



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

TUESDAY, MAY 14, 2024

310 – 21st Street East - 6:30 p.m.

Please note that all public board meetings are audio recorded.

AGENDA

1. Roll Call

2. Acknowledgement

3. Agenda

3.1. Adoption of Agenda

Proposed Board Motion: Move approval of the agenda.

3.2. Declaration of Conflict of Interest

4. Celebrating Excellence: Colette Bourgonje School – Functional Life Skills (FLS)

5. 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 items as presented.

5.1. Approval of Minutes – April 16, 2024

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 April 16, 2024.

6. Reports from Administrative Staff

6.1. Strategic Plan Accountability Report: Student Transportation

Proposed Board Motion: That the board approve the Strategic Plan Accountability Report: Student Transportation, to be included as part of the director of education's 2023-2024 evaluation.

7. Delegation

8. Business Arising from the Minutes

9. Unfinished Business

9.1. Items Arising from the Committee of the Whole

10. Reports of Committees and Trustees

11. New Business

11.1. Board Meeting Dates: 2024-2025 School Year

Proposed Board Motion: That the board approve the board meeting dates for the 2024-2025 school year.

12. Notices of Motion

13. Questions by Trustees

14. Comments and Questions from the Public (must be related to a specific agenda item)

- Members of the public will have five minutes each to ask their question or make comments, for a total of 20 minutes per meeting.
- All comments or questions about specific agenda items must be submitted in writing by noon the day before the meeting being considered. If the Monday before the Tuesday board meeting is a statutory holiday, the request must be submitted by noon the Friday before the meeting.
- Information on the process for speaking at a board meeting can be found at [Board Meetings - Saskatoon Public Schools \(spsd.sk.ca\)](https://www.spsd.sk.ca/BoardMeetings).

15. Adjournment

Proposed Board Motion: That the board adjourn to the call of the Chair or the meeting of Tuesday, June 4, 2024.



MEETING DATE: MAY 14, 2024

TOPIC: CELEBRATING EXCELLENCE: COLETTE BOURGONJE SCHOOL - FUNCTIONAL LIFE SKILLS (FLS)

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consent
<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	<input checked="" type="checkbox"/> Information

BACKGROUND

Academic excellence, character, engagement, and well-being of students are at the heart of Saskatoon Public Schools’ 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

In Saskatoon Public Schools, the Functional Life Skills (FLS) program is available for students ages 6 to 21 years with moderate to severe intellectual disabilities. Elementary students with moderate to severe intellectual disabilities may access inclusive placements at their neighbourhood schools or in elementary FLS classrooms.

In FLS classrooms, students work toward individualized goals in areas related to communication, social skills, personal care and hygiene, recreation and leisure, functional reading, writing, numeracy, and work education as documented in each student’s IIP. Small group experiential learning is a major component of the program.

Hailey Mayes, the FLS teacher at Colette Bourgonje School will share information about their program. Hailey will be joined by students and their parents.

PREPARED BY	DATE	ATTACHMENTS
Brent Hills, Deputy Director of Education Paul Janzen, Superintendent of Education	May 8, 2024	None



MEETING DATE: MAY 14, 2024

TOPIC: APPROVAL OF MINUTES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Consent
<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: Approval of Minutes	<input type="checkbox"/> Information

BACKGROUND

CURRENT STATUS

Attached are the minutes from the April 16, 2024 committee of the whole and regular board meetings.

PREPARED BY	DATE	ATTACHMENTS
Daniel Burke, Chief Financial Officer	May 7, 2024	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 April 16, 2024.

MINUTES OF A MEETING:

of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, April 16, 2024 at 2:30 p.m.

April 16, 2024

MEMBERS PRESENT:

Trustees Kim Stranden (Chair) Angela Arneson, Donna Banks, Charmaine Bellamy, Kathleen Brannan, Vernon Linklater, Collen MacPherson, Michael Pidwerbeski, Ross Tait, Suzanne Zwarych

Trustee Bellamy joined the meeting at 2:47 p.m.

Following discussions in committee of the whole, Trustee MacPherson moved that the board rise and report.

CARRIED (10)

The meeting adjourned at 5:34 p.m.

Secretary of the School Division

Board Chair

MINUTES OF A MEETING:

of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, April 16, 2024 at 6:30 p.m.

April 16, 2024

MEMBERS PRESENT:

Trustees Kim Stranden (Chair), Angela Arneson, Donna Banks, Charmaine Bellamy, Kathleen Brannan, Vernon Linklater, Colleen MacPherson, Michael Pidwerbeski, Ross Tait, Suzanne Zwarych

Chair Stranden, called the meeting to order, read the roll call into the minutes, acknowledged that the meeting was being held on Treaty Six territory and traditional territory of the Cree, Dene, Nakoda, Lakota, Dakota and Saulteaux nations, and the homeland of the Métis and Michif people.

