

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, August 21, 2023 at 11:00 a.m. at the Chinook Education Centre.

- PRESENT:** Kimberly Pridmore
 Dianne Hahn
 Ken Duncalfe
 Keri Hudec
 Gwen Humphrey
 Rachael Eliason
 Rachelle Patzer
 Tim Ramage
 Katelyn Toney
- Mark Benesh – Director of Education
 Kathy Robson – Deputy Director of Education
 Sharie Sloman – Chief Financial Officer
 Joanne Booth – Communications Coordinator
 Katie Andreas – Executive Assistant

Regrets: Susan Moulard

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

AGENDA 85/23 Duncalfe THAT the Agenda be approved as circulated and revised.

CARRIED

CLOSED 86/23 Ramage 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

RISE 87/23 Patzer THAT the Chinook Board of Education rise and report.

CARRIED

REGULAR MEETING ----- August 21, 2023

MINUTES 88/23 Hahn THAT the Minutes of the Regular Meeting of June 26, 2023 be approved, as presented.

CARRIED

BOARD 89/23 Hudec THAT the revised Board Policy 2, Appendix A: Board POLICY 2: ANNUAL WORK PLAN Annual Workplan be approved, as attached.

CARRIED

BOARD 90/23 Toney THAT the revised Board Policy 12, Director POLICY 12: DIRECTOR EVALUATION Evaluation, be approved, as attached.

CARRIED

DIRECTORS 91/23 Humphrey THAT the Chinook Board of Education approve the Director EVALUATION Evaluation Report, as developed during the Director Evaluation workshop of June 28, 2023 as an accurate assessment of his performance for the period of August 2022 – June 2023. Further, the Chair will be authorized to make any required technical edits and to sign the evaluation report on the Board’s behalf.

CARRIED

BOARD 92/23 Patzer THAT the Chinook Board of Education approve the Board SELF EVALUATION Evaluation Report as developed at the externally facilitated Board Evaluation meeting of June 28, 2023 and that the Board Chair be authorized to make any required edits. In addition, the Board Chair will monitor the priorities and directions agreed to and bring items forward for Board consideration as deemed appropriate during the 2023-2024 year.

CARRIED

STEWART 93/23 Eliason
VALLEY
SCHOOL
CONSTRUCTION
MANAGEMENT

THAT the Chinook Board of Education approve the awarding of construction management service for the Stewart Valley School to Quorex Construction Services Ltd.

CARRIED

2023-24 94/23 Hahn
BOARD
GOALS

THAT the Chinook Board of Education approve the 2023-2024 Board Goals, as presented.

CARRIED

2023-24 95/23 Ramage
HOMESCHOOL
REIMBURSEMENT

THAT the Chinook Board of Education amend the schedule of fees approved on June 12, 2023 to increase the Home Schooling Education reimbursement fees from \$300.00 to \$500.00

CARRIED

CLOSED 96/23 Duncalfe

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

RISE 97/23 Ramage

THAT the Chinook Board of Education rise and report.

CARRIED

ADJOURN 98/23 Ramage

THAT we do now adjourn.

CARRIED

Board Chair

CFO

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items

- 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 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
- Transportation 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 (2 years)
- 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 and approve Board Annual Work Plan and Meeting Calendar

Events/Action

- Present Long Service Awards
- Finance Committee of the Whole

June

Regular Board Meeting Agenda Items

- Review Financial Accountability Report to May 31 (Quarterly reporting)
- Review Enrolment Projections that are sent to the Ministry
- 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
- Approve Board revisions to Annual Work Plan

