



# **SASKATOON PUBLIC SCHOOLS BOARD POLICY MANUAL**



**Saskatoon Public Schools**  
Inspiring Learning

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# PREAMBLE - STRATEGIC PLAN

The Board shall administer and manage the educational affairs of the school division in accordance with the intent of *The Education Act, 1995*, and *The Education Regulations, 2019*.

This Strategic Plan identifies the four student goals, and the division’s commitment, and the vision for the school division. In addition to it being included in Administrative Procedure 100, the strategic plan is to be placed in other major division documents produced by the Director and staff.

The graphic is a circular infographic with a rainbow-colored border. At the top left, it reads "Saskatoon Public Schools STRATEGIC PLAN 2019-2024". In the center, under "OUR VISION", it says "Every Student is Known • Valued • Believed In". Below this are four colored boxes: "ACADEMIC EXCELLENCE" (blue) with a mountain icon, "CHARACTER" (green) with a tree icon, "ENGAGEMENT" (red) with gear icons, and "WELL-BEING" (yellow) with a sun icon. Each box contains a brief description of the goal. At the bottom, under "OUR COMMITMENT", it says "We will create learning experiences that inspire all students to reach their potential." The Saskatoon Public Schools logo is at the bottom center.

**Saskatoon Public Schools**  
**STRATEGIC PLAN**  
2019-2024

**OUR VISION**  
Every Student is  
Known • Valued • Believed In

 <b>ACADEMIC EXCELLENCE</b> Students will achieve success in their learning goals	 <b>CHARACTER</b> Students will demonstrate respect, responsibility, and perseverance	 <b>ENGAGEMENT</b> Students will actively participate in relevant and meaningful learning	 <b>WELL-BEING</b> Students will develop the skills to make healthy choices
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**OUR COMMITMENT**  
We will create learning experiences that inspire all students to reach their potential.

Saskatoon Public Schools  
Inspiring Learning

Saskatoon Public Schools  
**STRATEGIC PLAN**  
2019-2024

## FULFILLING OUR COMMITMENT

- RELATIONSHIPS** We will
- foster caring and supportive relationships
  - honour diversity
  - create welcoming and joyful spaces
  - develop and grow community partnerships

- EQUITY** We will
- be open to all
  - maintain high expectations for all
  - enact anti-racist/anti-oppressive practices
  - pursue a representative workforce

- ACCOUNTABILITY** We will
- respond to student needs through evidence-based practices
  - focus on Indigenous student success
  - pursue continuous improvement
  - ensure safe, caring, and accepting environments



Legal Reference: Reference: *The Education Act, 1995*, Section 85 (1)(a)(b)(c),  
Date Last Revised: March 15, 2022

# POLICY 1 - ROLE OF THE BOARD

As the corporate body elected by the voters and the ratepayers that support the Saskatoon School Division No. 13 of Saskatchewan, herein after called Saskatoon Public Schools, the Board of Education is responsible for the development of the strategic plan and policies to guide the provision of educational services rendered within the Division, in keeping with the requirements of provincial legislation and the values of the electorate.

Specific areas of responsibility are:

## 1. Accountability to Provincial Government

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- 1.1 Act in accordance with all statutory requirements to implement provincial educational standards and policies.
- 1.2 Perform Board functions required by governing legislation and existing Board policy.

## 2. Accountability to Community

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- 2.1 Make decisions that reflect Saskatoon Public Schools' strategic plan and commitments and that represent the interests of the entire school division.
- 2.2 Establish processes and provide opportunities for information sharing with the community and for community input.
- 2.3 Report division results through Accountability Reports at Board meetings.
- 2.4 Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5 Model a culture that reflects the Board's Code of Ethics.
- 2.6 Provide for two-way communications between the Board and the School Community Council Assembly (SCCA) and the school community councils of individual schools.

## 3. Strategic Plan

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- 3.1 Provide overall direction for the school division by establishing vision, commitments, and goals.
- 3.2 Annually approve the Strategic Planning and Management System.
- 3.3 Approve annual report for submission to the Ministry of Education.
- 3.4 Annually approve a budget which aligns with the Strategic Plan.
- 3.5 Approve accountability reports that monitor progress toward the achievement of the goals in the Strategic Plan.
- 3.6 Provide governance oversight of the Enterprise Risk Management program.

## 4. Enterprise Risk Management

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- 4.1 Identify and rank risks to the school division.
- 4.2 Review risk strategy plans for the most significant risks.
- 4.3 Monitor the status of risks and actions taken to address them.

## 5. Policy

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- 5.1 Identify the purpose to be achieved before creating a new policy.
- 5.2 Approve policy statements that meet criteria identified by the Board.

- 5.3 Evaluate policy impact to determine if policy has created the desired change.
- 5.4 Determine policies that outline how the Board is to function.

## 6. Director / Board Relations

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- 6.1 Select the director.
- 6.2 Provide the director with clear corporate direction.
- 6.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 6.4 Annually evaluate the director regarding the director's job description, Board Policy 11, and additional Board direction (e.g., hold director accountable for achievements of the Strategic Plan).
- 6.5 Annually review director's compensation.

## 7. Political / Advocacy

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- 7.1 Annually develop governance priorities that include a plan for advocacy. Consider the focus for such advocacy, key messages, and advocacy mechanisms.

## 8. Board Development

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- 8.1 Annually evaluate Board effectiveness.
- 8.2 Develop yearly plan for trustee development. Consider increasing knowledge of:
  - 8.2.1 Role
  - 8.2.2 Processes
  - 8.2.3 Issues
  - 8.2.4 Cultural competence
- 8.3 Consider Saskatchewan School Boards Association and Canadian School Boards Association (CSBA) resources.
- 8.4 Time activate the plan

## 9. Fiscal

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- 9.1 Annually approve budget and ensure resources are allocated to achieve desired results.
- 9.2 Annually review the ten-year capital construction plan and approve requests for major capital program funding for submission to the Ministry of Education by the end of February.
- 9.3 Responsibility to provide budget information to the Ministry of Education by June 30.
- 9.4 Authorize, by resolution, the borrowing of required monies to cover necessary expenditures.
- 9.5 Approve all expenditures and contracts in excess of \$250,000.
- 9.6 Approve the submission of emergency block capital projects to the Ministry of Education.
- 9.7 Appoint an auditor.
- 9.8 Receive the audit report and the management letter and ensure quality indicators are met.
- 9.9 Monitor fiscal management of the division.
- 9.10 Set the mandate for employee group negotiations.
- 9.11 Ratify memoranda of agreement with bargaining units.
- 9.12 Annually approve compensation levels for out-of-scope staff.

## 10. Selected Responsibilities

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- 10.1 Approval of individual professional development leaves of beyond six weeks for senior administration.
- 10.2 Acquisition and disposal of land and buildings, including expropriation proceedings.
- 10.3 Naming of schools and other Board-owned facilities.
- 10.4 Maintaining membership in the Saskatchewan School Boards Association.
- 10.5 Approval of the purchase of Board memberships in non-educational associations.
- 10.6. Encouragement of qualified and interested candidates to run for the office of public-school trustee.

Legal Reference:

Date Last Revised: March 15, 2022

## POLICY 2 - ROLE OF THE BOARD MEMBER

The role of the trustee is to contribute to the board as it carries out its mandate to achieve its mission and goals. The board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

The board is a corporation. The decisions of the board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the board may carry out duties individually but only as an agent of the board. In such cases, the actions of the trustee are those of the board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the division.

### Specific Responsibilities of Individual Trustees

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The trustee will:

1. Become familiar with division policies and procedures, meeting agendas, and reports in order to participate in board business.
2. Refer governance queries, issues and problems not covered by board policy to the board for corporate discussion and decision.
3. Become familiar with, and adhere to, the Board Member Code of Ethics.
4. Attend jurisdiction or school events when possible.
5. Refer administrative matters to the director of education. The trustee, upon being contacted by a parent or community member about school operations, is encouraged to refer the parent or community member back to the school and is encouraged to inform the director of this action.
6. Participate in, and contribute to, the decisions of the board in order to provide the best solutions possible for the education of students within the division.
7. Support the decisions of the board and refrain from making any statements that may give the impression that such a statement reflects the corporate opinion of the board when it does not.
8. When delegated responsibility, will exercise such authority within the defined limits in a responsible and effective way.
9. Participate in board/trustee development sessions so that the quality of leadership and service in the division can be enhanced.
10. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.
11. Stay current with respect to provincial, national, and international educational issues and trends.
12. Strive to develop a positive learning and working culture both within the board and the division.

## Board-Community Relations Reports

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Trustees file with the Chief Financial Officer, an annual report on events or activities in which they are involved by virtue of their status as board members.

1. Events include but are not limited to school visits, graduations, dinners, school community council meetings, special school functions and other, board related activities.
2. Activities include but are not limited to meetings and communication with educational stakeholders, the media and other entities.

Legal Reference:

Date Last Revised: October 10, 2023

## POLICY 3 - BOARD MEMBER CODE OF ETHICS

A code of ethics is a helpful guide to corporate behaviour. When each board member commits to high ethical standards, it is easier for the board to fulfill its obligation and discharge its duties. The following Code of Ethics has been adopted by the board.

### Code of Ethics

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#### **As a school board member:**

1. I will be motivated by an earnest desire to serve the school division to the best of my ability to meet the educational needs of all students.
2. I will recognize that the expenditure of school funds is a public trust, and I will endeavour to see that the funds are expended efficiently in the best interests of students.
3. I will not use my position for personal advantage or to the advantage of any other individual apart from the total interest of the school division, and I will resist outside pressure to so use my position.
4. I will act with integrity and do everything possible to maintain the dignity of the office of a school board member.
5. I will carry out my duties objectively, and I will consider all information and opinions presented to the board in making my decisions, without bias.
6. I will work with other board members in a spirit of respect, openness, cooperation and proper decorum, in spite of differences of opinion that may arise during debate.
7. I will accept that authority rests with the board corporate and that I have no individual authority outside the board. I will abide by the majority decisions of the board once they are made, but I shall be free to repeat the opinion that I held when the decision was made.
8. I will express my contrary opinion respectfully and honestly, and without making disparaging remarks, in or outside board meetings, about other board members or their opinions.
9. I will communicate, and conduct my relationship with staff, the community, other school boards and the media in a manner that focuses on facts.
10. I will not divulge confidential information, which I obtain in my capacity as a board member, and I will not discuss those matters outside the meetings of the board or the board's committees.
11. I will endeavour to participate in trustee development opportunities to enhance my ability to fulfill my obligations as a school board member.
12. I will not conduct myself in a manner, that is intended to criticize another school board.
13. I will support the value of public education, and will endeavour to participate, and encourage my board to participate, in activities that support or promote public education in Saskatchewan.
14. Each board member will review and execute the Annual Declaration of potentially conflicting interests (Appendix A) to declare in writing the existence of any confirmed or potential conflicts of interest. If a board member becomes aware of a potential or confirmed conflict after this

annual declaration, that board member is required to update their annual declaration at the next regular board meeting.

15. If a board member is thought to have violated any provisions of this policy, procedures outlined in Appendix B will apply.

Legal Reference: *The School Division Administration Regulations, Sections 10, 11, 12, 13*  
Date Last Revised: February 13, 2024

# APPENDIX A

## Annual Declaration of Potentially Conflicting Interests

Annually, each member of the board shall confirm in writing that he or she has read and understood Policy 3: Board Member Code of Ethics. Board members shall disclose any outside interests or activities that may pose a conflict of interest.

I am currently a Board of Education of the Saskatoon School Division No 13 (Saskatoon Public Schools) board member, board member, member, committee member, officer, substantial shareholder/owner/investor, or an employee of the following organizations or community groups:

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I am not now nor have been in the past 12 months been involved directly or indirectly in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Saskatoon Public Schools that could result in personal benefit to me, my family, or a personal or business associate.

