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NOTICE

MEETING OF THE BOARD OF EDUCATION
of the Regina School Division No. 4 of Saskatchewan

January 16, 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 December 12, 2023

5. Celebrations

- a) Targeted Educational Assistants

Angie Balkwill, Supervisor of Intensive Supports, to comment.

6. Delegations / Presentations

- a) Director's Report

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

7. Standing Committee Reports

8. Decision Items

- a) Director of Education Succession Planning

Chair Sarah Cummings Truskowski to comment.

- b) 2024/25 French Immersion Designations
([pp. 1-3](#))

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

- c) 2024 School Board Election Planning
([p. 4](#))

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

9. Discussion Items

- a) Biannual Human Resources Accountability Report
(pp. [5-11](#))

Reagan Lowe, Superintendent of Human Resources, to comment.

10. Next Meeting

- a) Planned Agenda Items for February 13, 2024 Board Meeting

- Director's Report
- Indigenous Education Advisory Council
- Major Capital Project Funding Application
- Annual Information Technology Accountability Report
- SRO Review Update
- CUPE 650 Grievance 06-2023 (closed session)
- 2023/24 Board and Director Evaluation Process (closed session)
- 2024/25 Budget Development (closed session)

- b) Agenda Requests

- c) Notices of Motion

11. Information

12. Diversity Acknowledgment

13. Closed Session

- a) Labour Relations Update
(enclosure)

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

14. Rise and Report

15. Adjournment



REGINA BOARD OF EDUCATION

8b

BOARD MEETING DATE: JANUARY 16, 2024

TOPIC: FRENCH IMMERSION DESIGNATIONS FOR 2024-2025

FORUM

- Open Session
- Closed Session

INTENT

- Delegation / Presentation
- Decision
- Discussion
- Information

BACKGROUND

All school divisions are required to submit the Recommendation for Designation Form ([attached](#)) to the Ministry of Education by February 15, 2024, for all French Immersion programs that will be offered during the 2024-2025 school year.

This form must list each school seeking designation, the grades involved, and the percentage of time French is used as the language of instruction for each grade. This process applies to new grade-level designation applications as well as renewals of those previously approved.

CURRENT STATUS

Current Enrolment Status and Boundary Designations

The 2023-24 French Immersion enrolment in K-12 is 2,660 students:

FI School	Track	Enrolment
Centennial	French Centre	293
Connaught	Dual	254
Dr. A. E. Perry	Dual (K-8)	242
Elsie Mironuck	Dual	201
Massey	French Centre	311
W. S. Hawrylak	Dual	301
Wascana Plains	Dual	210
Wilfrid Walker	French Centre	371
Campbell Collegiate	Dual	374
Thom Collegiate	Dual	103
TOTAL		2,660

See the [attachment](#) for specific schools and percentages of French language instruction.

COMMUNICATIONS

The form will be submitted to the Education Legislative Administrator, Legislative Services and Privacy, Corporate Services Branch, by February 15, 2024.

RECOMMENDATION

The School Division will continue to provide French Immersion programs within the designated times at the listed schools for the 2024-2025 school year.

PROPOSED MOTION

That the 2024-2025 French Immersion Program Designation be approved, as presented, for submission to the Ministry of Education.

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

Lori Daelick, Superintendent, Student Achievement/School Services

January 8, 2024

Yes No



Recommendation for French Immersion Designation Form

2024-2025 Designation under Section 180 of *The Education Act, 1995*

School Division: Regina Public School Division #4

Date Board of Education resolution passed: January 16, 2024

#	School(s) Designated	Grades	Type	Percentage of time French is used as Language of Instruction
1	École Centennial School Single Track School – French Centre	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
2	École Connaught School Dual Track School	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
3	École Dr. A. E. Perry School Dual Track School	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
4	École Massey School Single Track School – French Centre	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
5	École Elsie Mironuck School Dual Track School	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
6	École Wascana Plains Schools Dual Track School	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
7	École Wilfrid Walker School Single Track School – French Centre	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
8	École W. S. Hawrylak School Dual Track School	K-8	B	K to Gr. 2: 100% Gr. 3 to 8: 80%
9	Campbell Collegiate Dual Track School	9-12	B	Gr. 9: 60% Gr. 10 to 12: 50 to 80%
10	Thom Collegiate Dual Track School	9-12	B	Gr. 9: 60% Gr. 10 to 12: 50 to 80%



REGINA BOARD OF EDUCATION

8c

BOARD MEETING DATE: JANUARY 16, 2024

TOPIC: 2024 SCHOOL BOARD ELECTION PLANNING

FORUM

- Open Session
- Closed Session

INTENT

- Delegation / Presentation
- Decision
- Discussion
- Information

BACKGROUND

School Board and municipal elections are scheduled for November 13, 2024. Election planning is underway, and the Board is asked to provide direction on two issues.

