

**Minutes of the Regular Meeting of the Board of Education of Prairie Spirit School Division No. 206 held in the Prairie Spirit School Division Office, on Monday, August 19, 2019, commencing at 3:00 p.m.**

**Present for the meeting were Board Members:** Sam Dyck, Chairperson; Ken Crush, Vice Chairperson; Dawne Badrock; Kimberly Greyeyes; Bonnie Hope; Bernie Howe; George Janzen; Trina Miller.

**Also in attendance:** Lori Jeschke, Director of Education; Bob Bayles, Deputy Director of People and Finance, CFO; Noel Roche, Deputy Director of Education; Brenda Erickson, Communication Manager; and Nadine Meister, Assistant to the Director.

Sam Dyck called the meeting to order at 3:24 p.m. and acknowledged that the meeting was being held on Treaty Six Territory.

Trina Miller asked that a request for Board support to attend an Advocacy conference in November 2019 be added to the agenda.

1. THAT the agenda be adopted as amended. Agenda

**Carried.**

Howe

2. THAT the Minutes of June 17, 2019, be adopted as presented. Minutes

**Carried.**

Greyeyes

On behalf of the Policy Review Committee, Lori Jeschke presented the following revised Board policies for the Board's consideration:

- SP-4 Strategic Plan – added First Nations and Metis Education Ministry goal;
- BO-8 Board and Committee Expenses – added clause about recognizing resigning Board members; and
- BO-18 Viable Schools (new) – moved from Administrative Procedures to Board policy.

3. THAT the Board adopt Board Policy SP-4 Strategic Plan as presented and attached to form part of these minutes. Board Policy  
SP-4

**Carried.**

Greyeyes

4. THAT the Board adopt Board Policy BO-8 Board and Committee Expenses as presented and attached to form part of these minutes. Board Policy  
BO-8

**Carried.**

Hope

5. THAT the Board adopt Board Policy BO-18 Viable Schools as presented and attached to form part of these minutes.

Board Policy  
BO-18  
Janzen

**Carried.**

Lori Jeschke presented the decision report requesting approval of the 2019/20 Board of Education meeting and workshop dates. After much dialogue, the Board opted for 2 meetings per month plus workshops as opposed to one meeting per month plus workshops.

6. THAT the Board affirm the 2019/20 Board meeting dates as noted below:

2019/20  
Meeting  
Schedule  
Howe

- Tuesday, September 3
- Monday, September 16
- Monday, October 7
- Monday, October 21
- Friday, October 25 (Fall Workshop)
- Monday, November 4
- Monday, November 25 (Organizational Meeting)
- Monday, December 2
- Monday, December 16
- Monday, January 6
- Monday, January 20
- Fri.-Sat., January 24-25 (Winter Workshop)
- Monday, February 3
- Monday, February 24
- Monday, March 2
- Monday, March 16
- Monday, April 6
- Monday, April 20
- Monday, May 4
- Tuesday, May 19
- Monday, June 1
- Monday, June 15

**Carried.**

Noel Roche presented the decision report requesting approval for Vanscoy & District Early Learning Centre to build a new childcare building on the Delisle Composite School site. There will be no cost to the Board for this project.

7. THAT the approve Vanscoy & District Early Learning Centre's request to building a new childcare building on the Delisle Composite School site.

Vanscoy &  
District Early  
Learning  
Centre  
Construction  
Project  
Howe

**Carried.**

Trina Miller requested Board support to attend Canada's Modern Advocacy Conference in Calgary, AB, on November 14-15, 2019. After careful consideration, the Board opted to have advocacy training for the entire Board at the Fall Workshop in October.

- 8. THAT the Board deny Trina Miller’s request to support her attendance at Canada’s Modern Advocacy Conference in Calgary, in November 2019.

PD Request  
Badrock

***Carried.***

The Board reported on activities and meetings attended since the last Board meeting.

- 9. THAT the meeting be adjourned at 5:07 p.m. The next meeting to be held on Tuesday, September 3, 2019, at 2:30 p.m., at the Prairie Spirit School Division Office, in Warman.

Adjournment  
Dyck

***Carried.***

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Chairperson

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Secretary to the Board

**Policy Name:** Key Result Areas

**Number:** SP-4

**Policy Type:** Strategic Plan

**Date Approved:** June 16, 2014

**Date Revised:** August 19, 2019

**General Board Directive:** Until further decisions by the Board, the Strategic Plan of the Division will be clearly stated within the Board policies and kept current within these Board documents, monitoring reports and an annual strategic plan review.

4. Our resources will be focused on achieving results in priority areas.

**4.1 High School Completion and Transition to Career**

- Provincial goal/Prairie Spirit goal for three-year graduation rate: the three-year graduation rate will be 85% by 2020.
- Provincial goal/Prairie Spirit goal for extended graduation rate: By 2020, 90% of students will graduate within five years of entering grade 10.

**4.2 Reading**

- Provincial goal/Prairie Spirit goal: By 2020, 80% of students will be reading at a grade level or above by the end of grade 3.