I am not now, nor have not at any time in the past 12 months, been a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Saskatoon Public Schools.

Any exceptions to the above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have in the persons or organizations having transactions with Saskatoon Public Schools.

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I \_\_\_\_\_ have read, understood and will comply with the Code of Conduct and Conflict of Interest Protocol as set out by Saskatoon Public Schools. I will act in the best interest of Saskatoon Public Schools and avoid any situations that could result in real or perceived conflict of interest.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

# APPENDIX B

## CODE OF CONDUCT SANCTIONS

**1.** Policy 3: Board Member Code of Ethics requires that the trustees of Saskatoon Public Schools collectively and as individual members, always commit to ethical and appropriate conduct. Failure by a board member to operate in compliance with Policy 3: Board Member Code of Ethics may result in Board-initiated sanctions.

### **2.** Confidentiality Regarding Issues of a Sensitive Nature

This policy requires that board members respect confidentiality relating to issues of a sensitive nature. Failure to comply with this requirement constitutes a security breach. An individual board member may bring a suspected security breach to the attention of the board in a closed meeting. If the board agrees that a security breach has occurred, this shall be recorded.

### **3.** Procedure for Dealing with Breaches of Confidentiality

Where the board determines that a breach of confidentiality has occurred, the following procedures shall apply:

a. Following the board's approval in the form of a motion, the Board Chair [Vice-Chair or Designate in the case of a breach involving the Board or Vice Chair] shall request that the Director of Education/CEO or designate (as the "head" of the local authority pursuant to the *Local Authority Freedom of Information and Protection of Privacy Act*), appoint an independent investigator to review the matter.

b. The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair [Vice-Chair or Designate in the case of a breach involving the Board or Vice Chair] and Director of Education/CEO.

c. The Board Chair [Vice-Chair or Designate in the case of a breach involving the Board or Vice Chair] shall present the report of the independent investigator at a closed meeting.

d. The board member in question shall have the opportunity to present any additional information of relevance at this time.

e. If the Board determines that a wilful violation of security has occurred:

#### i. First Occurrence

1. A motion to write a letter of censure marked "Personal and Confidential" shall be discussed and agreed upon by a majority of board members present at a closed meeting of the board.

2. If the motion passes, the decision will require immediate approval by a majority vote of the board members at a public board meeting.

ii. Subsequent Occurrences

For subsequent occurrences, a motion of censure against the board member in question may be brought directly to a public Board meeting. This motion requires approval by a majority vote of the board members present at the meeting.

**4. Other Violations of the Code of Conduct**

A board member who believes that a fellow board member has violated any sections of the policy, excluding the confidentiality section, may seek a resolution of the matter through appropriate conciliatory measures prior to proceeding through the official measures outlined below in section 5.

**5. Procedures for Dealing with Other Violations of the Code of Conduct**

In the steps that follow, the Board Chair and the Vice-Chair will receive the complaint and manage the steps of the process. In the event that the complaint is against the Board Chair, the Vice-Chair solely will receive the complaint and manage the steps outlined herein. In the event that the complaint is against the Vice-Chair, the Board Chair solely will receive the complaint and manage the steps outlined herein.

- a. A board member who wishes to commence an official complaint, under the Code of Conduct, shall file a letter of complaint with the Board Chair and Vice-Chair within thirty (30) days of the alleged event occurring and indicate the nature of the complaint and the section or sections of the conduct policy that are alleged to have been violated by the board member.
- b. The board member who is alleged to have violated the conduct policy, and all other board members, shall be forwarded a copy of the letter of complaint by the Board Chair and Vice-Chair within five (5) days of receipt by the Board Chair and Vice-Chair of the letter of complaint. The filing, notification, content, and nature of the letter of complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a gross violation of the conduct policy. Public disclosure of the complaint and any resulting decision taken by the board may be disclosed by the Board Chair only at the direction of the Board, following the disposition of the complaint by the Board at a hearing.
- c. To ensure that the complaint has merit to be considered and reviewed, at least one (1) other board member must provide a letter indicating support for having the complaint heard at a hearing. This letter of support must be provided to the Board Chair and Vice-Chair within three (3) days of the notice in writing of the letter of complaint having been forwarded to the board members. Any board member that provides such a letter of support shall not be disqualified from attending a hearing convened to hear the matter or from deliberating upon the complaint at the hearing solely for having provided such a letter.
- d. Where no letter supporting a hearing is forthcoming, the complaint shall not be heard. The Board Chair and Vice-Chair shall notify the board members in writing that no further action of the board shall occur.

- e. Where a letter supporting a hearing is forthcoming, the Board Chair and Vice-Chair shall add the item to a meeting of the Board as soon as is reasonable.
- f. Upon conclusion of a hearing held pursuant to this section, a violation of conduct policy shall result in the following sanction(s):
  - i. The Board Chair [Vice-Chair in the case of a breach involving the Board Chair] shall write a letter of censure marked “Personal and Confidential” to the violating board member in question. This occurs only after having such action discussed and agreed upon by a majority vote of Board members present at a closed meeting of the board. A majority of board members at a public meeting of the board shall immediately approve this decision.
  - ii. For a subsequent occurrence, a motion of censure shall be presented against the violating board member in question at a public meeting of the board.
  - iii. For a further subsequent occurrence, a motion to remove the board member in question from one or more board appointments may be presented at a public meeting of the board.

## POLICY 4 - ROLE OF THE BOARD CHAIR

The Board Chair will:

1. Be elected at the inaugural meeting of the board each year. All members of the board are eligible for election to this office.
2. Hold office until the next inaugural meeting and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new chair will be elected in a manner similar to that followed in the election of the chair at the inaugural meeting.
3. Preside over all regular and special meetings of the board and shall have the duties and authority usually associated with that office in the conduct of meetings.
4. Have the duties and powers conferred by *The Education Act*, Province of Saskatchewan, and such other responsibilities as may be required by formal action of the board.
5. Ensure that the board operates in accordance with its own policies and procedures.
6. Prior to each board meeting, confer with the vice chair and director to approve the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
7. Perform the following duties during board meetings:
  - 7.1 Ensure that all issues before the board are well stated and clearly expressed.
  - 7.2 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed, and a corporate decision reached.
  - 7.3 Direct the discussion by trustees to the topic being considered by the board.
  - 7.4 Extend hospitality to trustees, officials of the board, the press, and members of the public.
8. Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the board and where those are silent, *Robert's Rules of Order*.
  - 8.1 Unless authorized by a majority of members present, the chair shall not keep the board in session for more than three continuous hours
9. Act as the chief spokesperson for the board except for those instances where the board has delegated this role to another individual or group.
10. Act as a signing officer for the division.
11. Represent the board at official meetings inside and outside of the division. In the event that either the chair or the vice chair is not able to be in attendance at a board or community sponsored function, the chair shall endeavor to ensure that a trustee is in attendance to represent the board.

12. Present, on behalf of the board, such awards as the board may authorize from time to time.
13. In the event that either the chair or the vice chair is not able to be in attendance at a board or community sponsored function, the chair will endeavor to ensure that a trustee is in attendance to represent the Board.
14. Keep the trustees and the director informed on all matters that might affect the educational opportunities in the division.
15. Unless otherwise ruled by the board, be an ex-officio member of all committees of the board.
16. Ensure that the board engages in regular assessments of its effectiveness as a board.

Legal Reference: The School Division Administration Regulations, Sections 14, 39,  
Date Last Revised: October 11, 2022

## POLICY 5- ROLE OF THE VICE CHAIR

1. Two vice chairs will be elected at the inaugural meeting of the board each year. A trustee will be elected vice chair to take office immediately following the election and serve for six months. One other trustee will be elected to serve for the subsequent six months or until the next inaugural meeting.
2. The vice chair will assist the board chair in ensuring that the board operates in accordance with its own policies and procedures and in providing leadership and guidance to the board.
3. The vice chair will assume the powers of the chair in their absence or as delegated by the chair.
4. The vice chair will preside over meetings of the committee of the whole and planning and development meetings. Prior to each meeting, the vice chair will confer with the director on the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.
5. In the absence of the chair and the vice chair from a meeting of the board, the members present will elect one of their number to act as chair of the meeting.

Legal Reference: The School Division Administration Regulations, Section 39  
Date Last Revised: October 11, 2022

## POLICY 6 - BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the division, the board will hold meetings as often as is necessary. The board has adopted policies regulating its proceedings so that the business of the board can be conducted in an orderly and efficient manner.

The purpose of board meetings is to ascertain group opinion and through motions and resolutions to focus board action on specific issues. Respectful behaviour preserves the inherent dignity of everyone; therefore, it is important that board meetings be conducted in an environment that is productive, orderly, and respectful of trustees, staff, and members of the public. The organization of the board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect. Meetings of the full board will be conducted in person to the extent possible. At the discretion of the chair, the board can conduct meetings electronically. Electronic meetings will be held in compliance with *The Electronic Meeting Procedures Regulations, Chapter E-0.2 Reg 6.* where possible.

### 1. Inaugural Meeting of the Board

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- 1.1 The inaugural meeting of the board in each calendar year will be held in the W.B. Doyle Board Room, not later than November 30 in accordance with Part 4 of *The School Division Administration Regulations, Province of Saskatchewan.*
- 1.2 The chief financial officer will call the meeting to order.
- 1.3 In an election year, the chief financial officer will read the return from the city clerk certifying as to the election of new members, if any, and will call for and receive the certificate of their declaration of office, in accordance with Section 71 of *the Education Act, Province of Saskatchewan.*
- 1.4 The chief financial officer will proceed to conduct the election of the board chair. Nominations will be made by the board members for the office of chair and need not be seconded. A vote upon the nominees shall be taken by ballot. The nominee who receives the most votes of the members present will be declared elected and will take office immediately. In the event of a tie vote the board will move into committee of the whole. Following discussions in committee of the whole the board will conduct a maximum of another two votes by secret ballot. If a tie remains the board will direct the returning officer to follow the tie vote procedure specified in Section 141(1) of *the Local Government Election Act.*
- 1.5 Immediately following the election of the chair, the board will elect a vice-chair to take office immediately following the election and serve for six months. One other trustee will be elected to serve for the subsequent six months or until the next inaugural meeting.
- 1.6 The board shall then proceed with the agenda as prepared by the director of education.
- 1.7 At its inaugural meeting each year, the board will appoint such professional service providers as are deemed necessary to safeguard the long-term interests of the board. Service providers considered in this context may include insurance brokers, auditors, architects, solicitor, etc.
- 1.8 At its inaugural meeting each year, the board will name representatives to internal committees and external committees. The process for selecting candidates will be determined by the board.

- 1.8.1 Decisions will be based on involving as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions.
- 1.8.2 The chair and vice chair may suggest voting by ballot if more trustees are interested in a position than can be accommodated for the year.
- 1.9 Trustees shall report on meetings or events where trustees have been assigned by the board or chair of the board to attend as a representative of the Board.
  - 1.9.1 Includes membership on external committees, and/or special community meetings.
  - 1.9.2 Representatives for special committees are determined at the annual inaugural meeting of the board (ex. Board Audit and Risk Committee, Board Governance Committee, Board Human Resources Committee, representatives to the Board of Pension Trustees, Saskatchewan School Boards Association Public Section representatives, Saskatchewan High Schools Athletic Association representative, Saskatoon Public Schools Foundation representatives).
  - 1.9.3 Any appointment not determined at the inaugural meeting will be identified by board motion.

