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## NOTICE

MEETING OF THE BOARD OF EDUCATION  
of the Regina School Division No. 4 of Saskatchewan  
March 19, 2024, 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  
February 13, 2024**

**5. Celebrations**

**6. Delegations / Presentations**

a) Director's Report

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

**7. Standing Committee Reports**

a) Policy, Governance and Sustainability Planning  
Committee  
([pp. 1-21](#))

Trustee Lacey Weekes to comment.

b) Strategic Engagement and Advocacy Committee  
([pp. 22-25](#))

Trustee Tracey McMurchy to comment.

- c) Public Section Update  
([pp. 26](#)) Trustee Ted Jaleta to comment.

**8. Decision Items**

- a) 2024-2025 School Year Calendars  
([pp. 27-30](#)) Mike Tomchuk, Superintendent of Student Achievement/School Services, to comment.

**9. Discussion Items**

**10. Next Meeting**

- a) Planned Agenda Items for April 16, 2024 Board Meeting
  - Director’s Report
  - Policy, Governance and Sustainability Planning Committee – Board Policy on Diversity
  - Quarterly Finance Accountability Report
  - Quarterly Transportation Accountability Report
  - Long Service Reception Duties
  - SSBA Spring General Assembly Summary
  - 2024/25 Budget Development Update (closed session)
  - Succession Planning Committee Update (closed session)
- b) Agenda Requests
- c) Notices of Motion

**11. Information**

- a) Biannual Administrative Procedures Update  
([pp. 31-32](#)) For information only.

**12. Diversity Acknowledgment**

**13. Closed Session**

- a) 2024/25 Budget Development  
(enclosure)

Naomi Mellor, Deputy Director of  
Division Services/CFO, to comment.

- b) Student Suspension Report  
(enclosure)

Rick Steciuk, Deputy Director of Student  
Achievement/School Services, to  
comment.

- c) SSBA Membership

Trustee Ted Jaleta to comment.

- d) Succession Planning Committee Update

Chair Sarah Cummings Truskowski to  
comment.

**14. Rise and Report**

**15. Adjournment**



Meeting of the Policy, Governance and Sustainability Planning Committee  
A Standing Committee of the Regina Board of Education

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Tuesday, February 27, 2024  
Committee Room  
Regina Public Schools Division Office  
MINUTES

**Attending:** Lacey Weekes, Cindy Anderson, Tara Molson, Sarah Cummings Truszkowski, Darren Boldt, Delaine Clyne, Naomi Mellor

**Chair:** Lacey Weekes

**Minute Taker:** Suzanne Shuba

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
<b>Welcome, Introductions and Overview of Agenda</b>	Lacey Weekes welcomed everyone to the meeting. The <a href="#">agenda</a> was reviewed, and Energy Sustainability Plan Update was added to the agenda.	
<b>Land Acknowledgment</b>	Lacey acknowledged the location of every Regina Public school and the School Division Office on Treaty 4 land.	
<b>Policies to Discuss</b>	<p>a) <b>Policy 1 Divisional Foundational Statements</b> Delaine Clyne, Supervisor of Strategic Supports, outlined recommended changes to Policy 1, including aligning the foundational statement with that of the Division’s Strategic Plan, and removing the logos. Committee members approved the recommended changes.</p> <p>b) <b>DRAFT Policy 21 Equity, Diversity and Inclusion</b> Delaine presented a draft of Policy 21. She noted that Kyla Christiansen and Maxine McKenzie-Cox had not yet reviewed the draft. Sarah Cummings Truszkowski asked if the Board could have a separate anti-racism policy. It was noted that this could be added to next year’s work plan, as an Administrative Procedure would also need to be required. It was agreed to have Kyla and Maxine review the draft policy. If there are no substantive changes following their review, the draft will be sent to Lacey for final review and if she feels another meeting is required to approve it, a virtual meeting will be scheduled; otherwise, it can go to the Board in April for approval.</p> <p>c) <b>Policy 4 Trustee Code of Conduct</b> Delaine outlined the numerous recommended changes to Policy 4, noting what pieces stayed relatively the same while other pieces were added from Saskatchewan School Boards Association policy. The Committee will continue to work on this policy and return in Fall 2024 with a draft.</p> <p>d) <b>Policy 19 Board Elections, Contributions and Expenses</b> Delaine outlined the recommended changes to Policy 19. It was requested that “with vulnerable section check” be added after “Criminal Record Check” in clause 14. It was</p>	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- That the proposed revisions to <a href="#">Policy 1</a> be presented at the March 19, 2024 Board meeting for approval.</li> <li>- That the proposed Policy 21 be given to Kyla Christiansen and Maxine McKenzie-Cox for review, following which the Committee Chair will determine if another Committee review is necessary or if the draft is ready for presentation at the April 16, 2024 Board meeting for approval.</li> <li>- That the DEI Office prepare a draft anti-racism policy and a draft anti-racism AP for review by the Committee in Fall 2024.</li> <li>- That the Board Chair request Ted Amendt to include a discussion on clauses 6.1 and 16.2-16.4 of Policy 4 during the upcoming Board self-evaluation.</li> </ul>

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
	<p>also agreed that the document could be signed in front of a witness and not a Commissioner for Oaths. Committee members approved the recommended changes with the suggested revisions.</p>	<ul style="list-style-type: none"> <li>- That the Committee continue to work on proposed revisions to Policy 4 in Fall 2024.</li> <li>- That the proposed updates to <a href="#">Policy 19</a>, with the Committee’s suggested revisions, be presented at the March 19, 2024 Board meeting for approval.</li> </ul>
<p><b>Policies with minor edits, re-numbering, formatting</b></p>	<p><b>a) Policy 3 <i>Role of the Trustee</i></b></p> <p>Delaine outlined the recommended changes to Policy 3, noting that most of it was rearranging the clauses into categories. It was agreed that the appendix could remain for now. Committee members approved the recommended changes.</p> <p><b>b) Policy 13 <i>Appeals and Hearings Regarding Student Matters</i></b></p> <p>Delaine outlined the minor recommended wording changes to Policy 13. Committee members approved the recommended changes.</p> <p><b>c) Policy 14 <i>Sustainability</i></b></p> <p>Delaine outlined the minor recommended changes to Policy 14. Committee members approved the recommended changes. It was recommended that, after these revisions, the Policy be given a more in-depth review, to possibly outline sustainable objectives under each of the four domains and add an annual accountability reporting. Darren was asked to inquire if any of the Student Achievement Superintendents would be interested in leading the curriculum/teaching/learning component.</p>	<p><b><u>Actions:</u></b></p> <ul style="list-style-type: none"> <li>- That the proposed revisions to <a href="#">Policy 3</a> be presented at the March 19, 2024 Board meeting for approval.</li> <li>- That the proposed revisions to <a href="#">Policy 13</a> be presented at the March 19, 2024 Board meeting for approval.</li> <li>- That the proposed revisions to <a href="#">Policy 14</a> be presented at the March 19, 2024 Board meeting for approval.</li> <li>- That Darren Boldt inquire if any of the Student Achievement Superintendents would be interested in taking on the in-depth review of Policy 14.</li> </ul>
<p><b>Policies to discuss and bring back to next meeting</b></p>	<p><b>a) Policy 15 <i>Facility Program Review</i></b></p> <p>Delaine, Darren and Naomi outlined that the Board approves Major/Minor Capital and PMR plans, and receives annual Facilities and Capital Projects reports, but attendance boundaries are decided by the Director as per AP 310. The exception has been the approval of school locations for French Immersion programming, which is a “Selected Responsibility” of the Board listed in Policy 2. The timeline outlined in the Policy is also difficult to achieve. It was recommended to delete the policy and add to AP 310 the current process of completing boundary changes and school consolidations indicating that the decision rests with the Director/CEO except if it is a selected responsibility of the Board. Committee members agreed with the recommendation.</p>	<p><b><u>Actions:</u></b></p> <ul style="list-style-type: none"> <li>- That the deletion of Policy 15, after adding the current process of completing boundary changes and school consolidations to AP 310, be presented at the March 19, 2024 or April 16, 2024 Board meeting for approval.</li> <li>- That the deletion of Policy 16, after moving a reference from section 4 where a trustee is appointed to a selection</li> </ul>