**4.3 Early Years Evaluation**

- Provincial goal/Prairie Spirit goal: By 2020, 90% of students will exit Kindergarten ready to learn in the primary grades.

**4.4. Writing**

- Provincial goal/Prairie Spirit goal: 80% of students will be writing at grade level or above in grade 4, 7 and 9 by 2020.

**4.5 Mathematics**

- Provincial goal/Prairie Spirit goal: By 2020, 80% of students will be achieving at grade level or above in mathematics as determined by the provincial number strand rubric at the end of grade 2, 5 and 8.

**4.6 First Nations, Métis and Inuit Student Engagement and Graduation Rates**

- Provincial goal/Prairie Spirit goal for three-year graduation rate: the three-year graduation rate will be 65% by 2020.
- Provincial goal/Prairie Spirit goal for extended graduation rate: By 2020, 75% of students will graduate within five years of entering grade 10.

**Policy Name:** Board and Committee Expenses

**Number:** BO-8

**Policy Type:** Board Operations

**Date Approved:** June 16, 2014

**Date Revised:** August 19, 2019

**General Board Directive:** The Board provides leadership to the Division through policy setting, strategic planning, linking with owners and directs implementation through the Director of Education at Board meetings.

8. Board members shall be reimbursed expenses for all Board and committee meetings attended, as well as any meeting attended at the direction of the Board based on the following guidelines.

8.1. Board indemnities shall be reimbursed at the following rates:

8.1.1. \$275/Board meeting for Board Chair:

8.1.2. \$247.50/Board meeting for Board Vice Chair; and

8.1.3. \$220/Board meeting for Board members.

8.2. Any official Board activity or committee meeting attended by a Board member shall be reimbursed at the following rates:

8.2.1. Board Chair

- Up to and including four (4) hours - \$137.50
- Over four (4) hours and up to and including eight (8) hours - \$275.00
- Over eight (8) hours and up to and including twelve (12) hours - \$412.50

8.2.2. Board Vice Chair

- Up to and including four (4) hours - \$123.75
- Over four (4) hours and up to and including eight (8) hours - \$247.50
- Over eight (8) hours and up to and including twelve (12) hours - \$371.25

8.2.3. Board Members

- Up to and including four (4) hours - \$110.00
- Over four (4) hours and up to and including eight (8) hours - \$220.00
- Over eight (8) hours and up to and including twelve (12) hours - \$330.00



- 8.3. Expenses shall be reimbursed as follows:
- 8.3.1. Travel allowance shall be paid at a rate of \$0.43 per kilometer. The rate will remain in effect unless the rate is greater than or less than a factor of 5% of the Public Service Commission rates that are published October 1<sup>st</sup> and April 1<sup>st</sup>.
- 8.3.2. The Board will review the rate at its next meeting following the publishing of the Public Service Commission rates if the rate differential is greater than 5% of the current fixed rate.
- 8.3.3. Out of pocket expenses must be supported by receipts, unless expense is \$20 or less with reason stated.
- 8.4. Travel time shall be reimbursed at a rate of \$11/hour.
- 8.5. Base annual allowance of \$5,000 shall be paid to the Board Chair over a ten-month period from September to June.
- 8.6. The Canadian Consumer Price Index may be applied to all indemnity rates (excluding travel allowance) effective February 1 of each year.
- 8.7. The Board values the contribution of Board members who serve on the Board. This section provides guidance in recognizing the service provided to the Division by non-returning Board members. This does not apply to Board members who are removed from office under *The Education Act, 1995*.
- 8.7.1. Board members who will not be returning to the Board:
- 8.7.1.1. Will be invited to an appreciation meal for the Board member with the Board from the previous term and senior staff.
- 8.7.1.2. May select an item from the Division's Service Recognition Award Catalogue:
- Less than full term – any one item from the five (5) to twenty (20) year categories; or
  - Full term or more – any one item from any category within the catalogue.

**Policy Name:** Viable Schools

**Number:** BO-18

**Policy Type:** Board Operations

**Date Approved:**

**Date Revised:**

**General Board Directive:** The Board provides leadership to the Division through policy setting, strategic planning, linking with owners and directs implementation through the Director of Education at Board meetings.

In its efforts to provide meaningful learning experiences that reflect what is best for students and to assist students in developing their full potential, the Board recognizes that it needs to maintain viable schools and classrooms within the context of the entire Division.

In order to ensure quality education for its students, the Board may, from time to time, need to review the operation of one or more of its schools and consider discontinuing one or more grades offered in a school or closing schools.

The Board values collaboration and is committed to a process permitting input from community, staff and parents to help inform its decision.

A School Community Council may initiate the review process by recommending to the Board that the school they represent be reviewed according to this policy.

The Board will adhere to the following guidelines of operation with regard to determining the possible review status of a school. These guidelines will provide a process and procedure for a school review for closure or grade discontinuance. Review status is an opportunity to explore the fact; it does not necessarily mean the school will be closed or there will be grade discontinuance.

18.1. *Legislative Conditions for Review*

*The School Division Administration Regulations* set out the process and criteria around school reviews for closure or grade discontinuance.