## 2. Meetings of the Board

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- 2.1 Unless otherwise arranged by appropriate board action, the board will meet as often as necessary in open session in the W.B. Doyle Board Room of the Saskatoon Board of Education on whatever day and at such times as the board may determine. Notwithstanding, in the public interest, the board establishes an annual calendar. The board is committed to conducting as much of its business as possible in open session, whether in regular or in special meeting.
- 2.2 In preparation for each regular board meeting, the director of education in consultation with the board chair and vice chair shall prepare and post an agenda and a file of related materials at least three business days in advance of the meeting. If in exceptional circumstances, information for the meeting is unavailable, material will be forwarded to board members as soon as possible.
- 2.3 Special meetings of the board shall be called by the chair at any time on their own initiative or at the request of the director of education, or upon receipt of a written request signed by any three members of the board who shall state explicitly the reason for the meeting in accordance with Part 4, section 16 (1) of *The School Division Administration Regulations*.
- 2.4 The board may, by unanimous consent, in accordance with section 16 (3) of *The School Division Administration Regulations*, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the board prior to the commencement of the meeting and will be recorded in the minutes of the meeting in the form required by that section.
- 2.5 No act, proceeding, or policy of the board will be deemed valid unless adopted by a regular or special meeting at which a quorum of the board is present. A "quorum of the board" is defined as a majority of the members of the board of education as referenced in section 17(1) of *The School Division Administration Regulations*.
- 2.6 All regular and special meetings of the board are open to the public.

### 3. Committee of the Whole Board (In Camera) Sessions

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- 3.1 The board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations. The board believes this trust is preserved through the conduct of board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in closed meetings.
- 3.2 As a general practice committee of the whole sessions will be held on the day of each regular board meeting. The board may meet at any time in committee of the whole for any of the reasons outlined in 3.8 below.
- 3.3 Whenever the board goes into committee of the whole, the board chair shall leave the chair and the vice-chair shall take their place. If the vice-chair is absent, the chair or other vice chair for that year will take their place.
- 3.4 The usual rules of procedure shall be observed in meetings of committee of the whole. Nonetheless:
  - 3.4.1 board members and administration shall be on a first-name basis.
  - 3.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
  - 3.4.3 Trustees shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
  - 3.4.4 Trustees will be allowed to respond to other's comments at the discretion of the vice chair.
  - 3.4.5 The vice chair will be empowered to enforce the same rules as apply to public board meetings if they deem it is in the best interest of the meeting being conducted.
- 3.5 The chief financial officer, or designate, will keep a record of directions to administration and items which the committee has agreed should be placed on the next or subsequent board meeting agendas.
- 3.6 At the conclusion of a session of the committee of the whole, a member will move that the committee rise and report to the open board meeting and subsequently, that the session adjourns.
- 3.7 During any meeting of the board, the board will go into a committee of the whole session at the request of a trustee to discuss a matter that is normally reserved for closed session as outlined in point 3.8. Immediately following such a committee of the whole session, a trustee will move that the board rise from committee and report to the open meeting of the board. Any action taken by the board will be voted upon in a meeting open to the public.
- 3.8 The following matters are normally reserved for closed sessions of the committee of the whole:
  - 3.8.1 Personal or confidential matters relating to staff, students or finances;
  - 3.8.2 Legal opinions respecting the board and its activities.
  - 3.8.3 The purchase, lease, or sale of property prior to discussion in open session.

- 3.8.4 Items of a sensitive or exploratory nature which either the director or the board wish to discuss with each other, with the ultimate view to providing guidance or information on issues which may or may not become public later.
- 3.9 Board members and other persons attending committee of the whole sessions are honour bound not to disclose the details of discussion at such sessions.

#### 4. Planning and Development Meetings

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- 4.1 The board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations. The board believes this trust is preserved through the conduct of board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive and exploratory matters in closed meetings.
- 4.2 As a general practice planning and development sessions shall be held as required.
- 4.3 At planning and development meetings, the chair of the board will leave the chair and the vice-chair will take their place. If the vice chair is absent, the members present shall elect one of their number to act as chair of the meeting.
- 4.4 The usual rules of procedure for committee of the whole shall be observed in planning and development meetings. Nonetheless:
  - 4.4.1 Board members and administration will be on a first-name basis.
  - 4.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
  - 4.4.3 Board members shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
  - 4.4.4 Board members will be allowed to respond to other's comments at the discretion of the vice chair.
  - 4.4.5 The vice chair will be empowered to enforce the same rules as apply to public board meetings if they deem it is in the best interest of the meeting being conducted.
- 4.5 Board members and other persons attending planning and development sessions are honour bound not to disclose the details of discussion at such sessions.

#### 5. Agenda for Public Meetings

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- 5.1 The agenda will be prepared by the director of education in consultation with the board chair and vice chair and shall be posted to board members.
- 5.2 A board member may have an item placed on the agenda by:
  - 5.2.1 Presenting a notice of motion, which will place the item on the agenda for the next board meeting;
  - 5.2.2 Securing board approval at the beginning of any board meeting for the inclusion of the item on the agenda of that meeting.
- 5.3 The order of business at regular meetings shall normally be as follows:
  - Roll Call
  - Acknowledgement

Adoption of Agenda and Declaration of Conflict of Interest

Celebrating Excellence

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).

Reports from Administrative Staff

Delegations

Business Arising from the Minutes

Unfinished Business

Correspondence

Reports of Committees and Trustees

New Business

Comments/Concerns/Questions from the Public (must be related to a specific agenda item)

Notices of Motion

Questions by Trustees

5.3.1 During Comments/Concerns from the Public, trustees should not engage in a discussion as the matter referred to will be dealt with at the appropriate time in the agenda.

5.3.2 Trustees may provide a verbal report of recent activities at each regular meeting.

5.4 The list of agenda items will be posted on the school division's main website.

## 6. Minutes

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6.1 The minutes shall record:

6.1.1 A summary of the circumstances which gave rise to the matter being placed before the board; and

6.1.2 All resolutions, including the board's disposition of same, placed before the board.

6.2 The minutes shall:

6.2.1 Be recorded by the chief financial officer or designate in a minute book and in a form approved by the board; and

6.2.2 Be reviewed by the director prior to submission to the board for approval; and

6.2.3 Be considered an unofficial record of proceedings until adopted by resolution of the board; and

6.2.4 Upon adoption by the board, be deemed to be the official and sole record of the board's business.

6.3 The chief financial officer shall:

6.3.1 Present the minutes for approval at the next board meeting.

## 7. Motions

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Motions do not require a seconder.

### 7.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

7.1.1 A member of the board may present a notice of motion in writing at any regular or special meeting of the board.

7.1.2 At the next regular meeting of the board, this member shall present the motion and speak in support of it.

### 7.2 Discussion on Motions

A motion or recommendation from administration must be placed before the board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion will provide a written copy of the motion to the board chair. Once a motion is before the board and until it is passed or defeated, all speakers will confine their remarks to the motion or to the information pertinent to the motion.

### 7.3 Speaking to the Motion

Every speaker must first be recognized by the chair and shall speak to the chair.

A trustee may speak to a motion only once, without permission of the chair, unless replying to a question, in which case the trustee may speak a second time, except that the mover of a motion may speak a second time and thereby close the debate on the question. This limitation shall not apply in committee meetings.

Trustees shall refer to board members as "Trustee \_\_\_\_\_" and shall refer to administrators by title.

Trustees may interrupt other board members only by proper use of a "Point of Order" or "Question of Privilege."

#### 7.3.1 A "Point of Order"

A member may interrupt the speaker on a "point of order" if the member feels improper language has been used; if the member feels irrelevant argument is being used; or if the member feels a rule of procedure has been broken.

The "point of order" must be stated definitely and conclusively.

The chair of the board decides, without debate, whether the "point is well taken" although he or she may ask for opinions first.

#### 7.3.2 A "Question of Privilege"

A member may interrupt the speaker on "a question of privilege" if they feel the member's reputation, or that of their organization, is endangered.

The procedure is the same as for a "point of order".

#### 7.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 7.5 Recorded Vote

All votes shall be by a recorded show of hands.

A tie vote shall be declared lost.

#### 7.6 Entitled Votes

All members, including the chair, are entitled to vote on all questions and motions, except in the case of a conflict of interest, as defined by Section 20 of *The School Division Administration Regulations*.

While all members are encouraged to vote on all questions and motions, except in the case of a conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote.

#### 7.7 Debate

Board meetings shall be conducted according to the parliamentary procedures found in Robert's Rules of Order Revised (the New Robert's Rules of Order 2nd Edition) with *The Education Act*, and *The School Division Administration Regulations* taking precedence. Meeting procedures shall also be governed by special rules of order set out by the board in the Board Policy Handbook.

Rules shall encourage open and free debate on issues and discourage wandering from issues, personal attacks, and/or reference to personalities. Trustees will strive to respect the opinions of other board members. The chair must guard against any board member(s) monopolizing the debate on any issue.

A motion to lay a question on the table (e.g. tabling motion) shall not be subject to debate, but the question may be debated when it is lifted from the table.

Unless authorized by a majority of members present, the chair will not keep the board in session for more than three continuous hours.

## 8. Delegations

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- 8.1 The board believes it has the responsibility to encourage residents of the division to bring matters of concern regarding the education of students and the operation of the division to regular meetings of the board. Representation and delegations from any individual or group may be received on any subject pertinent to the business of the board not including personnel matters and other criteria for refusal. The board reserves the right to refuse a request from a representative or delegation.
- 8.2 All delegations wishing to appear before the board shall be required to give notice thereof, in writing, to the director of education at least seven full business days before the meeting at which they are to be heard; and further, in giving such notice, the delegations will state the nature of the subject matter they intend to bring before the board.
- 8.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the board.

- 8.4 All delegations are required to submit their presentation in writing for inclusion in the board agenda package. As the submission will be read by board members, delegations are to provide an overview of the key points in their written submission during their verbal presentation as there is only 15 minutes allocated for the presentation and trustee questions for clarification.
- 8.5 Trustees may ask questions for clarification of the delegation if there is time remaining in the 15 minutes allocated to the delegation. The chair of the board will ensure that the delegation's presentation and trustee questions for clarification cease at the 15-minute limit; any unfinished business shall be submitted in writing to the appropriate party.
- 8.6 Should follow-up be required because of the delegation's presentation; the board will provide direction to the appropriate party.
- 8.7 In an emergency, the director of education, with the approval of the chair of the board, have authority to waive the requirement of seven days' notice, provided there is time before the meeting to acquaint the board members with the purpose of the delegation.

## 9. Trustee Remuneration

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### 9.1 Honoraria

The total trustee remuneration package should recognize the role and responsibilities undertaken by the collective board, individual trustees and the time required in fulfilling those

#### 9.1.1 Remuneration Guidelines

All remuneration amounts are established by the board. Per annum honorarium adjustments at the start of the new budget year shall be tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA) and are listed in the Schedule of Remuneration, Allowances and Expenses. COLA shall be determined by the Statistics Canada publication specific to Saskatoon, which is released annually in January for the preceding year.

#### 9.1.2 Per Annum

The per annum honoraria provides remuneration for the duties and activities required of trustees as per Policy 2: Role of the Board Member and as per Policy 6.1.8 which deals with trustee representation on internal and external committees: These include:

Attendance at regularly scheduled meetings of the board but not limited to public meetings, committee of the whole meetings, planning and development meetings, director and board self-evaluation meetings and other working sessions;

Attendance at meetings of board committees and where a trustee represents the Board on an external committee;

Attendance at other meetings as appointed, directed, or agreed to by the board such as school community council assemblies, meetings with other school boards, MLAs, city councillors, board-hosted functions, social events, etc.; and

Ward-related activities including school events, School Community Council meetings and important community functions.

