

Minutes of the Regular Meeting of the Board of Education of Prairie Spirit School Division No. 206 held in the Prairie Spirit School Division Office, on Tuesday, February 22, 2011, commencing at 9:00 a.m.

Present for the meeting were Board Members: Larry Pavloff; Sam Dyck (left at 2:49 p.m.); Joan Heath; Bonnie Hope (left at 12:45 pm); Bernie Howe; Cathy Taylor; Keith Wagner; Gerald Yausie; Karen LaPointe, Superintendent of Schools and Leadership; Heather Shockey, Superintendent of Learning and Leadership; Brenda Erickson, Communications Consultant; Nadine Meister, Secretary to the Board.

Absent: Lorraine Greyeyes; Louis LeDoux; Pam Wieler; Evelyn Novak, Director of Education.

Larry Pavloff, Board Chair, called the meeting to order at 9:04 a.m.

- |   |                          |
|---|--------------------------|
| 1. THAT the agenda be adopted as presented.                       | <u>Agenda</u><br>Wagner  |
|   | <i>Carried.</i>          |
| 2. THAT the minutes of February 7, 2011, be adopted as presented. | <u>Minutes</u><br>Yausie |
|   | <i>Carried.</i>          |
| 3. THAT the minutes of February 9, 2011, be adopted as presented. | <u>Minutes</u><br>Wagner |
|   | <i>Carried.</i>          |

Board Committees:

- **Professional Support (Calendar) Committee** – Bernie Howe reported that three calendar options for the 2011/12 school year were developed are being sent out to staff today.
- **Stobart Schools Building Project Committee** – Keith Wagner reported that the Elementary students have moved into the new wing. New site supervisor hired in January has since resigned and a new senior site supervisor from Calgary should be arriving today.
- **Warman Middle Years School Building Project Committee** – Sam Dyck reported that the last consultation meeting with community members was held last week. There is concern about staff changeover with Stuart Olson and how that might affect the future of this project. Additional meetings will be taking place so that all necessary information can be submitted to the Ministry in time for provincial budget announcement in March.
- **Governance Committee** – Bonnie Hope reported Board members met on February 16<sup>th</sup> to have a general discussion about overall structure of new sub-committees and what the big pieces might be for the new committees. Bonnie will prepare notes and circulate and confirmed more research is yet to be done.

Board members were asked to inform Nadine Meister if they are interested in participating in the SSBA's audio conference regarding Issues Related to Custody and Access to be held at 3:00 p.m., on Thursday, March 31<sup>st</sup>.

Jim Shields, Superintendent of Finance, Administration and Planning, joined the meeting at 9:19 a.m.

Terry Fusco and Joanne Richter, City Planners with the City of Saskatoon, and Kevin Foss, Prairie Spirit Maintenance Supervisor, joined the meeting at 9:38 a.m.

Terry Fusco and Joanne Richter provided information to the Board regarding the City's East Sector Plans. Phase 1 of the East Sector Plan is 600 acres of land that will be developed as residential property, which will impact the Prairie Spirit bus garage located at the east end of 8<sup>th</sup> Street. Terry indicated there is no need to make a decision today or even this year, but expressed a desire to keep the lines of communication open between the City and Prairie Spirit. Terry stated the City would be interested in doing what they can to assist Prairie Spirit with relocation options.

Terry Fusco and Joanne Richter left the meeting at 10:40 a.m.

Kevin Foss left the meeting at 10:51 a.m.

Jim Shields presented the Information Report regarding revised professional staff allocation.

- 4. THAT the Board approve the revised staffing allocation as presented by Administration.

Staffing Allocation  
Hope

**Carried.**

Jim Shields left the meeting at 11:21 a.m.

- 5. THAT the Board approve payment to Executive Source in the amount of \$12,833.33.

Invoice Payment  
Dyck

**Carried.**

- 6. THAT the Board approve payment to the Wireless Age in the amount of \$224.30 and add to policy that the Board Chair receive a cellular telephone device.

Invoice Payment  
Wagner

**Carried.**

The Board considered the Information Report regarding hiring of Superintendent.

7. THAT the Board defer hiring of a new superintendent for the expected vacancy left following the retirement of Heather Shockey, Superintendent of Learning and Leadership, effective June 30, 2011, until new Director of Education is hired.

