



**Board of Education
Saskatoon School Division No. 13
Meeting of the
Saskatoon Board of Education**

**TUESDAY, DECEMBER 12, 2017
W.B. Doyle Board Room
310 – 21st Street East
7:00 p.m.**

Please Note: All public Board meetings are audio recorded

AGENDA

1. **Roll Call**
2. **Acknowledgement of Treaty Land**
3. **Playing of O Canada**
4. **Agenda**
 - a. Adoption of Agenda
 - b. Declaration of Conflict of Interest
5. **Celebrating Excellence: Tommy Douglas Collegiate - *Off the Grid***
6. **Consent Items**

The Chair will ask for a motion to receive the items, which are starred (★), and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request a star(s) be removed.

7. **Reports from Administrative Staff**
 - a. Core Strategy Update: Support Services
 - ★ b. Facilities Update
 - ★ c. Trustees Professional Development and Community Events Account Reports

8. **Minutes**
 - ★ a. Approval of Minutes – November 28, 2017
 - ★ b. Approval of Board Subcommittee Minutes – November 21, 2017 Audit and Risk
9. **Delegations**
10. **Business Arising from the Minutes**
11. **Unfinished Business**
 - a. Items Arising from the Committee of the Whole
12. **Correspondence**
 - ★ (a) Individual Item
13. **Reports of Committees and Trustees**
14. **New Business**

Decision

- a. Inviting Student Voice: OurSCHOOL 2017-2018
 - b. New School Bundling Municipal Lease Agreement
 - c. Approval of Directors for Saskatoon Public Schools Foundation Corp.
 - d. Secure Destruction of Records
15. **Comments/Concerns/Questions from the Public**
(Maximum 5 minutes per speaker; 20 minutes total; must be related to a specific agenda item)
 16. **Notices of Motion**
 17. **Questions by Trustees**

**Next Regular Meeting:
At the call of the Chair or
Tuesday, January 16, 2017
7:00 p.m.**



MEETING DATE: DECEMBER 12, 2017
TOPIC: CELEBRATING EXCELLENCE: TOMMY DOUGLAS COLLEGIATE - OFF THE GRID

Table with 3 columns: FORUM, AGENDA ITEMS, INTENT. Includes rows for Board Meeting, Committee of the Whole, Correspondence, New Business, Reports from Administrative Staff, and Other: Celebrating Excellence.

BACKGROUND

Strengthening Our Learning Community- Strategic Direction: Our Students' Learning goal states: "Our students will engage in relevant and challenging learning opportunities to enhance their academic, personal, and social/cultural growth." Our People goal states: "Our people will be committed to a constructive educational culture that values people, excellence, and life-long learning." Our Community goal states: "We seek to build with our community shared ownership and responsibility for the well-being and education of our children and youth." Our Organization goal states: "Our organization will be principled, innovative, collaborative, accountable, and effective."

CURRENT STATUS

The Tommy Douglas Collegiate grade 9 program entitled Off the Grid is a half-day, full-year learning experience introducing students to the challenges that arise from climate change and allowing them to explore innovations that can result in sustainable living and social justice.

Off the Grid appeals to students who want to experience life 'outside the box' as they gain insight into the topics of complex systems that govern all life through a hands-on approach to learning. Students are exposed to other youth who are passionate about positively influencing our communities in Saskatoon and surrounding areas.

Presenting will be two Off the Grid students, and their teacher, Mr. Michael Prebble (founder of the program). They will provide information about the program and share their experiences.

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Includes information for Mr. Shane Skjerven and Mr. Brent Hills.



MEETING DATE: DECEMBER 12, 2017

TOPIC: CORE STRATEGY UPDATE: SUPPORT SERVICES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<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:	

BACKGROUND

TEAMS (interdisciplinary support) meetings at the elementary level are unique to Saskatoon Public Schools. TEAMS bring together an expert from Special Education, Student Services, and Counselling on a monthly basis to meet with the school-based team comprised of the principal, vice principal and resource teacher. The purpose of TEAMS is to meet and consult on particular student needs and determine necessary interventions.

CURRENT STATUS

This year, professional development has been provided to resource teachers and administrators on “Best Practices for TEAMS”.

Gail Sajtos, Coordinator: Special Education; Trish Reeve, Coordinator: Student Services; and Donnalee Weinmaster, Superintendent will highlight the important work of TEAMS and the professional development that has been provided to ensure efficiency and consistency of practice at TEAMS meetings.

Also in attendance will be the TEAM from Pleasant Hill Community School: Lisa Hynes, Principal; Julienne Buckle, Vice Principal/Resource; Andrea Woods-Fehr, Consultant: Exceptional Learning Needs; Delaney Jackson, Speech Language Pathologist; Theresa Reid-Shea, School Psychologist; and Marnie Carlson, Counsellor.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mrs. Donnalee Weinmaster, Superintendent of Education	December 6, 2017	None

RECOMMENDATION

Proposed Board Motion:

That the Board receive the Core Strategy Update: Student Services for information.



SASKATOON BOARD OF EDUCATION

7b

MEETING DATE: DECEMBER 12, 2017

TOPIC: FACILITIES FOR LEARNING UPDATE

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<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:	

BACKGROUND

The Board receives a Facilities for Learning Update periodically for its information and reference.

CURRENT STATUS

Attached please find a copy of the Facilities for Learning Updates dated December 5, 2017.

PREPARED BY	DATE	ATTACHMENTS
Mr. Stan Laba, Superintendent of Facilities	December 5, 2017	- Facilities for Learning Update

FACILITIES FOR LEARNING UPDATE – VARIOUS PROJECTS

1. 2017-2018 Roofing Replacement Projects:

Roofing replacement work at eight existing schools including Brunskill, Confederation Park, Fairhaven, Lakeview and North Park Wilson schools, Marion Graham, Mount Royal Collegiates, and Royal West Campus (Estey) is nearing completion. Some roofing replacement work and associated work at Caswell has been recently completed as well. There are no time or budget-related issues to report at this time for these projects.

2. Centennial Collegiate Portable Classroom Reconstruction/Addition Project:

Construction work is nearing completion in this project. The main floor classrooms have been occupied, the second floor classrooms will be occupied in the near future, and minor deficiencies and seasonal work will be completed with minimal disruption to school operations.

3. City Park Phase II Accessibility and Additional Renovations Project:

Construction work is nearing completion on this project. Most of the classrooms have been renovated and occupied, with work on three remaining classrooms and the vertical lift, as well as miscellaneous finishing work to be completed with minimal disruption to school operations.

4. Furniture Replacement at Existing Schools:

Furniture has been delivered to all schools. Feedback from school-based leaders has been generally very positive.

5. Infrastructure Improvements at Various Schools;

Work continues on providing a variety of infrastructure improvements and upgrades to existing schools. Refer to the 2016-2017 Facilities Work Plan provided in September 12, 2017 board file.

6. Flooring, Painting and Miscellaneous Upgrades at Various Schools:

Work continues on providing flooring, painting and miscellaneous upgrades at various schools. Refer to the 2016-2017 Facilities Work Plan provided in September 12, 2017 board file.

7. New School Bundling Update:

Operational agreements are being finalized, and a variety of operational issues are being addressed with the service provider during the first year of operating these new schools. It is expected that these issues will be resolved in the coming months and during the balance of the year.

8. 2018-2019 Relocatable Classroom Program Application:

This matter was discussed with the Board earlier in October 2017, and an application was made at the Ministry of Education's deadline of October 31, 2017. Refer to information provided elsewhere in this Board file package.

9. Top Three Capital Requests for 2018-2019:

This Ministry of Education has informed School Divisions of the deadline for submission of Top Three Capital Requests for 2018-2019. Deadline is March 16, 2018.