Agenda: Trustee Pidwerbeski moved approval of the agenda.

Agenda

CARRIED (10)

There were no conflicts of interest declared by any board members.

Celebrating Excellence – Collective Voice:

Charlene Scrimshaw, deputy director, introduced Aden Bowman Collegiate staff member Niala Chaudhry, Collective Voice teacher. They highlighted the collaborative group work and community building and shared how it has impacted student engagement. Students Sunyou Kim and Saurav Sapkota spoke to how the Collective Voice program helped build critical thinking skills and world understanding through community engagement.

Celebrating Excellence - Collective Voice at Aden Bowman Collegiate

Consent Items: Trustee Tait moved that the following consent agenda items be approved as presented.

Consent Items

CARRIED (10)

Approval of Minutes - March 5, 2024 Trustee Tait moved that the board approve the minutes of the committee of the whole and regular board meetings held March 5, 2024.

Approval of Minutes

CARRIED (10)

Reports from Administrative Staff:

Strategic Plan Accountability Report: Early Learning:

Trish Reeve, superintendent of education, highlighted the Strategic Plan Accountability Report: Early Learning.

Strategic Plan Accountability Report: Early Learning

Trustee MacPherson moved that the board approve the Strategic Plan Accountability Report: Early Learning be included as part of the director of education's 2023-2024 evaluation.

CARRIED (10)

Strategic Planning Accountability Report: Well-Being and Relationships
Colleen Norris, superintendent of education, and Tyler Bergen, coordinator of learning supports, highlighted the Strategic Plan Accountability Report: Well-Being and Relationships.

Strategic Plan
Accountability
Report:
Well-Being and
Relationships

Trustee Bellamy moved that the board approve the Strategic Plan Accountability Report: Well-Being and Relationships be included as part of the director of education's 2023-2024 evaluation.

CARRIED (10)

Financial Results – Quarter 2 (December 1, 2023 to February 29, 2024)
Trustee Arneson moved that the board receive the financial results for the period December 1, 2023 to February 29, 2024 for information.

Financial Results

CARRIED (10)

Delegation

No delegations.

Business Arising from the Minutes:

No business arising from the minutes.

Unfinished Business:

Student Computer Refresh – Vendor Selection: Trustee Tait moved that the board approve the purchase of student technology from Dell Canada at a cost of \$4,854,502.

Student Computer
Refresh – Vendor
Selection

CARRIED (10)

Tender for Gymnasium Infrastructure Inspections and Repairs - Amendment of Motion: Trustee Banks moved that the board award the tender for gymnasium infrastructure inspections and repairs to Centaur Products Incorporated for a three-year period, starting March 6, 2024 and ending March 6, 2027 with a cost of services up to \$100,000 annually.

Tender for
Gymnasium
Infrastructure
Inspections and
Repairs –
Amendment of
Motion

CARRIED (10)

Tender for Condensing Unit Replacements at Dr. John Egantoff School and Brownell School: Trustee Arneson moved that the board award the tender for the Condensing Unit Replacement project at Dr. John G. Egnatoff School and Brownell School in the total amount of \$312,000 plus applicable taxes for the Base Price to Peak Mechanical Partnership.

Tender for
Condensing Unit
Replacements at
Dr. John G.
Egnatoff School
and Brownell
School

CARRIED (10)

Board Subcommittee Minutes: Trustee MacPherson moved that the board approve the minutes of the Board Governance Committee meeting held January 30, 2024 and the Board Audit and Risk Committee meeting held February 13, 2024.

Board
Subcommittee
Minutes

CARRIED (10)

Reports of Committees and Trustees:

- Trustee Arneson reported on her attendance at the Sylvia Fedoruk SCC meeting and the Saskatchewan School Boards Association Spring Assembly.
- Board Chair Stranden reported on her attendance at the Saskatchewan School Boards Association Spring Assembly and will be attending the SIEC Contact Conference on April 17.
- Trustee MacPherson reported on her attendance at the Saskatchewan School Boards Association Spring Assembly and events within Ward 5.
- Trustee Banks reported on her attendance at several Saskatchewan School Boards Association meetings. She also reported on attending the Fairhaven School Community Council meeting, Student Transportation WAG Meeting, Board Chairs Council meeting, Indigenous Council meeting.
- Trustee Linklater reported on his attendance at the Indigenous Council meeting and the Indigenous trustees meeting. He also reported on attending a smudge with the Saskatchewan School Boards Association.

New Business

Board Governance – Board Policies: Trustee Tait moved that the board approve the housekeeping changes to the following policies:

Board Governance
- Board Policies

- Policy 6: Board Operations
- Policy 26: Purchasing

CARRIED (10)

Change to Administrative Procedures – August 1, 2023-February 29, 2024:
Trustee Brannan moved that the board receive the annual changes to Administrative Procedures as information.