Superintendent  
Hiring Deferral  
Howe

**Carried.**

8. THAT the Board strike a Committee of the Whole to work with Executive Source in the hiring of the new Director of Education.

Director  
Recruitment  
Committee  
Hope

**Carried.**

The Board discussed the meeting with the Council of the City of Martensville held on February 8<sup>th</sup> and plans in place with respect to land designated for a future school.

The Board adjourned for lunch at 12:12 p.m.

Noreen Gregor, South Corman Park School Community Council Chair, Rob and Barb Lawless, and Collin Hirschfeld joined the meeting at 12:30 p.m.

Bonnie Hope left the meeting at 12:45 p.m.

Noel Roche, Superintendent of Schools and Learning, joined the meeting at 1:00 p.m.

The Board reconvened at 1:02 p.m.

The Board and South Corman Park SCC engaged in a dialogue regarding the grade extension request for South Corman Park and the Board's decision to decline that request. Noreen Gregor, Collin Hirschfeld, Barb and Rob Lawless and Noel Roche left the meeting at 2:19 p.m.

Jim Shields joined the meeting at 2:20 p.m.

7. THAT the Board approve the revised B1 for Warman Elementary School and the new B1's for Warman High School, Clavet Composite School and Venture Heights Elementary School for submission to the Ministry of Education as recommended by Administration.

B1  
Submission  
Taylor

**Carried.**

Jim Shields left the meeting at 2:30 p.m.

8. THAT the Board approve the revisions to Board Executive Limitations Policy EL-2 Treatment of Staff as attached.

Policy  
EL-2  
Heath

**Carried.**

9. THAT the Board approve the revisions to Board Governance Process Policy GP-3 Board Job Contributions as attached.

Policy  
GP-3  
Wagner

**Carried.**

10. THAT the Board approve the revisions to Board-Management Delegation Policy BMD-2 Accountability of the Director of Education as attached.

Policy  
BMD-2  
Howe

**Carried.**

11. THAT the Board approve the revisions to Board-Management Delegation Policy BMD-3 Delegation to the Director of Education as attached.

Policy  
BMD-3  
Wagner

**Carried.**

12. THAT the Board approve the revisions to Board-Management Delegation Policy BMD-4 Monitoring of Director of Education’s Performance as attached.

Policy  
BMD-4  
Heath

**Carried.**

Sam Dyck left the meeting at 2:49 p.m.

13. THAT the meeting be adjourned at 2:55 p.m. The next meeting to be held on Monday, March 7, 2011, at 9:00 a.m., at the Prairie Spirit School Division Office, in Warman.

Adjourn  
Pavloff

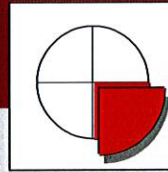
**Carried.**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary to the Board

**PRAIRIE SPIRIT SCHOOL DIVISION**

**BOARD OF EDUCATION POLICY**



**Policy Name:** Treatment of Staff

**Number:** EL-2

**Policy Type:** Executive Limitations

**Date Approved:** December 8, 2008

**Date Revised:** February 22, 2011

The Director of Education shall not cause or allow working conditions for staff or volunteers that are unfair, disrespectful, unsafe, disorganized, or unclear.

Further, without limiting the scope of the above statement by the following list, the Director shall not:

1. Operate without written human resource policies that clarify expectations and working conditions for staff, provide for effective handling of grievances, and protect against wrongful conditions.
  - 1.1. Operate without policies and procedures that effectively prevent staff from exposure to harassment.
  - 1.2. Permit staff to be unaware of the performance standards by which they will be assessed.
  - 1.3. Permit staff to be without appropriate opportunity for ongoing professional development.
2. Discriminate against any staff member for non-disruptive expression of dissent.
3. Allow staff to be unprepared to deal with emergency situations.
4. Allow the Board to be unaware of any potential conflict of interest when hiring staff to the position of superintendent, coordinator or in-school administrator. This includes, but is not limited to, the following:
  - 4.1. The spouse, significant other or direct descendant of the Director, any staff member or Board member.
5. Allow the Board to be uninvited and unable to have a vote at the interview process of any superintendent, coordinator or in-school administrator.
  - 5.1. Allow the Board to be unaware of the time and place of the interview of any superintendent, coordinator or in-school administrator. Notification to be by electronic mail and telephone no later than one week prior to the interview, if possible.
- 3.6. Allow the board members to be uninvited to all teacher interviews.

