



# Saskatoon Public Schools

## Inspiring Learning

Board of Education Agenda  
Tuesday, March 10, 2020 7:00 PM  
W.B. Doyle Board Room  
310 - 21st Street East

Page

**1. Roll Call**

**2. Land Acknowledgement**

**3. Playing of O Canada**

**4. Agenda**

4.1. Adoption of Agenda

***Proposed Board Motion:***

*Move approval of the agenda.*

4.2. Declaration of Conflict of Interest

**5. Celebrating Excellence**

5.1. Ecole Victoria School - French Immersion

4

[5.1 cs Celebrating Excellence French Immersion.pdf](#)

**6. Consent Items - The Chair will ask for a motion to receive the items and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request that a consent item be removed.**

***Proposed Board Motion:***

*That the Board approve the consent agenda items as presented.*

6.1. Facilities for Learning Update

5 - 7

[6.1 cs Facilities for Learning Update Regular.pdf](#)

[6.1 att Facilities for Learning Update REGULAR.pdf](#)

**Proposed Board Motion (if removed from consent items):**

*That the Board receive the Facilities for Learning Update as information.*

- 6.2. Financial Results for the Period September 1, 2019 to January 31, 2020 8 - 15

[6.2 cs Financial Results to January 31 2020.pdf](#)

[6.2 att Financial Results Jan 31 2020.pdf](#)

**Proposed Board Motion (if removed from consent items):**

*That the Board receive the financial results for the period September 1, 2019 to January 31, 2020 for information.*

- 6.3. Changes for Administrative Procedures January 16, 2019 to January 31, 2020 16 - 21

[6.3 cs Changes to Administrative Procedures Regular.pdf](#)

[6.3 att summary of changes Admin Manual.pdf](#)

**Proposed Board Motion (if removed from consent items):**

*That the Board receive the annual changes to Administrative Procedures as information.*

- 6.4. Approval of Minutes - February 11, 2020 22 - 26

[6.4 cs Approval of Minutes.pdf](#)

[6.4 att approval of minutes.pdf](#)

**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 February 11, 2020.*

## 7. Reports from Administrative Staff

- 7.1. Strategic Plan Update: Mid-Year Academic Excellence Data 27

[7.1 cs Strategic Plan Update Mid Year Academic Excellence.pdf](#)

**Proposed Board Motion:**

*That the Board receive the Strategic Plan Update: Mid-Year Academic Excellence Data.*

**8. Minutes (please see consent section 6.4)**

**9. Delegation**

**10. Business Arising from the Minutes**

**11. Unfinished Business**

11.1. Items Arising from the Committee of the Whole

**12. Correspondence**

**13. Reports of Committees and Trustees**

**14. New Business**

**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**

**18. Adjournment**

***Proposed Board Motion:***

*That the Board adjourn to the call of the Chair or the Board meeting of Monday, April 6, 2020.*



MEETING DATE: MARCH 10, 2020

TOPIC: CELEBRATING EXCELLENCE: ÉCOLE VICTORIA SCHOOL – FRENCH IMMERSION

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 type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Celebrating Excellence	

**BACKGROUND**

Academic excellence, character, engagement, and well-being of students are at the heart of Saskatoon Public Schools’ five-year strategic plan. The plan highlights our vision of each student being known, valued, and believed in. It emphasizes Saskatoon Public Schools' commitment to creating learning experiences that inspire all students to reach their potential and the importance of relationships, equity and accountability.

**CURRENT STATUS**

This year at École Victoria School, French Immersion teacher Mme Sarah Rollo has been taking her students on a weekly nature walk along the riverbank to enhance literacy, numeracy, and physical education teaching through the development of oral French. As a result of this instructional approach, the teacher is observing more students repeating and using the language used on the walks in conversations and in their writing. Parents indicate that children are sharing their learning at home and are excited for these opportunities.

Presenting from École Victoria School will be Mme Sarah Rollo, Teacher; Mme Gwyn Fournier, Principal; along with a parent and student.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Ms. Charlene Scrimshaw, Superintendent of Education	March 3, 2020	None



# SASKATOON BOARD OF EDUCATION

**6.1**

**MEETING DATE:** MARCH 10, 2020

**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 latest update dated February 28, 2020.

PREPARED BY	DATE	ATTACHMENTS
Mr. Stan Laba, Superintendent of Facilities	March 3, 2020	Facilities for Learning Update

## RECOMMENDATION

***Proposed Board Motion (if removed from consent items):***

*That the Board receive the Facilities for Learning Update as information.*

**Facilities for Learning Update – Various Projects:**

**1. 2020 – 2021 Roofing Repair/Replacement Projects:**

Design and tendering is underway for partial roofing replacement work at various existing schools as follows: Aden Bowman roof section 17, River Heights roof section 3, Evan Hardy roof sections 2 and 22, John Dolan roof sections 7, 8, 9 and 10, Brevoort Park roof section 4 and Dr. John G. Egnatoff roof sections 1D, 1E, 1F, 1G, 5 and 6.

**2. Phase III Painting Plus Program:**

Planning is underway for painting plus projects at 10 Collegiates. It is expected that PMR (Preventative Maintenance and Renewal) funding will be invested in each collegiate, based on priorities selected by the school-based leadership team. Design and tendering of the work will occur in late winter/early spring of 2020, with construction work to be completed during the summer and fall of 2020.

