, while making allowances for academic penalty result in a temporary or permanent suspension of their computer privileges.
  - 2.3 Some material accessible via the Internet may contain information that is defamatory, inaccurate, illegal, or offensive to some people.
  - 2.4 Students will be instructed with respect to the appropriate and responsible use of computer based information resources. Sources of information judged unacceptable will be blocked.
  - 2.5 Classroom standards of behaviour are expected when students are utilizing computers. Independent access to network services is provided to users who act in a considerate and responsible manner.
  - 2.6 Access to computers is a privilege not a right. Loss of this privilege is a natural consequence of abuse and may restrict a student's ability to participate in some courses or course activities.
  - 2.7 The Division reserves the right to review any material stored in files and will edit, report, or remove from its computer system any material which is deemed to be unlawful, abusive, or otherwise in conflict with the views and ethical standards held by the Division.
  - 2.8 Network administrators and teachers may review files and communications of students at any time to ensure that they are utilizing the system in an acceptable manner.
  - 2.9 As it is common to use computers in core curricular areas, parents who do not want their child to have access to computers must provide the school with written notice of their wishes.

3. Student Acceptable Use Guidelines

As a student, I understand that using school technology resources and the internet comes with responsibilities. By following these guidelines, I agree to use technology and the internet in a responsible, respectful, and safe manner.

- 3.1 I will be responsible for my use of school technology resources and will use them for educational purposes only with permission from my teacher.
- 3.2 I will respect the privacy and property of others and will not access, delete, or modify other users' files or accounts without permission.
- 3.3 I will use appropriate language and behavior when communicating online or using technology.
- 3.4 I will protect the security and integrity of school technology resources by not intentionally seeking to breach security or damage systems or material.
- 3.5 I will report any security breaches or incidents of inappropriate behaviour or use of school technology resources to a teacher.
- 3.6 I will not send, intentionally receive or look for material that is rude or offensive, or illegal.
- 3.7 I will follow copyright laws and obtain permission before using others' work.
- 3.8 I will not download or install any unauthorized software, music, or games on school devices.
- 3.9 I will not overload the school network, server, or computers with unnecessary activities or demands.



- 3.10 I will only download material with the permission and supervision of a teacher.
- 3.11 I will only upload material that has been specifically approved by a teacher.
- 3.12 I will not use school technology resources for personal financial gain.
- 3.13 I will not attempt to modify or alter the setup of any school computer or technology resource.
- 3.14 I will only use web-based email or chat on school devices for educational purposes with the permission and supervision of a teacher.
- 3.15 I will ensure that any removable media I use at school is scanned for viruses and content before use.
- 3.16 I will follow any additional rules or policies set forth by my school regarding technology usage, printing, internet access, and food and drink.
- 3.17 I will follow my school's policies regarding the use of cell phones and other personal electronic devices. This includes guidelines around when and where devices can be used during the school day, expectations around device etiquette (e.g. not using phones in washrooms or change rooms where there is an increased expectation for privacy), and consequences for violating these policies.
- 3.18 If I choose to post about school activities or achievements on my personal social media accounts, I will do so respectfully and responsibly, being mindful of how my posts may reflect on my school and my fellow students. I understand that my posts should not contain any inappropriate content, violate any school policies or guidelines, or include other students without appropriate permission.
- 3.19 It is my responsibility to save any cloud-based documents or other data that I have created or accessed on school division devices to my personal account or storage before leaving the school division. The school division is not responsible for any loss of data that may occur if I fail to follow this guideline.

By following these Responsible Use Guidelines, I acknowledge that I am a responsible digital citizen and that my actions online can impact others.