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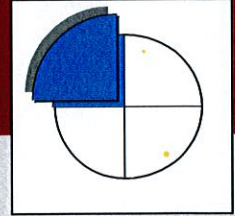
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## PRAIRIE SPIRIT SCHOOL DIVISION

### BOARD OF EDUCATION POLICY



**Policy Name:** Board Job Contributions

**Number:** GP-3

**Policy Type:** Governance Process

**Date Approved:** December 8, 2008

**Date Revised:** February ~~7~~<sup>22</sup>, 2011

Specific job results of the board, as an informed agent of the ownership, are those that ensure appropriate organizational performance.

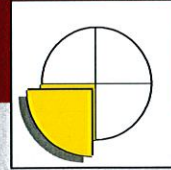
Accordingly, the Board has direct responsibility to create:

1. The link between the owners and the School Division operations.
2. Written governing policies that address the broadest levels of all organizational decisions and situations.
  - 2.1. Goals: what good or benefit the School Division is to produce, for which recipients, at what worth.
  - 2.2. Executive Limitations: Constraints on executive authority that establish the boundaries of prudence and ethics within which all executive activity and decisions must take place.
  - 2.3. Governance Process: Specification of how the Board conceives, carries out and monitors its own task.
  - 2.4. Board-Management Delegation: How responsibility is delegated and its proper use monitored; the Director of Education role, authority, and accountability.
3. Assurance of organizational performance on Goals and Executive Limitations through structured monitoring of the Director of Education as outlined in policies on Board-Management Delegation.
4. Decisions that the Board has prohibited the Director from making by its Executive Limitations policies.
5. Decisions as the final authority for appeals legislated by *The Education Act*.
6. The link with elected officials at federal, provincial, and municipal levels and other governing bodies.
7. The designation of all surplus funds to reserve accounts for one-time expenditures:
  - 7.1. By November 30<sup>th</sup> of each year, the Board will designate surplus funds to reserve funds; and
  - 7.2. The Board review its current reserves.

8. ~~A process where a trustee is invited to participate in the interview process for in-school administrators for their subdivision.~~ It is the trustee's responsibility to find a trustee replacement if they are unable to attend an interview.

PRAIRIE SPIRIT SCHOOL DIVISION

BOARD OF EDUCATION POLICY



**Policy Name:** Accountability of the Director of Education

**Number:** BMD-2

**Policy Type:** Board-Management Delegation

**Date Approved:** December 8, 2008

**Date Revised:** February 23~~11~~, 201~~10~~

The Director of Education is the board's connection to the achievements and conduct of the School Division. Therefore, all authority and accountability of staff is the authority and accountability of the Director.

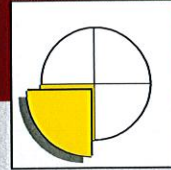
1. The board will never give instructions to persons who report directly or indirectly to the Director, except for staff who provide direct support to the board as requested by the Director.
2. ~~The Board~~ members, as well as the Board as a whole, will refrain from evaluating, either formally or informally, any staff other than the Director.
3. Board members may communicate directly with the Director regarding any positive comments or concerns about staff.
- 3-4. The board will view Director performance as identical to achieving outcomes the board has set in its ~~End Policies~~Goals Policies. Therefore, accomplishment of a reasonable interpretation of ~~Ends~~ Goals and compliance with a reasonable interpretation of Executive Limitations will be viewed as successful Director performance. Reasonable interpretations in all cases are those accepted by the board.

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**PRAIRIE SPIRIT SCHOOL DIVISION**

**BOARD OF EDUCATION POLICY**



**Policy Name:** Delegation to the Director of Education

**Number:** BMD-3

**Policy Type:** Board-Management Delegation

**Date Approved:** December 8, 2008

**Date Revised:** February 7, 2011

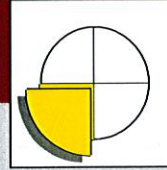
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The board will instruct the Director of Education through written policies that prescribe the ~~Ends-Goals~~ to be achieved by the School Division, and describe ~~Executive Limitation-situations and actions to be avoided in the Division~~, allowing the Director to use any reasonable interpretation of these policies.