**3. New Relocatable Classrooms for École Alvin Buckwold, Ernest Linder and Willowgrove School:**

All work associated with the provision of three new relocatable classrooms - two for Willowgrove and one for Ernest Linder School - have been completed. The work at École Alvin Buckwold was completed in mid-December 2019, with occupancy by staff and students shortly thereafter.

**4. New Relocatable Classroom Requests for 2020 – 2021:**

New relocatable classroom requests for 2020 – 2021 were submitted to the Ministry of Education in early November 2019. On February 18, 2020, the Ministry of Education announced funding approval for 15 new relocatable classroom requests, including two for Willowgrove School. It is hoped that additional Ministry of Education decisions regarding new relocatable classrooms for 2020 – 2021 will be confirmed as part of the provincial budget day announcements on March 18, 2020.

**5. Multi-Purpose Sportsfield Upgrades at Aden Bowman Collegiate:**

The City of Saskatoon is undertaking a major upgrade to the multi-purpose sportsfield at Aden Bowman Collegiate. Work on the sportsfield is largely complete, with final work items to be undertaken in the spring and summer of 2020.

**6. Preventative Maintenance and Renewal (PMR) priorities for 2020 – 2021:**

Review of PMR priorities for 2020 – 2021 is complete. A final list of PMR projects has been determined, with design and tendering of the work to be undertaken over the next few months. It is expected that the majority of the construction work will be undertaken in summer and fall of 2020. On February 18, 2020, the Ministry of Education announced approval of additional one-time funding of \$5 million for 2019 -2020 PMR allocation, with the Saskatoon Public Schools portion amounting to \$632,612. It is expected that regular PMR funding for the 2020-2021 year will be confirmed as part of the provincial budget announcement on March 18, 2020.

**7. Top Four Capital Requests for 2021-2022:**

The top four capital requests approved by the Board in January 2020, for submission to the Ministry of Education are as follows:

- City Centre Project
- New Joint-Use East Collegiate Project
- Caswell Park Education Project
- New Joint-Use East Elementary School Project

Submissions are being prepared for these projects, as requested by the Ministry of Education. The deadline for submission of Capital Requests to the Ministry for 2021 – 2022 is February 28, 2020.

**8. Energy Smart 2.0 Program and Related initiatives:**

Research is being undertaken on the above, including the development of a viable business case based on a capital project with a value of up to \$10 million. The work includes a significant LED (light emitting diode) lighting retrofit project that would affect all existing schools, as well as the potential of addressing new preventative maintenance priorities and the possibility of accessing new federal government funding sources, if available. It is expected that a Request for Qualifications (RFQ) can be issued to the marketplace in the very near future.

**9. Infrastructure Improvements at Various Schools:**

Work continues on providing a variety of infrastructure improvements and upgrades to existing schools. Refer to the facilities work plan provided in the September 17, 2019 board file.

**10. Flooring, Painting and Miscellaneous Upgrades at Various Schools:**

Work continues on providing flooring, painting and miscellaneous upgrades at various schools. Refer to the facilities work plan provided in the September 17, 2019 board file.



MEETING DATE: MARCH 10, 2020
TOPIC: FINANCIAL RESULTS FOR THE PERIOD SEPTEMBER 1, 2019 TO JANUARY 31, 2020

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

The attached financial information shows the school division's year-to-date financial position.

CURRENT STATUS

Attached are the following documents:

- 1. Memorandum regarding Financial Results to January 31, 2020 Pages 1-3
2. Statement of Financial Activities to January 31, 2020 Page 4
3. Cash Flow Requirements Page 5
4. Capital and PMR Project Status Page 6
5. Internally and Externally Restricted Surplus Page 7

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

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Lists Mr. Garry Benning and Mrs. Krista Wei as preparers, dated March 3, 2020, with attachments for Financial Results and Memo.

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board receive the financial results for the period September 1, 2019 to January 31, 2020 for information.





## MEMORANDUM

**DATE:** February 25, 2020

**TO:** Board Trustees

**FROM:** Garry Benning, Chief Financial Officer  
Krista Wei, General Manager of Financial Services  
Jilleen Kaal, Senior Accountant

**RE:** **FINANCIAL RESULTS TO JANUARY 31, 2020**

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See Schedule 1 and 2 for financial information as of January 31, 2020. The following is an explanation for the main revenues and expenditures:

### Revenues

- a) Property Taxes  
Property tax for Treaty Land Entitlement was fully recognized in 2018-19.
- b) Provincial Grants  
Provincial Grants relate primarily to operating grant revenue which is received equally on a monthly basis. \$96.3 million and 41% of the provincial grants have been recognized for the year, compared to \$94.9 million and 41% in the prior year. Operating grant revenue will be higher than budgeted as the increase in enrolment was more than projected and will be reflected in the remaining monthly payments.
- c) Tuition and Related Fees  
Tuition and related fees consist primarily of revenues from the international student program (ISP). \$0.8 million and 38% of budget has been realized as of January 31, 2020, compared to \$1.0 million and 58% of budget in the prior year. This account is expected to be under budget as revenues received from the Whitecap Dakota First Nation, which were budgeted as related fees, will be recorded as external services revenue to align with external services expenses.
- d) Complementary Services  
Complementary services relate primarily to prekindergarten funding, as well as alternative funding grants. \$3.4 million and 77% of budget has been realized so far in the current year. This compares to \$1.6 million and 36% of budget in 2018-19. The current year is expected to be higher than budgeted due to additional revenues received for specific programming.