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
	<p><b>b) Policy 16 Recruitment and Selection of Administrative Personnel and Policy 2 Role of the Board</b></p> <p>It was recommended to move a reference from section 4 where a Trustee is appointed to a selection committee to recruit and select new Deputy Directors to section 5 of Policy 2 and then delete the Policy because section 5 in Policy 2 already states the Board selects the Director/CEO and the remaining text is about the Director’s delegated authority and the role of Human Resources. Committee members agreed with the recommendations.</p>	<p><b>committee to recruit and select new Deputy Directors to section 5 of Policy 2, be presented at the March 19, 2024 Board meeting for approval.</b></p>
<p><b>Energy Sustainability Plan Update</b></p>	<p>Lacey asked that the Board be provided with an annual documented energy sustainability plan to be able to share with stakeholders and community members. Other Committee members recommended that the following also be included: Radon in schools, waste management, recycling, and transportation. Naomi advised that a summary could be presented within the Facilities Accountability Report scheduled for the May Board meeting to report on what the Division has completed this year and what is planned for next year.</p>	<p><b><u>Action:</u> Naomi Mellor to work with Facilities Superintendent to prepare a report on Energy Sustainability for presentation at an upcoming Board meeting.</b></p>
<p><b>Other Business</b></p>	<p>No other items were presented for discussion.</p>	
<p><b>Diversity Acknowledgment</b></p>	<p>Lacey 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.</p>	
<p><b>Thank You and Adjournment</b></p>	<p>The meeting was adjourned. Time of meeting: 4:30-5:54 PM.</p>	



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

**Meeting of the Policy, Governance and Sustainability Planning Committee  
A Standing Committee of the Regina Board of Education**

**Tuesday, February 27, 2024  
4:30 PM to 5:30 PM**

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

**AGENDA**

Chair: Lacey Weekes

1. Welcome, Introductions and Overview of Agenda
2. Land Acknowledgment
3. Policies to discuss:
  - a. [Policy 1](#) *Divisional Foundational Statements*
  - b. Draft Policy 21 *Equity, Diversity and Inclusion* (new)
  - c. Policy 4 *Trustee Code of Conduct*
  - d. [Policy 19](#) *Board Elections, Contributions and Expenses*
4. Policies with minor edits, re-numbering, formatting:
  - a. [Policy 3](#) *Role of the Trustee*
  - b. [Policy 13](#) *Appeals and Hearings Regarding Student Matters*
  - c. [Policy 14](#) *Sustainability*
5. Policies to discuss and bring back to next meeting:
  - a. Policy 15 *Facility Program Review*
  - b. Policy 16 *Recruitment and Selection of Administrative Personnel*
    - i. Policy 2 *Role of the Board*
6. Other Business
7. Diversity Acknowledgment
8. Thank You and Adjournment

**COMMITTEE MEMBERS:** Cindy Anderson, Tara Molson, Lacey Weekes, Sarah Cummings Truskowski (ex officio), Darren Boldt, Naomi Mellor, Delaine Clyne

**TERMS OF REFERENCE**

To assist the Board by providing guidance on the process and structure used to govern the affairs of Regina Public Schools for sound performance, accountability and integrity: To annually review the Provincial Education Plan and School Division Strategic Plan; To annually review at least four of the Board's governance policies, with a view to ensuring review of all policies at least once in each Board term; and To bring forward recommendations for Board policy edits, deletions and additions; To make recommendations and review sustainable policies and practices within Regina Public Schools.



**REGINA**

**DIVISION FOUNDATIONAL STATEMENTS**

The 2023-2027 Strategic Plan outlines the following foundational statements:

1. **External Vision: All children and youth learn, grow and contribute.** The Regina Public School Division has oriented the Strategic Plan around the desire for a world where everyone endeavours to uplift one another, where every voice is heard, where growth is encouraged, and where each person’s unique contributions are celebrated.
2. **Internal Vision: A caring community of engaged and diverse employees unified by a commitment to student growth.** The Regina Public School Division builds a community that embodies the organizational values in support of the Division’s desire for all children and youth to learn, grow, and contribute. Through this shared vision, drawing on experience, strengths, and resources, the Division articulates its collective commitment to student growth.
3. **Mission: Regina Public Schools provides student-centred learning in inclusive, safe, and welcoming environments.** The core focus of the Regina Public School Division is to provide student-centred learning in environments that are inclusive, celebrate diversity, and enable students to thrive. The Division provides for student success, operational sustainability, and workplace excellence.
4. **Shared Values:** Four categories of shared values have been identified. These statements of shared values are intended to support current practices, and to provide direction for the future. To maintain a focus on students, the areas are expressed in the form of empowering “I” statements.
  - 4.1. **I belong:** A sense of belonging is important for educational success. It is fostered by one’s family, friends, and community. In an educational setting, a sense of belonging is created by recognizing and utilizing each individual’s unique contributions. As a caring community, the Division’s work to ensure that schools are comfortable, safe places for everyone to work and learn.
  - 4.2. **I want to know:** The value of knowledge is fundamental to education. It is within this context that the Division develops policies, delivers curriculum, and creates learning environments. It is important to nurture a positive commitment to excellence in learning, with an emphasis on academic achievement and personal, moral, and ethical development.
  - 4.3. **I am responsible:** The value of responsibility is a cornerstone of a healthy society and essential for quality education. The Division is committed to the development of personal, social and community responsibility. The exercising of these responsibilities extends to human interactions, the learning environment, and curriculum development and delivery.
  - 4.4. **I respect:** The value of respect is critical for living and learning within a diverse community. Respect provides the basis for all interactions within Regina Public Schools. Respect is based upon acceptance and

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understanding of the similarities and differences among people. In an educational setting, respect is an essential component to ensure that all students reach their highest potential.