10. School Data Sheets:

School data sheets are in the process of being revised and updated to reflect current status.



MEETING DATE: DECEMBER 12, 2017
TOPIC: TRUSTEE PROFESSIONAL DEVELOPMENT AND COMMUNITY EVENTS ACCOUNT REPORTS

Table with 3 columns: FORUM, AGENDA ITEMS, INTENT. Includes rows for Board Meeting, Committee of the Whole, Correspondence, New Business, Reports from Administrative Staff, and Other.

BACKGROUND

At the June 25, 2002 Board meeting, the Board passed a motion regarding Trustee education which reads, in part, "...quarterly financial reports of accounts to be made to the Board by Administration...".

CURRENT STATUS

Attached are summaries of Trustee professional development and community events account reports to December 1, 2017.

Trustees with specific questions are asked to contact Mr. Garry Benning prior to the Board meeting.

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Row: Mr. Garry Benning, Chief Financial Officer, December 5, 2017, Trustee Professional Development and Community Events Account Reports

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board receive the Trustee professional development and community events account reports for information.

Trustee Expenses
2017-2018

Last Updated: 12/5/2017

Date	Trustee	Budget Acct.	Description	Amt. Spent	net GST	Total
18-Sep-17	Banks	7682	pcard expenses - board meeting parking	\$ 16.00	\$ 15.52	
17-Oct-17	Banks	7682	pcard expenses - board meeting parking	\$ 28.00	\$ 27.16	
17-Nov-17	Banks	7682	pcard expenses - board meeting parking	\$ 26.50	\$ 25.71	\$ 68.39
18-Sep-17	Bellamy	7682	pcard expenses - board meeting parking	\$ 6.90	\$ 6.69	
17-Oct-17	Bellamy	7682	pcard expenses - board meeting parking	\$ 21.00	\$ 20.36	
17-Nov-17	Bellamy	7682	pcard expenses - board meeting parking	\$ 18.00	\$ 17.46	\$ 44.51
18-Sep-17	Brannen	7682	pcard expenses - board meeting parking	\$ 15.00	\$ 14.55	
17-Oct-17	Brannen	7682	pcard expenses - board meeting parking	\$ 20.00	\$ 19.41	\$ 33.96
26-Oct-17	Kelleher	1210	SSBA AGM - registration	\$ 341.25	\$ 325.68	\$ 325.68
17-Nov-17	Kelleher	7682	reimbursement - board meeting parking	\$ 29.90	\$ 28.93	\$ 28.93
18-Sep-17	Linklater	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	
26-Oct-17	Linklater	7682	pcard expenses - board meeting parking	\$ 10.80	\$ 10.48	
17-Nov-17	Linklater	7682	pcard expenses - board meeting parking	\$ 12.00	\$ 11.64	\$ 27.94
18-Sep-17	MacPherson	7670	SSBA Members Council - registration	\$ 205.80	\$ 199.44	
28-Sep-17	MacPherson	7670	SSBA Members Council - registration	\$ (199.44)	\$ (199.44)	\$ -
18-Sep-17	MacPherson	7682	pcard expenses - board meeting parking	\$ 27.00	\$ 26.19	
26-Oct-17	MacPherson	7682	pcard expenses - board meeting parking	\$ 15.00	\$ 14.55	
17-Nov-17	MacPherson	7682	pcard expenses - board meeting parking	\$ 29.50	\$ 28.62	\$ 69.36
18-Sep-17	Morrison	1210	SSBA Members Council - registration	\$ 205.80	\$ 199.44	
26-Oct-17	Morrison	1210	SSBA AGM - registration	\$ 341.25	\$ 330.70	
16-Nov-17	Morrison	1210	SSBA AGM - accomodation	\$ 272.11	\$ 263.30	\$ 793.44
28-Sep-17	Morrison	7670	WIPCE conference - registration refund	\$ 1,445.00	\$ (1,400.34)	\$ (1,400.34)
17-Nov-17	Morrison	7682	reimbursement - board meeting parking	\$ 29.60	\$ 28.64	\$ 28.64
17-Oct-17	Scott	7682	pcard expenses - board meeting parking	\$ 18.00	\$ 17.47	
17-Nov-17	Scott	7682	pcard expenses - board meeting parking	\$ 14.50	\$ 14.07	\$ 31.54
13-Oct-17	Tait	7670	SPS Foundation Gala - Ticket	\$ 125.00	\$ 121.14	
24-Oct-17	Tait	7670	SPS Foundation Gala - Ticket	\$ (125.00)	\$ (121.14)	\$ -
18-Sep-17	Tait	7682	pcard expenses - board meeting parking	\$ 10.00	\$ 9.70	
26-Oct-17	Tait	7682	pcard expenses - board meeting parking	\$ 25.00	\$ 24.26	
17-Nov-17	Tait	7682	pcard expenses - board meeting parking	\$ 16.00	\$ 15.52	\$ 49.48

Trustee Expenses
2017-2018

Last Updated: 12/5/2017

Date	Trustee	Budget Acct.	Description	Amt. Spent	net GST	Total
18-Sep-17	Zwarych	7682	pcard expenses - board meeting parking	\$ 6.90	\$ 6.69	
26-Oct-17	Zwarych	7682	pcard expenses - board meeting parking	\$ 6.47	\$ 6.27	
17-Nov-17	Zwarych	7682	pcard expenses - board meeting parking	\$ 18.50	\$ 17.93	\$ 30.89
						\$ 1,149.51



MEETING DATE: DECEMBER 12, 2017

TOPIC: APPROVAL OF MINUTES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Approval of Minutes	

BACKGROUND

CURRENT STATUS

Attached are the minutes from the November 28, 2017 Committee of the Whole, and Regular Board meetings and the November 21, 2017 Audit and Risk Subcommittee meeting.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	December 5, 2017	- November 28, 2017 Board Meeting - November 21, 2017 Audit and Risk

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board approve the minutes of the Committee of the Whole and Regular Board meetings held November 28, 2017 and the Audit and Risk subcommittee meeting held November 21, 2017.

UNAPPROVED

MINUTES OF A MEETING:

of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 28, 2017 at 3:00 p.m.

November 28,
2017

MEMBERS PRESENT:

Ms. Donna Banks, Ms. Charmaine Bellamy, Ms. Kathleen Brannen,
Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson,
Mr. Ray Morrison, Mr. Cameron Scott, Mr. Ross Tait, Dr. Suzanne Zwarych

Following discussions in Committee of the Whole, Ms. Kelleher moved that the Board rise and report.

CARRIED (10)

The meeting adjourned at 5:50 p.m.

Secretary of the School Division

Board Chair

UNAPPROVED

MINUTES OF A MEETING: of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, November 28, 2017 at 7:00 p.m. November 28, 2017

MEMBERS PRESENT: Mr. Ray Morrison (Chair), Ms. Donna Banks, Ms. Charmaine Bellamy, Ms. Kathleen Brannen, Ms. Holly Kelleher, Ms. Colleen MacPherson, Mr. Cameron Scott, Mr. Ross Tait, Dr. Suzanne Zwarych

Mr. Morrison, Board Chair, called the meeting to order, read the roll call into the minutes, and acknowledged the meeting was being held on Treaty Six territory.

Agenda: Ms. Bellamy moved approval of the agenda.

CARRIED (9)

No declarations of conflict of interest were stated.

Celebrating Excellence: French Immersion:

Ms. Charlene Scrimshaw, Superintendent of Education, welcomed staff and students from École River Heights School. Mme Deena Shyluk, Vice Principal, provided the Board with highlights of the learning taking place at the school. Mme Jessica Brown and Mme Marie-Pierre Michaud, teachers, shared the work being done within their classrooms using the literacy strategy and music to improve reading and writing skills in French. Grades 2 and 3 students displayed their knowledge of French by performing four songs for Board members.