e) External Services

External services consist of funding for associate and alliance schools, as well as cafeteria revenues. As of January 31, 2020, \$2.3 million and 44% of budget has been recognized. In 2018-19, \$3.1 million and 44% of budget had been realized for the comparable period.

f) School Generated

School Generated revenue relates to student fees and grants at the school level. Revenues of \$3.1 million and 62% of budget has been realized in the current year. This is comparable to \$3.2 million and 64% in 2018-19.

g) Other

Other includes mainly investment and rental income. Other revenues of \$0.9 million and 60% of budget has been realized in the current year compared to \$0.7 million and 51% in the previous year. The current year is higher as individuals are making more advanced rental bookings and we have received slightly better investment rates.

### Expenditures

a) Governance

Expenses related to governance total \$0.4 million and 49% of budget as of January 31, 2020, which is lower than the prior year of \$0.4 million and 53%. The prior year was higher due to the timing of membership fees.

b) Administration

Administrative costs are \$2.5 million and 40% of budget as of January 31, 2020. This is slightly lower than 2018-19 levels of \$2.5 million and 42% of budget.

c) Instruction

Instruction expenses total \$91.3 million and 46% of budget as of January 31, 2020. This is comparable to 2018-19 levels of \$89.1 million and 46%.

d) Plant

Plant expenses are currently at \$14.4 million and 32% of budget. This is comparable with 2018-19 levels of \$14.4 million and 33% of budget. A significant portion of these budgeted costs are related to preventative maintenance and renewal projects which typically occur in the summer months.

e) School Generated Expense

These expenses currently total \$1.7 million and 34% of budget. This is comparable to 2018-19 levels of \$1.9 million and 38% of budget. The timing of these expenditures vary from year-to-year but correspond with School Generated revenues.

f) Transportation

Transportation expenditures amount to \$2.7 million and 42% of budget as of January 31, 2020. This is comparable to the prior year of \$2.7 million and 42% of budget.

g) Tuition and Related Fees

These expenses relate primarily to disbursements to homebased students. Tuition expenses total \$0.3 million and 81% of budget as the payments have been distributed as of January 31, 2020. This is lower than the prior year of \$0.3 million and 85% of budget for the same period as there was fewer homebased students than expected.

h) Complementary Services

Complementary services expenditures relate primarily to prekindergarten and alternative funding grants. Expenses are currently \$2.5 million and 59% of budget. This is higher than 2018-19 levels of \$1.9 million and 44% but is expected to align with higher than budgeted complementary services revenues.

i) External Services

External services include expenses related to the associate schools, cafeterias, donations, Whitecap and the foundation. These amount to \$2.4 million as of January 31, 2020 and 39% of budget. This is slightly higher than 2018-19 levels of \$2.5 million and 35% but is expected to be on budget.

j) Interest/Allowances

Interest expenditures are currently \$0.1 million and 36% of budget. This is lower than 2018-19 levels which were \$0.1 million and 44% of budget. The current year is expected to be under budget due to the deferral of capital expenditures which would have required an additional loan and therefore interest expense.

**Capital Expenditures**

The attached schedule (Schedule 3) provides information regarding the unaudited financial status as of January 31, 2020 for capital projects which are considered in progress or have had financial activity during the year. This includes the inception to date costs and budget.

**Internally and Externally Restricted Surplus**

There are no significant changes to the restricted surplus accounts other than budgeted allocations and allocations from funds outside the operating fund. See Schedule 4 for more information.

**Schedule 1**

**Saskatoon Public Schools**  
**Consolidated Statement of Financial Activities**  
**For the Month Ended January 31, 2020**

	2019-20		2018-19	
	Consolidated Actual	Percentage of Consolidated Budget	Consolidated Actual	Percentage of Consolidated Budget
<u>Revenues</u>				
Property taxes	\$ -		\$ 200,845	
Provincial grants	96,306,180	41%	94,935,667	41%
Tuition and related fees	801,665	38%	1,001,034	58%
Complementary services	3,427,260	77%	1,571,947	36%
External services	2,340,016	44%	3,089,095	44%
School-generated	3,092,891	62%	3,172,453	64%
Other	941,454	60%	722,296	51%
<b>Total Revenues</b>	<b>106,909,466</b>	<b>42%</b>	<b>104,693,336</b>	<b>42%</b>
<u>Expenses</u>				
Governance	353,973	49%	363,402	53%
Administration	2,506,655	40%	2,511,960	42%
Instruction	91,296,500	46%	89,054,849	46%
Plant	14,441,271	32%	14,365,132	33%
School-generated	1,701,392	34%	1,867,102	38%
Transportation	2,720,382	42%	2,665,124	42%
Tuition and related fees	317,222	81%	295,300	85%
Complementary services	2,522,369	59%	1,906,701	44%
External services	2,442,937	39%	2,523,034	35%
Interest/allowances	138,937	36%	121,486	44%
<b>Total Expenses</b>	<b>118,441,640</b>	<b>44%</b>	<b>115,674,091</b>	<b>43%</b>
<b>Surplus/(deficit)</b>	<b>(11,532,173)</b>		<b>(10,980,754)</b>	

