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NOTICE

MEETING OF THE BOARD OF EDUCATION
of the Regina School Division No. 4 of Saskatchewan
December 12, 2023, at 5:30 p.m.
Regina Public School Board Office – 1600 4th Avenue

AGENDA

1. Land Acknowledgment

2. Adoption of Agenda

3. Declaration of Conflict of Interest

4. Approval of Minutes of the Board Meeting of November 21, 2023

5. Celebrations

a) Newcomer Welcome Centre

Gisèle Carlson, English as an Additional Language, International Students, and Newcomer Welcome Centre Coordinator, to comment.

6. Delegations / Presentations

a) Director's Report

Darren Boldt, Director of Education/CEO, to comment.

7. Standing Committee Reports

a) Organizational Culture and Diversity Committee
([pp. 1-3](#))

Trustee Cindy Anderson to comment.

8. Decision Items

- a) Appointment of Auditor
([pp. 4-5](#)) Naomi Mellor, Deputy Director of Division Services/CFO, to comment.

- b) Board Committee on Associate Schools Review
([pp. 6-7](#)) Chair Sarah Cummings Truskowski to comment.

9. Discussion Items

- a) Quarterly Finance Accountability Report
([pp. 8-11](#)) Ashley Kuntz, Superintendent of Business Services, to comment.

- b) Quarterly Transportation Accountability Report
([pp. 12-14](#)) Ashley Kuntz, Superintendent of Business Services, to comment.

10. Next Meeting

- a) Planned Agenda Items for January 16, 2024 Board Meeting
 - Celebration – Targeted Educational Assistants
 - Director’s Report
 - 2024/25 French Immersion Designations
 - Biannual HR Accountability Report
 - 2023/24 OurSCHOOL Student Survey Results (in closed)

- b) Agenda Requests

- c) Notices of Motion

11. Information

12. Diversity Acknowledgment

13. Closed Session

- a) Succession Planning
(enclosure)

Chair Sarah Cummings Truskowski to
comment.

14. Rise and Report

15. Adjournment



Meeting of the Organizational Culture and Diversity Committee
A Standing Committee of the Regina Board of Education
Tuesday, December 5, 2023
Committee Room
Regina Public Schools Division Office
MINUTES

7a

Attending: Cindy Anderson, Tara Molson, Sarah Cummings Truszkowski, Darren Bold, Reagan Lowe, Kyla Christiansen, Maxine McKenzie-Cox
Regrets: Ted Jaleta
Chair: Cindy Anderson
Minute Taker: Alma Tholl

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
Welcome, Introductions and Overview of Agenda	Chair Cindy Anderson welcomed everyone to the meeting. The agenda was reviewed, and no changes were made thereto.	
Land Acknowledgment	Cindy acknowledged the location of every Regina Public school and the School Division Office on Treaty 4 land.	
Report Recruitment (French Immersion Teachers)	Reagan Lowe, Superintendent of Human Resources & Workplace Diversity reported that Regina Public Schools filled all French Immersions teaching positions for the 2023-2024 school year and that the current French Immersion sub list adequately fills all positions as needed.	
HR Report (New Hires and Start of the Year Plus and Minuses)	<p>The Committee reviewed the information that was circulated.</p> <p>Reagan noted that in a difficult budget year, there have been some challenges filling positions required due to the increased enrolment.</p> <p>The Committee discussed pressures being felt by staff in light of the implantation of Bill 137.</p> <p>Cindy Anderson thanked Reagan Lowe for her work on the report. Information reported was clear and concise.</p>	Action: That Suzanne Shuba post the report on the Board Portal.
Diversity in Religions and Education (Information for Trustees)	<p>Darren Boldt, Director of Education/CEO reported to the Committee that the Communications department posts monthly all religious holidays being observed.</p> <p>The Committee discussed potential PD opportunities that would be available for Trustees.</p> <p>The Committee discussed the possibility of creating a posting belief statements on RPS social media platforms, this posting could include the Division's Diversity Statement.</p>	<p>Action: Darren Boldt to follow up with Kyla Christiansen and Maxine McKenzie-Cox regarding possible PD opportunities for Trustees.</p> <p>Action: Darren Boldt to follow up with staff regarding the development of a belief statement.</p>