~~Students and parents are to be made aware of the following student pledge:~~

- ~~3.1 I will not allow another person to use or know my login (ID) and password.~~
- ~~3.2 I will not intentionally seek to breach security of systems or material.~~
- ~~3.3 I will immediately report any security breaches of which I become aware to a teacher.~~
- ~~3.4 I will not send, intentionally receive, or look for material that is rude or offensive.~~
- ~~3.5 I will not use language that would be considered inappropriate within the school as determined by the principal.~~
- ~~3.6 I will follow the instructions of my teacher and only use the Internet for classroom assignments.~~
- ~~3.7 I will not make use of any copyrighted material without the consent of the proper individuals.~~
- ~~3.8 I will not download or install any executable files, music, or games.~~
- ~~3.9 I will not place unjustifiable demands on the Community Net's infrastructure or school network, server or computers, such as online games or streaming media.~~
- ~~3.10 I will not download any material without the permission of the supervising teacher.~~
- ~~3.11 I will not upload any material not specifically approved by the supervising teacher.~~
- ~~3.12 I will not use any part of the Saskatchewan Rivers' computer system for personal financial gain.~~
- ~~3.13 I will not attempt to change or modify in any way the setup of any computer in my school.~~

- ~~3.14 I will not make use of web-based email or chat on the school computers, except for educational purposes with the permission and supervision of a teacher.~~
- ~~3.15 I will ensure that all of my removable media will be scanned by school personnel for viruses and content before being used at my school.~~
- ~~3.16 I will follow any additional rules of my school regarding computer usage, printing, Internet access, and food and drink.~~
4. All Division terms and conditions of usage apply to student use of the Community Net where it is operational in a school.

5. Personal Electronic Device Usage:

5.1 Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time

5.1.1 Teachers of students in grades 9 through 12 who identify a specific instructional need for students to use their personal electronic devices during instructional time may request and gain permission from the principal.

5.1.2 Exemptions may be approved by the school principal in consultation with division staff for individual students when a personally owned device is required for specific medical conditions or for documented accommodations related to additional needs.

Reference: Section 85, 87, 109, 175, The Education Act, 1995, 1995  
Approved: May 12, 2014; September 16, 2024

**MEETING DATE:** September 16, 2024

<b>Type of Meeting</b>	<b>Agenda Items</b>	<b>Intent</b>
<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 type="checkbox"/> Committee of the Whole	<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** [v]

**BACKGROUND**

**RE: REVISED 2024-2025 BOARD ANNUAL WORK PLAN**

The attached 2024-2025 Board Annual Work Plan which is part of the Policy 2 is presented for approval. Note – some adjustments have been made to work plan due to Board elections in November which are highlighted and deleted.

**RECOMMENDATION**

*That the 2024-2025 Board Annual Work Plan be approved as revised.*

# BOARD ANNUAL WORK PLAN – 2024-2025

The Board believes the annual work plan should accurately reflect the work of the Board and may be amended any time during the year by motion of the Board.

## AUGUST/SEPTEMBER

### ***Regular Board Meeting Agenda Items***

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

### ***Events/Action***

- Saskatchewan Rivers Students for Change group meeting
- 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

## NOVEMBER

### ***Regular Board Meeting Agenda Items***

- Hold Organizational Meeting – Elections, Appointments and Establish Committees
- Appoint Voting Delegates and Allocate Votes for the SSBA Convention
- Approve Annual Report for Submission to Ministry of Education
- Approve the Audited Financial Statements
- Review Audit Report and Management Letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Consider trustees' interest in Board Committees (Policy 10) (only in year 1, 2 and 3)

### ***Events/Action***

- ~~SSBA Fall General Assembly~~
- ~~Public Section General Meeting~~
- ~~Elders Council / Fall Pipe Ceremony~~
- Saskatchewan Rivers Students for Change group meeting

### ***Budget Considerations***

- Review operations and priorities for next fiscal year

## **DECEMBER**

### ***Regular Board Meeting Agenda Items***

- Annual Report (if not in November)

### ***Events/Action***

- SSBA Fall General Assembly
- Public Section General Meeting
- Elders Council / Fall Pipe Ceremony