Celebrating
Excellence:
French
Immersion

Consent Items: Ms. MacPherson asked that agenda item #8a – Minutes be removed from consent items for discussion and that the other consent agenda items be approved as presented.

Consent
Items

- 7b) Financial Results for the Period September 1, 2017 to October 31, 2017
That the Board receive the financial results for the period September 1, 2017 to October 31, 2017 for information.

CARRIED (9)

Reports from Administrative Staff:

Core Strategy Update: French Immersion: Ms. Charlene Scrimshaw, Superintendent of Education, provided an update on the 2017-2018 French Immersion vice principal coaching pilot program and highlighted French Immersion work being done in our elementary schools over the past year.

Core Strategy
Update:
French
Immersion

Ms. Banks excused herself from the meeting at 7:50 p.m.

Ms. Brannen moved that the Board receive the Core Strategy Update: French Immersion for information.

CARRIED (8)

Approval of Minutes: Ms. MacPherson moved that the Board approve the minutes of the Inaugural, Committee of the Whole and Regular Board meetings held October 24, 2017, as amended, and the Committee of the Whole meeting held November 7, 2017.

Approval of
Minutes

CARRIED (8)

Unfinished Business:

Audited Financial Statements for the Period of September 1, 2016 to August 31, 2017, and the Audit Findings Report: Mr. Scott moved that the Board approve the Audit Findings Report for the year ended August 31, 2017, and that this report be included as part of the evidence of the quality indicators for the Director's evaluation.

Audited
Financial
Statements for
the Period
September 1,
2016 to
August 31, 2017
and the Audit
Findings Report

CARRIED (8)

Annual Report (Tabling of Documents): Dr. Zwarych moved that that the Board approve the Annual Report for the year ended August 31, 2017.

Annual Report
(Tabling of
Documents)

CARRIED (8)

Changes to The Education Act: Ms. Brannen moved that the Board direct the chair to prepare and send a letter to the Minister of Education expressing the Board's opposition to the mandatory two year cooling off period required for school division employees prior to running for office in the school division in which they were employed.

Changes to
*The Education
Act*

CARRIED (8)

Board Subcommittee Minutes: Ms. Kelleher moved that the Board approve the minutes of the Board Audit and Risk subcommittee meeting of September 5, 2017.

Board
Subcommittee
Minutes

CARRIED (8)

Correspondence: Mr. Tate moved that the Board receive, in confidence, the correspondence from the closed session of the Committee of the Whole.

Correspondence

CARRIED (8)

Ms. Banks re-joined the meeting at 7:55 p.m.

Reports of Committees and Trustees:

- Trustee Brannen reported on her attendance at multiple subcommittee meetings of the Board, the Remembrance Day service and Teepee raising celebration at École Victoria School.
- Trustee Tate reported on his attendance at the Board Planning and Development meeting of November 7, 2017, the Remembrance Day service at Chief Whitecap School, school community council meetings at École Alvin Buckwold School and Aden Bowman Collegiate.
- Trustee Zwarych reported on her attendance at the Saskatoon Teachers' Association luncheon, Evan Hardy Collegiate's Remembrance Day service, committee meetings of the Audit and Risk Committee and School Calendar Committee, and several school community council meetings in Ward 8.
- Trustee Bellamy reported on her attendance at a blanket exercise at John Dolan School.

- Trustee Kelleher reported on her attendance at recent meetings of the Audit and Risk subcommittee, the SSBA general assembly and public section meetings held in Regina November 12-14, 2017.

- Trustee Banks reported on her attendance at the SSBA general assembly, public section, and executive meetings in Regina. She also attended a breakfast featuring child advocate Corey O'Soup as the guest speaker, Saskatoon Public Schools Foundations' Autumn Roast, meetings of the Audit and Risk committee, the 2A provincial football championship game, and a presentation at Marion M. Graham Collegiate on illicit drugs.

- Trustee Scott reported on several meetings with community members in Ward 4.

- Trustee MacPherson reported her attendance at Remembrance Day services at Brownell and Silverwood Heights schools and a Learning Wall walk at Marion M. Graham Collegiate. Ms. MacPherson also praised the work of all staff and students in the division who make the Remembrance Day events at schools respectful and meaningful.

- Board Chair Morrison reported on his attendance at the Saskatoon Teachers' Association convention, a governance meeting with representatives from Saskatoon Public Schools and Whitecap Dakota First Nation, Saskatoon Public Schools' Foundation Autumn Roast, the Conventus Citizenship event on October 30, 2017, SSBA general assembly and public section meetings November 12-14, 2017, and Premier's Award of Excellence dinner in Regina on November 14, 2017. Mr. Morrison also reported on attending a meeting with representatives from Saskatoon Public Schools, Greater Saskatoon Catholic Schools, Prairie Spirit School Division, and the Open Door Society.

Audited Financial Statements for September 1, 2016 to August 31, 2017: Ms. Kelleher moved that the Board approve the Audited Financial Statements for the year ended August 31, 2017, pending minor changes made after the Ministry of Education and the Ministry of Finance's format review and approval.

Audited Financial Statements for September 1, 2016 to August 31, 2017

CARRIED (9)

Proposal for Building Envelope and Roof System Consulting Services: Dr. Zwarych moved that the Board approve the Proposal for building envelope and roof system consulting services for a one year period, starting December 1, 2017 and ending November 30, 2018 to R.M.I.S. Roof Management and Inspection Services Limited, based on its Proposal dated November 22, 2017. Total cost of these services shall not exceed \$250,000 without additional Board review and/or approval.

Proposal for Building Envelope and Roof System Consulting Services

CARRIED (9)

Tender for Snow Removal Services: Ms. Banks moved that the Board approve the tender for procurement of snow removal services for up to three seasons, starting December 1, 2017 and ending May 15, 2020 to Keystone Paving Corporation, based on its proposal dated November 10, 2017. Total cost of this service over the three seasons shall not exceed \$210,000 without additional Board review and/or approval.

Tender for Snow Removal Services

CARRIED (9)

Tender for School Playground Replacement Project at Brunskill School: Ms. Brannen moved that the Board approve the tender for the School Playground Replacement Project at Brunskill School, in a total amount including all applicable taxes of \$233,800.21 to Park N Play Design Company.

Tender for School Playground Replacement Project at Brunskill School

CARRIED (9)

UNAPPROVED

Ms. Brannen moved that the Board adjourn to the call of the Chair or the Board meeting of Tuesday, December 12, 2017.

The meeting adjourned at 8:09 p.m.

CARRIED (9)

Secretary of the School Division

Board Chair

Board Audit and Risk Committee
Tuesday, November 21, 2017
1:00 p.m. – Board Room

MINUTES

In attendance:

Trustees: Donna Banks, Kathleen Brannen, Holly Kelleher, Ray Morrison
Regrets: Suzanne Zwarych
Administration: Garry Benning, Barry MacDougall, Deanna Scott
Guests: Wayde Putnam and Chris Williams – Deloitte
Trevor St. John – Office of the Provincial Auditor

1. **Approval of Agenda.**

Ms. Banks moved that the agenda be approved.

CARRIED

2. **Selection of Chair for Audit and Risk Committee**

Mr. Garry Benning asked for nominations for Chair of the Audit and Risk Committee.

Ms. Banks nominated Ms. Kelleher.

Mr. Morrison moved nominations cease.

CARRIED

Ms. Kelleher accepted the nomination and was declared Chair of the Audit and Risk Committee.

3. **Audited Financial Statements and Audit Findings Reports for the period September 1, 2016 to August 31, 2017.**

Mr. Wade Putnam and Mr. Chris Williams, auditors from Deloitte, highlighted the audit report.