**Schedule 2**

**Saskatoon Public Schools  
Cash Flow Requirements  
For the Month Ended January 31, 2020**

	<b>Actual 2019-20</b>	<b>Annual Budget 2019-20</b>
Surplus/(deficit)	(11,532,173)	(15,882,012)
<b>CASH REQUIREMENTS:</b>		
<b>Tangible capital assets:</b>		
Purchases	(1,103,006)	(6,545,750)
<b>Long term debt:</b>		
Repayments	(640,627)	(1,537,505)
Debt issued		4,300,000
<b>Non-cash items included in surplus/deficit:</b>		
Amortization expense	6,470,833	15,530,000
Employee Future Benefits expenses	-	366,750
Pension Plan Adjustment	-	-
<b>NET EXCESS (REQUESTED) CASH</b>	<b>(6,804,973)</b>	<b>(3,768,517)</b>

**Schedule 3****Saskatoon Public Schools****Capital and PMR Project Status**Includes Capital Projects (all) and PMR Projects (budgets  $\geq$  \$150,000)

As of January 31, 2020

<b>Project Name</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
<b>PMR Projects</b>			
Evan Hardy ROOF REPL #3,14	196,393 *	213,700	17,307
Forest Grove ROOF REPL #3A-D	524,406 *	815,500	291,094
Hugh Carins WINDOW REPL	18,689 *	300,000	281,311
Marion Graham SMALL GYM UPDATES	207,283 *	250,000	42,717
Holliston ROOF REPL #5	38,800 *	160,500	121,700
Confederation Park ROOF REPL #109011	285,432 *	347,800	62,368
Aden Bowman ROOF REPL #10	408,158 *	381,100	(27,058)
City Park PAINTING	146,545 *	169,780	23,235
Lester B. Pearson PAINTING	133,477 *	156,400	22,923
Prince Philip ROOF REPL #7-8	205,754 *	199,900	(5,854)
Wildwood ROOF REPL #2	147,898 *	163,800	15,902
John Dolan ROOF REPL #5,12	247,203 *	242,000	(5,203)
<b>Total PMR Projects</b>	<b>2,560,038</b>	<b>3,400,480</b>	<b>840,442</b>
<b>Portables</b>			
Lakeridge/Forest Grove	370,364 *	500,000	129,636
Alvin Buckwold	321,539 *	360,000	38,461
Willowgrove	617,994 *	720,000	102,006
<b>Total Portables</b>	<b>1,309,898</b>	<b>1,580,000</b>	<b>270,102</b>

\* Includes multiple years (actual cost = total project spend to date)

**Schedule 4**

**Saskatoon Public Schools**  
**Internally and Externally Restricted Surplus**  
**As of January 31, 2020**

<b><u>Internally Restricted</u></b>	<b>Opening Balance</b>	<b>Additions/Transfers</b>	<b>As of January 31, 2020</b>
<i>Civic Elections</i>	-		-
<i>School Generated Funds</i>	2,598,878	1,391,499	3,990,377
<i>Facility Rental Reserve</i>	291,953	15,000	306,953
<i>System Application Reserve</i>	-		-
<i>Governance Reserve</i>	43,000		43,000
<i>Facility Operating Reserve</i>	332,201		332,201
<i>Curriculum Renewal Reserve</i>	100,000		100,000
<i>Technology Renewal Reserve</i>	2,975,000		2,975,000
<i>Mount Royal Facility Partnership Reserve</i>	169,486		169,486
<i>Staff Professional Development Reserve</i>	-		-
<i>Secondary Security Camera</i>	50,000		50,000
<i>School Carry Forwards</i>	1,205,666		1,205,666
<i>Alternative Funds</i>	506,920	926,968	1,433,888
<i>Whitecap</i>	22,772		22,772
<b>Total Internally Restricted</b>	<b>8,295,876</b>	<b>2,333,468</b>	<b>10,629,344</b>
<b><u>Externally Restricted</u></b>			
<i>Donations</i>	545,253	(7,213)	538,040
<i>Foundation</i>	1,094,643		1,094,643
<b>Total Externally Restricted</b>	<b>1,639,896</b>	<b>(7,213)</b>	<b>1,632,683</b>



# SASKATOON BOARD OF EDUCATION

**6.3**

**MEETING DATE:** MARCH 10, 2020

**TOPIC:** CHANGES TO ADMINISTRATIVE PROCEDURES  
JANUARY 16, 2019 TO JANUARY 31, 2020

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 checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

## BACKGROUND

The Board Governance committee met on February 25, 2020 and reviewed all changes to Administrative Procedures for the period January 16, 2019 to January 31, 2020.