## **JANUARY**

### ***Regular Board Meeting Agenda Items***

- Review Parameters and Approval of the School Year Calendar
- Review Inclusive Education Accountability Report
- Review Initial Projected Enrollment for Next Year
- Review Quarterly Statement of Financial Position and Operations
- Finalize Board and Director Evaluation Date and Plans
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program, Land-Based Learning and Experiential Play-Based Learning Model)
- Approve Board Development Plan
- Approve Board Advocacy Plan

### ***Events/Action***

- P.A.A.T.A. Executive Linkage Meeting
- School Tours
- MLAs Meeting
- First Nations Representatives Gathering
- RMs Gathering

### ***Budget Considerations***

- Review Potential Budget Additions or Deletions for Next Budget Year

## **FEBRUARY**

### ***Regular Board Meeting Agenda Items***

- Review Capital Project Priorities
- Review Semi-annual Transportation Report
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program, Land-Based Learning and Experiential Play-Based Learning Model)

### ***Budget Considerations***

- Review budget development progress

### ***Events/Action***

- Elders Council / Winter Pipe Ceremony
- SCC / SRSC Engagement Meeting

## **MARCH**

### ***Regular Board Meeting Agenda Items***

- Review Progress of Board Advocacy Plan
- Review Quarterly Statement of Financial Position and Operations
- Enterprise Risk Management Summary Report
- Review agenda items for the City/School Board Liaison Committee
- Complete the Board Competency Matrix

### ***Events/Action***

- P.A. Separate School Division Joint Board meeting
- Saskatchewan Rivers Students for Change group meeting

### ***Budget Considerations***

- Review Budget Development Progress

## **APRIL**

### ***Regular Board Meeting Agenda***

- ~~Review Progress of Board Development Plan~~
- Review Maintenance Accountability Report
- Review Legal Update of any outstanding cases

### ***Events/Actions***

- SSBA Spring General Assembly
- Public Section Meeting
- SCC Regional Meeting (optional)
- School tours

### ***Budget Considerations***

- Review Budget Development Progress

## **MAY**

### ***Regular Board Meeting Agenda Items***

- Approve Preventative Maintenance and Renewal Program and amendments
- Establish School Community Council Clusters for the Next Year
- Review Community Engagement Accountability Report
- Review Progress of Board Advocacy Plan
- Review Progress of Board Development Plan
- Approve Board Calendar Schedule for the Next Year
- Approve Board Annual Work Plan

### ***Events/Action***

- Board/Director Evaluation
- Elders Council / Spring Pipe Ceremony
- Attend achievement nights and graduation ceremonies
- Saskatchewan Rivers Students for Change group meeting

### ***Budget Considerations***

- Review Preliminary Budget

## **JUNE**

### ***Regular Board Meeting Agenda Items***

- Final Budget Approval, unless previously approved
- Review Quarterly Statement of Financial Position and Operations
- Review Semi-annual Transportation Report
- Review TRC – Call to Action Priority Progress

### ***Events/Action***

- Public Section General Meeting
- Attend achievement nights and graduation ceremonies
- Board's Recognition Event and school-based recognition events

## **JULY**

### ***Events/Action***

- Canadian School Boards Association (CSBA) Congress

## **ONGOING**

- Consider new developments and directions from Ministry of Education.
- Attend meetings as determined by the Board.
- Engage in individual trustee development approved.
- Engage in celebration/recognition of students, staff and community.
- Attend School Community Council meetings as scheduled and upon invitation.
- Attend standing and ad hoc committee meetings as assigned.
- Update legacy document in the second and final year of the Board's term of office.
- Review the electoral boundaries and representation in the second year of the Board's term of office.