Ms. Deanna Scott highlighted the financial statements.

Mr. Trevor St. John highlighted the Office of the Provincial Auditor's planned involvement memorandum.

Representatives from management left the room at 1:32 p.m. to give Trustees the opportunity to discuss any issues with the auditors. They were invited back to join the meeting at 1:42 p.m.

Representatives from Deloitte and the Office of the Provincial Auditor excused themselves from the meeting at 1:42 p.m.

Ms. Brannen moved that the Audit and Risk Committee approve the Audited Financial Statement and Audit Finding Report for the year August 31, 2017 and forward to the Board of Education for approval.

CARRIED

4. **Approval of Minutes – September 5, 2017**

Mr. Morrison moved that the Audit and Risk Committee approve the minutes of September 5, 2017.

CARRIED

5. **Presentation – Cyber Threats**

Mr. Jason Dunk, Chief Technology Officer, gave a presentation regarding cyber threats.

Mr. Benning excused himself from the meeting at 2:17 p.m.

6. **Additional Meeting – Audit and Risk Committee**

Ms. Banks moved that the Audit and Risk Committee approve an additional meeting date of November 28, 2017.

CARRIED

7. **Terms of Reference – Audit and Risk Committee**

No discussion – for information.

8. **Annual Work Plan for Audit and Risk Committee**

No discussion – for information.

9. **Other**

10. **Adjournment**

Mr. Scott moved that the meeting be adjourned.

CARRIED

The meeting adjourned at 2:20 p.m.

Holly Kelleher,
Chair, Audit and Risk Committee

Garry Benning
Chief Financial Officer,
Saskatoon Public Schools



MEETING DATE: DECEMBER 12, 2017

TOPIC: CORRESPONDENCE

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

BACKGROUND

The following correspondence is included in this file for the information of the Board:

- (a) Correspondence from Bonnie Krajewski-Riel, Director, Premier's Correspondence Unit, regarding receipt of Saskatoon Public Schools' 2016-2017 Report to the Community.

PREPARED BY	DATE	ATTACHMENTS
Mr. Barry MacDougall, Director of Education	December 5, 2017	Correspondence Document

RECOMMENDATION

Proposed Board Motion:

That the Board receive the correspondence as listed.



Government
— of —
Saskatchewan

Office of The Premier
Legislative Building
Regina, Canada S4S 0B3

RECEIVED

NOV 30 2017

November 27, 2017

Ray Morrison, Chair
Saskatoon Board of Education
Saskatoon Public Schools
310 21st Street E
SASKATOON SK S7K 1M7

Dear Mr. Morrison:

On behalf of Premier Brad Wall, this is to acknowledge receipt of your letter of November 21, 2017, and copy of the *Saskatoon Public Schools' 2016-2017 Report to the Community*.

The information you provided will be forwarded to Premier Wall.

Thank you for forwarding this information.

Sincerely,

A handwritten signature in blue ink that reads "Bonnie Krajewski-Riel".

Bonnie Krajewski-Riel
Director
Premier's Correspondence Unit



MEETING DATE: DECEMBER 12, 2017

TOPIC: INVITING STUDENT VOICE: OurSCHOOL 2017-2018

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

BACKGROUND

This report provides results from our annual *OurSCHOOL* student survey (formerly called *Tell Them From Me*). This survey is very valuable as a measure of student engagement at our schools. It provides staff, students, and school community councils with concrete data about student perceptions and makes it possible to track changes over time as school staff members implement initiatives designed to increase student engagement.

CURRENT STATUS

Attached is the report on the Student Perceptions Survey – *Inviting Student Voice: OurSCHOOL 2017-2018*. A major finding from this year’s survey is that 64% of students (grades 7-12) who completed the survey indicated that they feel both confident in their academic skills and highly challenged in their learning. The national average is 52%.

Dr. Scott Tunison, Coordinator: Assessment and Research will be in attendance at the meeting to answer questions as required.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Dr. Scott Tunison, Coordinator: Assessment and Research	December 6, 2017	Inviting Student Voice: <i>OurSCHOOL</i> 2017-2018

RECOMMENDATION

Proposed Board Motion:

That the Board approve the *Inviting Student Voice: OurSCHOOL 2017-2018* report to be included as part of the evidence of the quality indicators for the Director’s annual evaluation.

Inviting Student Voice: OurSCHOOL 2017-2018

Dec 12, 2017

Prepared by:

Dr. Scott Tunison – Coordinator: Research and Measurement
Mr. Shane Skjerven – Deputy Director



Saskatoon Public Schools
Inspiring Learning

Inviting Student Voice: OurSCHOOL 2017-18

Saskatoon Public Schools' motto "*Inspiring Learning*" implies that we aspire to build a strong and vibrant learning community. When a high degree of learning community capacity is present, all members of the community feel valued, affirmed, and inspired.

Saskatoon Public Schools has been using *OurSCHOOL* (previously called Tell Them From Me) division-wide for the last several years. *OurSCHOOL* is also endorsed by the Ministry of Education and the Provincial Leadership Team as a valuable source of data for schools and divisions.

OurSCHOOL – designed by Dr. Doug Willms and his colleagues at *The Learning Bar* – is an online survey measuring 48 indicators identified in recent research on school and classroom effectiveness as being important indicators of healthy learning communities. *OurSCHOOL* is a very important source of information for *Collegiate Renewal* progress. It has also become a foundational measure in our division- and school-based planning and responses.

Student perception results

OurSCHOOL measures provide a wide variety of indicators that are particularly useful for school-level decision making. This board update provides results for four key indicators that align closely with our division's A3s. These include*

- Interest and Motivation – Grades 4-12
- Formative Assessment (Rigor) – Grades 4-12,
- Intellectual Engagement – Grades 7-12, and
- "Flow" – Grades 7-12.

The commentary for each indicator refers only to this year's overall results. The graphs provide comparisons to previous years' results to give a more detailed picture of student perceptions over time to inform progress toward the goals in our strategic plan.

The solid horizontal lines in the graphs indicate the Canadian norms for specific grade ranges (e.g., the line crossing Grades 4-6 results denotes the "elementary school" norm).