The per annum honoraria includes:

A monthly in-division travel allowance;

A monthly cell phone allowance;

Enrolment in the board's benefit plans, including the Employee Family Assistance Plan.

Trustees per annum honoraria is paid in 12 monthly installments by direct deposit and a pay advisory is forwarded to trustees by email. The board chair will receive an additional 30 percent remuneration, the board vice chair will receive an additional 10 percent remuneration during the term that they fulfill these duties.

### 9.1.3 Additional Remuneration

Each year, the board will determine the availability of, and rates for, all additional remuneration.

Trustees may claim additional remuneration for expenses related to activities of a nonpartisan nature over and above those detailed in 9.1.2., where no other remuneration is provided, that enable them to keep abreast of developments in education and further their work as trustees. These include attendance at conventions, seminars, conferences, workshops, and professional development activities, community or board-related events, and subscriptions.

#### 9.1.3.1. Per Diem Honoraria

Events for which a per diem honoraria may be claimed include:

Participation in panels or committees as appointed board representatives such as for selection panels for administrators;

Attendance at annual conferences and meetings of associations of which the board is a member such as the SSBA and CSBA;

Attendance at meetings as appointed board representatives, such as for external organizations or task forces.

Attendance at professional development events with a duration of ½ day or greater.

#### 9.1.3.2 Expense Reimbursement

Trustees participating in out-of-division board-related activities may be reimbursed for expenses incurred.

Receipts must be submitted for reimbursement for:

registration fees

airfare

ground transportation including taxis and shuttles

accommodation

Meal allowances and out-of-division travel when using a personal vehicle will be reimbursed at division rates.

#### 9.1.4 Corporate Purchasing/Credit Card

Trustees may obtain a corporate purchasing/credit card to use for board-related expenses. Trustees must follow division procedures for the use of the corporate credit card. All charges to corporate credit cards issued by the division must be supported by a detailed receipt that identifies the purpose of the expenditure. Please refer to Administrative Procedure 571: Purchasing Card – Commercial Credit Card Program.

#### 9.1.5 Travel, Vehicle and Parking Expense

Kilometer rates and meal allowances for out-of-city travel shall be at division rates as listed in the Schedule of Remuneration, Allowances and Expenses.

Annual adjustments to in-city travel allowance shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA) as defined in 9.1.1.

#### 9.1.6 Standard Computer Equipment

Trustees will be equipped with computer equipment during their four-year term of office to assist in division communications and to enable trustees to fulfill their duties.

The use of all computer hardware and software shall comply with Administrative Procedure 140: Computer Online Services Acceptable Use.

Trustees may purchase board-provided computer equipment for the depreciated value at the end of their term of office.

An outgoing trustee will return the board-provided computer equipment within seven days following an election or for a re-elected trustee, on replacement of the equipment.

The executive assistant to the board will keep a record on file of equipment loaned or leased to a trustee.

#### 9.1.7 Trustee Office Expenses

Office and parking expenses will be paid for trustees during their term.

The board will reimburse expenses with the submission of original receipts only.

## 10. Recognition of Trustee Service

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10.1 Less than one term: certificate and letter

10.2 One or more terms (in whole or in part): certificate, letter and memento of appreciation approved by the board

Trustees shall be given the option of redirecting a cash equivalent gift.

10.3 The board will recognize trustees who die while still in office as follows:

10.4 Memorial announcement in local paper (two issues).

10.5 Board one-time contribution to an educational scholarship made in consultation with the trustee's family (\$1,000 per term or portion thereof).

- 10.6 The board will recognize former trustees on the occasion of their death as follows:  
Board contribution to an educational scholarship made in consultation with the trustee's family (\$100 per term or portion thereof).

## 11. Board Member Conflict of Interest

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- 11.1 Members of the board are governed by the provisions of *The School Division Administration Regulations* concerning matters of conflict of interest.

## 12. Board Self-Evaluation

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- 12.1 The board will conduct an annual self evaluation as determined by the board governance committee.

## 13. Signing Authority

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- 13.1 The board chair, vice chair and chief financial officer have legal signing authority for the Board of Education of the Saskatoon School Division Number 13 of Saskatchewan.
- 13.1.1 The board chair or vice chair and the chief financial officer's signatures are required on all agreements and contracts that are valued at \$250,000 or more.
- 13.1.2 The chief financial officer or designates' signature will be required on agreements and contracts under the value of \$250,000, unless otherwise requested by third parties, in which case, the board chair or vice chair and the chief financial officer's signature will be required.

Legal Reference:

Date Last Revised: June 2023

## POLICY 7- COMMITTEES OF THE BOARD

The board may, from time to time, create committees to expedite the conduct of its business. Committees may be standing or ad hoc in nature.

### 1. Standing Committees and Representation

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- 1.1 At its inaugural meeting each year, the board shall name such standing committees and representation, as it deems necessary for the effective discharge of board business.
- 1.2 Unless otherwise provided by board motion at the inaugural meeting, the standing committees of the board shall be the following:
  - 1.2.1 Board Audit and Risk Committee
  - 1.2.3 Board Governance Committee
  - 1.2.4 Board Human Resources Committee
- 1.3 Unless otherwise decreed by the board, a standing committee will be comprised of no fewer than three and no more than five board members, one of whom will be named chair by the committee members, but any or all board members not named to a committee may attend meetings of that committee without the privilege of voting. The board chair, as ex-officio, shall have voting rights in standing committees. Quorum of subcommittee is defined as a majority of the members as referenced in section 17(1) of *The School Division Administration Regulations*.
- 1.4 Each committee shall have a chair, but no board member shall be chair of more than one standing committee.
- 1.5 Standing committees will meet only when they are required to deal with matters specifically referred to them by the board or director. These meetings shall be held in camera. Occasionally committee meetings may be opened to the public and advertised appropriately at the discretion of the committee chair. Following the study of any question, the committee shall draft a written report of its findings and submit it to the board. These reports shall be reviewed in committee of the whole. No report, order or decision of a board committee comes into force until the board at a regular or special meeting adopts it.
- 1.6 The general areas of board business to be dealt with by the standing committees, under direction from the Board, will be as follows:
  - 1.6.1 Board Audit and Risk Committee  
Assists the board in performing its financial responsibilities considering enterprise risk management in the establishment of the strategic plan for Saskatoon Public Schools and investigating any activity of Saskatoon Public Schools if authorized by the board.
  - 1.6.2 Board Governance Committee  
Assists the board by providing advice on the process and structure used to govern the affairs of Saskatoon Public Schools for sound performance, accountability and integrity; preparing draft board policies for review, discussion and approval; reviewing and updating existing polices; developing board performance evaluations tools to guide the board in evaluating its governance practice and processes against established measures of good governance; and responding to other governance matters as requested by the board.

- 1.6.3 Board Human Resources Committee  
Assists the board on matters pertaining to the selection, evaluation process and development of the director within the parameters described by board policy and assisting administration in establishing collective bargaining mandates for all collective bargaining within the school division.

- 1.7 The director of education or designate, will attend all committee meetings.

## 2. Special Committees

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- 2.1 As need arises, the board may appoint special committees for such purposes as it may deem necessary and shall designate one of the members as chair.
- 2.2 Special committees will include administrative officials and other non-board members, as well as board members.
- 2.3 Each special committee at the conclusion of its work shall present a written report to the board.
- 2.4 Unless otherwise directed by the board, special committees are dissolved as soon as they have reported to the board.

Legal Reference: *The Education Act, 1995*, Section 85(1)a, The School Division Administration Regulations, Sections 38, 41

Date Last Revised: June 2023

## POLICY 8- BOARD REPRESENTATIVES

In response to requests from external organizations or agencies, the board will give consideration to naming representatives to various external boards or committees. Such representation is established at the discretion of the board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the board and other organizations.

If such an external organization/agency request came to the board at some point between inaugural meetings, the board would follow a similar selection process as specified in Policy 6.1.8. This appointment would be made official by board motion.

Cooperative committees will function within the terms of reference determined by the committee and approved by both parties. The director of education may appoint resource personnel to work with representatives and will determine roles, responsibilities and reporting requirements of resource personnel.

The following committees will have a board representative as identified at the inaugural meeting:

### 1. Public Boards Section, Saskatchewan School Boards Association

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- 1.1 Purpose
  - 1.1.1 Represent the board at meetings of Saskatchewan School Boards Association Public Boards Section
  
- 1.2 Powers and Duties
  - 1.2.1 Attend Saskatchewan School Boards Association Public Boards Section meetings
  - 1.2.2 Represent the board's positions and interests at the regional level
  - 1.2.3 Communicate to the board the work of Saskatchewan School Boards Association Public Boards Section
  
- 1.3 Membership
  - 1.3.1 Two trustees
  
- 1.4 Meetings
  - 1.4.1 As called by Saskatchewan School Boards Association Public Boards Section

### 2. Saskatchewan High School Athletics Association

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- 2.1 Purpose
  - 2.1.1 To plan, supervise, promote and administer inter-school athletic activities in Saskatchewan including provincial level championships.
  
- 2.2 Powers and Duties
  - 2.2.1 Encourage, plan, supervise, promote and administer inter-school athletic activities.
  
- 2.3 Membership
  - 2.3.1 One trustee from the Saskatoon SHSAA district (rotates between Saskatoon Public Schools and Saskatoon Catholic Schools).
  
- 2.4 Meetings
  - 2.4.1 Annual meeting held in June each year

### 3. Representatives to the Board of Pension Trustees

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#### 3.1 Purpose

- 3.1.1 Matters pertaining to the Pension Plan for the Non-Teaching Employees of the Saskatoon Board of Education

Legal Reference: *The Education Act, 1995, Section 85(1) a, 106*

Date Last Revised: June 2023

## POLICY 9- POLICY MAKING

The board is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate. In order to meet its responsibility, the board will establish and maintain written policies which express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the board, the director, staff, students, electors and other agencies. Board policies constitute the will of the board in determining how the division will be operated.

The board will be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with *The Education Act* and Regulations and other provincial legislation.

Board policies will provide an appropriate balance between the responsibility of the board to develop the broad guidelines to guide the division and to provide the opportunity for the director to exercise professional training and experience in the administration of the division.

The board shall adhere to the following stages in its approach to policy making:

### Planning

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The board, in cooperation with the director, will assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others and identify the critical attributes of each policy to be developed.

### Development

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The board may develop the policy itself or could delegate the responsibility for development to the director.

### Implementation

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The board is responsible for the implementation of policies governing its own processes. The board and director share the responsibility for implementation of policies relating to the board-director relationship. The director is responsible for the implementation of all other policies.

### Evaluation

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The board, in cooperation with the director, will evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically,

1. Parent groups, teachers, administrators, school community councils, student councils, trustees and others interested in the educational system, are invited to submit suggestions or recommendations in regard to new or existing policy at any time. Such suggestions or recommendations shall be submitted in writing to the director and include a brief statement of purpose or rationale.
2. Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the principal to the director.
3. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.

4. The director, or designate, shall be responsible to assign a member of the administrative staff to prepare a proposal.
5. The director shall present the proposal to the board or the appropriate committee given its terms of reference for initial consideration. Should the board determine the need for policy development or revision, the board will direct the director to initiate the development process. Once a final draft has been completed, feedback will be sought with stakeholders impacted by the change. Timeline for stakeholder feedback is recommended to be 30 days.
6. The board may also request the director to change an administrative procedure to a draft board policy. In so doing, the board will provide rationale.
7. The final draft of the policy or amendments shall be presented to the board for its consideration and approval.
8. Only those policies which are adopted and recorded in the minutes constitute the official policies of the board.
9. In approving policy, the board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.
10. The director is responsible for communicating board policies and administrative procedures within the division; for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the board; and for making recommendations to the board for revision.
11. The director must develop administrative procedures as specified in Policy 11 and may develop such other procedures as deemed necessary for the effective operation of the division; these must be in accordance with board policies.
12. The board may direct the director to change a board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the director's discretion.
13. The board shall review each policy during its term as part of its self-evaluation.