Revised: annually

**MEETING DATE: September 16, 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 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
Primary Policy Reference:	<u>2.8</u>	
<b>FROM:</b>	J. Pidborochynski, Chief Financial Officer	<b>ATTACHMENTS</b> <input checked="" type="checkbox"/>

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**BACKGROUND**

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**RE: FINANCIAL STATEMENTS – for the Period Ended August 31, 2024 - preliminary**

The Statements of Financial Position and Operations have been prepared in accordance with the Canadian public sector accounting standards and the format specified in the Financial Reporting Manual issued by the Ministry of Education. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The accompanying financial statements will be reviewed in detail with specific reference to the budget percentage remaining for the period.

Details of major variances in actual to budgeted revenue are detailed as follows:

1. Grants – Increase due to Jordan's Principle EA funding offset by decrease in enrolment.
2. School Generated Funds – Increase due to fundraising.
3. Other – Increase in interest income and miscellaneous reimbursements.

Details of major variances in actual to budgeted expenses are detailed as follows:

1. Instruction – Jordan's Principle EAs and Michif Language Program.
2. Plant – Minor renovations/projects still in progress.
3. Complementary Services – Salary adjustments for Pre-K program done at year-end.
4. School Generated Funds Expense – Increase consistent with school generated fund revenue.
5. External Services – Increase in driver education and nutrition program expenses.

**Capital Purchases**

1. Buses - \$809K, Computer equip - \$707K, vehicle - \$77K, Max Clunie Field/Harry Jerome Track - \$1.57M, and other equipment - \$431K.

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**RECOMMENDATION**

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***That the Board accept the financial statements as presented.***



**Saskatchewan Rivers School Division No. 119**  
**Statement of Financial Position**  
**As at August 31, 2024**

	Current Year Actual	Prior Year Actual	Variance
<b>Financial Assets</b>			
Cash and Cash Equivalents	22,316,991	24,859,243	(2,542,252)
Other Receivables	142,651	850,557	(707,906)
Portfolio Investments	5,000,000	4,000,000	1,000,000
<b>Total Financial Assets</b>	<b>27,459,642</b>	<b>29,709,800</b>	<b>(2,250,158)</b>
<b>Liabilities</b>			
Accounts Payable and Accrued Liabilities	3,000,929	4,474,976	(1,474,047)
Liability for Employee Future Benefits	3,216,100	3,216,100	-
Deferred Revenue	380,271	2,068,681	(1,688,410)
<b>Total Liabilities</b>	<b>6,597,300</b>	<b>9,759,757</b>	<b>(3,162,457)</b>
<b>Net Financial Assets</b>	<b>20,862,342</b>	<b>19,950,043</b>	<b>912,299</b>
<b>Non-Financial Assets</b>			
Tangible Capital Assets	53,868,352	55,100,120	(1,231,768)
Inventory of Supplies for Consumption	191,113	191,113	-
Prepaid Expenses	677,300	823,729	(146,429)
<b>Total Non-Financial Assets</b>	<b>54,736,765</b>	<b>56,114,962</b>	<b>(1,378,197)</b>
<b>Net Assets</b>	<b>75,599,107</b>	<b>76,065,005</b>	<b>(1,688,410)</b>
<b>Accumulated Surplus</b>			
Accumulated Surplus - Beginning of the Year	76,065,005	78,157,607	(2,092,602)
(Loss) earnings from Operations	(465,898)	(2,092,602)	1,626,704
<b>Accumulated Surplus</b>	<b>75,599,107</b>	<b>76,065,005</b>	<b>(465,898)</b>

**Saskatchewan Rivers School Division No. 119**  
**Statement of Operations and Accumulated Surplus**  
**For the Period from September 1, 2023 to August 31, 2024**

