

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, May 8th 2023 at 11:00 a.m. at the Chinook Education Centre.

PRESENT: Kimberly Pridmore
Dianne Hahn
Rachael Eliason
Keri Hudec
Gwen Humphrey
Susan Mouland
Rachelle Patzer
Tim Ramage
Katelyn Toney

Mark Benesh – Director of Education
Kathy Robson – Deputy Director
Sharie Sloman – Chief Financial Officer
Joanne Booth – Communications Coordinator
Katie Andreas – Executive Assistant

REGRETS: Ken Duncalfe

The meeting was called to order at 11:00 a.m. by Chair Kimberly Pridmore.

AGENDA 52/23 Ramage THAT the Agenda be approved as circulated and revised.

CARRIED

CLOSED 53/23 Mouland THAT the Chinook Board of Education recess the meeting to go into closed session to discuss personnel items and other confidential matters to be received by the board.

CARRIED

OPEN 54/23 Humphrey THAT the Chinook Board of Education rise and report.

CARRIED

REGULAR MEETING ----- May 8, 2023

MINUTES 55/23 Patzer THAT the minutes of the Regular meeting of April 17th, 2023 be approved, as presented.

CARRIED

BOARD 56/23 Hahn THAT the Chinook Board of Education approve the 2023-2024
WORKPLAN & Board Planning Calendar and Board Annual Workplan, as attached.
CALENDAR

CARRIED

CHINOOK 57/23 Humphrey THAT the Chinook Level 2 draft Education plan be approved, as
LEVEL 2 attached.
PLAN

CARRIED

PMR 58/23 Ramage THAT the Three Year PMR plan commencing September 1, 2024
PLAN be approved, as attached.

CARRIED

ARCHITECT 59/23 Eliason THAT the Chinook Board of Education approve the awarding
APPROVAL of the professional consulting services for the rebuild of the
STEWART VALLEY Stewart Valley School to 1080 Architecture Planning +
SCHOOL REBUILD Interiors.

CARRIED

Valerie Gordon, Athletics Director, presented the athletics Status report.

ATHLETICS 60/23 Mouland
REPORT

THAT The Chinook Board of Education receive the Athletics Status report, for informational purposes.

CARRIED

CLOSED 61/23 Patzer
SESSION

THAT the Chinook Board of Education recess the meeting to go into closed session to discuss personnel items and other confidential matters to be received by the board.

CARRIED

OPEN 62/23 Toney

THAT the Chinook Board of Education rise and report.

CARRIED

ADJOURN 63/23 Hudec

THAT we do now adjourn

CARRIED

Board Chair

CFO

2023-2024 Board Planning Calendar

DATE	Regular Board Meeting	Planning Meetings	Special Meetings/Events	Committee Meetings 10:00 am - 11:00 a.m.	Professional Development / Reporting
August 21, 2023	Board Meeting				Board Goals, Director Evaluation, Board Annual Self Evaluation
September 11, 2023	Board Meeting				** Learning Response, Mental Health & Well Being
September 25, 2023		Planning Meeting offsite			
October 10, 2023 (Tues.)	Board Meeting		MLA Forum		* Facilities Accountability Report
October 23, 2023		Planning Meeting			
November 2, 2023			SCC member Orientation & SCC Fall Forum		
November 6, 2023	Board Meeting		Organizational Meeting		* Transportation Accountability Report
November 12 - 14, 2023			SSBA Fall Assembly		
November 20, 2023		Planning Meeting		Transportation	Audited Financial Statement & Annual Report/NES Cluster Status Report / Review Board Goals
November 27, 2023	Special Meeting	Planning Meeting			
December 11, 2023	Board Meeting				* Student Services Status Report
January 8, 2024	Board Meeting				* Technology Accountability Report, * Financial to Nov.30, Intro PEP Level II
January 22, 2024		Planning Meeting		Finance	Budget Workplan, PEP Update
February 12, 2024	Board Meeting				
February 26, 2024		Planning Meeting			Central Cluster Status Report
March 11, 2024	Board Meeting				
March 20, 2024			SCC SPRING FORUM		
March 25 & 26, 2024		Planning Meeting	Board Planning Retreat	Facilities	*Hutterian Status Report * Review board Goals
End of March 2024			Rural Congress		
April 8, 2024	Board Meeting		Holy Trinity Social		** HR Staffing Accountability Report, * Finance to Feb.28
April 11 - 12, 2024			SSBA Spring Assembly		
April 22, 2024		Planning Meeting			Budget / West Cluster Status Report
May 13, 2024	Board Meeting				Athletics Status Report
May 27, 2024		Planning Meeting offsite		Finance	* FNMI Status Report
June 2 - 4, 2024			Public Section General		
June 10, 2024	Board Meeting				
June 24, 2024	Board Meeting	Planning Meeting			* Financial to May 31