Legal Reference: The School Division Administration Regulations. Section 45  
Date Last Revised: June 2023

## POLICY 10 - DELEGATION OF AUTHORITY

The board authorizes the director to do any act or thing or exercise any power that the board may or must do or exercise except those matters which, in accordance with provincial legislation, cannot be delegated.

Notwithstanding the above, the board also reserves to itself the authority to make decisions on matters requiring board approval in accordance with specific board policies, and further, the board requires that any new significant public-facing initiatives must be initially brought to the board for discussion, and determination of decision-making authority.

Legal Reference: *The Education Act, 1995, Section 85(1) (a)(b)*

Date Last Revised: June 2023

## POLICY 11 - DIRECTOR/CEO ROLES AND RESPONSIBILITIES

The Director is the Chief Executive Officer of the Board and the Chief Education Officer of the Division. The Director reports directly to the corporate Board and is accountable to the Board for the overall conduct and operation of the Division. All Board authority delegated to the staff is delegated through the Director.

Specific areas of responsibility are:

### 1. Student Well-Being

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Ensures that each student is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Ensures the safety and welfare of students while participating in school programs or while being transported to or from school programs on transportation provided by the division. Ensures the facilities adequately accommodate division students. Acts as, or designates, the attendance counsellor for the division.

### 2. Student Learning

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Provides leadership in all matters relating to education in the division. Ensures students in the division have the opportunity to achieve the goals of education set by the Ministry of Education and the Board. Ensures that learning environments contribute to the development of skills and habits necessary for the world of work, post-secondary studies, life-long learning and citizenship. Implements education policies established by the Minister and the Board.

### 3. Fiscal Responsibility

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Ensures the fiscal management of the division is in accordance with the terms or conditions of any funding received by the Board. Ensures the Division operates in a fiscally responsible manner, including adherence to Canadian public sector accounting standards.

### 4. Human Resources Management

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Has overall authority and responsibility for all human resources matters, save and except the development of mandates for collective bargaining and those human resources matters precluded by Board policy, legislation or collective agreements. Monitors and improves the overall performance of staff. Ensures the coordination and integration of human resources within the division.

### 5. Policy/Administrative Procedures

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Provides leadership in the planning, development, implementation, and evaluation of Board policies. Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial/federal legislation and policies.

### 6. Director / Board Relations

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Establishes and maintains positive, professional working relations with the Board. Honors and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy. Attends all meetings of the Board.

## 7. Strategic Planning and Reporting

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Leads the strategic planning process including the development of division goals, budget, facilities, and transportation plans and implements plans as approved. Involves the Board appropriately (Board identification of priorities and outcomes; opportunity for Board input early in the process; final Board approval). Reports regularly on results achieved.

## 8. Organizational Management

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Demonstrates effective organizational skills resulting in Division compliance with all legal, Ministerial and Board mandates and timelines. Reports to the Minister with respect to matters identified in and required by *The Education Act, 1995*. Builds an organizational structure and promotes a division culture which facilitates positive results, effectively handles emergencies, and deals with crisis situations in a team-orientated, collaborative and cohesive fashion.

## 9. Communication and Community Relations

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Takes appropriate actions to ensure positive external and internal communications are developed and maintained. Participates actively in community affairs in order to enhance and support the division's mission. Acts as, or designates, the head of the organization for the purposes of *the Freedom of Information and Protection of Privacy (FOIP) Act*.

## 10. Leadership Practices

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Practices leadership in a manner that is viewed positively and has the support of those with whom the Director works most directly in carrying out the directives of the Board and the Minister. Develops and maintains positive and effective relations with provincial and regional government departments and agencies and non-government organizations.

Legal Reference:

Date Last Revised: March 15, 2022

## POLICY 14 - CONFLICT RESOLUTION

The board is committed to and supports the settlement of conflict over matters under its jurisdiction in a manner consistent with its purpose, vision, goals, principles and belief statements.

A complaint brought by a parent or other member of the community against a staff member, administration, a school, or the division will be dealt with in a just, timely manner that respects the dignity and rights of all parties involved.

1. Members of board and administrative staff will make every reasonable effort to encourage and support resolution of any complaints at the local level by the parties most directly involved in the matter.
2. Responding to a complaint will be governed by the following principles and practices:
  - 2.1 Complainants have a right to have their complaint (i.e., expression of dissatisfaction or allegation) dealt with in an appropriate and timely manner.
  - 2.2 Where there is more than one concern being addressed or where the issue is complex, the complainant will be asked to set out the concerns in writing and the discussions shall focus on the contents of the written submission.
  - 2.3 Anonymous complaints shall not be acted upon unless there is relevant, compelling and/or credible information to indicate that there may be some substance to the complaint.
  - 2.4 A staff member will be informed, as soon as practical (usually within five working days), of the nature and the specifics of a complaint.
  - 2.5 Where the complainant has dealt directly with the staff member and is not satisfied with the response or the manner in which the matter was addressed, the complainant or the staff member may ask the supervisor to assist with the resolution process.
  - 2.6 If at any point in the process it becomes apparent that the complaint relates to a matter that may involve possible disciplinary action against an employee the matter shall be dealt with in accordance with the applicable provisions of policies, procedures, legislation and collective agreements.
3. Approaches to the resolution of conflict should:
  - 3.1 foster a climate of openness, tolerance and trust;
  - 3.2 encourage a resolution which is early, informal and as close to the source of conflict as possible;
  - 3.3 offer the services of a trained facilitator from an established division pool, i.e., third person assistance, if and when requested by the disputants; and
  - 3.4 Provide a formal mechanism for the resolution of cases which have reached an impasse at the local level.
4. There is an obligation on all persons involved in conflict resolution to maintain confidentiality, subject to disputants and others being able to share enough information to attempt to resolve the conflict.
5. If the complaint cannot be resolved by a conflict resolution process, then further efforts to address the complaint shall be consistent with applicable provisions of policies, legislation and collective agreements.

6. Board employees shall document the complaint and all processes followed and steps taken to address the complaint. Such records shall form part of the record of the employee and shall be kept for such period of time as required by board policy or applicable collective agreements.
7. As with any written record generated within the division, the Local Authority Freedom of Information and Protection of Privacy Act governs the creation, retention, disclosure, alteration, and destruction of any written material.

Legal Reference: *The Education Act, 1995, Section 148*

Date Last Revised: June 2023

## POLICY 15 - HUMAN RIGHTS EQUITY

The Saskatoon Board of Education is committed to the principles of human rights equity.

In keeping with the spirit and intent of Articles 1 and 26 of the United Nations Universal Declaration of Human Rights, The United Nations Convention on the Rights of the Child, The Canadian Charter of Rights and Freedoms, and the Saskatchewan Human Rights Code (HRC), the Board subscribes to the fundamental principle that all persons are equal in dignity and rights. The development and implementation of policies, practices and programs shall reflect and promote these principles and provide an environment which promotes and fosters the development of acceptance and equality of opportunities for all students and staff members.

All people enjoy certain fundamental rights and freedoms regardless of religion; creed; marital status; family status; sex; sexual orientation; disability; age; colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance or gender identity. The Board supports the principle that all people should have these rights respected. Acts and policies of discrimination will not be tolerated in Board-operated schools or workplaces.

In recognizing that prejudice and discrimination do exist in Canadian society; the Board will:

1. Develop and promote harmony without discrimination among students, staff, and within the community it serves.
2. Develop programs which provide children with opportunities to develop positive attitudes toward all peoples regardless of religion; creed; marital status; family status; sex; sexual orientation; disability; age; colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance or gender identity.
3. Continue to encourage administrators to ensure that the curriculum includes multicultural education, languages other than English, and English as a Second Language as needed.
4. Instruct the Director to consider that one of the essential criterion for the purchase of books, audio-visual materials, and other learning resources be the absence of stereotyping based on religion; creed; marital status; family status; sex; sexual orientation; disability; age; colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance or gender identity.
5. Direct the Director to provide opportunities for in-service programs for all staff which would equip staff members with the skills and knowledge to be sensitive to all people regardless of religion; creed; marital status; family status; sex; sexual orientation; disability; age; colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance or gender identity.
6. Affirm that it is an Equal Opportunity Employer.
7. Condemn, and refuse to tolerate, any expression of discrimination in any form by its students, staff or trustees.
8. Provide the Director with authority to refuse to admit to schools and to classrooms any person, group or association whose intent it is to promote discrimination based on religion; creed; marital status; family status; sex; sexual orientation; disability; age; colour; ancestry; nationality; place of origin; race or perceived race; receipt of public assistance or gender identity.
9. The Board will not mandate compulsory practices with a spiritual dimension. Activities will be encouraged that reflect the cultural diversity of the community, personal needs of families and

children, and acknowledges the values and practices of students and parents of all faiths. Two fundamental principles serve as guides:

- 9.1. No activity will be done for indoctrination;
  - 9.2. No religious belief is given primacy.
10. School opening exercises will teach, support and encourage the principles and goals of the Division and where opening exercises are used they shall be restricted to any or all the following:
    - 10.1 Instruction on the values education units which have been developed by the Division;
    - 10.2 Opportunities for personal reflection through a moment of silence, writing in a personal journal or sharing a thought for the day;
    - 10.3 The singing of "O Canada".
  11. Celebrations may not involve a prayer or a reading from any holy book.
  12. Student participation in events conducted before and after school is voluntary. Students, parents and/or community members must seek and obtain permission from the school principal to host activities that are specific to their needs provided that such activities are supportive of the values and goals of the Division.
  13. There is recognition that the repertoire for musical selections has a bias towards Christian beliefs. While authorization to use such selections is granted, teachers are reminded that the purpose behind the Arts Education curriculum is academic.

Legal Reference: *The Education Act, 1995, Section 85 (1) (a),*  
Date Last Revised: June 18, 2019

## POLICY 16 - ASSOCIATE AND ALLIANCE SCHOOLS

The board recognizes that individual behaviours are motivated by personal faith and cultural experiences and can be enhanced in settings that are more directly related to that environment. The vision of Saskatoon Public Schools is that every student is known, valued, and believed in. The division is committed to create learning experiences that inspire all students to reach their potential.

The board has the authority to enter into agreements for associate schools. Associate school means a registered independent school that has an agreement with a board of education to operate in association with the board. An alliance school can be designated by the board to deliver educational and related services to compulsory aged students pursuant to an agreement with a third party.

The policy is in keeping with the following priorities:

1. empowering individual schools to provide programs to accommodate community vision and the needs of children.
2. increasing opportunities for parents and community members to be involved in schools.
3. providing for meaningful participation of parents and the community in the education of students and in board governance.
4. continuing the development of relationships and joint structures with First Nations, Métis and Inuit communities.

### Procedures

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Upon receiving a request for associate school status or a proposal for the provision of services at an alliance school, the director of education will present the application to the board if the request is consistent with the priorities listed in this policy.

If the board provides “approval in principle” of an application for associate school status or the provision of educational and related services at a designated school, the director of education shall be authorized to negotiate a memorandum of agreement with the other party, which will subsequently be presented to the board for its approval.

Legal Reference: *The Independent School Regulations, E-O.2, Reg 27*  
Date Last Revised: June 2023

## POLICY 17 - SCHOOL COMMUNITY COUNCILS

In accordance with Section 140 of The Education Act, 1995, School Community Councils will be established in each school within the Saskatoon Public School Division No. 13. Associate and Alliance schools are exempt from this requirement. School Community Councils are established to enhance the learning success and well-being of all children and youth through ongoing communication and parent engagement.