## CURRENT STATUS

The committee passed the following motion: *“Ms. Banks moved that the Board Governance Committee receive the annual summary of revised administrative procedures and forward to the Board of Education for information.”*

PREPARED BY	DATE	ATTACHMENTS
Board Governance Committee	March 2, 2020	Changes to Administrative Procedures

## RECOMMENDATION

**Proposed Board Motion (if removed from consent items):**  
*That the Board receive the annual changes to Administrative Procedures as information.*



**Changes to Administrative Procedures  
January 16, 2019 to January 31, 2020**

Procedure Number and Title	Date Revised	Responsibility	Changes
<b>Section 100 - General Administration</b>			
AP 110: School Community Councils	21-Oct-19	Superintendent of Education - M, Kachur	housekeeping changes to meet current practice
AP 110: School Community Councils	6-Jan-20	Superintendent of Education - M, Kachur	housekeeping changes to meet current practice
AP 142: HIV/AIDS	25-Sep-19	Superintendent of Education - D. Weinmaster	Deleted. Redundant
<b>Section 200 - Instructional Programs and Materials</b>			
AP 205: Curriculum	20-Jan-20	Superintendent of Education - P. Janzen	housekeeping changes to meet current practice
AP 208: Selection of Instructional Materials and Equipm	20-Jan-20	Superintendent of Education - P. Janzen	housekeeping changes to meet current practice
AP 290: Research Studies	20-Jan-20	Superintendent of Education - P. Janzen	housekeeping changes to meet current practice
<b>Section 300 - Students</b>			
AP 300: Admission to Students to School	17-Jun-19	Superintendent of Education - M. Kachur	housekeeping changes to meet current practice
AP 300: Admission to Students to School	13-Jan-20	Superintendent of Education - D. Weinmaster	changes to address students attending from outside City boundaries, age and residency.

**Changes to Administrative Procedures  
January 16, 2019 to January 31, 2020**

Procedure Number and Title	Date Revised	Responsibility	Changes
AP 301: Non-Resident Students	13-Jan-20	Superintendent of Education - D. Weinmaster	housekeeping changes to meet current practice
AP 306: Choice of Schools	17-Jun-19	Superintendent of Education - M. Kachur	housekeeping changes to meet current practice
AP 306: Choice of Schools	13-Jan-20	Superintendent of Education - D. Weinmaster	introduce wording from Human Rights Code
AP 306: Choice of Schools	27-Jan-20	Superintendent of Education - D. Weinmaster	housekeeping remove Dundonald from 'closed boundary' status.
AP 308: Lunch Arrangements	25-Feb-19	Superintendent of Education - M. Kachur	housekeeping changes to meet current practice
AP 310: Safety	29-Apr-19	Superintendent of Education - C. Scrimshaw	housekeeping changes to reflect current practice and language regarding written protocols for municipal ponds.
AP 321; Student Awards	13-May-19	Director of Education	New Procedure. Operational items moved from policy. 30-day stakeholder feedback sought.
AP 321; Student Awards	10-Jun-19	Director of Education	housekeeping changes - incorporated award calculation information into procedure (previously sent out to school in a memo)

**Changes to Administrative Procedures  
January 16, 2019 to January 31, 2020**

Procedure Number and Title	Date Revised	Responsibility	Changes
AP 354: Discipline	1-Oct-19	Deputy Director of Education	housekeeping changes to meet current practice
AP 366 Indoor Recess/Noon Hour	25-Feb-19	Superintendent of Education - M. Kachur	housekeeping changes to meet current practice
<b>Section 400 - Personnel and Employee Relations</b>			
AP 407: Off Street Parking	2-Dec-19	Superintendent of Human Resources	housekeeping changes
AP 426: Acting Principal and Vice Principal	1-Sep-19	Superintendent of Education - C. Scrimshaw	housekeeping changes, formatting.
AP 450; Harassment (Employees)	1-Mar-19	Superintendent of Human Resources	significant changes to meet legislative changes and current practice - sent for 30-day stakeholder feedback
AP 451: Sexual Harassment	1-Mar-19	Superintendent of Human Resources	significant changes to meet legislative changes and current practice - sent for 30-day stakeholder feedback
AP 460: Violence (Employees)	12-May-19	Superintendent of Human Resources	significant changes to meet legislative changes and current practice - sent for 30-day stakeholder feedback
AP 461: Violence (Employees)	3-Jun-19	Superintendent of Human Resources	substantial changes to comply with legislation. 30-day stakeholder feedback sought.

**Changes to Administrative Procedures  
January 16, 2019 to January 31, 2020**

Procedure Number and Title	Date Revised	Responsibility	Changes
AP 470: Substitute Staff	18-Oct-19	Superintendent of Education - M. Kachur	housekeeping changes. Updated with current vision and better language.
<b>Section 500 - Business Administration</b>			
AP 507: Year End Procedures - Schools	8-Sep-19	Chief Financial Officer	housekeeping changes to meet current practice
AP 508: Year End Procedures - Central Office	8-Sep-19	Chief Financial Officer	housekeeping changes to meet current practice
AP 510: Accrual Accounting	9-Dec-19	Chief Financial Officer	reviewed, no changes. Update date last revised to 2019.
AP 512: Carry Over of Funds	16-Dec-19	Chief Financial Officer	housekeeping changes to meet current practice
AP 531: Tangible Capital Assets	25-Feb-19	Chief Financial Officer	housekeeping changes to meet current practice
AP 532: Names of Schools and Division Buildings	9-Dec-19	Superintendent of Facilities	housekeeping changes to meet current practice
AP 533: Names for Special Rooms	9-Dec-19	Superintendent of Facilities	housekeeping changes to meet current practice
AP 535: Break-in Theft Vandalism	9-Dec-19	Superintendent of Facilities	housekeeping changes to meet current practice
AP 543: Approval of Capital and Non Capital Projects	27-Jan-20	Manager of Procurement Services	substantial changes. 30-day stakeholder feedback sought.