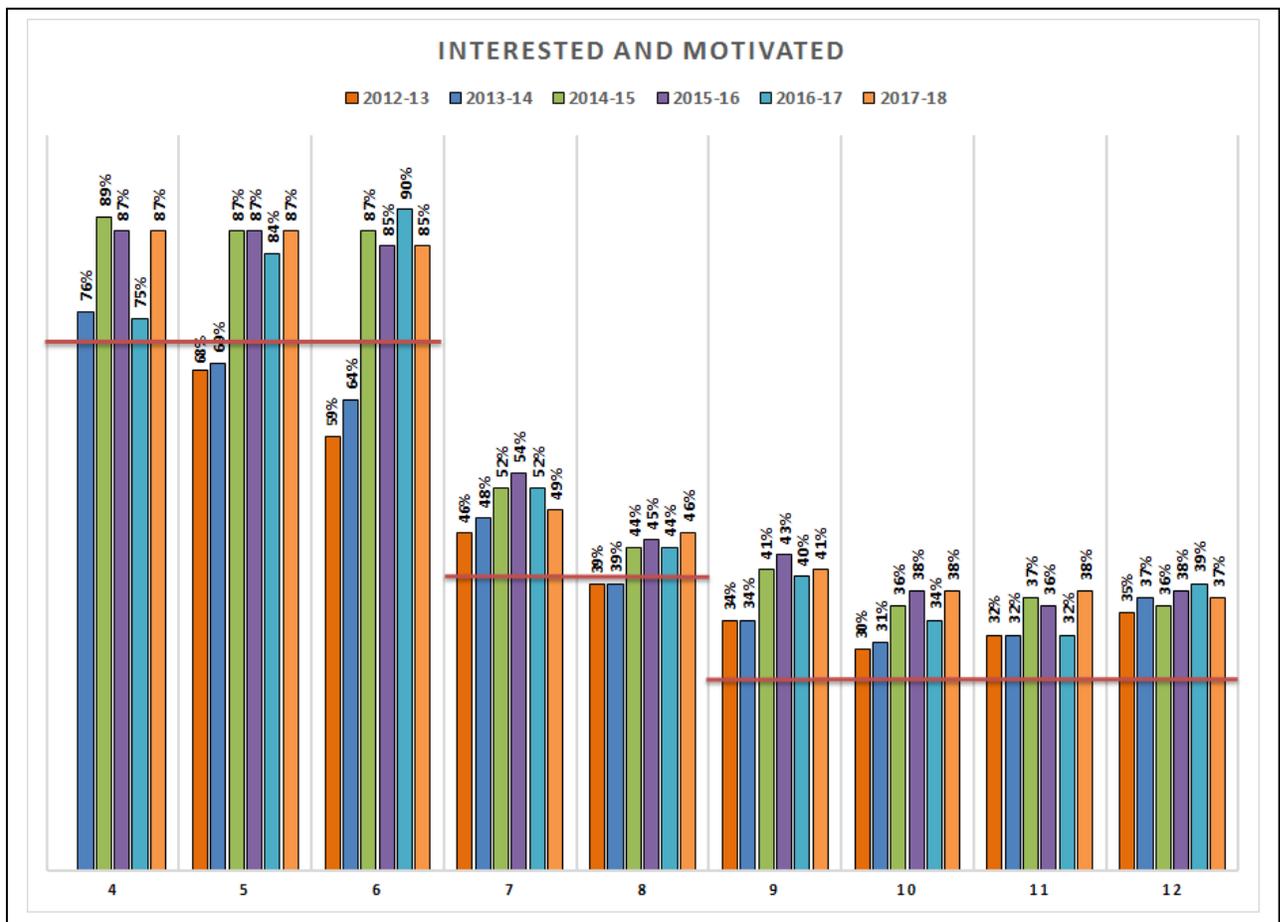
*Notes:

- Grade 4-6 students' responses are included in graphs where possible but, while the measures are the same, the specific survey questions are not identical.
- Grade 4 students did not participate in *OurSCHOOL* in 2012-13.

1. Students who are interested and motivated – Grades 4-12

This indicator is designed to determine the extent to which students are interested in their studies and feel motivated to keep up with the coursework in English Language Arts, Mathematics, and Science (results are not broken down by subject area).

- Grades 4-6:
 - Overall, 86% of Grade 4-6 students were interested and motivated. (Canadian norm is 71%)
 - 88% of girls (norm is 74%) and 84% of boys (norm is 68%) were interested and motivated.
- Grades 7-8
 - Overall, 50% of Grade 7-8 students were interested and motivated. (Canadian norm is 40%)
 - 49% of both girls and boys in Grades 7-8 were interested and motivated. **
- Grades 9-12:
 - Overall, 39% of secondary students were interested and motivated. (Canadian norm for Grades 9-12 is 25%)
 - 39% of both girls and boys in secondary schools were interested and motivated. **

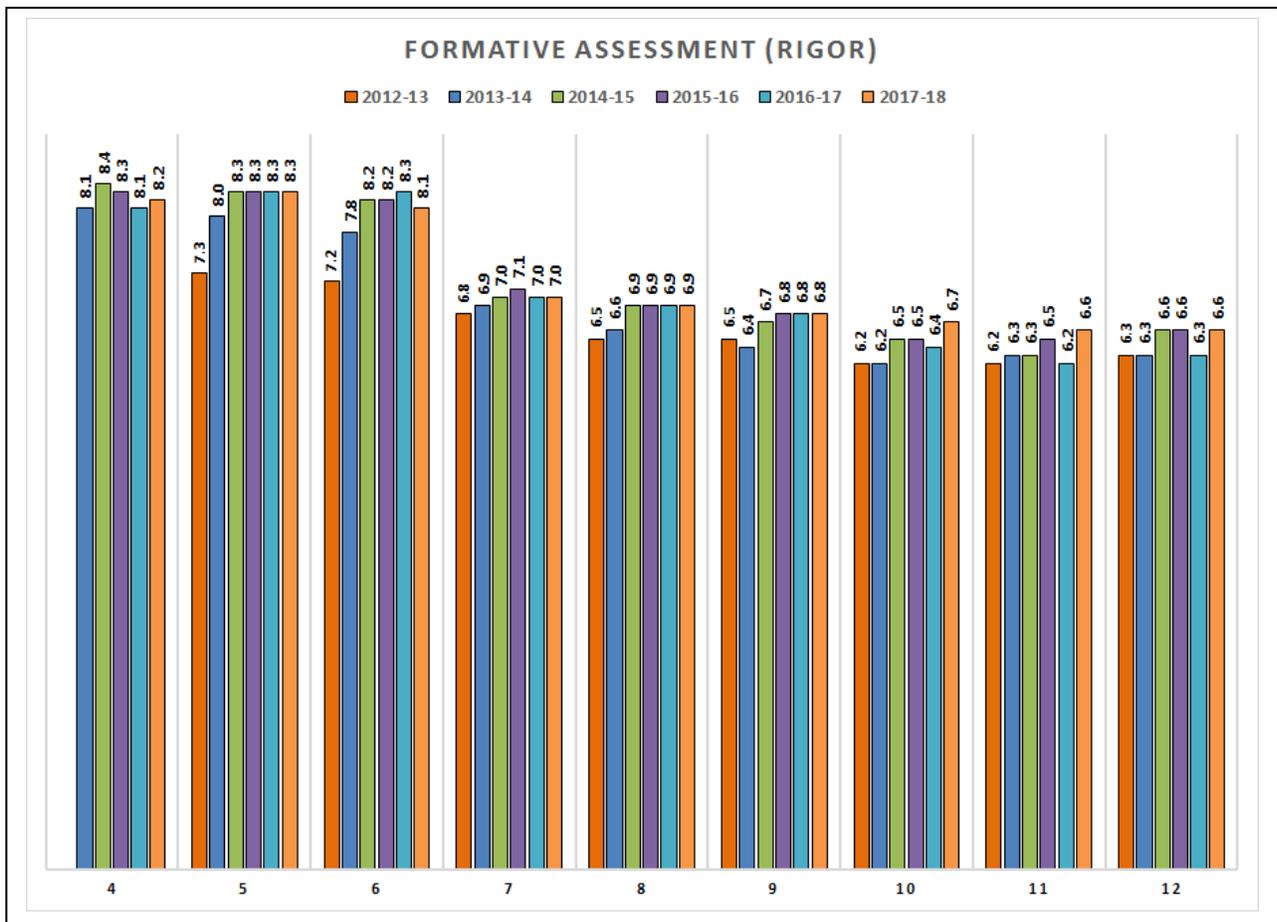


**Note: Gender data at middle-school and high school are not broken down at the national level).

2. Formative assessment (Rigor) – Grades 4-12

The importance of formative assessment (*OurSCHOOL* refers to this concept as “rigor”) in supporting student learning cannot be overstated. Research has repeatedly shown that when teachers provide students with ongoing and effective formative assessment in the classroom (student-to-student feedback is also very effective), learning improves and students feel more capable and confident as learners. (Note: some key questions in this area have recently been adjusted – national norms have not yet been recalibrated).