### 1. Role and Responsibilities of the Board of Education

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- 1.1 The role of the Board of Education is to embrace the opportunity that School Community Councils represent and receive advice and information from the School Community Council where appropriate.
- 1.2 The Board of Education shall:
  - 1.2.1 provide a Board policy for School Community Councils and companion policies that form the parameters of the School Community Councils' work as required;
  - 1.2.2 delegate appropriate responsibilities with respect to School Community Councils to the Director of Education;
  - 1.2.3 determine and approve an annual grant to each School Community Council;
  - 1.2.4 recommend to the Minister the merging of more than one School Community Council when appropriate and when the affected School Community Councils are in agreement with the decision; and
  - 1.2.5 recommend to the Minister the separation of an amalgamated School Community Council and establish two or more School Community Councils when appropriate and when the affected School Community Councils agree with the decision.
  - 1.2.6 In consultation with the School Community Council's chairperson, each trustee shall make an effort to attend at least one meeting per year for each school's School Community Council in his/her ward and inform the chairperson of his/her wishes to attend prior to the meeting date.

### 2. Role and Responsibilities of the Director of Education

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- 2.1 The Director of Education shall:
  - 2.1.1 designate an employee to provide guidance and to promote collaboration and communication between each School Community Council;
  - 2.1.2 provide companion administrative procedures that form the parameters of the School Community Councils' work;
  - 2.1.3 provide orientation, training, development, and networking opportunities for School Community Councils.

### 3. Role and Responsibilities of School Community Councils related to the Board of Education

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- 3.1 School Community Councils may within the parameters set by the Board in policy and administrative procedures:
  - 3.1.1 provide advice to the Board of Education respecting Board policies, programs, and educational service delivery, excluding service delivery by a specific staff member;
  - 3.1.2 provide advice to other organizations, agencies and governments on the learning and well-being needs of students.

### 4. School Community Council Assembly

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- 4.1 The Board approves the establishment of a School Community Council Assembly for the purpose of providing orientation, training, development, and networking opportunities. More specifically, the School Community Council Assembly meetings will:
  - 4.1.1 support the operation of the School Community Councils;
  - 4.1.2 support the School Community Councils' orientation and development regarding their roles and responsibilities;
  - 4.1.3 provide a mechanism for two-way communication between the Board and the School Community Councils; and
  - 4.1.4 provide an opportunity for networking among School Community Councils.
- 4.2 The Director of Education shall appoint an administrative liaison.
- 4.3 The School Community Council Assembly shall be comprised of representatives from each School Community Council in the division.
- 4.4 School Community Council Assembly meetings shall be chaired by the Board Chair or designate and an elected co-chair from the Assembly.
  - 4.4.1 The elected co-chair(s) for the Assembly will be determined each year at the annual spring meeting. Each School Community Council will have one vote.
- 4.5 The School Community Council Assembly shall meet a minimum of three times per school year. The agenda for each meeting will provide an opportunity for Board updates, networking opportunities with the Board, and networking opportunities among School Community Councils. The agenda will be developed by the co-chairs.
- 4.6 Additional School Community Council Assembly meetings may be held at the discretion of the co-chairs.

Legal Reference: Section 140.1 to 140.5, *The Education Act*  
Saskatoon Public Schools' Administrative Procedure 110: School Community Councils

Date Last Revised: March 15, 2022

## POLICY 18 - SCHOOL CONSOLIDATION

The Saskatoon Board of Education is committed to making the best use of its resources to ensure the most positive educational outcomes for its students.

If requested by the board, the director of education shall conduct a review of elementary and high school facility requirements in areas of the city specified by the board. The review may provide options with respect to possible attendance area consolidation and school closure for the efficient accommodation of students and the provision of quality education in the short and long term.

1. A review may be necessary in circumstances where the board is concerned that:
  - 1.1 due to low enrolments, the quality of education is deteriorating.
  - 1.2 due to low enrolments, where operating the school is a financial hardship.
  - 1.3 due to the deterioration of the physical plant, the safety of the children may be at-risk.
  - 1.4 repairing and maintaining the plant is cost prohibitive; or,
  - 1.5 due to budgetary constraints, cost saving measures must be considered.
2. The board will advise the school community council(s) of the study being undertaken.
3. The factors that will be considered in any report on the future use of a school shall include, but are not limited to are:
  - 3.1 the quality of education in the school;
  - 3.2 historical enrolments and projected enrolments compared to capacity over a multi-year period;
  - 3.3 physical condition of the school plant and the extent to which it complies with fire and safety regulations;
  - 3.4 capital costs required to continue to operate the plant;
  - 3.5 operating costs of the school;
  - 3.6 relocation of the students; and the human, physical, and fiscal costs of such relocation;
  - 3.7 expected enrolment, educational and other impacts on neighbouring schools;
  - 3.8 the effect of closure on the neighbourhood and surrounding neighbourhoods;
  - 3.9 transfer and effective use of staff.
4. The report shall be presented to the board in October. If options have been identified which, if adopted by the board, would result in the closure of one or more schools, the staff and the school community council shall, by the end of September, be notified of the possible implications of the review. The school community council, parent/guardian committees, community groups, and other interested parties will be afforded an opportunity for consultation with the board prior to the end of December.

5. Upon conclusion of the consultation process, the board will, no later than January 31, make its decisions with respect to any consolidation of attendance areas and school closures.
6. Should the board resolve that consolidation of attendance areas and closure of one or more schools is to take place, the director will:
  - 6.1. Implement procedures for publicizing the board's decisions and making information available to parties who would be directly affected by the closure(s);
  - 6.2. Prepare plans for the disposition of equipment and materials located in schools cited for closure;
  - 6.3. Identify options for board consideration with respect to the disposition of the buildings and grounds occupied by schools cited for closure; and
  - 6.4. Notify the appropriate officials of the City of Saskatoon and the Ministry of Education.
7. Notwithstanding the process described above, a school may also be closed if:
  - 7.1. An unexpected decline in enrolment makes its continued operation impractical.

Legal Reference: *The Education Act, 1995, Section 87(1)w*  
Date Last Revised: February 13, 2024

## POLICY 19 - SCHOOL YEAR

The director of education shall establish a calendar for each school year in accordance with legislation. The learning needs of students shall be considered as the priority in any calendar design.

1. The calendar for the school division will be created through the development of a committee that includes the following membership:
  - 1.1 Deputy director – committee chair
  - 1.2 Staff development (1)
  - 1.3 Elementary principal (1)
  - 1.4 Secondary principal (1)
  - 1.5 Elementary vice principal (1)
  - 1.6 Secondary vice principal (1)
  - 1.7 Elementary teacher (1)
  - 1.8 Secondary teacher (1)
  - 1.9 SCC members (2)
  - 1.10 Trustees (2)
  - 1.11 Human Resources (1)
  - 1.12 Facilities (1)
  - 1.13 CUPE President
  - 1.14 Saskatoon Teachers Association President

Additional committee members may be added by the committee chair.

2. The calendar will be developed using the following factors:
  - 2.1 Administration will collaborate with the other major school divisions within and adjacent to our boundaries to align where possible, the two calendars with respect to school opening and major holiday breaks.
  - 2.2 The Christmas break will commence not later than December 23 and not end earlier than January 2. Every effort will be made to closely align this break with the other major school division within our boundaries.

Legal Reference: *The Education Act*, Section 163  
The School Division Administration Regulations. Sections 23, 24, 25,26, 27, 28, 29  
Date Last Revised: October 10, 2023

## POLICY 20 - ADMINISTRATIVE APPOINTMENTS

In recognition of its duty to provide quality education, the Board expects the Director of Education to staff its offices and schools with individuals best qualified to meet the diverse needs of our students and maintain our high standards of excellence.

Specifically,

1. The Director of Education, or designate, is responsible for administrator recruitment and selection.
2. The Director of Education shall coordinate administrator recruitment and selection in a collaborative manner with those involved in the decision-making process.
3. The recruiting program shall maintain positive public relations, the good reputation, and the standards of excellence of the Division.
4. Interview Panels shall be used as follows in the selection process:
  - 4.1 Deputy Directors – The Director plus two administrators selected by the Director and a trustee selected by the Board shall comprise the selection committee.
  - 4.2 Superintendents – The Director may select up to three other administrators in addition to her/himself should s/he choose to sit on the panel plus the Board will select a trustee for the panel.
  - 4.3 Principals and Vice Principals (Initial Selection only) – The Director selects three administrators and one community member to sit on the selection panel, and a trustee is selected on a rotational basis. Community members serving on administrative panels are required to sign a non-disclosure agreement as prescribed by the school division.
  - 4.4 In all cases, the Director will determine the terms of reference for the selection panel prior to the beginning of the process.
5. All offers of employment shall be conditional upon receipt of a criminal record check, verification of required qualifications, and where deemed appropriate, a current medical report by a qualified medical doctor verifying that the prospective employee meets any fitness for work criteria. Documentation shall be provided within the timelines requested and must be obtained at the expense of the prospective employee.

Legal Reference: *The Education Act, 1995, Section 85(a)(c)(q), 87(1)(a),*

Date Last Revised: June 2023

## POLICY 21 - STUDENT AWARDS

The board encourages schools and communities to recognize student achievement by presentation of awards. In support of this policy, the board will provide awards to deserving students for the following:

### 1. General Proficiency Awards

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The board will provide cash awards to the students in each school with the highest average in Grades 9, 10, 11, and 12.

### 2. Saskatoon Board of Education Award of Excellence

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2.1 The board will provide a cash award to be presented annually to the most outstanding graduate from Saskatoon Public collegiates based on academic excellence, personal qualities and leadership and participation.

2.1 The board will provide a cash award to all other Award of Excellence nominees.

### 3. Saskatoon Board of Education First Nations, Inuit and Métis Student Scholarship

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The board will provide annual scholarships for four Indigenous students who graduate from our collegiates. The scholarships will be named the Academic Achievement award, the John Dewar Spirit and Resiliency Award, the First Nation Cultural Youth Award, and the Métis Cultural Youth Award. These scholarships shall be presented at the annual Saskatoon Indian and Métis Friendship Centre Graduation ceremonies by a Saskatoon Board of Education trustee or delegate.

### 4. Saskatoon Board of Education Perseverance Award

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The Board of Education will provide an annual award to each high school for students who have shown perseverance in overcoming significant obstacles to completing their high school education. Recognition of the student's achievement will take place at the school in a format deemed most appropriate for that context. The local trustee should be invited to attend.

Please refer to Administrative Procedure 321: Student Awards for cash amounts and criteria for each award.

Legal Reference: *The Education Act, 1995, Section 87(1)(q)*  
Reference: Administrative Procedure 321 – Student Awards  
Date Last Revised: October 10, 2023

## POLICY 22 - RECOGNITION OF EMPLOYEE SERVICE

The board values its most important resource – its employees – and honours their dedication and exceptional service through the Employee Recognition Program.

Employees are formally recognized at five (5) year intervals from ten (10) years to thirty (30) years of service and at their retirement. Employees reaching service milestones of ten, fifteen, twenty and thirty will receive a gift from the board which is presented to the employee at their school or work location. Trustees may present long service awards to employees if the trustees are available to do so.

Recipients of twenty-five (25) years and retirement awards will be recognized by the board at the annual Long Service Recognition banquet in June of each year.

The Superintendent of Human Resources shall coordinate the employee recognition program.