**Changes to Administrative Procedures  
January 16, 2019 to January 31, 2020**

Procedure Number and Title	Date Revised	Responsibility	Changes
AP 560: Sponsorships and Donations	25-Nov-19	Manager of Procurement Services	substantial changes. 30-day stakeholder feedback sought. Donation information added.
AP 574: Surplus Asset Disposal	15-Apr-19	Chief Financial Officer	new procedure -sent for 30-day stakeholder feedback



MEETING DATE: MARCH 10, 2020

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 February 11, 2020 Committee of the Whole and Regular Board meeting.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	March 2, 2020	- Minutes

**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 February 11, 2020.*

# UNAPPROVED

MINUTES OF A MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, February 11, 2020 2019 at 3:00 p.m. February 11, 2020

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

Mr. Scott joined the meeting at 3:08 p.m.

Ms. Kelleher joined the meeting at 4:03 p.m.

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

CARRIED (10)

The meeting adjourned at 5:54 p.m.

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Secretary of the School Division

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Board Chair

# UNAPPROVED

MINUTES OF A MEETING: of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, February 11, 2020 at 7:00 p.m. February 11, 2020

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

Ms. Colleen MacPherson, 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 and traditional homeland of the Métis people.

Agenda: Mr. Morrison moved approval of the agenda.

Agenda

CARRIED (10)

Celebrating Excellence: SHINE Program – Brunskill School and North Park Wilson School: Mrs. Donnalee Weinmaster, Superintendent of Education, introduced guests from the College of Nursing, University of Saskatchewan, Brunskill School and North Park Wilson School. She also provided the Board with the background of the SHINE (School Health Initiative with Nursing Education) program. Nursing instructors Dawna Fletcher-Tung and Jenn Klemmer, and nursing students Ben Njaa and Taylor Zablocki described the program and their role in the schools. Brunskill School students Connor and Abby explained why the SHINE program was so important to them.

Celebrating Excellence: SHINE Program

Consent Items: Mr. Scott moved that the following consent agenda items be approved as presented.

Consent Items

CARRIED (10)

Financial Results for the Period September 1, 2019 to December 31, 2019: Mr. Scott moved that the Board receive the financial results for the period September 1, 2019 to December 31, 2019 for information.

Financial Results for the Period September 1, 2019 to December 1, 2019

CARRIED (10)

Approval of Minutes – January 14, 2020 and February 5, 2020: Mr. Scott moved that the Board approve the minutes of the Committee of the Whole and Regular Board meetings held January 14, 2020 and the Special Board meeting held February 5, 2020.

Approval of Minutes

CARRIED (10)



## Reports From Administrative Staff:

Strategic Plan Update: Fulfilling Our Commitment - Relationships: Mr. Shane Skjerven, Deputy Director of Education introduced Mr. Paul Janzen, Superintendent of Education. Mr. Janzen introduced Principal Shanna Strueby and Vice Principal Tiffany McCannell of Prince Philip School who shared how they are building relationships within their school.

Strategic  
Plan Update:  
Fulfilling  
Our Commitment  
- Relationships

Mr. Tait moved that the Board receive the Strategic Plan Update: Fulfilling Our Commitment-Relationships.

CARRIED (10)

## Unfinished Business:

Saskatoon Public Schools Foundation Update and 2018-2019 Annual Report: Ms. Brannen moved that the Board receive the 2018-2019 Annual Report for the Saskatoon Public Schools Foundation Corp

Saskatoon  
Public Schools  
Foundation  
Update and  
2018-2019  
Annual Report

CARRIED (10)

Bylaws for the Saskatoon Public Schools Foundation Corp.: Mr. Morrison moved that the Board approve the changes to the bylaws of the Saskatoon Public Schools Foundation Corp. as approved by the Board of the Foundation.

Bylaws for  
the Saskatoon  
Public Schools  
Foundation  
Corp.

CARRIED (10)

Top Four Capital Requests for 2021-2022: Mr. Linklater moved that the Board approve the following Top Four Capital Requests and direct Administration to forward to the Minister of Education no later than February 28, 2020:

Top Four  
Capital Requests  
for 2021-2022

- 1a. City Centre Project
- 1b. New Joint-Use East Collegiate Project
2. Caswell Education Park Project
3. New Joint-Use East Elementary School Project

CARRIED (10)

2020-2021 School Calendar: Ms. Banks moved that the Saskatoon Board of Education adopt the proposed 2020-2021 School Calendar.

2020-2021  
School Calendar

CARRIED (10)

LINC Agreement Extension: Dr. Zwarych moved that the Board direct Administration to respond to the February 4, 2020 letter from the STA LINC bargaining team in the affirmative and to draft the necessary documents to extend the terms and conditions of the current LINC agreement to August 31, 2021.

LINC Agreement  
Extension

CARRIED (10)

Board Subcommittee Minutes: Dr. Zwarych moved that the Board approve the minutes of the Board Human Resources Committee meeting of November 26, 2019.

Board  
Subcommittee  
Minutes

CARRIED (10)

Saskatoon Public Schools Foundation – Audited Financial Statements – September 1, 2018 to August 31, 2019: Ms. Kelleher moved that the Board approve the Audited Financial Statements and audit report for the year ended August 31, 2019 for the Saskatoon Public Schools Foundation Corp., pending minor formatting changes.