- Grades 4-6:
 - Overall rating was 8.2 out of 10. (Canadian norm is 7.9)
 - Girls’ rating was 8.3 out of 10 (norm is 8.0) and boys’ rating was 8.2 out of 10 (norm is 7.9).
- Grades 7-8:
 - Overall, students in Grades 7 and 8 rated this measure at 7.0 out of 10.
 - Girls’ rating was 7.1 out of 10 and boys’ rating was 7.0 out of 10. **
- Grades 9-12:
 - Overall, secondary students’ rating was 6.7 out of 10.
 - Girls’ rating was out of 6.7 out of 10 and boys’ rating was 6.7 out of 10. **

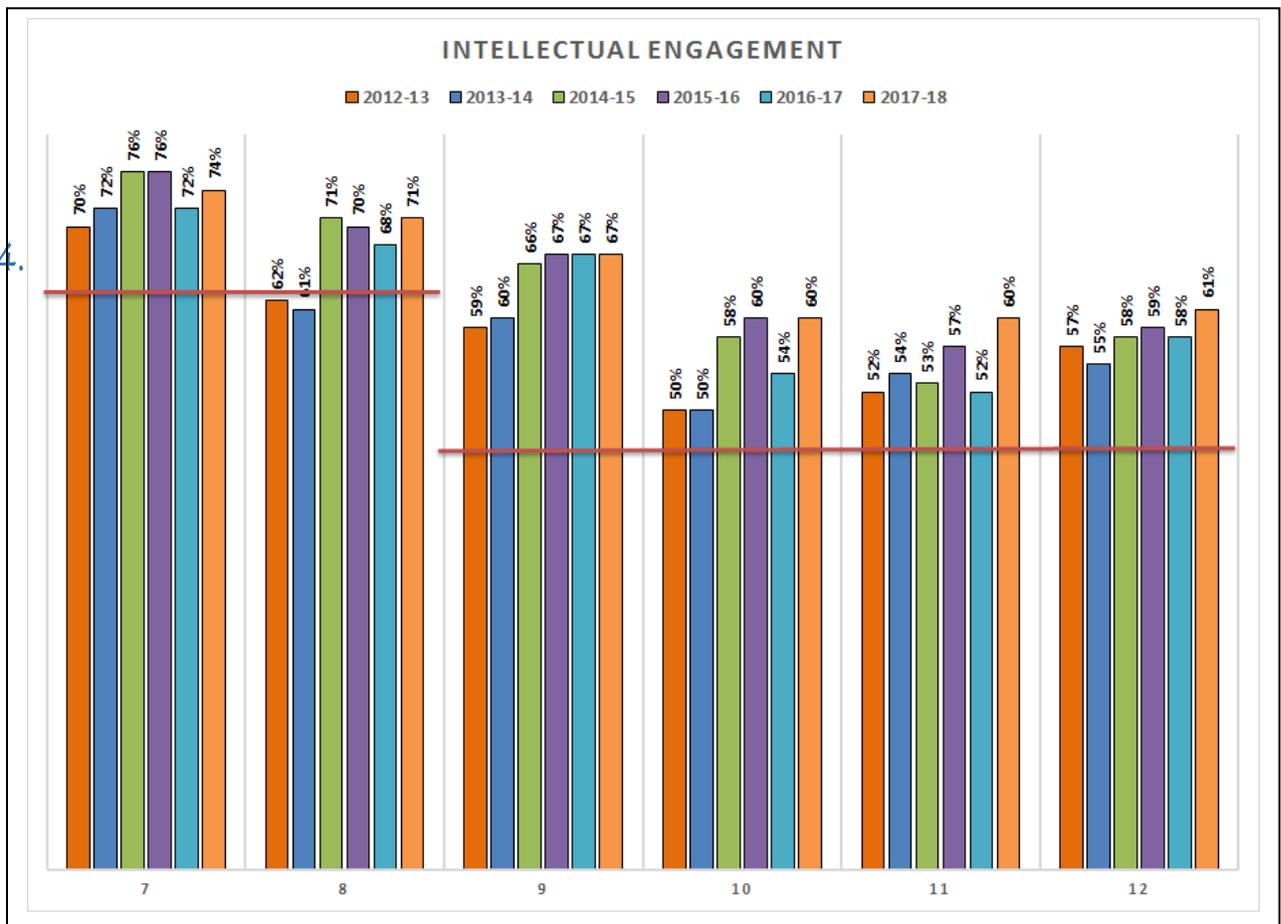


3. Intellectual engagement composite*

When students are intellectually engaged, they find learning interesting, enjoyable, and relevant. This measure is a composite of five aspects of student engagement including:

- Interest and motivation,
- Effort,
- Effective learning time,
- Relevance, and
- Rigor.

- Grades 7-8:
 - Overall 73% of Grades 7-8 students were intellectually engaged. (Canadian norm is 63%)
 - 75% of girls and 73% of boys in Grades 7-8 were intellectually engaged. **
- Grades 9-12:
 - Overall 62% of secondary students were intellectually engaged. (Canadian norm is 45%)
 - 64% of girls and 61% of boys in secondary schools were intellectually engaged. **

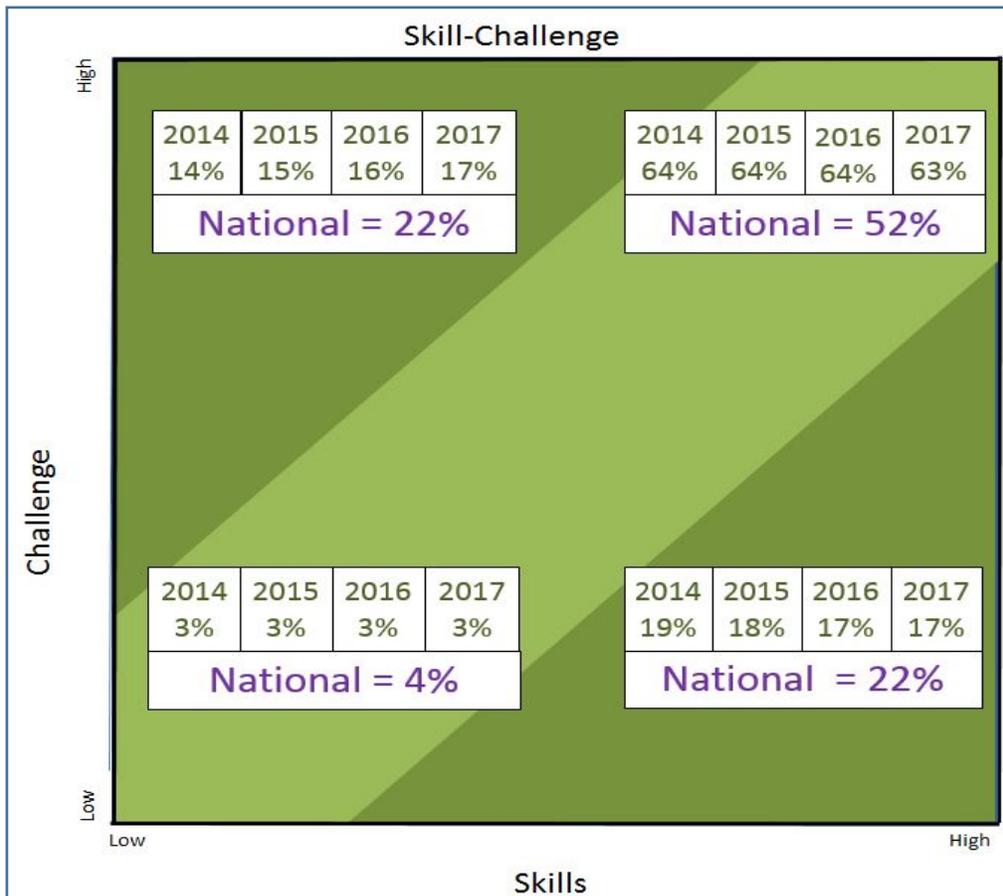


*Note: Intellectual engagement data are not collected from elementary students.