The Board may only carry out a review of a school if the following conditions are met:

- a. For pupils in Kindergarten to Grade 8 who are enrolled in the school:
  - i. The nearest school is not more than 40 kilometres from the school under review, based on the shortest route by regularly maintained roads;
  - ii. At least 90% of those pupils live within 75 minutes of the nearest school if travelling by motor vehicle under normal driving conditions; and
  - iii. The Board of Education arranges for alternative transportation that minimizes the transportation time for those pupils who live more than 75 minutes from the nearest school; and



- b. Projected enrolment for the school under review for the following school year is less than:
  - i. For a school offering Kindergarten to Grade 4 only, 25 pupils.
  - ii. For a school offering Kindergarten to Grade 5 only, 30 pupils.
  - iii. For a school offering Kindergarten to Grade 6 only, 37 pupils.
  - iv. For a school offering Kindergarten to Grade 7 only, 44 pupils.
  - v. For a school offering Kindergarten to Grade 8 only, 51 pupils.
  - vi. For a school offering Kindergarten to Grade 9 only, 58 pupils.
  - vii. For a school offering Kindergarten to Grade 12 only, 88 pupils.

#### 18.2. *School Review Criteria*

In carrying out a review of a school, the Board shall consider the following:

- a. The physical condition of the school.
- b. The operational cost per pupil.
- c. The number of grades combined in each classroom.
- d. Distribution of enrolments by grade level.
- e. Projected enrolments.
- f. Condition and capacity of potential receiving school(s).
- g. Transportation implications to the potential receiving school(s).
- h. Availability of educational programming.

Each of the above criteria will be considered in the context of best interest of students, the school, the School Division and communities.

#### 18.3. *Process for Placing a School in Review*

- a. Enrolments for all schools will be monitored and reported to the Board on a regular basis. Schools with September enrolments that fall below, or are projected to fall below, the thresholds set in legislation will be identified to the Board of Education annually.
- b. For schools that meet the Legislative Conditions for Review, the Director of Education will compile a report on the School Review Criteria and report to the Board of Education



with a recommendation as to the review status of the school(s) following the timeline in Appendix A – Viable Schools Calendar Guideline.

- c. The Board will consider the information and, if the Board wishes to place a school into the review process, will pass a motion to that effect.

#### 18.4. *Review Process*

##### a. *Consultation Process with School Community Council*

Once a school is placed in review status, the Board will consult with the School Community Council and the community in accordance with the process set out in legislation:

- i. If the School Community Council consents to closure or grade discontinuance, the Board will make the appropriate motion.
- ii. If the School Community Council does not agree to the closure or grade discontinuance, the process continues as outlined below.

##### b. *Information and Analysis*

The Board will establish a School Review Committee and provide the following information to the School Review Committee and School Community Council by November 1:

- i. The enrolment history of the schools since January 1, 2006.
- ii. The projected enrolment for the school for the following five school years, and the source of this data.
- iii. The current number of teaching and non-teaching staff at the school.
- iv. The projected number of teaching staff based on:
  - a. The projected enrolment mentioned in clause (b), and
  - b. The policies of the board of education
- v. Information respecting the physical condition of the school.
- vi. Any other information that the Board of Education plans to consider in reviewing the school.

##### c. *Decision by the Board of Education to Consider Possible Closure or Grade Discontinuance*

The information and data collected by the School Review Committee and the Director of Education/CEO will be considered by the Board of Education. Pursuant to Section 81.51 of *The Education Act, 1995*, if the Board decides to consider the closure of any school that has been the subject of a review, the Board must, not later than February 1, pass a motion to consider the possible closure of the school or discontinuance of one or more grades or years taught in the school stating the effective date of the possible closure or discontinuance. The Board of Education must notify the public of the motion passed.

d. *Public Meeting*

The Board of Education, no later than March 31 of the year in which the potential closure of the school or discontinuance of grades or years taught in the school is to come into effect, must hold a meeting of electors as per Section 87.5 (2) of *The Education Act, 1995*.

18.5. Decision Regarding Closure or Grade Discontinuance

After a thorough review of the information gathered and considering the consultations with the community, if the Board of Education decides to close a school or to discontinue one or more grades or years taught in the school, the Board must pass a motion to that effect by April 30 and provide notice as required by legislation.

18.6. *School Closures or Grade Reduction and Integration Process*

In schools where the Board has passed a motion approving a school closure or grade discontinuance, the Director of Education shall, in consultation with the School Community Council, develop and implement a Transition Plan that includes:

- a. Notifying the parents of the pupils attending the school affected.
- b. Consulting with the School Community Council.
- c. Consulting with all affected staff, parents and community.
- d. Preparing an implementation schedule.
- e. Ensuring that a familiarization program for new students and their parents is offered at the receiving school(s).

Reference: [The School Division Administration Regulations, Part 10](#)

## Appendix A – Viable Schools Calendar Guideline

The following calendar serves as a guideline only. Timelines can be adjusted depending on circumstances. Provisions of *The School Division Administration Regulations* must be followed.

### School Review Process