* Status Report - Information to inform the Board of what is happening in the system

** Accountability Report - Information to inform the Board of how effectively the system is operating

Board Meetings 2023-24

Appendix A

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items

- Approve meeting date for Audit Committee
- Review and Approve Boards Division Goals and Priorities
- Review of 4th Quarter Financial Update
- Conduct and approve Director annual evaluation
- Participate in a board self-evaluation and approve a positive path forward

Events

- Teachers Convention

Budget Considerations

- Budget Work Plan, August 31 – (Estimate) Ministry approves Budget.

September

Regular Board Meeting Agenda Items

- Consider nomination of a program for the Premier's Award For Innovation
- Board to establish Budget parameters
- MLA Forum Planning
- Approve Board Revisions to Annual Work Plan(if any)
- Approve Board Development Plan
- Approve Board Advocacy Plan
- Review Strategic Plan and Draft Annual Report and provide direction.
- Review Learning & Well Being Accountability Report
- School Accountability Report (Opening Day Enrolments and September 30 Official Enrolments) and Staffing Adjustments
- Board to meet with Auditors

Events/Action

- Public Boards Section Executive Meeting

Budget Considerations

- Budget Work Plan: Board reviews current year priorities and plans priorities for next year

October

Regular Board Meeting Agenda Items

- Approve plans for Organizational Meeting
- Approve resolutions (if any) and appoint voting delegates for the Saskatchewan School Boards Association Annual Convention
- Approve transfer of funds to/from reserves
- Review School Improvement Plans/Facilities Accountability Results Report
- Review Facilities and Maintenance Accountability Report
- Review Directors Report of School Viability

Events/Action

- Public Boards Section Executive Meeting
- SSBA Members' Council
- Transportation Committee of the Whole

November

Regular Board Meeting Agenda Items

- Organizational Meeting: Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, dates of regular Board meetings for the year, set/affirm per diems and trustee honorariums and expenses
- Authorize borrowing resolution
- Review Transportation Accountability Report
- Review trends in the NES Cluster Status Report
- Approve Audited Financial Statements and Annual Report for submission to Ministry of Education
- Review Board Goals

Events/Action

- SCC Fall Forum
- Board Planning Retreat
- Hutterian Meeting
- SSBA Fall General Assembly
- Facilities Committee of the Whole

December

Regular Board Meeting Agenda Items

- Review audit report and management letter (ensure deficiencies from previous year have been remediated to the satisfaction of the auditor)
- Review Legal Update of any outstanding cases
- Review Student Services Status Report
- Director implement recommendations included in the Audit Report

Events/Action

- Host staff Board Christmas social

January

Regular Board Meeting Agenda Items

- Review initial projected enrollment for next year
- Review Technology Report
- Review Financial Report to November 30 (Quarterly Reporting)
- Review Provincial Education Plan Update
- Approval of Budget work plan

Events/Action

- Finance Committee of the Whole

February

Regular Board Meeting Agenda Items

- Review draft school year calendar
- Review trends in the Central Cluster Status Report
- Board approval of budget assumptions