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
Mental Health Update	Reagan Lowe updated the Committee on the work of the Mental Health and Wellbeing Committee. She reported that the Working Group will be developing a tangible plan with defined outcomes.	
Diversity and Equity Office Update	<p>Kyla Christiansen and Maxine McKenzie-Cox reported to the Committee on the work being done this school year. The Diversity and Equity Office has developed a work plan that aligns with the components listed in the information graphic of the DEI session of the staff portal.</p> <p>Kyla and Maxine indicated that there is a DEI update included in the all staff Monday communication. There was discussion regarding having this information shared with the Trustees.</p> <p>The Committee discussed potential for future presentations/PD opportunities that would be available for Trustees.</p> <p>The Committee thanked Kyla and Maxine for all their hard work.</p>	<u>Action:</u> Suzanne Shuba will post any weekly DEI updates to the Board Portal.
Other Business	No other items were presented for discussion.	
Diversity Acknowledgment	Cindy acknowledged that every student, staff and community member has equal value as prescribed under the United Nations Universal Declaration of Human Rights and the Saskatchewan Human Rights Code, noting that diversity makes us stronger.	
Thank You and Adjournment	<p>The meeting was adjourned.</p> <p>Time of meeting: 5:00-6:00 PM.</p>	



**The Board of Education
of the Regina School Division No. 4 of Saskatchewan**

**Meeting of the Organizational Culture and Diversity Committee
A Standing Committee of the Regina Board of Education**

**Tuesday, December 5, 2023
4:30 PM to 5:30 PM**

**Committee Room
Regina Public Schools Division Office
1600 4th Avenue**

AGENDA

Chair: Cindy Anderson

1. Welcome, Introductions and Overview of Agenda
2. Land Acknowledgment
3. Report Recruitment (French Immersion Teachers)
4. HR Report (New Hires and Start of the Year Plus and Minuses)
5. Diversity in Religions and Education (Information for Trustees)
6. Mental Health Update
7. Diversity and Equity Office Update
8. Other Business
9. Diversity Acknowledgment
10. Thank You and Adjournment

COMMITTEE MEMBERS: Cindy Anderson, Ted Jaleta, Tara Molson, Sarah Cummings Truszkowski (ex officio), Darren Boldt

TERMS OF REFERENCE

To assist the Board on matters pertaining to the selection, evaluation process and development of the Director/CEO within the parameters described by Policy 2 *Role of the Board* and Policy 12 *Role of the Director/CEO*; To receive regular reports and be apprised of: Required training and adequate support for all staff; Workplace health and safety; Employee Group activities including contracts; Current hiring and recruitment practices; Processes in place for employees to receive performance feedback; and Updates to the Human Resource Services administration applications and the Human Resource Services manual; To assist the Board in increasing its leadership capacity by: Establishing and implementing the annual Board Self-Evaluation Workshop; and Developing and monitoring a Trustee Skills Matrix and making training recommendations; To receive updates and provide recommendations to the Director/CEO and/or designate related to overall organizational performance, leadership development, succession planning, recruitment initiatives; To review, monitor, and report outcomes of various Division committees and initiatives.



REGINA BOARD OF EDUCATION

8a

BOARD MEETING DATE: DECEMBER 12, 2023

TOPIC: APPOINTMENT OF AUDITOR

FORUM

- Open Session
- Closed Session

INTENT

- Delegation / Presentation
- Decision
- Discussion
- Information

BACKGROUND

Section 85(s) of *The Education Act, 1995* requires that Boards of Education appoint an independent external auditor. The last tender for audit services was issued in early 2019 and MNP LLP was selected for a five-year terms (2018-19 to 2022-23).