	Current Year Actual	Current Year Budget	Budget Remaining	Budget % Remaining	Prior Year Actual	Actual Variance
<b>REVENUE</b>						
Property Taxation	-	-	-	#DIV/0!	-	-
Grants	101,796,290	100,118,213	(1,678,077)	-1.68%	99,425,413	2,370,877
Tuition and Related Fees	2,732,909	2,647,888	(85,021)	-3.21%	2,611,949	120,960
School Generated Funds	2,681,903	2,280,000	(401,903)	-17.63%	2,884,827	(202,924)
Complementary Services	2,047,228	2,047,228	-	0.00%	2,041,824	5,404
External Services	2,410,650	2,501,290	90,640	3.62%	3,025,024	(614,374)
Other	2,306,866	1,819,738	(487,128)	-26.77%	3,881,832	(1,574,966)
<b>Total Revenue</b>	<b>113,975,846</b>	<b>111,414,357</b>	<b>(2,561,489)</b>		<b>113,870,869</b>	<b>104,977</b>
<b>EXPENSES</b>						
Governance	521,412	530,639	9,227	1.74%	524,412	(3,000)
Administration	3,712,905	3,595,946	(116,959)	-3.25%	3,597,332	115,573
Instruction	81,152,962	80,592,661	(560,301)	-0.70%	79,768,128	1,384,834
Plant	14,638,197	16,717,252	2,079,055	12.44%	16,652,345	(2,014,148)
Transportation	7,377,819	7,414,238	36,419	0.49%	7,592,802	(214,983)
Tuition and Related Fees	192,608	69,072	(123,536)	-178.85%	121,592	71,016
School Generated Funds	2,493,727	2,295,000	(198,727)	-8.66%	2,809,421	(315,694)
Complementary Services	1,523,106	2,213,911	690,805	31.20%	2,035,582	(512,476)
External Services	2,829,008	2,585,236	(243,772)	-9.43%	2,861,596	(32,588)
Other Expenses	-	500	500	100.00%	261	(261)
<b>Total Expenses</b>	<b>114,441,744</b>	<b>116,014,455</b>	<b>1,572,711</b>		<b>115,963,471</b>	<b>(1,521,727)</b>
<b>(Deficit) surplus for the Period</b>	<b>(465,898)</b>	<b>(4,600,098)</b>	<b>4,134,200</b>		<b>(2,092,602)</b>	<b>1,626,704</b>
<b>Accumulated Surplus, Beginning of Year</b>	<b>76,065,005</b>	<b>76,065,005</b>			<b>78,157,607</b>	<b>(2,092,602)</b>
<b>Accumulated Surplus, End of Period</b>	<b>75,599,107</b>	<b>71,464,907</b>			<b>76,065,005</b>	<b>(465,898)</b>
<b>Tangible Capital Assets</b>						
Tangible Capital Assets - Beginning of Year	55,100,120	55,100,120	-	0.00%	58,314,979	
Tangible Capital Asset Purchases	3,593,232	1,209,866	(2,383,366)	-196.99%	(1,703,477)	
Amortization	(4,825,000)	(4,825,000)	-	0.00%	(1,511,382)	
<b>Tangible Capital Assets - End of Period</b>	<b>53,868,352</b>	<b>51,484,986</b>	<b>(2,383,366)</b>		<b>55,100,120</b>	

**MEETING DATE: September 16, 2024**

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

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

**BACKGROUND**

**RE: DIRECTOR UPDATE**

**1. Student Learning**

We are in year two of the division wide phonics resource. The implementation of the University of Florida Literacy Institute (UFLI) Phonics Resource and training began last school year. As a reminder. this major integrated resource (MIR) is in alignment with the Science of Reading. As such, it is a research-based approach that synthesizes findings from cognitive science, linguistics, and educational research. By incorporating evidence-based strategies, the UFLI Phonics Program ensures effective instruction that supports students' reading development for all. The program follows a structured scope and sequence, ensuring that phonics skills are taught in a logical and sequential manner. It explicitly teaches the relationships between letters, sounds, and spelling patterns, enabling students to decode and encode (spell) words accurately.