Events/Action

- Public Boards Section Executive Meeting
- SSBA Members' Council

Budget Considerations

- Budget Work Plan
 - February 15 – Initial school staffing circulated to schools
 - February 15 – Priorities Communicated to the Community
 - February 15 – Priorities Communicated to the Division

March

Regular Board Meeting Agenda Items

- Approve school year calendar
- Review Hutterian Status Report
- Review and provide direction on draft Budget
- Review board goals

Events/Action

- Board Planning Retreat
- Rural Congress
- SCC Spring Forum
- Facilities Committee of the Whole

April

Regular Board Meeting Agenda Items

- Approve Chinook Level 2 Education Plan
- Review Financial Accountability Report to Feb 28th (Quarterly Reporting)
- Review HR Accountability Report
- Review Update on Operating Budget Development
- Review trends in the West Cluster Status Report

Events/Action

- Public Boards Section Executive Meeting
- SSBA Spring General Meeting

May

Regular Board Meeting Agenda Items

- Review Hiring update
- Review Enrolment Projections that are sent to the Ministry
- Review and approve Board Annual Work Plan and Meeting Calendar

Events/Action

- Finance Committee of the Whole
- Present Long Service Awards

June

Regular Board Meeting Agenda Items

- Review Financial Accountability Report to May 31 (Quarterly reporting)
- Review Board Goals for approval in August
- Approve the operating budget for submission to the Ministry of Education
- Approve Schedule of Fees

Events/Action

- Public Boards Section General Meeting
- Attend achievement nights and graduation ceremonies to present awards as determined.
- Determine the common extra-curricular transportation rate to be charged throughout the Division to facilitate equitable access to extracurricular opportunities for all schools.
- Host CEC Staff and Board BBQ

Ongoing

- Receive monthly HR report for informational purposes.
- Attend meetings as determined by the Board.
- Attend School Community Council meetings as scheduled and upon invitation.
- Attend Standing Committee meetings as assigned.
- Approve compensation for out of scope staff – no date determined.
- Consider new developments and directions from the Ministry of Education
- Engage in individual trustee development approved by the Board.
- Engage in celebration/recognition of students, staff, and community.
- Receive Union Negotiations Update provide terms of reference and approve memoranda of agreements.
- Approval of out of country field trips.
- Approve/review out of scope compensation.

Reference: Sections 61, 63, 85, 87, 277, 278, 279, 280, 281, 282, 283, 285, 286, 288, 289, 292
Education Act

Approved: October 26, 2021
Revised: August 22, 2022; November 7, 2022; May 8, 2023

Chinook Level 2 Action Plan: 2023-24



Leader: Kathy Robson

**Team Members: CCG,
Focus Team**

Date of Last Updated: May 6, 2023

Current Situation

This is the first year of a new Provincial Education Plan that will be in place from 2023-2030. Chinook School Division's Level 2 plan is aligned with the Provincial Education Plan and the priority actions outlined.

Enduring Strategies:

The following strategies will continue to occur within Chinook:

Teaching and Learning

- Professional Development for new teachers to Chinook in Balanced Literacy and Guided Math K-8
- Literacy and Math Coaching Model
- Focus on Student Data
 - Division and School Level Tracking
 - Learning Dashboards
 - School Level Literacy and Math Intervention Plans
- Early Years Screening
 - Early Literacy Assessment
 - SLP Screening

Transitions:

- Family Engagement with SCC involvement - My Blueprint
- Partnerships with outside agencies – including SWIS, Neekaneet Education Council, Hutterian Brethern, Hub/VTRA Teams

Mental Health and Well Being

- Counselling Supports - Mental Health Plans
- Mental Health First Aid

FNMI

- Continued implementation of reconciliation resource *Take Action*
- Providing support to teachers and administrators in continued work with Elders and Knowledge Keepers

Progress Monitoring:

Assessments for 2023-24: (New assessments will be implemented as they are developed provincially)