5. **Strategic Imperative: Student Experience.** The strategic imperative for the Regina Public School Division is the most critical measure that drives organizational success and propels the Division towards the vision. Student Experience represents the core focus of the Division's work and will serve to guide the utilization of resources through the Strategic Plan. Student Experience will be measured through a multi-faceted approach that collectively defines the desired student experience.

6. **Strategic Priorities:**

- 6.1. **Engaged & Successful Students**
- 6.2. **Equitable & Safe Environments**
- 6.3. **Healthy & Skilled Employees**
- 6.4. **Sustainable & Accountable Operations**
- 6.5. **Effective Governance & Leadership**

Reference: Sections 85, 87 *The Education Act, 1995*



**REGINA**

**ROLE OF THE TRUSTEE**

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**1. Background**

- 1.1. Trustees are elected in accordance with *The Local Government Election Act, 2015*.
- 1.2. The role of the trustee is to contribute to the Board to achieve its vision, mission and goals. The Board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.
- 1.3. The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

**2. Trustee Orientation**

- 2.1. As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practices, statutory requirements, initiatives and long-range plans. The Board believes an orientation program is necessary for effective trusteeship.
- 2.2. The Director/CEO is responsible for developing and implementing an orientation program for trustees following an election. The Director/CEO shall ensure each trustee has access to the Board Policies and Administrative Procedures at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.
- 2.3. The Division will offer an orientation program for all newly elected trustees that provides information on:
  - 2.3.1. Role of the trustee and the Board;
  - 2.3.2. Organizational structures and procedures of the Division;
  - 2.3.3. Board policy, agendas and minutes;
  - 2.3.4. Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
  - 2.3.5. Division programs and services;
  - 2.3.6. Board's function as an appeal body; and
  - 2.3.7. Statutory and policy requirements, including responsibilities with regard to conflict of interest.

- 2.4. New trustees are required to attend the orientation session(s).
- 2.5. The Division will provide financial support for trustees to attend Saskatchewan School Boards Association sponsored orientation seminars.
- 2.6. Incumbent trustees are encouraged to participate in orientation sessions along with any new trustees.

### 3. **Specific Responsibilities of Individual Trustees**

#### 3.1. **Accountability**

- 3.1.1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
- 3.1.2. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
- 3.1.3. Ensure communication protocols with the public are in place and outlined on the Division website.
- 3.1.4. Establish and monitor corporate reporting and metric requirements.
- 3.1.5. Attend meetings of the Board.
- 3.1.6. Participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the Division.
- 3.1.7. Ensure decision-making is accountable and transparent.
- 3.1.8. Accurately communicate the decisions of the Board.
- 3.1.9. Understand and fulfill the Board's fiduciary responsibilities.
- 3.1.10. Understand and ensure compliance with all regulatory obligations and provide high level direction on risk tolerance.
- 3.1.11. Understand and regularly review the provincial expectations for strategic planning, regulatory reporting requirements, the Division strategic plan, and vision of the organization.
- 3.1.12. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
- 3.1.13. Become familiar with, and adhere to, the Trustee Code of Conduct.
- 3.1.14. Report any violation of the Trustee Code of Conduct to the Board during a closed session.

#### 3.2. **Director/CEO Relations**

- 3.2.1. Refer administrative matters to the Director/CEO. The trustee, upon receiving a complaint from a parent or community member about school operations, will refer the parent or community member back to the school and will inform the Director/CEO of this action.
- 3.2.2. Keep the Board and the Director/CEO informed in a timely manner of all matters coming to their attention that might affect the Division.

- 3.2.3. Provide the Director/CEO with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
- 3.2.4. Work with the Director/CEO to provide high level strategic direction to the organization.
- 3.2.5. Work with the Director/CEO to provide high level direction regarding organizational performance, leadership development and succession planning.

### 3.3. **Advocacy**

- 3.3.1. Educate the public on the role of the Board and the general organizational structure, operations, responsibilities and funding structure of the Division.
- 3.3.2. Be available to attend significant Division functions, School Community Council meetings, and school events when possible. Collaborate to ensure board representation at events as required.

### 3.4. **Professional Development**

- 3.4.1. Participate in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
- 3.4.2. Continue to develop personal knowledge and competencies necessary to govern the Regina Public School Board of Education.
- 3.4.3. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.
- 3.4.4. Stay current with respect to provincial, national, and international educational issues and trends.
- 3.4.5. Strive to develop a positive learning and working culture both within the Board and the Division.

Reference: Sections 85, 87 *The Education Act, 1995*  
*The Local Government Election Act, 2015*

## Appendix

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### SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES

Trustees shall be provided with the following services, materials and equipment while in office:

1. Reference Material:

- ◆ *The Education Act, 1995, The Education Regulations, 2019*, Saskatchewan School Boards Association (SSBA) Handbook, and related documents
- ◆ Board Policies and Administrative Procedures
- ◆ Regina School Division Annual Reports
- ◆ School year and meeting calendars
- ◆ Staff directories and current telephone listings of schools, principals, vice-principals and school administrative staff
- ◆ List of School Community Council (SCC) officials and the SCC handbook
- ◆ SSBA and Canadian School Board Association membership services

2. Communications/Public Relations:

- ◆ Copy of INFO newsletter
- ◆ Notification of significant media events, reminders of special meetings
- ◆ Speaker's notes
- ◆ Individual and Board photographs

3. Administrative Support Services:

- ◆ Access to interoffice mail
- ◆ Conference registration, travel and accommodation arrangements
- ◆ Information Technology service support
- ◆ Document management, photocopying and related administrative support services

4. Equipment

- ◆ Appropriate hardware and software access. Equipment shall be returned to the Board upon completion of the term in office.
- ◆ A mobile device shall be available to the Chairperson for the purpose of conducting Board business.



**REGINA**

**APPEALS AND HEARINGS REGARDING STUDENT MATTERS**

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**1. Pupils with Intensive Needs Review**

- 1.1. The Board recognizes the right of a student with exceptional needs or the parents/guardians of that student to request a review of a decision related to designation, placement and program in accordance with provisions outlined in *The Education Act, 1995*.
- 1.2. A student who has reached 18 years of age, or the parents/guardians of a student with intensive needs, shall have access to a review process in the event they disagree with:
  - 1.2.1. The results of an assessment of a pupil with intensive needs;
  - 1.2.2. A failure to conduct an assessment to determine if the pupil is a pupil with intensive needs;
  - 1.2.3. The educational services provided to the pupil with intensive needs.
- 1.3. The right to a review is limited to decisions with educational or developmental implications for the student. The right for review does not apply where the disagreement with respect to the placement of the student is based on:
  - 1.3.1. Parental preference as to the location of the delivery of the program;
  - 1.3.2. Parental convenience;
  - 1.3.3. Other factors unrelated to the impact of the location of the educational instruction on the student's education and development;
  - 1.3.4. Location within an educational institution;
  - 1.3.5. Any other reason that relates to or is similar in nature to those listed in clauses 1.3.1 to 1.3.4; or
  - 1.3.6. An allegation of discrimination pursuant to *The Saskatchewan Human Rights Code, 2018* or the *Canadian Charter of Rights and Freedoms*.
- 1.4. At any stage of the review, the student or the parents/guardians of the student may choose to be accompanied by a person of their choice.
- 1.5. The Director/CEO or designate may make any interim decision they consider necessary pending the decision of the review. During the appeal and review period, the parents/guardians have the right to either have their child exempted from school or have them remain in the initial placement until the dispute is settled.
- 1.6. The Division will attempt to make every effort to resolve a designation, placement and/or program decision in a manner amicable to the student, parents/guardians and the Division. The following steps outline the initial action that is required prior to requesting a formal review process:

- 1.6.1. The student or parents/guardians shall discuss the decision in question with the teacher(s) and the in-school administration;
- 1.6.2. If there is no resolution, the Director/CEO and/or Deputy Director of Student Achievement/School Services shall appoint two neutral Superintendents to meet with the student or parents/guardians to discuss the decision in question;
- 1.6.3. If there is no resolution, the student or parents/guardians shall request that the Director/CEO review the designation, placement or program decision;
- 1.6.4. If there is no resolution, the Director/CEO shall inform the student or parents/guardians of the procedures necessary for initiating a formal review process.
- 1.7. The following steps outline the process required to initiate a formal review process:
  - 1.7.1. The request for a formal review shall be in writing directed to the Director/CEO and shall set out the reasons for disagreement with a designation, placement or program decision.
  - 1.7.2. Within five school days of receiving the request for a formal review of a decision, the Director/CEO shall respond in writing to the individual(s) outlining:
    - 1.7.2.1. the steps in the formal review process,
    - 1.7.2.2. the procedure used to establish the Review Committee, and
    - 1.7.2.3. the anticipated timeline of the formal review process.
  - 1.7.3. The Director/CEO shall notify the Division personnel involved in the decision of the request for review and shall provide them with information concerning the circumstances of the review, including a copy of the written request for review.
- 1.8. The Review Committee shall be composed of three members.
  - 1.8.1. The Director/CEO or designate shall name a member to the Review Committee.
  - 1.8.2. The student or parents/guardians may choose a member from a list provided by the Director/CEO or designate of at least four people who have not been involved in the original decision and who are external to the Division.
  - 1.8.3. In the event there exists a difficulty attaining a mutually acceptable individual, the student or parents/guardians must have the opportunity to name a person acceptable.
  - 1.8.4. The Director/CEO or designate and the student or parents/guardians must name a mutually acceptable Committee Chair.
  - 1.8.5. The process of bringing forward names will continue until the third person can be selected.

- 1.8.6. The members of the Review Committee shall have appropriate levels of expertise and experience in educational programming and administration of services for students with intensive needs.
- 1.9. The appointment of the Review Committee representatives will be made within ten (10) days of the initiation of a formal review by the student or parents/guardians.
- 1.10. The Review Committee shall hold their initial meeting within four weeks of the formal review initiation.
  - 1.10.1. The student or parents/guardians and their representative(s) shall be invited to present their reason(s) for requesting a review.
  - 1.10.2. The representative(s) of the Division who participated in the educational planning/decision-making process may be called upon to provide information related to the review.
  - 1.10.3. The Committee may call upon other parties as witnesses or experts.
  - 1.10.4. The Committee may conduct on-site observations and may request written submissions and reports from those individuals involved in the review.
- 1.11. The Review Committee will submit a written report to the Board and the student or the parents/guardians requesting the review no later than two weeks of receiving the final submission. The report will outline the situation under review and identify recommendation(s) related to the situation. The recommendation(s) will be based on the information provided and will be consistent with *The Education Act, 1995*.
- 1.12. The Board will ratify, modify or deny the recommendation(s) at the next regular meeting of the Board. The Board will provide written notification to the student or parents/guardians that describe the Board's response to the recommendation(s) of the Review Committee. The decision of the Board is final.

## 2. All Other Student Matters Aside from Suspensions and Expulsions

- 2.1. The Board will hear appeals on other administrative decisions that significantly affect the education of a student.
- 2.2. The principles of natural justice shall apply to the entire appeal process.
- 2.3. Prior to a decision being appealed to the Board, it must be appealed to the Director/CEO.
- 2.4. Parents/guardians of students, and students 18 years of age or over, have the right to appeal to the Board a decision of the Director/CEO. The Director/CEO must advise parents and students of this right of appeal.
- 2.5. The appeal to the Board must be made within 5 days from the date that the individual was informed of the Director/CEO's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
- 2.6. Parents/guardians, or students as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their



choosing. The responsibility for engaging and paying for such assistance rests with the parents/guardians or students.

- 2.7. The hearing of the appeal must be scheduled to ensure that the person making the appeal and the Director/CEO, or designate, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
- 2.8. The appeal will be heard in closed session, with specified individuals in attendance.
- 2.9. The appeal hearing will be conducted in accordance with the following guidelines:
  - 2.9.1. The Board Chair will outline the purpose of the hearing, which is to provide:
    - 2.9.1.1. An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses;
    - 2.9.1.2. The Board with the means to receive information and to review the facts of the dispute;
    - 2.9.1.3. A process through which the Board can reach a fair and impartial decision.
  - 2.9.2. Notes of the proceedings will be recorded for the purpose of the Board's records.
  - 2.9.3. The Director/CEO and/or staff will explain the decision and give reasons for the decision.
  - 2.9.4. The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Director/CEO and/or staff.
  - 2.9.5. The Director/CEO and/or staff will have an opportunity to respond to information presented by the appellant.
  - 2.9.6. Trustees will have the opportunity to ask questions or clarification from both parties.
  - 2.9.7. No cross-examination of the parties shall be allowed unless the Board Chair deems it advisable under the circumstances.
  - 2.9.8. The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The recording secretary will remain in attendance. The Board may have legal counsel in attendance.
  - 2.9.9. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
  - 2.9.10. The Board decision and the rationale for that decision will be communicated to the appellant within three days of the hearing.

### 3. Suspension and Expulsion of a Student

- 3.1. The Board makes provisions under which disciplinary actions ensure expeditious investigation and treatment of problems.
- 3.2. Where the Director/CEO recommends a suspension beyond ten days, the Director/CEO will refer the matter to the Board.
- 3.3. The Board shall:
  - 3.3.1. Investigate the suspension.
  - 3.3.2. Be authorized to suspend a student for up to one year.
  - 3.3.3. Give notice of every investigation to the student and their parent or guardian.
  - 3.3.4. Provide an opportunity for the student and their parent or guardian to appear and make representations before the Board.
  - 3.3.5. Where the Board makes a decision to expel a student, that decision shall be made before the expiration of the suspension.
- 3.4. Further to Section 3.3, the Board, where it deems necessary, may, by resolution, expel a student from any or all of the schools in the Division for a period greater than one year provided the decision is based on an investigation into the circumstances of the expulsion conducted by the Board and approved by a majority vote.
- 3.5. On the request of either the student or their parent(s)/ guardian(s) pursuant to Section 3.3, at the expiration of one year, the Board will review and reconsider the expulsion of the student; the Board may:
  - 3.5.1. Rescind the expulsion of the student.
  - 3.5.2. Admit the student to a school on those terms and conditions that the Board considers appropriate.
- 3.6. Throughout the above steps, the Director/CEO and designates shall be cognizant of the rights of the student and parent/guardian as provided for in legislation.