Saskatoon Public  
Schools  
Audited Financial  
Statements

CARRIED (10)

Reports of Committees and Trustees:

• Trustee Banks reported on her attendance at school community council meetings at Lester B. Pearson, Fairhaven, and Confederation Park schools, as well as Tommy Douglas Collegiate, and the School Community Council assembly meeting in January. She also visited James L. Alexander School, the improvisation night at Tommy Douglas Collegiate, and attended SSBA meetings in Regina, the Trustee Academy professional development session with Trustee Morrison and a Canadian Citizenship ceremony at Fairhaven School on February 11.

• Trustee Scott reported on school visits and community meetings within Ward 4. He also reported on his involvement in the Canadian Citizenship ceremony at Dundonald School.

• Trustee Brannen reported on her participation in administrative selection panels and her visit to Nutana Collegiate’s Magpie program.

• Trustee Tait reported on his attendance at the School Community Council Assembly meeting in January and school visits to Ward 7 schools.

• Trustee Morrison reported on his attendance at the celebration of the bison at Wanuskewin Heritage Park. He also reported on his attendance at several meetings of the Saskatoon Public Schools Foundation, his participation on administrative selection panels, and a governance meeting with Whitecap Dakota First Nation.

• Trustee Kelleher reported on her attendance at the seasonal sweat held at Brightwater Science, Environmental and Indigenous Learning Centre, and a visit to Nutana Collegiate’s Magpie program.

• Chair MacPherson reported on her attendance at the February 5 principals’ meeting for the Director of Education announcement. She also attended the governance meeting with Whitecap Dakota First Nation, and SSBA Board Chairs Council. Ms. MacPherson also reported on her attendance at the Canadian Citizenship ceremony at Fairhaven School.

New Business

Request for Proposal T1920-0008 – Audit Services: Ms. Brannen moved that the Board award the contract for Audit Services (RFP T1920-0008), to Deloitte LLP for a term of three years with an option to extend for a two additional one-year terms.

Request for  
for Proposal  
T1920-0008  
Audit Services

CARRIED (10)

Mid-Year Transfer of Funds – Reserve Transfer: Mr. Linklater moved that the Board approve the transfer of \$43,364 from the Internally Restricted Surplus designated for capital asset expenditures to the Operating Unrestricted Surplus.

Mid-Year  
Transfer of  
Funds –  
Reserve  
Transfer

CARRIED (10)

Ms. Bellamy moved that the Board adjourn to the call of the Chair or the Committee of the Whole meeting of Tuesday, March 10, 2020.

CARRIED (10)

The meeting adjourned at 8:05 p.m.

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Secretary of the School Division

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Board Chair



**MEETING DATE:** MARCH 10, 2020

**TOPIC:** STRATEGIC PLAN UPDATE: MID-YEAR ACADEMIC EXCELLENCE DATA

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

Academic excellence, character, engagement, and well-being of students are at the heart of Saskatoon Public Schools' five-year strategic plan. The plan highlights our vision of each student being known, valued, and believed in. It emphasizes Saskatoon Public Schools' commitment to creating learning experiences that inspire all students to reach their potential and the importance of relationships, equity and accountability.

## CURRENT STATUS

Academic excellence is one of the four student goals within our strategic plan. Several measures including reading, mathematics, and credit attainment will be highlighted. The data from these measures will provide a baseline for future growth in the goal area of academic excellence. Coordinators Jennifer Brokofsky, Michael Bradford, and Ryan Brimacombe will be in attendance to present mid-year data on these measures.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mr. Paul Janzen, Superintendent of Education	March 4, 2020	Strategic Plan Update Report

## RECOMMENDATION

**Proposed Board Motion:**

*That the Board receive the Strategic Plan Update: Mid-Year Academic Excellence Data.*

# STRATEGIC PLAN UPDATE

## STUDENT GOAL: ACADEMIC EXCELLENCE

The Saskatoon Public Schools strategic plan has four student goals: Academic Excellence, Character, Engagement & Well-Being. The academic excellence goal states that students will achieve success in their learning goals. Student achievement and success in their learning is a core function of an educational system that provides rigorous and relevant opportunities to develop the skills to become productive, engaged citizens. Our commitment is to create learning experiences that inspire all students to reach their potential. Several measures used to monitor the academic excellence goal are highlighted below.



## MEASURES

The following measures serve as baseline data for Academic Excellence within the strategic plan.