Comments/Concerns/Questions from the Public:

No comments, concerns or questions from the public were brought forward.

Notice of Motion:

No Notices of Motion were brought forward.

Questions by Trustees:

Trustee Banks brought forward the question to have the student forum meeting rescheduled.

Adjournment:

Trustee MacPherson moved that the board adjourn to the call of the chair or the board meeting of Tuesday, May 14, 2024.

CARRIED (10)

The meeting adjourned at 8:40 p.m.



MEETING DATE: MAY 14, 2024

TOPIC: STRATEGIC PLAN ACCOUNTABILITY REPORT:
STUDENT TRANSPORTATION

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consent
<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:	<input checked="" type="checkbox"/> Information

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.

The ministry requires semi-annual reporting to boards of education, as indicated in the *Transportation Safety Reporting Guidelines (TSRG)*. It includes requirements related to compliance with transportation legislation, reporting of student transportation performance, risks to student safety, and tracking and resolving complaints.

CURRENT STATUS

The key risks to transportation as identified in the TSRG were reviewed with each bus company.

Attached is the accountability report for student transportation which will be presented by Chief Financial Officer Daniel Burke and Financial Analyst/Transportation Manager Sheila May.

PREPARED BY	DATE	ATTACHMENTS
Daniel Burke, Chief Financial Officer Sheila May, Financial Analyst/Transportation Manager	May 6, 2024	Accountability Report

RECOMMENDATION

Proposed Board Motion:

That the Board approve the Strategic Plan Accountability Report: Student Transportation, to be included as part of the director of education's 2023-2024 evaluation.

At Saskatoon Public Schools every student is **Known • Valued • Believed In**

We will create learning experiences that inspire all students to reach their potential.



Accountability Topic: Student Transportation Report

Date of Board Meeting: May 14, 2024

Strategic Priorities:

<input type="checkbox"/> Academic Excellence	<input checked="" type="checkbox"/> Well-being
<input type="checkbox"/> Character	<input checked="" type="checkbox"/> Financial Stewardship
<input type="checkbox"/> Engagement	<input type="checkbox"/> Internal Business Processes

Commitments:

- Relationships (honouring diversity, welcoming and joyful spaces, and community partnerships)
- Equity (anti-racist/anti-oppressive practice, representative workforce, high expectations)
- Accountability (evidence-based practice, focus on Indigenous student success, ensure safe, caring, and accepting learning environments)

Key Measures:

See performance indicators in the Student Transportation Report as of March 31, 2024, and Key Risks to Safe Transportation.

Targets:

Provide safe on-time transportation for students while minimizing cost.

Key Initiatives Employed:

On-time transportation for each bus company is tracked with a performance log. If a bus company outperforms the other company by providing safe, on-time transportation, they will receive additional bus routes.

Cost efficiency of transportation is reviewed during the school year and changes are made to minimize transportation costs.

The key risks to safety noted below are addressed semi-annually with each bus company.

Data:

Performance Indicator	March 31, 2024	Sept.30, 2023	March 31, 2023	Sept.30, 2022
Number of students registered for transportation	6076	5956	5520	5406
Number of students transported who require intensive support	454	437	449	415
Number of transportation routes	158	156	144	141
Number of unfilled routes	0	0	0	0
Cancellations*				
Mechanical - number of routes	0	0	0	0
Weather+STF Strike (2023-2024 school year) - number of days	4+4	0	1	0
No substitute driver - number of runs (AM or PM)	0	0	0	0
Average age of bus fleet (years)	8	8	8	7
Capacity utilized on bus (average)**	90%	90%	87%	81%
Average one-way run time (minutes)	21	20	21	22
Longest one-way run time (minutes)***	76	87	92	83
Performance measurements March 31, 2024****				
First Student (late runs/total runs)	61/11520	6/1692	142/12827	14/1940
Hertz (late runs/total runs)	15/26640	3/3924	5/24252	1/3720

Notes:

*Cancellations are for Sept. 1, 2023 to March 31, 2024. Strike days: Jan. 16, Jan. 22, Feb.7, Mar.20, 2024 Bus route transportation is cancelled at -45c with wind-chill. Cold: Jan. 12, Jan. 15, 2024. Blizzard: Mar. 4, Mar. 5, 2024.
**Capacity utilization is based on a maximum school bus load of 3 students/bench seat. Students in kindergarten and the early grades may ride at 3 students/bench seat. Students in older grades and students needing more space are seated at 2 students/seat. The capacity rating of buses at 3/bench seat overstates the space available for transporting students in older grades.
***Students are transported from around the city to intensive support programs and the Cree Language and Culture Program.
****March 31, 2024 and March 31, 2023 data is school year to date. Sept. 30th data is for September only. Total runs are the number of bus route trips to and from school. (transportation days each month x number of routes x bus route trips/day)