4. Skill vs challenge (“Flow”)

Students feel challenged in their English language arts, mathematics, and science classes and feel confident of their skills in these subjects. When they feel highly skilled and highly challenged, they become so focused on their learning activities that they almost lose track of time.

- 63% of students had scores that placed them in the desirable quadrant with high skills and high challenge (top right corner); the Canadian norm is 52%.
- 17% of students were confident of their skills but did not find classes challenging; the Canadian norm is 22%.
- 17% of students were not confident of their skills but found their classes challenging; the norm is 22%.
- 3% of students were not confident of their skills and were not challenged; the norm is 4%.



Division-specific measures

The OurSCHOOL system also has provisions for division- and school-specific questions. Presently we have two division-specific questions as reported below.

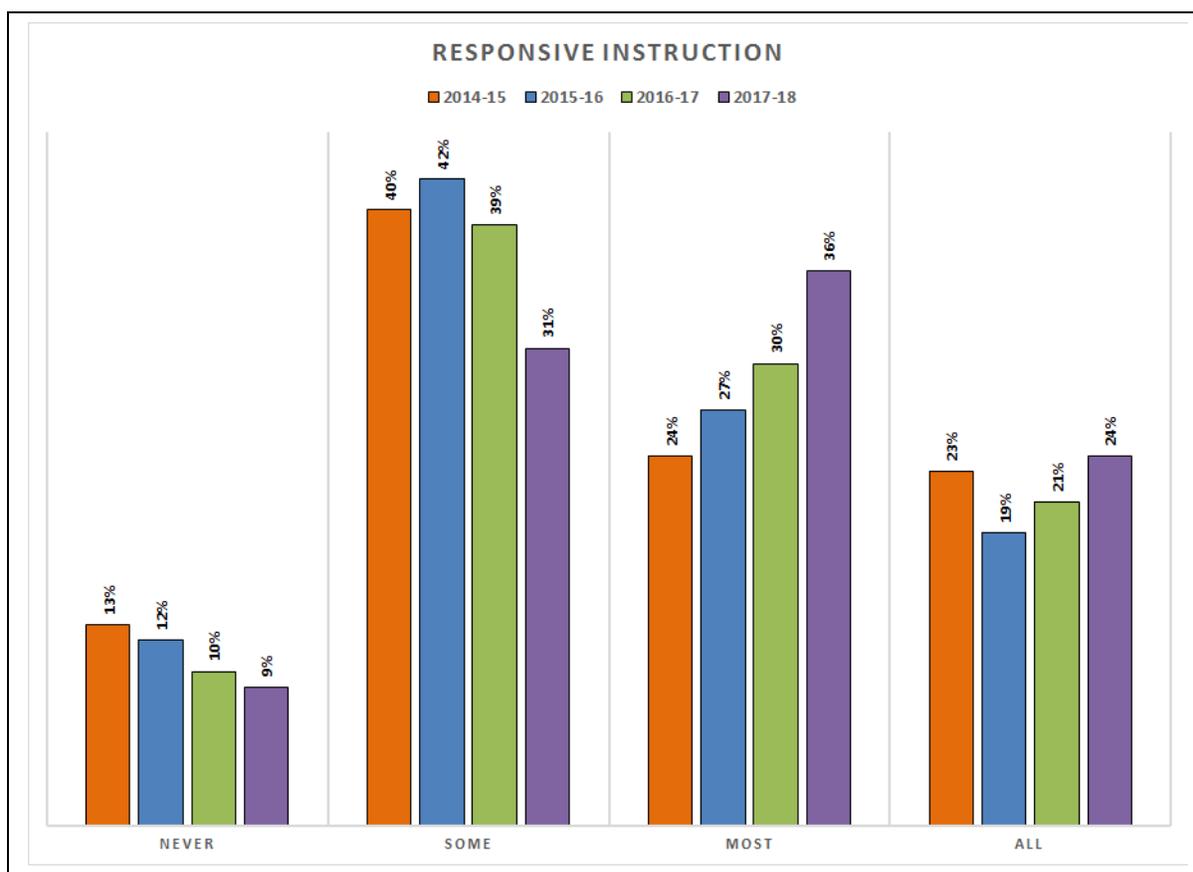
Responsive instruction

Over the last several years, teachers have enhanced their skillsets related to formative assessment and responsive instruction. Teachers are asked to check students' learning frequently and, based on these checks, adjust instruction – often multiple times – to ensure their students learn what is being taught. Specifically, students are asked the following question:

How often does this happen? When I don't understand something, my teacher teaches me in a different way that helps.

(i) All the time (ii) Most of the time (iii) Sometimes (iv) Rarely or never

Over the last four years, our students (grades 7-12) tell us that this particular aspect of responsive instruction has become more frequent. For example, the percentage of students who say that their teacher never adjusts instruction based on whether students “get it” has fallen from 13% in 2014-15 to 9% this year. Further, the percentage of students who say that their teacher uses multiple ways to teach that help them learn experience this all or most of the time has increased from 47% in 2014-15 to 60% this year.



Outcomes-based assessment

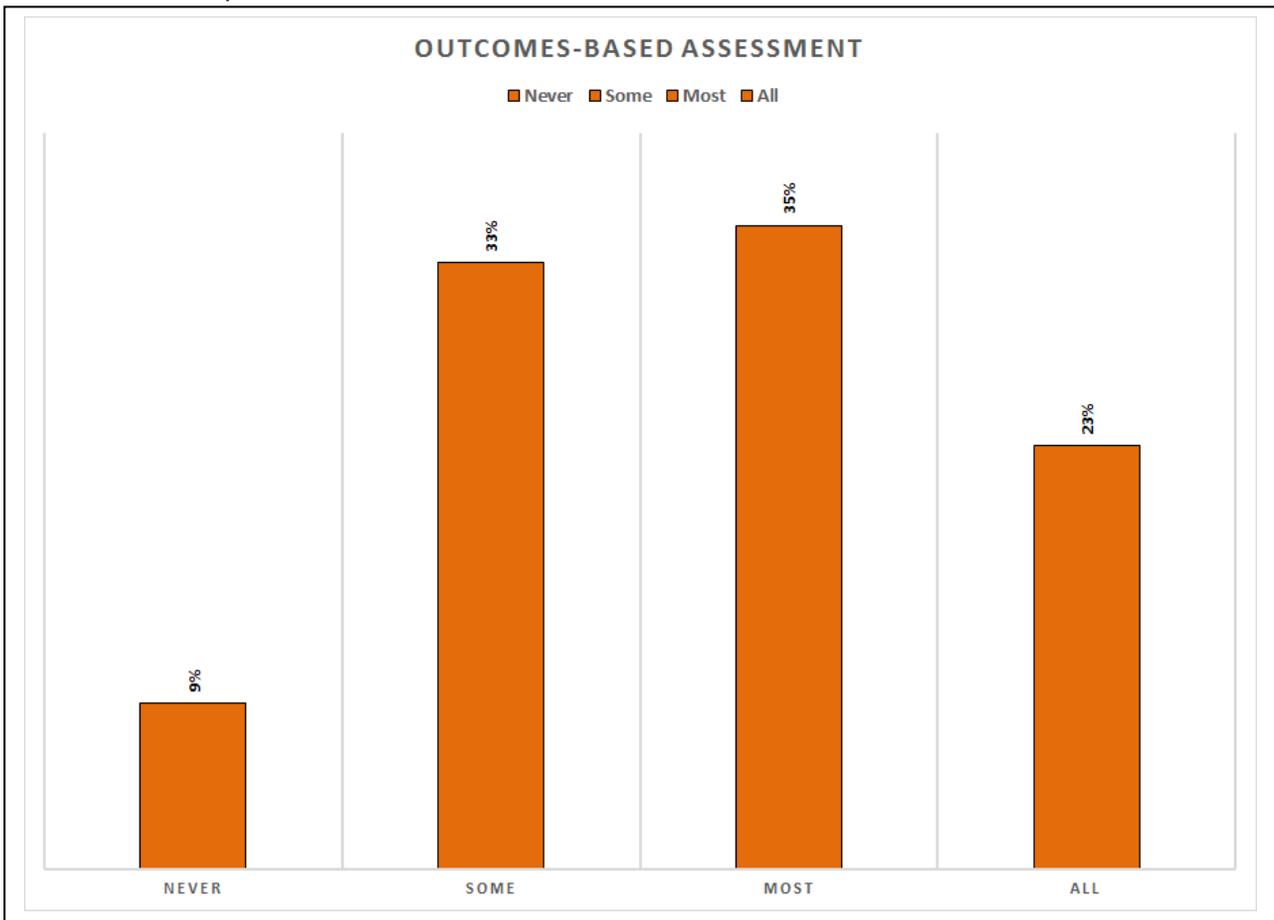
All renewed curricula in the province identify specific outcomes or skills that students must be able to demonstrate. When we assess students' progress based on outcomes, we design learning tasks that target specific outcomes and keep track of how well a student is able to show his or her mastery of the particular skill. One key piece of this process is that students should be made aware of the outcome(s) they will be working on so that they can be sure to show their teacher what they know and can do in relation to that outcome.