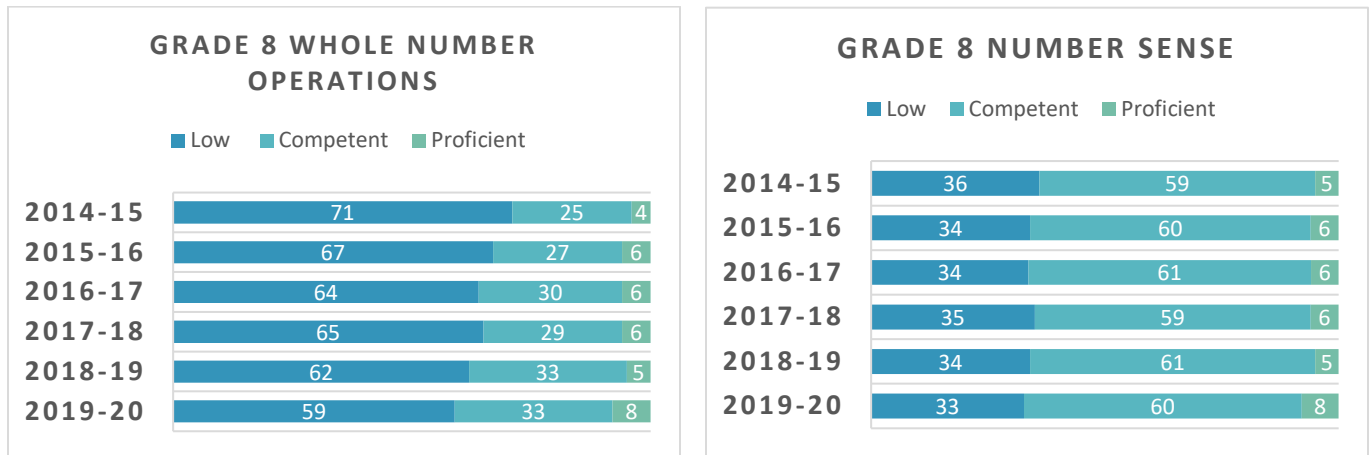
### **Measure #1: Grade 3 Reading Achievement**

To support the renewed emphasis on development of foundational reading skills (phonological awareness and phonics), two new reading assessments were introduced in fall of 2019. These assessments provide teachers with specific information about each student's progress along the developmental continuum of skills. The specificity of the information allows teachers to target instruction to help each child to master the next skill they need to learn.

To get an indication of the growth in student mastery of these foundational reading skills and to gauge the extent of use of the new assessments, a random sampling of results in 9 schools. The results below compare the fall and winter reading skill achievement of grade 3 students as measured by the phonological and phonics assessments introduced last fall.

Data from schools in the sample showed that between September and January there was a 9% increase in the number of phonics skills mastered and a 29% increase in the number of phonological awareness skills mastered by grade 3 students. Every classroom in the study showed improvement and all teachers identified the specific skills that each student had mastered as well as the skills that they needed to work on. Based on observations across the division, the improvement in results is from the ability to use specific data to tailor instruction to the specific needs of each student.

**Measure #2: Grade 8 CAT Scores – Math Achievement**



In 2011 Saskatoon Public Schools began a process to improve mathematics results. Central Office staff and teachers analyzed the Canadian Achievement Test (CAT) data and from that analysis determined that computational fluency needed to become a focus for professional learning. This learning occurred through Mathematics Leadership Communities. In every community teachers studied learning sequences, instructional strategies, and assessment practices that supported student learning in computation. This professional learning was shared with all teachers through the leadership of the mathematics community and the internal portal. From 2014 to 2019 data shows a steady and consistent increase in student’s ability to perform whole number operations. In addition to the CAT data, teachers from kindergarten to grade 12 have consistently self-reported that student’s ability to do mathematics has improved significantly and that more students are experiencing success in classroom-based assessments.

During the 2018-2019 school year the Mathematics Learning Community shifted their focus to number sense. It was believed that this new area of emphasis would continue to strengthen whole number operations skills while at the same time ensuring that more students could flexibly and efficiently work with number concepts and number relationships.

**Measure #3: Grade 10 Semester 1 Credit Attainment**

In grade 10, students begin earning credits towards graduation. In order to graduate in Saskatchewan, a student must earn a total of 24 credits from a variety of subject areas. Credit attainment is an indicator of whether students are on track to graduate within the 3 year and 5 year timelines used by the Ministry of Education.

The percentage of Grade 10 students who achieved 4 or more credits in the first semester of the 2019-20 year was 79.5%. Of the students who attempted 4 or more credits in the first semester, 90.3% earned 4 or more credits. A total of 8172 credits were attempted by grade 10 students and 7525 credits were earned. This is a 92.1% attainment rate.

## ACTIONS

Saskatoon Public Schools offers multiple opportunities for students to find success and achieve in their learning goals. The reading, mathematics, and credit attainment measures provide a system perspective of the impact that many actions have in schools. Moving forward, the specific actions to positively impact academic excellence include:

- Implementation of 5 pillars approach to reading instruction, including professional development at the early years, primary, and middle-years level.
- Development and activation of classroom assessments to measure the impact and inform instruction related to phonological awareness and phonics.
- Provide professional learning to support teacher growth in assessment and instruction related to the 5 pillars of reading.
- Provide literacy leadership professional development to all elementary principals and vice-principals.
- Continue to provide professional learning to support the growth mathematics through the teacher leadership communities.
- Continued focus on outcomes-based practice (planning, instruction & assessment) through professional development materials, continued check-ins with collegiate staff to determine frequently asked questions, development of responses to those questions, and development of the Secondary Assessment Workshop series to clarify expectations with school learning coordinators.
- Work to review course offerings in the Collegiates to determine if additional curricula should be adopted to provide additional opportunities for students to achieve credits.
- Continued support for administrators to access achievement data that allows supports for students to be provided in a timely manner.

Saskatoon Public Schools will continue to monitor and reflect on these actions, their impact on the measures of reading, mathematics and credit attainment, to provide optimal learning experiences for all students and they strive to achieve and excel in their learning goals.