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, August 21, 2023

DIRECTOR EVALUATION PROCESS, CRITERIA AND TIMELINES

Features of the Evaluation Model

1. Provides for both growth and accountability, and the strengthening of the relationship between the Board and the Director. The written report will affirm specific accomplishments and will identify growth areas. Some growth goals will address areas of weakness while others will identify areas where greater emphasis is required due to changes in the environment.
2. Recognizes that the Director is the Chief Executive Officer. The Director is held accountable for work performed primarily by other senior administrators, e.g., fiscal management.
3. Emphasizes the need for and requires the use of evidence for evaluation purposes. Evaluations are most helpful when the evaluator provides concrete evidence of strengths and/or weaknesses.
4. Is aligned with and based upon the Director's roles and responsibilities. The Roles and Responsibilities statement is aligned with this evaluation document.
5. Is linked to the Division's goals. The Strategic Plan and Reporting section directly links the Director's performance to the Strategic Planning and reporting process, which includes the Division's goals.
6. Sets out standards of performance. The quality indicators in Appendix B set out initial standards. When growth goals are identified, additional standards will need to be set to provide clarity of expectations and a means of assessing performance.
7. Is also a performance-based assessment system. Such an evaluation focuses on improvement over time. The second and subsequent evaluations take into consideration the previous evaluation, and an assessment of the Director's success in addressing any identified growth areas in the previous report.
8. Uses multiple data sources including both objective data such as external audit reports and student achievement data and more subjective data.
9. Elicits evidence to support subjective assessments. This must be the case when the Board provides feedback regarding the CEO's work relative to Board agendas, committee and Board meetings, etc.
10. Ensures Board feedback is provided regularly. Such feedback will be timely, supported by specific examples, and will focus on areas over which the Director has authority.

Process for Evaluations

An evaluation workshop will be conducted in closed session by the Board. An external facilitator, chosen by the Board, will assist the Board with the evaluation process and the evaluation workshop. The role of the external facilitator will be to guide the Board through the evaluation process including:

- interviewing staff as required by policy and providing a report to the Board;
- facilitating the evaluation workshop;
- drafting documentation related to the evaluation workshop and evaluation process; and
- advising the board throughout the evaluation process.

It is the responsibility of the Director to provide evidence that each role expectation has been met during the evaluation period. This evidence portfolio must be provided to the Board at least one week in advance of the evaluation workshop, which will involve the Board, the Director and an external facilitator. The Director will only be absent from the room for the period when the Board constructs the conclusion section. The evidence examined will be in the form of an internal report or external report. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved. In addition, the corporate Board will supplement the evidence contained in the evidence portfolio with agreed-upon direct Board observations. For example, this would be most evident in the section Board/Director Relations.

During the evaluation workshop, a written evaluation report will be facilitated which will document:

- the evaluation process,
- evaluation context,
- assessments relative to each of the criteria noted in Appendix B,
- an examination of progress made relative to any growth goals or redirections identified in the previous year's evaluation,
- identification of any growth goals if deemed appropriate, and
- a conclusions section followed by appropriate signatures and dates.

The assessments contained in the evaluation report will reflect the corporate Board position. This report will be approved by Board motion. A signed copy will be provided to the Director and a second signed copy will be placed in his personnel file held by the Division.

Evaluation Criteria

Criteria for Evaluations

The criteria for the first evaluation will be those role expectations and quality indicators set out in Appendix B–, which is intended to clarify for the Director performance expectations that are held by the corporate Board. This guide is also intended to be used by the Board to evaluate the performance of the Director in regard to each job expectation. The Board will review the indicated evidence and will determine whether, or to what extent, the quality indicators have been achieved.

In subsequent evaluations, the criteria will be those identified in Appendix B as listed or revised after each evaluation, plus any growth goals provided by the Board in previous written evaluation report(s). Such growth goals may be areas requiring remediation or actions which must be taken to address trends, issues, or external realities such as an increased emphasis on capital construction due to an increased number of approvals.

Timelines for Evaluations

Evaluations will be conducted annually. The Leadership Practices section will be addressed at least once per board term, or as often as the board sees necessary. The leadership practices can include direct reports, $\frac{1}{5}$ of principals, or both.

Approved: October 26, 2021
Revised: August 21, 2023