Beginning this year, all collegiate teachers are expected to implement outcomes-based assessment (OBA) in at least one course each semester. We added a question about OBA in this year's OurSCHOOL survey to establish a baseline for future growth. All students in grades 7-12 were asked

How often does this happen? My teacher tells us at the beginning of class what skill(s) we will be working on that day.

(i) All the time (ii) Most of the time (iii) Sometimes (iv) Rarely or never

Nearly all of our students (91%) indicated their teachers tell them at least sometimes what outcomes/skills they will be working on that day. We note that 58% of students said that it is true at least most of the time. Through the hard work of teachers and administrators, we expect that this will improve over time.



Reflections and Next Steps

In broad terms, Saskatoon Public Schools' students tend to be positive about their school experiences. For example:

1. Students' perceptions and ratings this year were substantially above national norms.
2. In general, this year's results were similar to results from previous years.
3. Girls tended to be more positive about their school experiences as compared to boys in several measures. However, the differences in most cases were not significant.
4. Elementary students tended to be more positive than high school students – both nationally and in Saskatoon Public Schools – on most measures.

As has been highlighted in other reports, we try to develop multiple measures of specific initiatives whenever possible to provide a robust picture of progress and guide next steps. Given that OBA is a significant new focus for professional development through *Collegiate Renewal* in particular, we have supported our administrators through professional development about decoding high school course outlines for evidence of OBA planning. Our recently-renewed *Secondary Assessment Handbook* also has a substantial section on OBA and all collegiates spent significant professional development time at the start of the semester to learn about and plan for implementing OBA.

These data are powerful sources of student voice. In some respects, the data confirm what school-based staff expected to see. However, there were instances of either improvement or decline that was unexpected by school staff. When this happens, it opens the door to further investigation and conversation with students not only to find out the reasons for their perceptions but also learn what can be done to improve students' school experiences over time.



MEETING DATE: DECEMBER 12, 2017

TOPIC: NEW SCHOOL BUNDLING MUNICIPAL LEASE AGREEMENT

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

BACKGROUND

As part of the New School Bundling Project process, a number of agreements are required. The agreements currently being worked on are the Municipal Lease Agreements for the four new schools. A draft of the agreement was presented and discussed with the Board at the November 28, 2017 meeting.

CURRENT STATUS

The Municipal Lease Agreements for the four new schools are now ready for the Board’s consideration.

There is also a Mutual Access and Easement agreement between the two school divisions for Ernest Lindner/St. Lorenzo Ruiz Schools to address access to the staff parking lot.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	December 6, 2017	None
Mr. Randy Holfeld, Manager of Maintenance and Operations		

RECOMMENDATION

Proposed Board Motion:

- 1) That the Board approve the lease agreement between the Board and the City of Saskatoon, in substantially the same form as presented for the following new schools: Chief Whitecap, Colette Bourgonje, Ernest Lindner and Sylvia Fedoruk.
- 2) That the Board approve the Mutual Access and Easement Agreement between the St. Paul’s Roman Catholic Separate School Division and the Board in relation to the Ernest Lindner/St. Lorenzo Ruiz Schools in substantially the same form as presented.



MEETING DATE: DECEMBER 12, 2017
TOPIC: APPROVAL OF DIRECTORS FOR SASKATOON PUBLIC SCHOOLS FOUNDATION CORP.

Table with 3 columns: FORUM, AGENDA ITEMS, INTENT. Includes rows for Board Meeting, Committee of the Whole, Correspondence, New Business, Reports from Administrative Staff, and Other.

BACKGROUND

Saskatoon Public Schools Foundation (Foundation) exists to further enrich the lives of students through educational experiences at Saskatoon Public Schools while encouraging community engagement in public education.

At the Foundation meeting on December 6, 2017 the following motion was passed:

That the Board (of Directors) recommend that the Board of Education Trustees appoint the following individuals to the Foundation's Board of Directors as follows:

- Wayne Brownlee – to serve a second term of 3 years
Shane Skjerven – to serve a third term of 1 year

CURRENT STATUS

The Saskatoon Public School Board is the sole member of the Foundation and in accordance with section 5.4 of the Constitution and Bylaw of the Foundation:

Directors are elected by the Member for an initial term of office of three (3) years. Directors are eligible to seek re-election for a second term of office of three (3) years. No director may serve more than three (3) consecutive terms of office. If the Director seeks election for a 3rd consecutive term of office, the director can specify the length of the 3rd term as being either a one (1) year, two (2) year or three (3) year term of office. Directors who have completed their uninterrupted term(s) of office are eligible for re-election one (1) year following the end of their uninterrupted term(s) of office. The term is considered to begin at January 1, following his/her election.

There are currently ten directors. According to the bylaws of the Foundation, the number of directors can range from a minimum of three to a maximum of fifteen.

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Row: Ms. Lisa Fleming, Superintendent of Education, December 1, 2017, None.

RECOMMENDATION

Proposed Board Motion:

That the Board approve the term extensions requested by Wayne Brownlee and Shane Skjerven as directors for Saskatoon Public Schools Foundation Corp. effective January 1, 2018.



MEETING DATE: DECEMBER 12, 2017
TOPIC: SECURE DESTRUCTION OF RECORDS

Table with 3 columns: FORUM, AGENDA ITEMS, INTENT. Includes rows for Board Meeting, Committee of the Whole, Correspondence, New Business, Reports from Administrative Staff, and Other.

BACKGROUND

Based on Administrative Procedure 175: Preservation and Disposal of Records, and the Saskatchewan School Boards Association's (SSBA) Records Retention and Disposal Guide (December 2012), 9 boxes of paper employment records from the HR department, dated 2009, are eligible for destruction (7 year retention period).

- CUPE 34 – 1
CUPE 1948 – 1
Teacher – 4
Non-teaching/Saskatoon Community Educators Association – 1
Substitute and Support substitute – 2

9 boxes in total

CURRENT STATUS

A motion is required to securely destroy nine boxes of paper records from the HR department relating to employee files from 2009.

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Row: Mr. Jason Dunk, Chief Technology Officer, December 12, 2017, None

RECOMMENDATION

Proposed Board Motion:

That the Board approve the secure destruction of 9 boxes of paper records from the HR department relating to employee files from 2009 using the secure destruction services under contract with Crown Enterprises.