

## November 2018 Regular Meeting

The regular monthly meeting of the Board for November 2018 took place in the Fairview Education Center board room on Thursday, November 22, 2018. In attendance at this month's meeting were Lois Smandych, Chairperson, Bob Simpson, Vice-Chairperson, Trustees Jade Anderson, Gilda Dokuchie, Gord Gendur, Jaime Johnson, Shannon Leson, Jan Morrison, Florence Stachura, Steve Variyan, Senior Executive Assistant, Heather Morris, Director of Education, Quintin Robertson, Chief Financial Officer, Keith Gervais and Deputy Director of Education, Donna Kriger. Member absent: Chris Balyski



The meeting was called to order at 10 am by Board Chair, Lois Smandych. Meeting norms were reviewed and the minutes from the [October 4, 2018](#) Board meeting were approved as shared.

## Accountability Reports

### Transportation Report

Director/CEO Robertson presented the Transportation Report and highlighted key information to the Good Spirit School Division Board of Trustees. Robertson clarified the role of the Transportation Assistant, the Transportation Information Systems Assistant as well as the newly hired Fleet Supervisor. The key responsibilities designated to each of these positions are:

- Transportation Assistant
  - Communication with regular and spare drivers
  - Assignment of spare drivers to routes and extra-curricular trips
- Transportation Information Systems Assistant
  - Develop expertise in information systems to support transportation
  - Improve timing of route assignments and changes
- Fleet Supervisor
  - Develop automated work order and inventory system
  - Support staff in the operation and maintenance of all fleet vehicles

Robertson shared that the transportation department has experienced significant staffing changes in the past number of months. Despite changes in staffing, GSSD remains committed to improving transportation services across the division. Robertson went on to explain that by streamlining responsibilities and focusing on core competencies the staff in the transportation department have maintained service and support for the families within the Good Spirit School Division. In the upcoming months, the transportation staff will continue to prepare for an amalgamation of garages through the move to the newly purchased building located on Highway 9 North just outside the City of Yorkton.

Some key statistical information shared by Robertson, highlighted that GSSD currently has 98 rural routes and six city routes. GSSD buses travel 20,789 daily kilometers. Currently 2372 students are transported daily, on rural routes with 213 of those students attending schools within Christ the Teacher Catholic School Division.

## **Financial Audit Report**

CFO, Keith Gervais, shared the results of the 2017-18 audited financial report. The audit opinion is based on the financial position of the Good Spirit School Division as at August 31, 2018. It considers the results of operations and accumulated surplus in accordance with Canadian public sector account standards for other government organizations.

Gervais indicated that GSSD Board of Education has received a Management letter adjudicating items such as: the evaluation of internal controls, any significant accounting principles, unusual transactions, accounting estimates, any disagreements with Management, as well as consultation which has occurred with other accountants who provide a second opinion.

The Board of Education also recognized and demonstrated their appreciation for the work done by CFO Gervais and his Corporate Team over the course of the past year.

To view the accountability reports in their entirety, visit the [Board](#) section on GSSDs website.

## **Closed Session Discussions**

CFO Gervais presented a report to the Board of Education regarding current and outstanding Human Resources concerns within the Good Spirit School Division.

Quintin Robertson informed the Board of Education of the student discipline reports from across the school division as well as led conversation around the Calder School review. In addition, the Board of Education participated in a discussion regarding property assets located across the school division.

Lastly, Robertson updated the Board of Education on the progress of the Organizational Review, which was initiated earlier in the year. Robertson also presented the Board with a transportation request from the Invermay area.

## GSTA Advocacy Session



Members of the GSTA Executive joined the Board for an advocacy session and lunch. Conversation centered around what is working well in the division. Members of the GSTA also discussed those things which they found challenging and what might need to be done differently in the future.

The session was an excellent opportunity to continue building on the strong relationship that already exists between the Board and the local Teachers Association.

A summary of the session has been posted in the Media section of the website – [2018 11 22 GSTA Advocacy Session](#).

## New Business

### 2017-18 Audited Financial Statement

CFO Gervais presented the audit of the August 31, 2018 Good Spirit School Division which was completed by Betty Lam with the Provincial Auditor of Saskatchewan and Gary Kreklewich of Miller Moar Grodecki Kreklewich & Chorney.

The opinion of the audit, indicates the financial statements present fairly, in all material respects, the financial position of the Good Spirit School Division No. 204 as at August 31, 2018 and the results of its operations and accumulated surplus from operations, also changes in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards for other government organizations.

The Board of Education passed a motion to accept the Audited Financial and approves the Management Letter and Audited Financial Statements for the year ending August 31, 2018 pending minor changes made after Ministry of Education and Finance format review and approval.

### 2017-18 Annual Report

CEO/Director Robertson shared that administrative staff work with Ministry officials to complete the 2017-18 annual report according to Ministry requirements. Robertson identified that senior administration prepared the background information to highlight the achievements of the Division. The Board passed a motion to approve the 2017-18 Annual Report for submission to the Ministry.

The approved report will be submitted to the Ministry, for presentation in the legislature. Robertson indicated that once approved at the provincial level, the report will be posted on the GSSD website. Robertson credited Heather Morris, Senior Executive Assistant, on the excellent work she has done in organizing and preparing the report for its final submission to the Ministry.

### Policy 16 Appendix A – Good Neighbour Policy

Quintin Robertson, CEO/Director shared correspondence received from the Prairie Valley School Division, indicating their desire to enter into a collaborative review around shared boundaries. The intent would be to minimize or eliminate cross-boundary attendance and transportation issues moving forward.