CURRENT STATUS

With the conclusion of the audit for the 2022-23 fiscal year, the Board’s contract with MNP LLP is now complete. The Board may decide either to reappoint MNP LLP for up to three years or to publicly tender for audit services.

If the Board chooses to re-engage MNP LLP, the Board can pass a motion to appoint MNP LLP for the 2023-24 fiscal year.

If the Board chooses to tender, Administration recommends:

- That the Audit and Risk Management Committee review and approve the tender package, timing, and criteria;
- That the tender process follow the Division’s AP 540 *Purchasing*;
- That the Audit and Risk Management Committee review tender submissions, evaluate them against the tender criteria, and bring a recommendation to the Board in Spring 2024.

COMMUNICATIONS

N/A at this time.

RECOMMENDATION

That the Board decide either to reappoint MNP LLP for up to three years or to publicly tender for audit services.

PROPOSED MOTION

- A) That, subject to submission of an acceptable audit plan including fee schedule to the Audit and Risk Management Committee, MNP LLP be appointed auditors for the Regina School Division for the 2023-24 fiscal year.

OR

B) That the Board publicly tender for audit services and delegate responsibility for overseeing the tender and evaluation process to the Audit and Risk Management Committee and report back to the Board with a recommended audit firm in Spring 2024.

PREPARED BY	DATE	ATTACHMENTS
Naomi Mellor, Deputy Director of Division Services/CFO	December 7, 2023	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No



REGINA BOARD OF EDUCATION

8b

BOARD MEETING DATE: DECEMBER 12, 2023

TOPIC: SPECIAL BOARD COMMITTEE

FORUM

- Open Session
- Closed Session

INTENT

- Delegation / Presentation
- Decision
- Discussion
- Information

BACKGROUND

In 2012, Regina Public schools renewed Memoranda of Agreement (MOA) with three Associate Schools: The Regina Christian School Association, Harvest City Christian Academy, and the Regina Huda School Incorporated.

Periodic reviews of agreements is a good management practice to ensure contracts are up to date, consistent with current operations, and meeting the needs of the parties. Accordingly, at the December 2022 Board meeting, the Board of Education passed a motion directing Administration to examine the terms of each associate school agreement, evaluate current practices, and assess the alignment of associate schools with the values and priorities of Regina Public Schools.

CURRENT STATUS

Over the course of the past school year, Administration has worked collaboratively with administrative staff from the three associate schools to examine each agreement. To facilitate efficient Board involvement in the next steps of the process, the Board Chair proposes establishing a special Board Committee on Associate School Agreements. Board Policy 8 *Committees of the Board* allows the creation of special committees to assist in the work of the Board by reviewing or analyzing issues and detail and preparing recommendations to the full Board. Upon completion of the assigned work, the Committee will be disbanded.

COMMUNICATIONS

Administration will follow up with Associate School representatives to set up meeting times to review the agreements and discuss potential changes. The final agreements will be brought back to the full Board for review and decision.

RECOMMENDATION

That the Board establish a special Committee on Associate School Agreements to oversee discussion and development of updated agreements.

PROPOSED MOTION

That the Board establish a special Committee on Associate School Agreements to oversee discussion and development of updated agreements and appoint the following Trustees to the Committee:

_____, _____, _____, and _____.

PREPARED BY**DATE****ATTACHMENTS**

Naomi Mellor, Deputy Director of Division Services/CFO

December 7, 2023

Yes No



REGINA BOARD OF EDUCATION

9a

BOARD MEETING DATE: DECEMBER 12, 2023

TOPIC: FIRST QUARTER FINANCIAL UPDATE

FORUM

- Open Session
- Closed Session

INTENT

- Delegation / Presentation
- Decision
- Discussion
- Information

BACKGROUND

Administration submits a quarterly financial update to the Board and a quarterly forecast to the Ministry of Education. The purpose of this item is to support the Board in its monitoring role over the financial condition of the School Division and associated risks and opportunities.