- Fountas and Pinnell – Grades 1,2,3 – Nov. 2023, June 2024
Fountas and Pinnell – Grade 6 – June 2024
- Early Years Evaluation – PreK, K Nov. 2023
Early Years Evaluation – Kindergarten May 2024
- Perceptual Student Survey– Grade TBD 2023- 24
- Board Monitoring Report

Implementation

Priority Outcome	Actions	Time Frame	Lead	Resources Required
Provincial priority action	Key actions taken to achieve the priority outcome		Who is responsible for the action?	(Human and Financial)

Teaching and Learning

1. Improve student outcomes through effective assessment practices that guide and strengthen responsive instruction	<p>1.1 Implement effective assessment practices aligned with <i>Supporting Student Assessment in Saskatchewan</i> K-12</p> <ul style="list-style-type: none"> • Create a Professional Development Plan that supports that implementation • Form an assessment team to guide the work around implementation • Align Chinook Assessment Document <p>1.2 Implement the Provincial Assessment Plan</p> <p>1.3 Begin development of a Division Math Assessment</p> <p>1.4 Implement Literacy strategies and Resources K-5 by schools in the following areas:</p> <ul style="list-style-type: none"> • Guided Reading Strategies • Words their Way/Sound Walls 	August 2023- June 2024	<p>Chinook Learning:</p> <p>Lead Superintendent Coordinators</p> <p>Administrators</p> <p>Teachers</p> <p>PLC Focus Team</p> <ul style="list-style-type: none"> • Lead Superintendent • Lead Coordinator • Teachers • Admin 	<p><i>Supporting Student Assessment in Saskatchewan</i> (Ministry Document – 2022)</p> <p>Keynote Speaker</p> <p>Literacy/ Math Resources</p> <p>Assessment Committee PLC Focus Group Committee</p>
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	<p>1.5 Renewal of Professional Learning Communities in Chinook</p> <ul style="list-style-type: none"> • Continue with the PLC focus group • Pilot a variety of structures using the renewed PLC framework in schools with members of the focus group. • Provide Professional Development on the PLC framework to administrators and share the work of the pilot group 			<p>Team Members Mileage Sub days</p>
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Transitions

<p>2. Enhance opportunities for learners and their families and support transitions as learners enter and progress through school to graduation and determine a life pathway.</p>	<p>2.1 Develop an understanding of effective family engagement approaches.</p> <ul style="list-style-type: none"> • Form a <i>Chinook Family Engagement Committee</i> to learn about effective strategies, attend provincial PD opportunities and guide the work in this area • Provide ideas and strategies and share success stories to SCC's at the SCC forum • PreK/K focus on effective family engagement strategies <p>2.2 Utilize continuum/assessment developed by the provincial team</p>	<p>August 2023 – June 2024</p>	<p>Chinook Family Engagement team members</p> <ul style="list-style-type: none"> • Lead Superintendent • Lead Coordinator • Teachers • Admin 	<p>Team Members Mileage Sub days</p> <p>Family Engagement Committee</p>
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Mental Health and Well Being

<p>3. Enrich and enhance mental health and well-being capacity in students</p>	<p>3.1 Continue with Chinook Division mental health team to attend provincial PD opportunities and provide guidance on the implementation of mental health supports in schools.</p> <p>3.2 Examine and create a board policy that addresses diversity, equity and inclusion in our schools</p> <ul style="list-style-type: none"> • Access an outside consultant to work with the board to create a policy 		<p>Chinook Mental Health Team</p> <ul style="list-style-type: none"> • Lead Superintendent • Lead Student Services Coordinator • Teachers • Admin <p>Counsellors</p> <p>Board</p> <p>Consultant</p>	<p>Team Members Mileage Sub days</p> <p>Mental Health Committee</p>
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FNMI