Reference: Sections 5, 148, 150, 151, 152, 153, 154, 155, 158, 231 *The Education Act, 1995*  
Sections 47-50 *The Education Regulations, 2019*  
*The Saskatchewan Human Rights Code, 2018*  
Canadian Charter of Rights and Freedoms



## Policy 14

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# REGINA

# SUSTAINABILITY

# BOARD OF EDUCATION

### 1. Background

- 1.1. The Board of Education recognizes everything in our ecosystem is interconnected and that all actions impact its well-being and understands its responsibility to be environmentally sustainable.
- 1.2. The Board acknowledges it has a responsibility to educate students and provide opportunities for staff to develop social responsibility, ecological literacy, and sustainable behaviours and actions.
- 1.3. The Board aims to develop effective environmental practices and strives to create and support innovation within our communities.
- 1.4. As a result of the shared guardianship of this planet, implementation of this policy shall be the joint responsibility of the Board, students and staff in collaboration with parents/guardians and the community.
- 1.5. The intent of this policy is to create awareness and support building the necessary structures for a system-wide approach to environmental stewardship actions.

### 2. Sustainability Objectives

- 2.1. Sustainability objectives will relate to the four domains:
  1. Curriculum/Teaching/Learning;
  2. Facilities and Operations;
  3. Professional Development; and
  4. Governance.
- 2.2. The objectives may include, but are not limited to, the following subject areas:
  - Curriculum/Instruction
  - Energy Conservation
  - Grounds Greening
  - Student Leadership
  - Employee Leadership
  - Sustainable Purchasing
  - Sustainable Transportation
  - Waste Management
  - Water Conservation
3. The Director/CEO will report at the request of the Board on the progress of the Division's sustainability initiatives.

Reference: Sections 85, 87 *The Education Act, 1995*



**REGINA**

**BOARD ELECTIONS, CONTRIBUTIONS AND EXPENSES**

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1. Members of the Board of Education of the Regina School Division No. 4 of Saskatchewan are elected pursuant to *The Local Government Election Act, 2015*, *The Education Act, 1995* and *The School Division Administration Regulations*.
2. In addition, the Board of Education has developed policy guidance to require disclosure of candidate contributions and expenses.

**Definitions**

3. “Candidate” shall refer to any person nominated in accordance with *The Local Government Election Act, 2015* and whose nomination is accepted by the returning officer as a candidate for election as a Member of the Board of Education of the Regina School Division No. 4 of Saskatchewan.
4. “Contributions” shall include:
  - 4.1. All monies received by or on behalf of the candidate in support of the candidate’s election campaign; and
  - 4.2. The market value, to the best of the candidate’s knowledge, of any goods or services donated or provided at reduced cost to, or for the use of, the candidate in support of the candidate’s election campaign, except for volunteer services.
5. “Direct costs” shall include both monies paid for goods and services and the market value, to the best of the candidate’s knowledge, of goods and services provided without cost or at reduced cost to the candidate, except for volunteer services.
6. “Election” shall mean any election held to elect Members of the Board of Education of the Regina School Division No. 4 of Saskatchewan.
7. “Election expenses” shall mean all direct costs incurred by or on behalf of candidates to promote their election.
8. “Volunteer services” shall include voluntary labour provided by an individual person to a candidate, where the individual does not receive any compensation for time provided from the candidate or any other person for that time.

**Elections**

9. School Board elections will be conducted by the City of Regina, unless otherwise directed by the Ministry of Education, in accordance with *The Local Government Election Act, 2015*.

10. The School Division will advise the City of Regina election office of the subdivision boundaries.
11. The School Division is responsible for the costs of school board elections.
12. During an election campaign:
  - 12.1. All-candidate meetings (for all or one subdivision) that are hosted and promoted by the City or student group are permitted in division facilities.
  - 12.2. Signs, billboards, and other election promotion items cannot be displayed or presented on School Division property.
  - 12.3. Any Board or School Division advertising or event that features or names the Trustees should be curtailed. (Trustees may advertise on their own behalf.)
  - 12.4. The following Trustee activities should be curtailed during the election period:
    - 12.4.1. Visits to schools;
    - 12.4.2. Participation in any school-based or SCC-based activity;
    - 12.4.3. School, School Division or non-Board business meetings where any kind of campaigning takes place;
    - 12.4.4. Speeches on behalf of the School Division or Board; and
    - 12.4.5. Social media posts on behalf of the School Division or Board. Any social media posts by Trustees should reference the election and/or that the Trustee is an incumbent.
13. Trustee terms begin upon the first Board meeting after the election with an organizational meeting.

### **Criminal Record Check**

14. The Board of Education requires that all candidates submit a current (within 3 months) Criminal Record Check with vulnerable sector check with their nomination papers.

### **Contributions and Expenses**

15. Pursuant to section 34 of *The Local Government Election Act, 2015*, the Board requires candidates for the position of Member of the Board of Education of the Regina School Division No. 4 of Saskatchewan to make public disclosure of details of all election campaign contributions and expenses.
16. All monies received by or on behalf of a candidate as campaign contributions shall:
  - 16.1. be spent only for the purpose of electing the candidate as a member of the Board.
17. All candidates whose names appear on the ballot in an election shall, within 90 days after the election, complete and submit to the Returning Officer the [Appendix](#) of this policy, disclosing:

- 17.1. The name, address and telephone number of every contributor who provided campaign contributions totaling \$100.00 or more; and
  - 17.2. A summary of all election expenses.
18. The Returning Officer shall be requested to withhold candidate deposits for those candidates not submitting completed expense forms as per clause 17.
19. The Returning Officer shall prepare a report to the Board of Education of the Regina School Division:
- 19.1. Listing the candidates; and
  - 19.2. Attaching the forms filed by the candidates.
20. All information provided by the Returning Officer shall be posted on the division website and made available to the public after the Board's receipt of the report.
21. The above requirements shall apply to all direct costs incurred, whether paid or not paid, and contributions, whether received or pledged, for the calendar year from January 1 to the date of the election.