KEY SAFETY RISKS TO TRANSPORTATION

May 6, 2024

Key Risk	Strategies Implemented to Address Risk
Driver Competence	<p>Driver Evaluations are completed with new drivers after 90 days and annually thereafter.</p> <p>Safety meetings are scheduled monthly.</p> <p>Each driver's SGI Driver's Abstract is reviewed annually.</p> <p>New drivers work with mentors before driving a route on their own.</p> <p>Trainers review driver skills by periodically riding along on each route.</p> <p>First Student has a program which provides extra training for drivers who drive routes for Special Education programs.</p> <p>An annual meeting is held in August with all drivers to review safety policies, legislative requirements and to communicate current information.</p> <p>Complaints received are investigated by the operations manager.</p> <p>Drivers can complete anonymous surveys regarding training and safety procedures.</p>
Student Behaviour	<p>A guidelines to a safe school bus ride document is distributed to families and includes information for parents/caregivers and students.</p> <p>School bus safety rules are posted inside buses.</p> <p>Processes are established for managing student behaviour. A school bus conduct report is used to support positive student behaviour.</p>
Vehicle Maintenance/Condition	<p>Preventative maintenance is performed every three months or 5,000 kms whichever is first. Maintenance is tracked with maintenance software.</p> <p>Inspection and maintenance are performed according to SGI school bus safety standards.</p> <p>SGI inspections are performed annually. Staff regularly review reports outlining required inspections to ensure SGI guidelines are met.</p> <p>Shops are staffed with certified journeymen technicians with many years of school bus maintenance and repair experience.</p> <p>Technicians in bus yards to assist drivers with immediate concerns.</p> <p>Zonar (GPS) systems facilitate identifying maintenance concerns.</p>
External Factors	<p>GPS is on buses.</p> <p>School buses are equipped with two-way radios allowing for direct contact between drivers and the school bus office.</p> <p>Standard accident reports are used to document collisions involving buses.</p> <p>Severe weather procedures are in place in partnership with school divisions.</p> <p>Bus information phone hotline and Bus Planner Web provide late bus information.</p> <p>School bus loading zones are reviewed during loading and unloading on a rotational basis. Any safety concerns are noted and addressed.</p>

Future Initiatives:

As the budget process progresses, transportation at schools is reviewed for opportunities to double-loop, resulting in either lower costs by removing a route, or by adding capacity while minimizing additional costs. Implementation of changes will be in the 2024-2025 school year.

As a result of the attendance area boundaries changing for Sylvia Fedoruk and Ernest Lindner schools, new students who live in Aspen Ridge are offered busing to Silverspring School and new students in Kensington are offered busing to Lester B. Pearson School.

The school division is continuing to move toward more technology, including apps for families to access bus route locations and adding GPS on all buses.

Risk Assessment:

The rise in enrolment has led to more students needing transportation, resulting in buses that are more crowded and the creation of additional routes, especially in newer neighborhoods. Although driver

recruitment and retention have improved compared to the 2022-2023 school year, it still poses a risk. As the school division increases the use of double-looped buses to reduce transportation costs, there is a concern that this could affect the punctuality of bus services.

If a contracted bus company recognizes a decrease in revenue because of reallocation of routes, there is a risk that they will decrease operating costs resulting in fewer spare drivers and minimized office staff. Efforts to increase revenue through additional business opportunities outside of the school division also reduces their resources to provide school division transportation.

Continued upward pressure on costs is expected due to increasing enrolment, additional costs for intensive supports transportation and price increases in contracts.

Summary Comments:

Transportation continues to provide safe, on-time, cost efficient transportation.



MEETING DATE: MAY 14, 2024

TOPIC: BOARD MEETING DATES: 2024–2025 SCHOOL YEAR

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Consent
<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:	<input type="checkbox"/> Information

CURRENT STATUS

The following are the proposed 2024-2025 board meeting dates:

August 27	Regular Meeting – if needed	February 11	Regular Meeting
September 17	Regular Meeting	March 4	Regular Meeting
October 15	Regular Meeting	April 15	Regular Meeting
November 18	Inaugural Meeting (12:00 noon)	May 13	Regular Meeting
November 19	Regular Meeting	June 3	Regular Meeting
December 10	Regular Meeting	June 17	Regular Meeting
January 14	Regular Meeting		

PREPARED BY	DATE	ATTACHMENTS
Shane Skjerven, Director of Education	May 9, 2024	None

RECOMMENDATION

Proposed Board Motion:

That the board approve the board meeting dates for the 2024-2025 school year.