Criteria for Long Service Awards:

1. Service awards will be given to employees based on the length of their accumulative continuous employment. As such, the date used for this program may not have any correlation to other key dates such as retirement, superannuation or seniority.
2. Length of services will be based on the employee's date of hire and not the amount of service; e.g. an employee who has been employed for 0.5 time for 10 years will be recognized for 10 years of service, the same as a full-time employee employed for 10 years.
3. Breaks in employment due to the following reasons shall be counted as "continuous service"
  - a. authorized leaves of absence with pay (sick leave, compassionate leave, educational leave)
  - b. authorized leaves of absence without pay for periods of up to three months
  - c. parental, maternity or adoption leaves of absence
  - d. secondments

Please note: Parental or material leaves prior to June 1995 were considered as breaks in service.

4. Breaks in employment due to the following will result in forfeiture of previous service for purposes of long service recognition:
  - a. termination of contract (if subsequent re-employment occurs within a three-month period, then no break will be deemed to have occurred)
  - b. resignation from the board
5. Periods of casual employment will not be recognized as part of continuous employment. However, employment on a temporary basis that becomes permanent, provided there is no break in employment, shall be recognized as forming part of continuous employment.
6. Staff employed on a 10-month basis will have their initial date of hire used to determine length of service. Summer breaks (July and August) will not be deemed to be breaks in service.

7. An employee must have completed a minimum of ten (10) years of pensionable service with the Board to be recognized as a superannuate.
8. Employees may choose to donate the value of their gift to the charity of their choice, including the Saskatoon Public Schools Foundation.

Legal Reference: *The Education Act, 1995, Section 85 (1)(a)(e)*  
Date Last Revised: February 13, 2024

## POLICY 23 - FUNDRAISING AND FEES

The board develops its annual budget with the objective of providing funds sufficient to ensure quality education to all students of Saskatoon Public Schools.

### Fundraising

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The board recognizes that individual schools and their community may wish to raise additional funds to support out-of-school curricular and extra-curricular programs, identified charitable organizations and minor school site enhancements.

The board also recognizes the fundraising coordinated by Saskatoon Public Schools Foundation (SPSF). SPSF works as a charitable organization in partnership with Saskatoon Public Schools to support its students, schools and teachers. Fundraising efforts for significant capital expenditures or significant operating initiatives will generally be led by SPSF.

Any fundraising activities that the division is a beneficiary of must be in accordance with the strategic plan and not negatively impact the reputation of the school division.

The purpose of the funds raised or the restrictions put on the funds by the donor must:

- Be in accordance with the strategic plan
- Support or enhance curricular or extra-curricular activities

The director of education or designate is not obligated to accept a donation if the terms are not agreeable to the school division.

Individual and corporate donors may be publicly recognized in a professional manner.

The board authorizes the director of education or designate to approve fund raising projects in accordance with this policy.

### Fees

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The board authorizes the collection of money from students for purposes of fees or dues with respect to student organizations, activities approved by the school, educational supplies and services provided outside of The Education Act, as approved by the director of education or designate.

Legal Reference: Section 85, 87, 142, 146, *The Education Act*  
5(a)(b), *The Education Act*

Date Last Revised: February 13, 2024

## POLICY 24 - CORPORATE IDENTITY

It is important for Saskatoon Public Schools to create and maintain a powerful and unique corporate identity as approved by the Board of Education. The effective use of its logo and motto is an integral part of its corporate identity program. Consistency in visual communications will give its corporate identity strength.

System advertising and communications will reflect the corporate identity. Principals are responsible for the quality of school communications with their staffs, students, community and Division.

Archival records and artifacts contribute to corporate identity.

Legal Reference: *The Education Act, 1995, Section 85 (1)(a)(b)(c)*  
Date Last Revised: June 18, 2019

## POLICY 25 - ELECTIONS (CAMPAIGN DISCLOSURE AND SPENDING LIMITS)

*The Local Government Election Act, 2015*, c. L-30.11, provides that a school board may establish disclosure requirements respecting campaign contributions and expenses, and establish campaign spending limits;

The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan is desirous of enacting such a provision;

The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan resolved to enact the following disclosure requirements respecting campaign contributions and expenses and election campaign spending limits;

The Board has agreed to campaign disclosure and spending limits to be followed during Trustee elections.

The Board believes in the accountability and transparency of the democratic process. This process is described in detail in this section for the public and candidates who wish to run as Trustee for Saskatoon Public Schools.

### 1. Definitions

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- 1.1 **“campaign contribution”** means money paid, loans given and the value of donations in kind provided, to or for the benefit of a candidate during the election campaign contribution period for the purpose of financing an election campaign, including revenue raised from a fund-raising event by the sale of tickets or otherwise;
- 1.2 **“campaign expense”** means the money spent or liabilities incurred, including the cost of goods and services and the value of donations in kind, used by or for the benefit of the candidate during the election expenses period for the purpose of a candidate’s election campaign but does not include audit fees;
- 1.3 **“candidate”** means a person nominated in accordance with *The Local Government Election Act, 2015* for election to the Board;
- 1.4 **“Board”** means the Board of Education of the Saskatoon School Division No. 13;
- 1.5 **“contributor”** means an individual, organization or corporation providing a campaign contribution;
- 1.6 **“donation in kind”** means the fair market value, at the time of the donation, of goods and services donated or provided by or on behalf of a candidate without compensation from the candidate and includes:
  - 1.6.1 services of an employee provided by a contributor for which the employee receives payment from the contributor;
  - 1.6.2 goods provided by a contractor for which the employee receives payment from the contributor;
  - 1.6.3 goods provided by a contributor who is a commercial supplier of the goods; and
  - 1.6.4 services provided by a contributor who is a commercial or occupational supplier of the services;

- 1.7 **“election contribution period”** means:
- 1.7.1 in the case of general elections, the period between January 1st of the year following the preceding general election and ending on December 31st of the year of the next general election; and
  - 1.7.2 in the case of a by-election to fill a vacancy on the Board, the period beginning on the day following the meeting at which the Board decides to hold the by-election and ending 60 days following election day.
- 1.8 **“election expenses period”** means:
- 1.8.1 in the case of a general election, the period beginning on June 1 of an election year and ending on December 15 of the same election year; and
  - 1.8.2 in the case of a by-election to fill a vacancy on the Board, the period beginning on the day following the meeting at which the Board decides to hold the by-election and ending 10 days following election day;
- 1.9 **“fund-raising event”** means an event or activity held for the purpose of raising funds for a candidate by whom or on whose behalf the event or activity is held;
- 1.10 **“registered charity”** means a registered charity within the meaning of The Income Tax Act;
- 1.11 **“returning officer”** means the returning officer with the meaning of *The Local Government Election Act, 2015*.
- 1.12 **“volunteer labour or services”** means labour or services provided for no remuneration but does not include labour or services provided by an individual if:
- 1.12.1 the individual is self-employed, and the labour or services provided are normally sold or otherwise charged for by that individual; or
  - 1.12.2 the individual is being paid by an employer, individual or organization for providing the labour or services.

## 2. Limitation on Campaign Expenses

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- 2.1 The total campaign expenses of a candidate for a member of the Board shall not exceed \$10,000.00 for any election expenses period.

## 3. Candidate to Keep Records

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- 3.1 A candidate for election to the Board shall keep complete and proper accounting records of all campaign contributions and all campaign expenses.
- 3.2 Without limiting the generality of subsection (3.1), the candidate is responsible to ensure that:
- 3.2.1 proper records are kept of receipts and expenses;
  - 3.2.2 a record is kept of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor; and
  - 3.2.3 all records kept in accordance with this section remain in the possession and under the control of the candidate at all times.

#### 4. Candidate's Statement of Election Expenses and Contributions

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- 4.1 A candidate shall disclose his or her campaign contributions and expenses in accordance with this section.
- 4.2 A candidate shall file a Statement of Election Expenses/Contributions with the Chief Financial Officer, or such other period as the Board may specify for receipt of such statements;
  - 4.2.1 in the case of a general election, not less than 180 days following election day; and
  - 4.2.2 in the case of a by-election, not less than 180 days following election day.
- 4.3 A Statement of Election Expenses/Contributions shall include:
  - 4.3.1 in the case of all candidates for election to the Board:
    - 4.3.1.1 A Statutory Declaration in writing in the form prescribed in Schedule "A".
    - 4.3.1.2 a list in writing in the form prescribed in Schedule "B" that shall include, in relation to election contributions:
      - 4.3.1.2.1 the name of each contributor whose cumulative campaign contribution amounted to \$250.00 or more;
      - 4.3.1.2.2 the cumulative amount that each of the named contributors has given to the candidate; and
      - 4.3.1.2.3 if no contributor's cumulative campaign contribution exceeded \$250.00, a notation to that effect.

#### 5. False or Misleading Statement

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- 5.1 No candidate shall file with the Chief Financial Officer a false, misleading or incomplete Statement of Campaign Expense/Contributions.

#### 6. Contributions from Fund-Raising Events

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- 6.1 The net proceeds from a fund-raising event shall be considered a campaign contribution and shall be reported by a candidate as a campaign contribution in the candidate's Statement of Campaign Expenses/Contributions.
- 6.2 Expenses incurred in holding a fund-raising event shall not be considered a campaign expense for the purposes of this policy.
- 6.3 If money is given in response to a general collection or money is solicited from persons in attendance at a fund-raising event, the gross amount collected shall be recorded and reported by the candidate as a campaign contribution in the candidate's Statement of Campaign Expenses/Contributions.
- 6.4 Money paid to attend a fund-raising event, or money given in response to a general collection or money solicited from a person in attendance at a fund-raising event shall not be included in the contributor's cumulative campaign contribution to a candidate.

#### 7. Anonymous Contributions

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- 7.1 No candidate shall accept anonymous campaign contribution except those received at a fund-raising event.

- 7.2 If a candidate receives an anonymous campaign contribution, except those received at a fundraising event, the candidate shall ensure that the contribution shall not be used or spent but shall be donated to a registered charity of the candidate's choice within 30 days of the receipt of the contribution.

## 8. Publication of Disclosure Statements

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- 8.1 All documents filed with the Chief Financial Officer pursuant to this policy are public documents and, upon the expiration of the time prescribed by this policy for filing the documents, may, on request, be inspecting at the office of the Chief Financial Officer during regular office hours.
- 8.2 The Chief Financial Officer shall retain the documents referred to section 8 until the next Civic Election date (four-year period).
- 8.3 The Chief Financial Officer shall forward to the Board for its information, a report summarizing the campaign contributions and campaign expenses of each candidate, with a notation for any candidate who has exceeded the limit on campaign expenses and the names of any candidates who fail to file the required disclosure statements.
- 8.4 The Chief Financial Officer shall post in a conspicuous place a summary of the campaign contributions and expenses of each candidate, with a notation for any candidate who has exceeded the limit on campaign expenses, and the names of any candidates who fail to file the required disclosure statements.

## 9. Retention of Records by Candidate

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- 9.1 All records of a candidate shall be retained by that candidate for a period of two years following the date on which the candidate's Statement of Campaign Expense/Contributions was required to be filed. In the event that the Election Disclosure Complaints Officer shall notify the candidate pursuant to subsection 15 (2) that they are the subject of a complaint, the candidate shall preserve and retain all records until the Election Disclosure Complaints Officer advises that they need no longer be retained.

## 10. Election Disclosure Complaints Officer Designated

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- 10.1 The Board hereby designates the Election Disclosure Complaints Officer as the person to investigate complaints pursuant to this policy.
- 10.2 A deposit submitted by a candidate for a member of the Board submitted to section 46.1 of *The Local Government Election Act* shall not be returned to the candidate unless the candidate and the candidate's business manager have complied with the provisions of this policy.