During this school year, the UFLI Phonics Program will be supported division-wide across all Grade K-3 classrooms. This comprehensive implementation ensures that every student in these grades receives systematic and explicit phonics instruction. Additionally, the program will also continue to be utilized as an intervention tool in Grade 4-8, targeting students who require additional support developing their phonics skills. Literacy support teachers and division-based coach/ consultants will provide the appropriate training for K-8 classroom teachers, ensuring they have a deep understanding of the program and its instructional strategies. This training will equip teachers with the necessary skills to implement the program effectively and meet the diverse needs of their students. Th UFLI program provides a strong framework for promoting reading success among students at all grade levels. In conjunction with our Literacy Model and newly developed SRSPD Phonics Benchmarking Scope and Sequence, teachers will be provided with the necessary tools to both deliver and assess effective phonics instruction.

**2. Professional Development for Staff**

- a) Many opportunities for staff to learn were held as they returned to work. Teacher, EA, secretary, library, bus driver and other employee specific training took place.
- b) Ready, Set, Go was held once again at Wesmor and other locations on Tuesday, August 27, 2024. This is a professional development day held one day prior to teachers officially returning. Approximately 60 participants/presenters participated in multiple PD sessions that were offered.

**3. Upcoming Division Student Events**

P4A Cross Country Extravaganza will be held on October 1, 2024 at Spruce Home Public School. This event has hundreds of SRPSD students participating.

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**RECOMMENDATION**

*For Board information and discussion as warranted.*

**MEETING DATE: September 16, 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>13</u>	

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

**BACKGROUND**

**RE: ARTIFICIAL INTELLIGENCE (AI) INFORMATION**

At the August 26, 2024 Board meeting, the Board requested information regarding AI in the school division. Attached are the following informational items:

- Guidelines for Responsible Use of Artificial Intelligence (AI) in SRPSD
- AI Infographic

**RECOMMENDATION**

*For Board information.*

# Guidelines for Responsible AI Use In Schools

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## Guidelines For Responsible Use of AI in SRPSD

Our school division is committed to leveraging the power of Artificial Intelligence (AI) to enhance educational experiences for our students and reduce the administrative workload for our staff. This document outlines our expectations for the responsible, ethical, and effective use of AI tools in SRPSD. These guidelines are designed to thoughtfully manage the risks and benefits to AI use in our schools.

### **SRPSD AI Belief Statements:**

#### **We use AI to help all of our students achieve Excellence for Every Learner.**

The use of AI is appropriate to help all students achieve excellence; including improving student learning, teacher effectiveness, and school operations. We are committed to evaluating AI tools for biases and ethical concerns.

#### **We adhere to existing policies and regulations.**

AI is one of many technologies used in our schools, and its use will align with existing regulations to protect information privacy, ensure accessibility to those with disabilities, and protect against harmful content.

#### **We build an understanding of AI for staff and students.**

Promoting AI literacy among students and staff is central to addressing the risks of AI use and teaches critical skills for students' futures. We will support teachers in adapting instruction in a context where some or all students have access to generative AI tools.

#### **We use AI to advance academic integrity.**

Honesty, trust, fairness, respect, and responsibility continue to be expectations for both students and teachers. Students are expected to be truthful in giving credit to sources and tools and honest in presenting work that is genuinely their own for evaluation and feedback. ([How to talk to a student about suspected academic misconduct](#))

## **We ensure that both students and teachers retain their autonomy when using AI tools.**

While AI can offer recommendations and enhance decision-making, it is essential that staff and students act as "critical consumers" of AI. Humans must be behind the final thought guiding any organizational and academic decisions and changes. Teachers are responsible for clearly outlining how generative AI tools should be used in their classrooms, emphasizing the ethical and responsible use of these technologies. ([AI Assessment Scale: Sample Language for Creating Expectations](#))

## **Expected Use of AI Tools**

Our school division recognizes that responsible uses of AI will vary depending on the context, such as a classroom activity or assignment. Appropriate AI use should be aligned with the SRPSD AI Guidelines, and it is accepted that our staff use AI to some extent to enhance educational experiences for our students and reduce administrative workload. Examples of what this may look like are below:

### **Student Learning**

- **Collaboration:** Generative AI tools can partner with students in group projects by contributing concepts, and supplying research support.
- **Communication:** AI can offer students real-time translation, and personalized language exercises.
- **Content Creation and Enhancement:** AI can help generate personalized study materials, summaries, quizzes, and visual aids, help students organize thoughts and content, and help review content.
- **Tutoring:** AI technologies may be used to provide enrichment or the opportunity to reteach subject matter material.