1. The board will develop ~~Ends-Goals~~ policies instructing the Director to achieve specified results, for specified recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels. All issues that are not ~~Ends-Goals~~ issues as defined above are Means issues.
2. The board will develop Executive Limitations policies that limit the latitude the Director may exercise in choosing the means used to achieve ~~EndsGoals~~. These limiting policies will describe those practices, activities, decisions and circumstances that the board would find unethical or imprudent, and therefore unacceptable, even if they were to be effective. These policies will be developed systematically from the broadest, most general level to more defined levels. The board will never prescribe organizational means delegated to the Director.
3. As long as the Director uses any reasonable interpretation of the board's ~~Ends-Goals~~ and Executive Limitations policies, the Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities. Such decisions of the Director shall have full force and authority as if decided by the board.
4. The board may change its ~~Ends-Goals~~ and Executive Limitations policies, thereby shifting the boundary between board and Director domains. By doing so, the board changes the latitude of choice given to the Director. As long as any particular delegation is in place, the board will respect and support the Director's choices. This does not prevent the Board from obtaining information from the Director about the delegated areas, except for data protected by privacy legislation.

PRAIRIE SPIRIT SCHOOL DIVISION

BOARD OF EDUCATION POLICY



**Policy Name:** Monitoring Director of Education Performance **Number:** BMD-4

**Policy Type:** Board-Management Delegation

**Date Approved:** December 8, 2008

**Date Revised:** ~~September 20,~~

~~2010~~February 22, 2011

Systematic and rigorous monitoring of Director of Education job performance will be based only on the achievement of the Board's Ends-Goals Policies and non-violation of its Executive Limitations policies.

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1. The purpose of monitoring is to determine the degree to which Board policies are being met. Only information that does this will be considered to be monitoring.
2. A given policy may be monitored in one or more of three ways:
  - 2.1. Internal report: Disclosure of compliance information by the Director, along with his or her explicit interpretation of Board policy, and justification for the reasonableness of interpretation.
  - 2.2. External report: Discovery of compliance information by an impartial, external auditor, inspector or judge who is selected by and reports directly to the Board. The external party will first be provided with the Director's explicit interpretation of the policy and justification for the reasonableness of interpretation. The report must assess the reasonableness of the interpretation of Board policy, and compliance with it. The basis for assessment is *not* the standards of the external party, unless the Board has previously indicated that party's opinion to be the standard.
  - 2.3. Direct Board Inspection: Discovery of compliance information by a designated Board member, a committee or the Board as a whole. This is a Board inspection of documents, activities or circumstances directed by the Board that assesses compliance with policy, with access to the Director's justification for the reasonableness of his/her interpretation. Such an inspection is only undertaken at the instruction of the Board.
3. In every case, the standard for compliance shall be *any reasonable Director interpretation* of the board policy being monitored. The Board is the final arbiter of reasonableness, but will always judge with a "reasonable person" test rather than interpretations favoured by board members or even the board as a whole.
4. Upon the choice of the Board, any policy can be monitored by any of the above methods at any time. For regular monitoring, however, each Ends-Goals and Executive Limitations policy will be classified by the Board according to frequency and method.
5. A formal evaluation of the Director by the Board will occur annually, based on the achievement of the Board's Ends-Goals Policies and non-violation of its Executive Limitations policies. This formal evaluation will be conducted by cumulating the regular monitoring data provided during the year and the board's recorded acceptance or non-acceptance of the reports, and identifying performance trends evidenced by that data.

Policy		Method	Frequency
<b>E</b>	<b>Mega-End</b>	<b>Internal Report</b>	
E-1	Students Thrive in World of Future	Internal Report	April 2010
E-2	Beneficiaries	Internal Report	November 2011
EL	General Executive Constraint	Internal Report	
EL-1	Treatment of Students and Parents	Internal Report	January 2010
EL-2	Treatment of Staff	Internal Report	March 2010
EL-3	Financial Planning	Direct Inspection	March 2010
EL-4	Financial Condition	Internal Report & External Audit	January 2010
EL-5	Asset Protection	Internal Report & External Audit	June 2010
EL-6	Compensation and Benefits	Internal Report	June 2010
EL-7	Communication and Support to Board	Direct Inspection	May 2010
EL-8	Emergency Executive Succession	Internal Report	February 2010
EL-9	Student Accommodation	Internal Report	September 2010
EL-10	Transportation	Internal Report	December 2009