<p>4. Actualize the vision and goals of <u><i>Inspiring Success: PreK-12 FNMI Education Policy Framework</i></u></p>	<p>4.1 Build background knowledge at the Division level on the <i>Indigenous Education Responsibility Framework</i></p> <ul style="list-style-type: none"> • Assess our division according to the rubric to get a baseline/current state • Create a division team that creates an implementation plan • Review the framework with administrators • Administrators assess their school's current state and to determine division goals <p>4.2 Build background knowledge in <i>Inspiring Success: PreK-12 First Nations and Metis Education Policy</i> and choose areas of focus in implementing the policy framework</p>		<p>Chinook FNMI Team</p> <ul style="list-style-type: none"> • Lead Superintendent • Lead Coordinator • Teachers • Admin • Neekaneet Education Council <p>Administrators</p>	<p>FNMI Committee Team Members Mileage Sub days</p> <p><i>Inspiring Success: PreK-12 First Nations and Metis Education Policy Framework</i></p> <p><i>Indigenous Education Responsibility Framework</i></p>
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Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR012104	877.001		1570304	921124	Swift Current Comprehensive High School	Replacement of chillers	Mechanical Systems - HVAC	2024-09-02	\$1,767,393
FR006261	826.001		1570304	921124	Swift Current Comprehensive High School	Recapitalization Phase 3. Tunnel relief fan, refurbishing 5s and 6s fans, replace associated VAV boxes and thermostats.	Mechanical Systems - HVAC	2024-09-02	\$7,310,395
FR009969	862.001		1550901	921117	O.M. Irwin School	Replace classroom air handling unit, gym air handling unit, upgrade BMS, install all required digitally controlled dampers	Mechanical Systems - HVAC	2024-09-02	\$759,000
FR012105	878.001		1570304	921124	Swift Current Comprehensive High School	Install ramps from gym entrance to cafeteria and to upper cafeteria and student lounge	Architectural Systems - Interior Construction	2024-09-03	\$120,000
								Total:	\$9,956,788

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR006232	818.001		1511303	921103	Cabri School	Replace heat exchanger and associated controls on Gym Make- Up AHU	Mechanical Systems - HVAC	2025-09-01	\$52,429
FR005494	815.001		1550501	921108	Fairview School	Replace boilers, piping and upgrade BMS	Mechanical Systems - HVAC	2025-09-01	\$303,260
FR010741	873.001		1570304	921124	Swift Current Comprehensive High School	Recapitalization Phase 4	Architectural Systems - Health, Fire & Life Safety	2025-09-01	\$11,476,992
FR009341	855.001		2310623	921114	Hodgeville School	Replace EPDM roofing	Architectural Systems - Roofing	2025-09-02	\$302,366
FR006282	832.001		1550901	921117	O.M. Irwin School	Roof Replacement	Architectural Systems - Roofing	2025-09-02	\$913,474
FR009970	863.001		1511013	921128	Waldeck School	Replace boilers with new boilers and connect to existing BMS	Mechanical Systems - HVAC	2025-09-02	\$268,435
								Total:	\$13,316,956

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR004528	803.001	65	1570304	921124	Swift Current Comprehensive High School	Roof replacement Barrel Roof.	Architectural Systems - Roofing	2026-09-01	\$354,054
FR005470	808.001		1570304	921124	Swift Current Comprehensive High School	Remove and re-seal all caulking and expansion joints	Architectural Systems - Building Envelope	2026-09-02	\$136,339
FR006251	821.001		810113	921105	Consul School	Replace the exterior windows.	Architectural Systems - Building Envelope	2026-09-02	\$241,700
FR005493	814.001		1710413	921109	Fox Valley School	Replace boilers and upgrade BMS	Mechanical Systems - HVAC	2026-09-02	\$303,260
FR006287	836.001		2310523	921113	Herbert School	Replace the exterior windows.	Architectural Systems - Building Envelope	2026-09-02	\$354,760
FR007134	844.001		710623	921118	Ponteix School	Install ventilation for elementary wing. Tie into existing BMS system	Mechanical Systems - HVAC	2026-09-07	\$312,350
								Total:	\$1,702,463