Reference: Sections 85, 87 *The Education Act, 1995*  
*The School Division Administration Regulations*  
*The Local Government Election Act, 2015*  
*The Evidence Act*

**Appendix**

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**DISCLOSURE OF CONTRIBUTIONS AND DIRECT COSTS**

**I. Direct Costs**

**Total Direct Costs** \$ \_\_\_\_\_

**Summary of Direct Costs**

<u>Category of Direct Costs</u>	<u>A</u> <u>Payments for</u> <u>Direct Costs</u>	<u>B</u> <u>Value of</u> <u>Contributed</u> <u>Direct Costs</u>	<u>A + B</u> <u>Total Direct</u> <u>Costs</u>
Advertising	_____	_____	_____
Bank Charges	_____	_____	_____
Brochures	_____	_____	_____
Candidate's Personal Expenses	_____	_____	_____
Furniture	_____	_____	_____
Insurance and Utilities	_____	_____	_____
Meetings, Social Functions and Rallies	_____	_____	_____
Office Rent	_____	_____	_____
Office Supplies	_____	_____	_____
Postage	_____	_____	_____
Salaries and Benefits	_____	_____	_____
Signs	_____	_____	_____
Stationery	_____	_____	_____
Telephone	_____	_____	_____
Travel	_____	_____	_____
Other Categories (Describe):	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Totals</b>	_____	_____	_____

**Notes:**

1. Includes all direct costs incurred in the time period as per Section 3 of Policy 19, whether or not the direct cost was paid within that period.
2. Includes the market value, to the best of the candidate's knowledge, of all goods and services donated to the campaign without cost, in the time period as per Section 3 of Policy 19. The amount also includes, for the same period, for all goods and services contributed at reduced cost, the difference between the market value of the good or service and the amount paid by the campaign for the good or service. The amount does not include Volunteer Services.

**II. Contributions in Cash** \$ \_\_\_\_\_

**Value of Direct Costs Contributed** \$ \_\_\_\_\_  
*(Total of Column B from Section I above)*

**Total Contributions** \$ \_\_\_\_\_

**Appendix**

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**III. List of Contributions**

List in the following table all contributions that total \$25.00 or more. Use additional pages if required.

<u>Contributor (name, address, telephone number)</u>	<u>Cash Contribution? (Yes or No)</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IV. Surplus Contributions**

Contributions in Cash	\$	_____
Less: Payments for Direct Costs <i>(Total of Column A from section I)</i>	\$	_____
<b>Amount of Surplus Contributions</b>	<b>\$</b>	_____

Surplus funds have been donated to: \_\_\_\_\_

I, \_\_\_\_\_ (name of candidate), of the City of Regina, do solemnly declare that I have read Policy 19: Board Elections, Contributions and Expenses and that the information provided by me in this Appendix is accurate and complete.

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of *The Evidence Act*.

\_\_\_\_\_  
*(Signature of witness)*

\_\_\_\_\_  
*(Signature of declarant)*





**Meeting of the Strategic Engagement and Advocacy Committee**  
**A Standing Committee of the Regina Board of Education**  
**Tuesday, March 12, 2024**  
**Committee Room**  
**Regina Public Schools Division Office**  
**MINUTES**

7b

**Attending:** Adam Hicks, Ted Jaleta, Tracey McMurchy, Sarah Cummings Truskowski, Lacey Weekes, Naomi Mellor  
**Chair:** Tracey McMurchy  
**Minute Taker:** Alma Tholl

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
<b>Welcome, Introductions and Overview of Agenda</b>	Tracey McMurchy welcomed everyone to the meeting. The <a href="#">agenda</a> was reviewed, and the following change were made, addition of Trustee/Union Executive Committee Meeting	
<b>Land Acknowledgment</b>	Tracey acknowledged the location of every Regina Public school and the School Division Office on Treaty 4 land.	
<b>SCC Forum Proposal - attachment</b>	<p>The Committee reviewed the SCC Forum proposal.</p> <p>It was the consensus of the Committee that May 21 would be the preferred date and that May 28 would be acceptable as well. The Committee would like childcare to be available for those who pre-register and indicate they require childcare.</p> <p>It was agreed that there should be fewer speakers/ presentations, allowing attendees more time to interact in both focused and informal conversations.</p> <p>Format for the event to include: large group presentations on two topics (one of which should be on ways SCC members can engage in advocacy), followed by an extended break for networking, then discussion topics such as engaging and recruiting the parent community, and expanding understanding of Diversity, Equity, and Inclusion.</p>	<p><b>Action:</b> Danette Exner, Superintendent of Student Achievement/School Services, to move forward with planning the SCC Forum and provide a draft agenda to the Committee.</p>
<b>Student Forum Proposal - attachment</b>	<p>The Committee reviewed the proposal for the Student Forum. Naomi Mellor, Deputy Director of Division Services/CFO, reminded the Committee that it is important that all Trustees attend this event for them to hear the student voices.</p> <p>The Committee discussed a format of breakout groups by grade, to problem solve on a specific question, e.g., How can we reach 100% attendance at your school?</p> <p>The Committee also discussed the possibility of holding another Elementary Student Forum in the 2024/2025 school year.</p> <p>The Committee discussed a Student Advisory Committee to the Board of Trustees.</p>	<p><b>Action:</b> Jason Coleman and Danette Exner, Superintendents of Student Achievement/School Services, to move forward with planning the Student Forum and provide a draft agenda to the Committee.</p> <p><b>Action:</b> Sarah Cummings Truskowski to follow up with the Board Chair of Regina Catholics Schools to find out about the Student Advisory Committee.</p>

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
<p><b>Debrief of Advocacy Work to Date</b></p> <p><b>Government MLAs/Minister, Opposition MLAs, and Urban Boards meeting with Minister</b></p>	<p>The consensus of the Committee was that three meetings with the elected government officials went very well, particularly the urban boards forum.</p> <p>The Committee discussed information that could be prepared for presentation/distribution at the next meetings. Information could include facts about Regina Public Schools, budget summary, along with keys successes and issues. The prepared information could be supplemented with some student success stories.</p>	
<p><b>Upcoming Advocacy Planning</b></p>	<p>The Committee noted that the Board’s Strategic Plan commitments will continue to be fulfilled with the planned SCC Forum and Student Forum.</p> <p>The Committee discussed the development of Trustee guidelines for engagement with SCCs.</p>	<p><b>Action:</b> Tracey McMurchy to draft a guidelines document that would be presented at the Board Orientation after the Fall 2024 School Board Elections.</p>
<p><b>Federal Advocacy Opportunity – Support Bill C 322 – National School Food Policy and Program</b></p>	<p>The Committee would like to investigate the feasibility for a meeting of Regina Public/Regina Catholic school divisions with the Regina-area MPs regarding Bill C322.</p>	<p><b>Action:</b> Administration to prepare a letter to be signed by RPSD and RCSSD Board Chairs, requesting a meeting with Regina-area MPs.</p>
<p><b>SCC Summit</b></p>	<p>Tracey McMurchy and Adam Hicks discussed the SCC Summit they hosted. Sarah reported that she has been working on several action items that came as a result of the SCC Summit and that she could provide the Committee with a one-page update of work completed.</p> <p>There was a discussion regarding the need to update school websites. It was noted that this is done at the school level and Superintendents of Student Achievement would be in the best position to follow up with principals to ensure the public information provided is current.</p> <p>It was suggested that, in the future, all Trustees should receive information regarding the planning of any SCC Summit.</p>	<p><b>Action:</b> Sarah Cummings Truszkowski to provide the Committee with an update of work completed regarding the SCC Summit action items.</p> <p><b>Action:</b> Naomi Mellor to follow-up with Rick Steciuk, Deputy Director of Student Achievement/ School Services, regarding the updating of school websites.</p>
<p><b>Trustee Highlights and Volunteer Spotlights</b></p>	<p>The Committee discussed Trustee submissions to Info for the remainder of the 2023/2024 school year and the beginning of 2024/2025. Trustee profiles will resume after the Fall 2025 School Board elections to introduce the new Board.</p> <p>It was agreed that Communications should send out reminder to Trustees of deadlines for each Info publication.</p>	<p><b>Action:</b> Communications department to send reminders to Trustees for Info submission deadlines.</p>
<p><b>Other Business</b></p>	<p>The Committee raised the potential to host regular, annual Trustee/Senior Administration/Union Executive get-togethers to promote good relationships.</p>	<p><b>Action:</b> A meet and greet be scheduled for Trustees and the Union Executive Committees after the Fall 2024 School Board Elections.</p>