Robertson reminded the Board that last April at Board Chairs Council there was a discussion related to developing communication protocols for when a board of education receives a parental request to have their student(s) attend school where the parent/student(s) reside external to the school division's boundary.

Following that meeting, a committee of board chairs or designates volunteered to address this matter. The committee met in September 2018 and developed a sample Good Neighbour Policy. GSSD Administration adapted the sample policy to align with current Board Policy. During the November 22, 2018 board meeting, the Board of Education passed a motion to approve [Policy 16 Appendix A](#).

## Central Office Closure

The Board of Education passed a motion to close the Fairview Education Center during December 27, 28, and 31, 2018.

## Governance and CEO Evaluation Workshop

The Board of Education has the task of reviewing the CEO/Director of Education's performance, bi-annually.

In 2017, Leroy Sloan of Sloan Consulting, conducted an evaluation of the Board as well as of the Director. Robertson shared how this was a beneficial process because it gave the Trustees an opportunity review the effectiveness of the Board and to develop a Positive Path Forward.

To ensure the future success of the division, it is good practice to conduct both the CEO and Board evaluation within the same time period. The product created during the Board evaluation workshop would be a positive path forward, which typically is a list of actions the Board will take over the next 12 months to become even more effective governors.

The Board of Education passed a motion to conduct a Board & CEO evaluation session to be facilitated by Dr. Leroy Sloan on August 28, 2019. The written evaluation report would then be presented to the Board of Education on August 29, 2019.

## Director's Report

### Board Development – Understanding the Shop Safety and Response Plan



GSSD Practical and Applied Arts Teacher and Consultant, Dennis Muzyka shared some of the outstanding work completed in shops across the school division.

Robertson reminded the Board that in 2016, GSSD commissioned SunCorp to conduct an audit of our industrial shops. The SunCorp Report highlighted safety concerns which included an array of items with air quality, equipment safety, shop organization, clutter and general PAA shop operation. In response, a

central office PAA team, including education, facilities and accounting representatives, was assembled to collaboratively address the PAA safety concerns. Dennis Muzyka, PAA Consultant, was hired to visit and evaluate all GSSD Industrial PAA shops and to have discussions with the PAA shop teachers.

The PAA Consultant targeted the following Shop Practices: The implementation of safety borders that indication work zones. (Delineation Lines), the Elimination of unused shop equipment to free up more work area, shop equipment requiring guards have been installed, and all shop equipment has been anchored to the floor where required. In addition to this, Personal Protective Equipment (PPE) is now visible and readily available. Implementation and organization of storage areas was freed up to provide more floor space. Progress has occurred toward the implementation of water-based paints and stains in shops that do not have adequate ventilation.

The [Board Development – Shop Safety and Response Plan](#) report has been posted in the Board section of the website.

## Thank You Notes

Quintin Robertson shared several thank you notes received by the Board of Education. One such note was received from a student scholarship recipient, another from a Yorkton Regional High School student athlete as well as a note from the Horizon School Division. Robertson presented the Board with a Humboldt Bronco quilt sent to GSSD in thanks for their support as well as the contribution of assigning school counsellors to work within the Horizon School Division to assist with the trauma associated with the tragic bus accident involving the Humboldt Bronco hockey team.



On behalf of the Horizon School Division, Quintin Robertson presents the Board of Education with a Humboldt Bronco quilt.

## Facilities Presentation

Manager of Operations, Teresa Korol, presented the Board of Education with an update on the Columbia School facility. Columbia School is one of four elementary schools in Yorkton and has a current enrollment of 429 Prekindergarten to Grade 8 students. Columbia School was originally built in 1965 with four classrooms added in 1979 and an additional two portable classrooms built in 2018 to meet the increasing enrollment needs. Below are some of the pictures of Columbia School which were shared with the Board.





Columbia has a current utilization rate of 93%. Korol committed that the GSSD facilities team will continue to support Columbia School with their on-going needs including managing the caretaking requirements of a two-story facility with only one set of washrooms and many entrances.

Korol would have also updated the Board on the completion of the Sturgis Comprehensive School consolidation project, which saw the elementary school and high school consolidated under one roof. Sturgis Composite School (SCS) is a Kindergarten to Grade 12 school with a current enrollment of 175 students.



Though much of the school has undergone a renovation, areas such as the Band Room, the library and the PAA areas are still requiring some updating. Future upgrades in these areas will include paint, flooring, and cabinetry for the home economics lab and library. In addition, GSSD will review the possibility of expanding the PAA shop into the former bus garage located in the community of Sturgis.

## Important Dates

December 6	Centralized SCC Symposium, Gallagher Centre, 6:00-8:30 pm
January 27	Family Literacy Day
January 27	International Holocaust Remembrance day
February 2019	Aboriginal Story Telling Month
February 2019	Inclusive Education Month
February 7	Board Chairs Council Teleconference, 1:30–4 pm
February 10-16	Teacher/Staff Appreciation Week
February 26	North Cluster Regional SCC Symposium, Kamsack Comprehensive Institute, 7:00pm
February 27	Red Cross Pink Day
February 27	Central Cluster Regional SCC Symposium, Yorkdale Central School, 7:00 pm
February 28	South Cluster Regional SCC Symposium, Davison School, 7:00 pm
April 11	Board Chairs Council Meeting
April 11-12	Spring General Assembly, Saskatoon

## Submissions & Feedback

To submit photos or stories regarding the Board of Education or an individual Trustee in your school community, please contact the Good Spirit School Division at [Heather.Morris@gssd.ca](mailto:Heather.Morris@gssd.ca). Thanks for reading!

Next Board Meeting Scheduled for December 20, 2018

Location: Fairview Education Board Room

### Contact Us

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