### **Teacher Support**

- **Assessment Design and Analysis:** AI is a powerful tool in enhancing assessment design. Teachers will ultimately be responsible for evaluation, feedback, and grading, including determining and assessing the usefulness of AI in supporting their grading work. AI will not be solely responsible for grading.
- **Content Development and Enhancement for Differentiation:** AI can assist educators by differentiating curricula, suggesting lesson plans, and creating visual learning aids.

- **Continuous Professional Development:** AI can guide educators by recommending teaching and learning strategies based on student needs, personalizing professional development to teachers' needs and interests, suggesting collaborative projects between subjects or teachers, and offering simulation-based training scenarios such as teaching a lesson or managing a parent/teacher conference.
- **Research and Resource Compilation:** AI can help educators by recommending books or articles relevant to a lesson and updating teachers on teaching techniques, research, and methods.

### School Management and Operations

- **Communications:** AI tools can help draft and refine communications within the school community, deploy chatbots for routine inquiries, and provide instant language translation.
- **Operational Efficiency:** Staff can use AI tools to support school operations and streamline administrative processes, including scheduling courses, automating inventory management, increasing energy savings, and generating performance reports.
- **Learning Management Systems (LMS):** AI can analyze anonymous student performance data to provide insights to educators, helping them tailor instruction or interventions.

### Detection Tools

SRPSD does not support the use of generative AI detection tools. These tools have been proven to be unreliable. False positives can lead to false accusations and false negatives can lead to missed cases. There are several sources on the internet that are easily accessible to "break" a detection tool by bypassing it or tricking it.





# GUIDELINES FOR RESPONSIBLE USE OF AI

SRPSD is committed to leveraging the power of Artificial Intelligence (AI) to enhance educational experiences for our students and reduce the administrative workload for our staff.

## BELIEF STATEMENTS:

We use AI to help all of our students achieve Excellence for Every Learner.

We adhere to existing policies and regulations.

We build an understanding of AI for staff and students.

We use AI to advance academic integrity.

We maintain student and teacher agency when using AI tools.

## USE OF AI TOOLS:

Our school system recognizes that responsible uses of AI will vary depending on the context, such as a classroom activity or assignment. Appropriate AI use should be aligned with the SRPSD AI Guidelines, and it is accepted that our staff will use AI to some extent to enhance educational experiences for our students and reduce administrative workload.

## FOR STUDENTS:

- Students are expected to follow the AI use expectations of each of their teachers.
- Students may be asked to use AI as a tool for; collaboration, communication, content creation (or enhancement)
- AI tools may be suggested as a way to have enrichment activities or extra help beyond regular classroom supports

## FOR TEACHERS:

- Teachers are expected to communicate their expectations in regards to AI use in their classes and assignments
- Teachers may use AI tools to : design and analyze assessments, develop content, to differentiate content, for their own professional development, and as research and resource compilation
- Teachers will address suspected instances of academic misconduct as per AP 315
- SRPSD does not support the use of AI detection tools

## FOR SCHOOLS & DIVISION OFFICE:

- SRPSD staff may use AI to help draft and refine communications, AI may also be deployed to enhance and enrich communications practices
- Staff can use AI to streamline administrative processes
- Staff may use AI to analyze anonymous student achievement data to provide insights to educators to assist in planning for learning

For more detailed information & resources please consult the [SRPSD Guidelines for Responsible AI Use In Schools](#)