<b>AGENDA ITEM</b>	<b>DISCUSSION POINTS</b>	<b>DECISIONS/ACTIONS</b>
<b>Diversity Acknowledgment</b>	Tracey 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.	
<b>Thank You and Adjournment</b>	The meeting was adjourned. Time of meeting: 4:30-6:00 PM.	



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

**Meeting of the Strategic Engagement and Advocacy Committee  
A Standing Committee of the Regina Board of Education**

**Tuesday, March 12, 2024  
4:30 PM to 5:30 PM**

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

**AGENDA**

Chair: Tracey McMurchy

1. Welcome, Introductions and Overview of Agenda
2. Land Acknowledgment
3. SCC Forum Proposal – attachment
4. Student Forum Proposal – attachment
5. Debrief on Advocacy Work to Date
  - a. Government MLA/Minister Meeting (November 21, 2023)
  - b. Opposition MLA Meeting (October 24, 2023)
  - c. Urban Boards Meeting with Minister (February 8, 2024)
6. Upcoming Advocacy Planning
  - a. Review Action Statements in the 2023-27 Strategic Plan
    - i. Goal 5.1 Enhance Board Advocacy Work in Support of the Strategic Plan
    - ii. Goal 5.3 Engagement School Community Councils, educational partners, and families/caregivers in setting the future direction for Regina Public Schools
7. Federal Advocacy Opportunity – Support Bill C-322 – National School Food Policy and Program
8. SCC Summit – Discussion of how the event went and action items
9. Trustee Highlights and Volunteer Spotlights – How are things going so far – attachment
10. Other Business
11. Diversity Acknowledgment
12. Thank You and Adjournment

**COMMITTEE MEMBERS:** Adam Hicks, Ted Jaleta, Tracey McMurchy, Sarah Cummings Truszkowski (ex officio), Darren Boldt

**TERMS OF REFERENCE**

To advance principles, values, and funding of public education and the interests of the Regina Public School Division with the public, employee groups, at stakeholder governance tables, and with other elected officials at the federal, provincial and municipal levels; To establish and update a Board Advocacy Plan addressing these terms of reference; To support the ongoing communication of Board activities; To review, promote and support the matters, activities and initiatives for the Public Sector of the Saskatchewan School Boards Association (SSBA); To receive updates and monitor Division-level partnership endeavors; To make recommendations with respect to School Community Councils; To support School Community Councils and Volunteer recognition; To make recommendations with respect to the annual Board Student Forum, School Community Council Forum and Parent Forum; To Support School Community Councils legislation and policies advocacy.



**REGINA  
PUBLIC  
SCHOOLS**

**7c**

**DATE: February 17, 2024**

**MEMO TO: Members of the Board**

**FROM: Ted Jaleta, Trustee, Subdivision 1**

**RE: February 15, 2024 Public Section Meeting**

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The February 15, 2024 Public Section meeting was held via Zoom. I attended the virtual meeting along with Director Darren Boldt and Sarah Cummings Truskowski.

The agenda included the following:

- 1) SSBA agreement update;
- 2) Students' citizenship awards update;
- 3) Ile-a-la-Crosse invitation; and
- 4) June General meeting PD event.

The Chair welcomed everyone.

Agreement was reached with the SSBA funding to be stored retroactively.

Currently there is no dedicated representative on the SSBA Board for Public Section. The Catholic Section does have an elected representative on the SSBA Board. It was discussed that advocating for a Public Section representative is essential. Also, in order to elect a representative, the current by-law would need to be changed. The plan is to introduce a motion in the future for by-law change. The timing of when to introduce a motion for by-law change after election was also discussed, as educating new members about public education is important to have enough votes for a motion to pass. It was suggested to introduce a motion in the Fall of 2025 to ensure all new trustees know the importance of the Public Section.

The Student's Citizenship Awards information will be shared with all schools. Winners will be announced at the June 6-7, 2024 general meeting in Saskatoon.

Currently, the Ile-a-la-Crosse School Division is not a member of the Public Section. An invitation is being sent to the Ile-a-la-Crosse School Division and a future face-to-face meeting is being scheduled. It was noted that the Northern Lights School Division not interested in rejoining.

The Public Section general assembly meeting is scheduled to take place in Saskatoon June 6-7, 2024. Great speakers are lined up for the event.



# REGINA BOARD OF EDUCATION

8a

**BOARD MEETING DATE: MARCH 19, 2024**

**TOPIC: 2024/2025 SCHOOL YEAR CALENDARS**

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**FORUM****INTENT**

- Open Session
- Closed Session

- Delegation / Presentation
- Decision
- Discussion
- Information

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**BACKGROUND**

On or before May 1 in each year, every board of education is required to notify the Minister of Education of, and publish information for employees, trustees, parents and pupils, respecting the school calendar for the next school year, including holidays, vacation periods, school hours of operation, Kindergarten hours of operation, instructional days and non-instructional days.

Per established practices, the Ministry of Education will review the 2024/2025 Board-approved school year calendars to ensure that the calendars meet the legislative and regulatory requirements for holidays, vacation periods, school hours of operation, Kindergarten hours of operation, instructional days, non-instructional days, and assigned teacher time.

Some of the key legislative and contractual parameters that school calendars must meet are:

- While *The Education Act, 1995* requires a post-Labour Day start, the Minister has authority, per Section 163 of the Act, to set a date prior to Labour Day in years when Labour Day occurs on or after September 5.
- Designated school holidays and required December, Spring and Summer vacation periods, per *The Education Regulations, 2019*.
- The definition of Instruction Time in Section 19 of the Regulations: *Instructional time is any time in which pupils of a school are in attendance and under teacher supervision for the purpose of receiving instruction in an educational program, including work-experience programs, parent-teacher-pupil conferences, examinations, and other learning activities provided by the board of education or conseil scolaire.*
- The definition of the school day at not less than 5 hours, per the Regulations.
- A minimum 950 hours of instructional time for Grades 1 to 12 and a minimum of 475 hours for Kindergarten, per the Regulations.
- Assigned time for teachers shall not exceed 1,044 hours within the school year, per the Provincial Collective Bargaining Agreement.