CURRENT STATUS**Statement of Operations**

The Statement of Operations reports on the costs of services provided, the revenues recognized in the period and the difference between them. It also displays the surplus or deficit from operations during the period. The results of the Division’s first quarter for the period September 1, 2023 to November 30, 2023 are provided on both a cash and PSAB basis. PSAB recognizes actuals relates to PSAB recognizing amortization, capital assets (equipment, furniture, buildings, etc.) purchases as assets, and debt repayments as a liability.

Based on First Quarter forecasted results, the Statement of Operations show an operating deficit on a cash basis of \$783K, approximately \$218K higher than the \$565K budgeted cash deficit. This is due to:

- Planned spending down of the Preventive Maintenance and Renewal reserve of \$216K.
- Lower tuition revenue for international students.

It is important to note that the September 30 funding recalculation has not yet been received and, therefore, is not incorporated in this forecast. Because actual September 30 enrolments fell short of projections (26,089 actual compared to 26,259 projected), a funding clawback is likely, but the amount cannot be reliably estimated at this time. The Division held back FTEs as a contingency against lower than projected enrolments but until the final grant is known, it is not possible to fully understand the net impact.

Tangible Capital Assets

Tangible capital assets as at November 30, 2023 are forecast to be under budget, with continued uncertainty around the pace and timing of construction of capital projects such as the new Harbour Landing School build.

Tangible Capital Assets	2023-24 Budget	Actuals as of November 30, 2023	2023-24 Forecast
Assets Under Construction	15,921,000	814,850	13,979,000
Computer Hardware & Audio Equipment	1,607,000	24,000	1,607,000
Computer Software	35,000	34,500	35,000
Furniture and Equipment	575,300	247,000	575,300
Total	18,138,300	1,120,350	16,196,300

Note 1

Capital Projects	2023-24 Budget	2023-24 Actuals as of November 30, 2023
Imperial School/St. Peter School Rebuild	7,050,000	78,161
Argyle School/St. Pius School Rebuild	3,142,000	771,075
Campbell Collegiate Foundation	3,750,000	-
New Harbour Landing School	1,979,000	43,775
Total	15,921,000	893,011

Risks and Opportunities

- ✓ Overall, we are forecasting to be close to budget; however, it is early in the year and we are aware of potential areas of risks (listed below) that will be monitored throughout the year to ensure pressures are identified and, to the extent possible, addressed by redirecting savings in other areas.
- X This forecast does not include any adjustments to 2023-24 provincial operating grants due to enrolment growth recorded as at September 30, 2023, as confirmation of the grant recalculation has not yet been received from the Ministry of Education. Based on past years, the reduction could be in the area of \$1M.
- X The Division has identified risk areas where actuals may differ from budget but it is too early in the year to determine specifics. Those areas include:
 - Capital grants (which depend on the pace of the projects).
 - Noon supervision revenue (increases were implemented in the Fall but actual revenues currently are short of budget estimates due to slower than anticipated high school registrations).
 - Supervision costs (FTE allocations were reduced in the budget and have required some adjustment to respond to individual school circumstances).
 - Substitute costs (always a risk area, with staff absence costs trending slightly lower than last year but still above pre-pandemic levels).
 - Transportation (increasing numbers of intensive needs students requiring more light vehicles).
 - Utilities is another typical area of risk, although moderate weather this Fall should help to mitigate this risk.

Administration will continue to monitor these areas throughout the year.

- X Enrolments since September 30, 2023 have increased by 94 students. While the pace is slower than last year, some schools are feeling staffing and space pressures that the Division is unable to respond to until 2023-24 funding is confirmed.
- X Successive operating deficits mean that financial reserves are depleted and the Division has minimal room to absorb the financial impacts of higher than budgeted spending or lower than budgeted revenues. Without reserves to act as a shock absorber and, if faced with higher costs or lower funding, the Division will need to adjust operations and spending in-year, potentially impacting schools and students.