## 11. Appointment and Eligibility to Hold Appointment

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- 11.1 A person appointed as the Election Disclosure Complaints Officer pursuant to Section 10 shall be appointed for a term of two years or until a successor is appointed, and the incumbent Election Disclosure Complaints Officer is eligible for reappointment.
- 11.2 A person who is appointed as the Election Disclosure Complaints Officer shall:
- 11.2.1 be a Canadian citizen;
  - 11.2.2 be over the age of 18 years; and
  - 11.2.3 have a general knowledge of this policy.
  - 11.2.4 No person who is a member of the Board or any employee of the Board is eligible to be appointed as the Election Disclosure Complaints Officer.

## 12. Remuneration

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- 12.1 The Election Disclosure Complaints Officer shall be paid remuneration and reimbursement for expenses in accordance with the rates established from time to time by the Board.

## 13. Duties

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- 13.1 The Election Disclosure Complaints Officer shall be responsible to investigate any complaint that a candidate has filed a false, misleading or incomplete disclosure of election contributions or expenses.
- 13.2 For the purposes of carrying out an investigation, the Election Disclosure Complaints Officer may retain the services of any person that the Election Disclosure Complaints Officer considers necessary to assist him or her to carry out the investigation of the complaint, and the cost of the services shall be considered an expenses to be reimbursed.

## 14. Complaint

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- 14.1 A complaint that a candidate has filed a false, misleading or incomplete disclosure of election contributions or expenses shall be in writing and shall contain:
- 14.1.1 the name, mailing address and telephone number of the complainant;
  - 14.1.2 the name of the candidate who is the subject of the complaint;
  - 14.1.3 The nature of the complaint and the material facts upon which the complaint is made; and
  - 14.1.4 the name, address and telephone number of any person that may have information that will assist in the investigation of the complaint.
- 14.2 A complaint pursuant to subsection (14.1) shall be filed with the Chief Financial Officer.
- 14.3 Upon receipt of a complaint, the Chief Financial Officer shall forward the complaint to the Election Disclosure Complaints Officer.

## 15. Investigation

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- 15.1 Upon receipt of a complaint, the Election Disclosure Complaints Officer shall:
- 15.1.1 contact the complainant and acknowledge receipt of the complaint;
  - 15.1.2 advise the complainant about the procedures that will be followed in investigating the complaint; and
  - 15.1.3 obtain from the complainant any information required to investigate the complaint.
- 15.2 In addition to the requirements of 15.1, the Election Disclosure Complaints Officer shall notify the candidate that is the subject of the complaint that a complaint has been received and shall provide the candidate with a copy of the complaint.
- 15.3 The Election Disclosure Complaints Officer shall obtain from the candidate any information required to investigate the complaint.
- 15.4 In carrying out an investigation, the Election Disclosure Complaints Officer may inspect, at all reasonable times, all books, documents and accounting records of the candidate.
- 15.5 The Election Disclosure Complaints Officer may make copies of anything referred to in subsection 15.4.
- 15.6 Every candidate that is the subject of an investigation by the Election Disclosure Complaints Officer shall cause all books, documents and accounting records pertaining to the candidate's

election campaign to be available for inspection by the Election Disclosure Complaints Officer at all reasonable times.

- 15.7 No candidate or person acting of behalf of the candidate shall:
  - 15.7.1 fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
  - 15.7.2 knowingly make any false or misleading statement to the Election Disclosure Complaints Officer; or
  - 15.7.3 obstruct or interfere with the Elections Disclosure Complaints Officer.
- 15.8 No complainant pursuant to this policy shall:
  - 15.8.1 fail to comply with any reasonable request of the Election Disclosure Complaints Officer;
  - 15.8.2 knowingly make a false or misleading complaint to the Election Disclosure Complaints Officer; or
  - 15.8.3 obstruct or interfere with the Elections Disclosure Complaints Officer.

## 16. Decisions

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- 16.1 After completion of the investigation, the Election Disclosure Complaints Officer may:
  - 16.1.1 dismiss the complaint; or
  - 16.1.2 uphold the complaint; or
  - 16.1.3 may make a determination that a candidate or other person acting on behalf of the candidate has failed to comply with one or more of their obligations under this policy.
- 16.2 After a decision is made pursuant to subsection 16.1, the Election Disclosure Complaints Officer shall send to the complainant and the candidate a copy of the decision together with any written reasons for the decision.
- 16.3 The decision of the Election Disclosure Complaints Officer shall be final.
- 16.4 If the complaint is upheld or a determination has been made that the candidate or other person acting on behalf of the candidate has failed to comply with one or more of their obligations under this policy, the Election Disclosure Complaints Officer shall send a copy of the decision to the Chief Financial Officer who in turn will publish this decision in the next Board file.

## 17. Refusal to Investigate

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- 17.1 The Election Disclosure Complaints Officer may refuse to investigate any complaint or may terminate an investigation of a complaint if:
  - 17.1.1 the complaint is received more than six months after the date for the filing of the Statement of Election Expense/Contributions .
  - 17.1.2 in the opinion of the Election Disclosure Complaints Officer, the complaint is frivolous, vexatious, trivial or is made in bad faith; or
  - 17.1.3 in the opinion of the Election Disclosure Complaints Officer, the circumstances of the complaint do not warrant investigation.

- 17.2 The decision of the Election Disclosure Complaints Officer to refuse to investigate any complaint or to terminate an investigation of a complaint is final and the Election Disclosure Officer shall advise the complainant and the candidate of such decision.

## 18. Report to the Board

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- 18.1 Upon completing the investigation of all complaints arising out of a general election or a by-election, the Election Disclosure Complaints Officer shall submit a report to the Board setting out:
- 18.1.1 the number of complaints received;
  - 18.1.2 the general nature of the complaints received; and
  - 18.1.3 the disposition or resolution of the complaints.

## 19. Confidentiality of Information

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- 19.1 The report submitted by the Election Disclosure Complaints Officer shall be a matter of public record.
- 19.2 Except as required to comply with the provisions of this policy, including the rendering and publishing of the decision by the Election Disclosure Complaint Officer shall be confidential unless the release of that information is required in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

## 20. Records

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- 20.1 The particulars of all complaints and all information obtained by the Election Disclosure Complaints Officer shall become part of the records of the Board and shall be kept in the office of the Chief Financial Officer.

## 21. Coming Into Force

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This policy applies to the election of November 9, 2020 and all subsequent elections thereafter.

Date Last Revised: June 2, 2020

## Schedule A

Statutory Declaration of Candidates for the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan with Campaign Expenses and Contributions

## Schedule B

Listing of Cumulative Campaign Contributions from Contributors in Excess of \$250.00

The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan

## POLICY 26 - PURCHASING

As a publicly-funded organization, The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, herein after called Saskatoon Public Schools, is responsible for ensuring monitoring and control of the of purchasing of goods and services. Saskatoon Public Schools is committed to achieving the best value for money and maintaining a consistent, fair and transparent process for vendors, while remaining in full compliance with legislation.

The procurement of goods and services by Saskatoon Public Schools will be conducted in accordance with the following principles:

- a) Best overall value for money spent, which includes the following criteria: improved efficiencies and effectiveness, mitigation of risk, and total cost of the transaction.
- b) Business transactions are completed in an open, transparent, and fair process.
- c) Representatives of Saskatoon Public Schools will maintain the highest level of professional ethics.

The initial purchase price will not be the only factor when determining procurement decisions. A point system may be used that considers other relevant criteria to ensure the overall best value to Saskatoon Public Schools. Purchasing activities shall be consistent with Saskatoon Public Schools' mission, vision, values and strategic priorities. This policy applies to all Board members and employees of Saskatoon Public Schools who engage in purchasing transactions.

Specifically,

1. All acquisitions of goods or services must be properly authorized as detailed in Administrative Procedure 515 (Purchasing).
2. Purchasing services is responsible for the management of all procurement services unless otherwise delegated within Administrative Procedure 515.
3. A purchase order is required for the purchase of all goods and services, with the exception of those goods and services listed within Administrative Procedure 515.
4. No person will commit Saskatoon Public Schools to agreements, licenses, contracts, leases or other legally enforceable obligations unless authorized to do so. Any employee making a purchase or commitment in Saskatoon Public Schools' name without following proper process may be subject to disciplinary action, up to and including termination of employment.
5. Saskatoon Public Schools' purchasing processes, forms and services shall not be used by Board members or employees for personal purchases.
6. Competitive bids, in accordance with the thresholds and requirements stated within Administrative Procedure 515, are required for the purchase of goods and services. Open, fair and transparent competitive bid processes provide evidence of due diligence and ensure the best value and compliance with legislative requirements.
7. Competitive bid exceptions or sole/single source may be exercised by Saskatoon Public Schools and approved if there are organizational strategic priorities or essential or material reasons for awarding a contract without soliciting competitive bids. All sole/single source justification must be documented with appropriate rationale that would support a transparent award process. These purchases must be

authorized by the Chief Financial Officer and the Purchasing Manager. If the amount of the sole/single source contract is greater than \$250,000 it must be reported and approved by the Board.

8. As a publicly funded organization Saskatoon Public Schools is considered a member of the MASH sector (Municipalities, Academic, Schools and Hospitals) and as such is subject to the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA). To ensure compliance with these agreements, all procurement must follow the standards as set out in the NWPTA and CFTA.
9. The Audit and Risk Committee will be informed by Administration of any significant procurement compliance concerns, in a timely manner.
10. A list of anticipated significant request for proposals will be prepared by Administration to the Board prior to the start of the new fiscal year.
11. Purchasing will make purchases in compliance with legislation and statutory regulations.
12. Policy 3 - Code of Ethics, governs Saskatoon Public Schools. Board members and employees must disclose any financial or personal interest, direct or indirect, in a prospective vendor to the Chief Financial Officer or the Manager of Purchasing, and where deemed appropriate to withdraw from the decision making. Business gifts shall not be offered or accepted, except as part of a protocol.

Last Updated: May 5, 2020

## POLICY 27 - SAFE DISCLOSURE

### Background

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All employees of Saskatoon Public Schools have the responsibility to disclose known or suspected policy or procedure violations or other serious matters that an employee reasonably believes may be unethical, unlawful, dangerous to others and/or that may negatively impact the school division's reputation. The division has the responsibility to ensure employees can safely disclose known or suspected policy or procedure violations. This policy is intended to encourage, support and enable employees to safely disclose concerns regarding known or suspected violations.

This policy applies to all individuals associated with Saskatoon Public Schools including but not limited to employees, contractors, volunteers, students, parents and members of the public. Employees who are governed by their membership in professional or trade organizations (i.e. teachers) have the responsibility to be aware of provisions within their professional or trade organization.

### Reporting

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Violations or suspected violations may be disclosed in the following manner to a supervisor or member of administrative council:

- Verbally;
- In writing; or
- In person.

The disclosure should state the nature of the violation or suspected violation in as much detail as reasonable possible, dates and times, any witnesses, and the name of the employee involved in the suspected violation.

Disclosures will be treated in confidence. The identity of the person making disclosure, and/or the identities of any witnesses shall be shared with others only as necessary to investigate and/or resolve the subject of the disclosure or as required by policy, regulation or legislation.

### Investigation

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The investigation of the violation or suspected violation will be conducted by administration (or by a neutral third party appointed by administration) in accordance with best practice as reasonably determined in the discretion of administration.

### No retaliation

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Any employee who retaliates against a person who discloses a violation or suspected violation pursuant to this policy will be subject to discipline up to and including termination of employment. Any person who discloses a

violation or suspected violation and feels they are the subject of retaliation should immediately report this information to their supervisor, the superintendent of human resources, or the director of education.

Saskatoon Public Schools takes false reports seriously as they can be damaging to individuals and the organization. Individuals found to have knowingly made false reports will be subject to appropriate disciplinary action.

The board will ensure that measures are taken to educate employees, students, parents and members of the public about this policy, encouraging them to report appropriately without fear of retaliation.

Legal Reference:

Date Last Revised: February 13, 2024