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**CURRENT STATUS**

The current drafts of the 2024/2025 school year calendars for both [elementary](#) and [high school](#) are presented for review by Trustees. Following review, discussion and approval, the calendars will be sent to the Ministry of Education for review.

Development of the 2024/2025 school year calendars has been conducted in consultation with representatives of the Regina Public School Teachers' Association and CUPE 3766. In addition, other

10-month employee groups were invited to be part of this committee. Representatives in the meetings have been very supportive of the draft calendars presented. Consultation has also occurred with representatives from Regina Catholic School Division to coordinate calendars as much as possible among the two school divisions.

Similar to the past several years, the 2024/2025 draft calendars have 180 instructional days for elementary students and 179 days for high school. To ensure the required instructional minutes (minimum 950 hours/57,000 minutes) are met, the length of each school day will remain at 320 minutes per day. The amount of minutes per day and the draft calendars closely align with Regina Catholic School Division.

Administration confirms that the attached calendars meet all legislative and contractual requirements. This includes holidays, student days (contact days with students) and non-student days (professional development days, opening and closing days, etc.). Of note, September 30th falls on a Monday this year. The draft calendars reflect a non-school day for staff and students on Monday, September, 30th to respectfully honour the National Day for Truth and Reconciliation.

**Elementary Calendar:** The proposed calendar has 193 total days and 180 instructional days. To ensure the required instructional minutes, the following calculation was used:

- 180 days x 320 minutes = 57,600 minutes/960 hours.
- The additional time beyond the minimum 950 hours provides flexibility in the calendar to support Kindergarten and an early release on the last school day of December and June.

**High School Calendar:** The proposed calendar has 193 total days and 179 student days. To ensure the required instructional minutes, the following calculation was used:

- 179 days x 320 minutes = 57,280 minutes/954.6 hours.
- The additional time beyond the minimum 950 hours allows for an early release on the last school days of December and June.

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## COMMUNICATIONS

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The Act requires school divisions to notify the Minister and publish information about the calendar for employees, students and parents of the calendar for the next school year by May 1st.

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## RECOMMENDATION

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That the Board review the attached draft calendars, ask any clarifying questions, and approve the calendars as presented for submission to the Ministry of Education.

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## PROPOSED MOTION

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That the 2024/2025 school year calendars be approved as presented, subject to review by the Ministry of Education.

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PREPARED BY	DATE	ATTACHMENTS
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Mike Tomchuk, Superintendent of Student Achievement/School Services

March 5, 2024

Yes  No

## Regina Public Schools 2024-2025 Elementary Calendar

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					NI	4
					I	0

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					NI	0
					I	19

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
					NI	0
					I	15

- Planning/Orientation/In-service
- Holiday (No school for all students and RPS staff)
- Elementary Staff Development Day (No school for students)
- No school for students and staff
- Teachers' Convention (No school for all students)
- First and last day of school for students
- Last day for staff

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					NI	2
					I	20

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
					NI	1
					I	20

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					NI	1
					I	19

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					NI	0
					I	16

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					NI	0
					I	15

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					NI	1
					I	20

TOTAL NI = 13  
 TOTAL I = 180  
 180 x 320 = 57,600 / 60 = 960

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					NI	1
					I	19

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					NI	3
					I	17



## Regina Public Schools 2024-2025 High School Calendar

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					NI	4
					I	0

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					NI	0
					I	19

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
					NI	0
					I	15

- Planning/Orientation/In-service
- Holiday (No school for all students and RPS staff)
- Institute and Staff Meetings/PD Days (No school for students)
- No school for students and staff
- Final Assessment and Credit Recovery
- ★ Teachers' Convention (No school for all students)
- First and last day of school for students
- ▲ Last day for staff
- Prep Day/Turn-around

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	★	22	23	24	25	26
27	28	29	30	31		
					NI	2
					I	20

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
					NI	1
					I	20

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					NI	1
					I	19

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					NI	0
					I	16

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					NI	0
					I	15

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					NI	1
					I	20

TOTAL NI = 14  
 TOTAL I = 179  
 Semester I = 89  
 Semester II = 90  
 179 x 320 = 57,280 / 60 = 954.67

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Beginning of Semester II
					NI	2
					I	18

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					NI	3
					I	17



# REGINA BOARD OF EDUCATION

11a

**BOARD MEETING DATE: MARCH 19, 2024**

**TOPIC: BIANNUAL ADMINISTRATIVE PROCEDURES UPDATE**

FORUM	INTENT
<input checked="" type="checkbox"/> Open Session	<input type="checkbox"/> Delegation / Presentation
<input type="checkbox"/> Closed Session	<input type="checkbox"/> Decision
	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Information

## BACKGROUND

Administrative Procedure (AP) changes and updates are conducted throughout the year to ensure practices remain up to date. APs are prepared by Division-level staff, reviewed by the Administrative Council Executive (ACE) and approved by the Director of Education. The Division has a Procedural Advisory Committee consisting of employee group representatives who review APs of specific interest to employees. As part of its monitoring role, the Board receives informational updates twice per year regarding the status of AP changes and revisions.

## CURRENT STATUS

Regina Public Schools currently has 180 APs including APs under review or construction. The Division has been implementing a new approach to reviewing and updating APs that shares the accountability among the Division leadership team. The number of AP reviews and updates have increased as a result of this new process.

Over the period November 2023 to March 2024, Administration made the following AP changes.

### Updated:

- AP 101 [Administrative Organization Plan](#);
- AP 165 [School Year Calendar](#);
- AP 206 [Parent-Requested Exemptions from Instruction](#);
- AP 301 [Entrance Age](#); and
- AP 353 [Students and Gender and Sexual Diversity \(GSD\)](#).

### Deleted:

- AP 152 Administrative and Supervisory Time in Schools;
- AP 168 School Anniversary Celebrations;
- AP 223 School Handbooks/Agendas; and
- AP 541 Provision of Printing Services.

### New:

- AP 264 [Volunteerism Credit](#); and
- AP 332 [Accessible Menstrual Products in Schools](#).

Division staff are undergoing reviews of APs related to:

- employee harassment and violence towards employees;
- Information Technology security;
- emergency planning, response, and recovery; and
- various school services.

New APs are being developed regarding:

- addressing workplace conflicts;
- employee use of Division-owned vehicles;
- video surveillance;
- managing enrolments; and
- school grounds development, accessibility and maintenance.

The Division also conducted one meeting with the Procedural Advisory Committee to review the human resources related AP changes.

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## **COMMUNICATIONS**

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Approved Administrative Procedure changes and updates are communicated internally and posted on the Regina Public Schools website with an indicator of the update and the date it was updated.

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## **RECOMMENDATION**

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That the Board review the information provided, ask clarifying questions, and receive this report.

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<b>PREPARED BY</b>	<b>DATE</b>	<b>ATTACHMENTS</b>
Delaine Clyne, Supervisor of Strategic Supports	March 8, 2024	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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