- X Information reported is on a cash basis and has not been audited and as it is still early in the year, some amounts have been estimated.

COMMUNICATIONS

Early forecasting shows significant areas of financial risk continuing to face the School Division in 2023-24, with a key factor being confirmation of final 2023-24 operating grants.

RECOMMENDATION

That the Board review and discuss the attached [Quarterly Financial Update](#).

PREPARED BY**DATE****ATTACHMENTS**

Ashley Kuntz, Superintendent of Business Services
Naomi Mellor, Deputy Director of Division Services/CFO

December 7, 2023

Yes No

Regina School Division No. 4
Statement of Operations (unaudited)
for the period September 1 to August 31

	AUDITED FINANCIAL STATEMENTS			PSAB BASIS		CASH BASIS		VARIANCE		Explanation of Variance
	2022-23			2023-24		2023-24		2023-24		
	Budget	Actuals	as of August 31	Budget	Actuals	Budget	Actuals	Forecast to Budget CASH as of August 31, 2024	%	
REVENUES										
Operating Grants	254,583,360	247,316,153	264,782,183	39,964,265	248,861,183	38,054,253	248,861,183	0	0.0%	
Tuition and Related Fees	969,000	441,770	969,000	417,389	969,000	417,389	930,000	(39,000)	-4.0%	Lower international students than budgeted for.
School Generated Funds	4,120,000	4,722,348	4,786,000	2,040,541	4,786,000	2,040,541	4,786,000	0	0.0%	
Complementary Services	4,307,240	4,559,244	4,544,124	1,487,998	4,544,124	1,487,998	4,581,112	36,988	0.8%	Forecasting additional funding received for Jordan's Principle not budgeted for.
External Services	12,201,716	12,259,269	12,440,675	2,617,443	12,440,675	2,617,443	12,440,675	0	0.0%	
Other	1,898,400	4,524,182	2,546,400	882,910	2,546,400	882,910	2,546,400	0	0.0%	
Total Revenues	278,079,716	273,822,966	290,068,382	47,410,547	274,147,382	45,500,535	274,145,370	(2,012)	0.0%	
EXPENSES										
Governance	622,745	673,109	617,032	86,177	615,832	85,877	615,832	0	0.0%	
Administration	7,555,914	7,204,059	7,401,014	1,590,904	7,346,014	1,606,652	7,346,014	0	0.0%	
Instruction	191,605,693	200,398,171	200,295,037	58,170,093	198,949,270	57,223,414	198,949,269	(0)	0.0%	
Plant	42,260,029	47,772,832	42,885,943	8,665,148	33,978,159	5,137,082	34,194,656	216,497	0.6%	Forecast to be over budget due to planned spend down of PMR reserve.
Transportation	8,849,392	9,526,021	9,749,624	2,221,887	9,580,824	2,179,687	9,580,824	(0)	0.0%	
Tuition and Related Fees	355,000	313,442	300,000	50,580	300,000	50,580	300,000	0	0.0%	
School Generated Funds	3,686,906	4,770,066	3,701,000	1,067,359	3,550,000	1,029,828	3,550,000	0	0.0%	
Complementary Services	5,828,768	5,899,196	5,956,434	927,344	5,921,205	916,287	5,921,205	(0)	0.0%	
External Services	12,201,716	12,254,068	12,451,655	3,466,403	12,451,655	3,466,403	12,451,655	0	0.0%	
Other Expenses	721,906	1,180,805	981,341	134,487	2,019,860	407,225	2,019,860	0	0.0%	
Total Expenses	273,688,069	289,991,769	284,339,079	76,380,383	274,712,818	72,103,036	274,929,314	216,496	0.1%	
Operating (Deficit) Actual	4,391,647	(16,168,803)	5,729,303	(28,969,836)	(565,436)	(26,602,501)	(783,944)	(218,508)	38.6%	



REGINA BOARD OF EDUCATION

9b

BOARD MEETING DATE: DECEMBER 12, 2023

TOPIC: TRANSPORTATION REPORT

FORUM

- Open Session
- Closed Session

INTENT

- Delegation / Presentation
- Decision
- Discussion
- Information

BACKGROUND

Each quarter, Administration provides to the Board a transportation update that offers information about transportation services provided to the students of Regina Public Schools.

The attachment provides a snapshot of data per the Ministry of Education’s reporting policy and the narrative in this memo highlights current issues, initiatives and progress in providing safe and efficient transportation services to students.

CURRENT STATUS

As we end the first quarter of the fiscal year, the following are some key transportation issues and updates:

- The number of students using transportation services at the end of the first quarter is 5,026; this is an increase of 60 students from September 6, 2023 and an increase of 135 students since May 31, 2023. Transportation is currently reviewing capacity of routes to determine if additional routes need to be added.
- Regina Public Schools, along with Regina Catholic Schools, CAA Saskatchewan, City of Regina and Regina Police Service launched the speed radar backpack initiative on October 19, 2023 at Ethel Milliken School. The initiative is to raise awareness of safe speeds in school zones. Through schools’ safety patrol programs, student patrollers wear backpacks that have radar built in to display a driver’s speed. The program was also at Ethel Milliken School on October 30, 2023 and W.S. Hawrylak School on October 27 and 31, 2023.
- Throughout the year the Division continues to monitor compliance with agreements for both the school bus contractor, Warner Transportation, and light vehicle transportation contractors. All contractors are in compliance.
- Throughout the school year the Division will monitor and analyze transportation costs to ensure efficiencies and cost savings in both contracted school bus and light vehicle transportation.
- Light vehicles continue to be an area of expense pressure, as additional students are registered who require specialized transportation.
- The 2023-24 year is the final year of a three-year preferred agreement with the Division’s light vehicle vendors. Administration will be completing a request for proposal in the New Year.

COMMUNICATIONS

Administration continues to monitor bus routes and the intensive supports transportation to sustain service levels and manage within budget, but pressures are evident.

RECOMMENDATION

That the Board review and discuss the attached [Transportation Update](#).

PREPARED BY	DATE	ATTACHMENTS
Ashley Kuntz, Superintendent of Business Services	December 4, 2023	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**Regina Public Schools
Transportation Performance Information Report**

Performance Indicator	23-Nov-23	6-Sep-23	31-May-23
Total students transported			
School Bus	4616	4582	4464
Light Vehicle Vendor	410	385	427
	5026	4967	4891

Number of transportation routes (AM & PM)

School Bus	230	232	238
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Number of vehicles in use on a daily basis

School Bus	81	81	82
Light Vehicle Vendor	73	71	79
Division Vans	3	3	3

Number of unfilled routes

Route cancellations:

Mechanical	0	0	0
Weather: wind chill -45	0	0	0
Weather: wind chill -40 (wheelchair students)	0	0	0
No substitute driver	0	0	0
Other	0	0	0

Average age of contractor bus fleet (in years)

3	3	3
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Capacity utilized on bus (average)

105.9%	105.9%	99.31%
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Route Length (in minutes)

Longest route	54 min	53 min	50 min
Shortest route	7 min	8min	10 mins

Student Ride Time(in minutes)

Note - students may only ride one way

AM		6-Sep-23	31-May-23
<15 MIN	3485	At the time of the report, ride time data was not available due to technical issues with the software provider.	At the time of the report, ride time data was not available due to technical issues with the software provider.
16-25 MIN	735		
26-35 MIN	267		
36-45 MIN	111		
>46 MIN	9		
TOTAL	4607		
PM			
<15 MIN	3139		
16-25 MIN	1066		
26-35 MIN	309		
36-45 MIN	104		
>46 MIN	27		
TOTAL	4645		

Accidents

Reported to SGI	2	0	8
Minor (not reported to SGI)	3	0	5

Emerging issues

(main issues or challenges facing the transportation departments at this time)

Contractor has expressed concerns over driver shortages.
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