CURRENT STATUS

1. Under *The Education Act, 1995*, a Board of Education may require criminal record checks (CRC) for candidates at least 90 days before the election [s. 87(1)(aa2) and (1.1)]. A CRC with vulnerable sector query was required in 2020 and Administration recommends the same for 2024.
2. Under *The Local Government Election Act, 2015*, a Board of Education may require the occupation of candidates to be included on nomination papers and ballots. Candidate occupation information has not been required in the past and Administration recommends it not be added in 2024.

COMMUNICATIONS

Administration will communicate the Board’s direction to the Elections Regina office.

RECOMMENDATION

That the Board require a criminal record check with vulnerable sector query to accompany all nomination papers for the November 2024 school board election.

PROPOSED MOTION

That the Regina Public School Board require a criminal record check with vulnerable sector query to accompany all nomination papers for the November 2024 school board election.

PREPARED BY

Naomi Mellor, Deputy Director of Division Services/CFO

DATE

January 12, 2024

ATTACHMENTS

Yes No



BOARD MEETING DATE: JANUARY 16, 2024

TOPIC: BIENNIAL HUMAN RESOURCES ACCOUNTABILITY REPORT

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

BACKGROUND

The Human Resources Department (HR) has primary responsibility for managing and supporting a full range of human resource supports, depicted in the framework below:



The HR team aligns our workplans with the updated Division Strategic Plan and continues to analyse current processes, identify priority issues and compile key indicators with the goal to deliver modern and professional Human Resource Management practices.

As the biannual HR Accountability Report evolves, and with feedback from the Board, we will refine reporting and develop comprehensive dashboard to provide high-level human resource indicators in summary form.

CURRENT STATUS

Work continues to varying extents in each of the eight areas of HR practice shown above, with a particular emphasis on building a full-service, strategic HR department, including realigning and clarifying roles and responsibilities; continuing to build trust with employee group representatives and implement good employee/labour relations practices; redesigning staffing processes to ensure rigour, equity, transparency and consistency; and leveraging technology to transition from manual processing to strategic service delivery.

Highlights (August-December 2024)

- The following results have been achieved in the first part of the 2023-24 school year:
 - Continued deployment of the Targeted Educational Assistant Strategy (Hiring Temporary EA positions supporting K-3 Learners; 19 new Educational Assistants via Regina Trades and Skills Program).
 - Continued progress towards reducing number of grievances filed and in resolving grievances at the first Step of the process (Superintendent level).
 - Collective Bargaining (CUPE 650 negotiations are continuing).
 - Teacher Job Action Contingency Planning.
 - Strengthening relationships and engagement with educational institutions focusing on our talent pipeline for teachers including University of Regina, Saskatchewan Urban Native Teacher Education Program (SUNTEP), First Nations University of Canada (FNUC).
 - Engagement at Provincial level through the Saskatchewan School Boards Association Indigenous Membership/Citizenship Verification (IMCV) WAG Committee, SASBO HR Committee, and Provincial Human Resources Association (Chartered Professionals in Human Resources (CPHR) Saskatchewan).
 - Continued support for the Diversity Steering Committee and Mental Health Working Committee.

Human Resources in Regina Public Schools

At the heart of our Division are its people and organizational culture builds success. The Human Resources Department is committed to contributing to the best outcomes for Regina Public Schools, our students, team members and ultimately our community.

The Human Resources Department (HR) has primary responsibility for managing and supporting all employee related matters and we work closely with all Division Departments to support and respond to their needs. An update on the key areas of responsibility and work plan items follows, with current data provided where available.

Strategic Plan Priority: Equitable and Safe Environments

- Supporting the update to the Division Mental Health and Well-being framework for staff and students.
- Review and refine all staff recruitment, hiring and retention programs, procedures, and resources ensuring support and achievement of diversity, equity, inclusion, and Indigenization outcomes.
- Evaluate and revise Human Resource administrative procedures to address inclusion barriers for staff.

Strategic Plan Priority: Healthy & Skilled Employees

- Develop a Career Pathway Framework and identify future needs to fill any gaps in organizational structure.
- Develop a Leadership Development Program Framework aligned with Culture Competencies.
- Develop and implement updated tools, resources, and training to support employee performance and career development.
- Staff Engagement - Supporting the development of targeted action plans based on the results of the staff engagement survey.
- Review, update, and refine the Disability Management Program and accommodation processes leveraging results of an external audit.

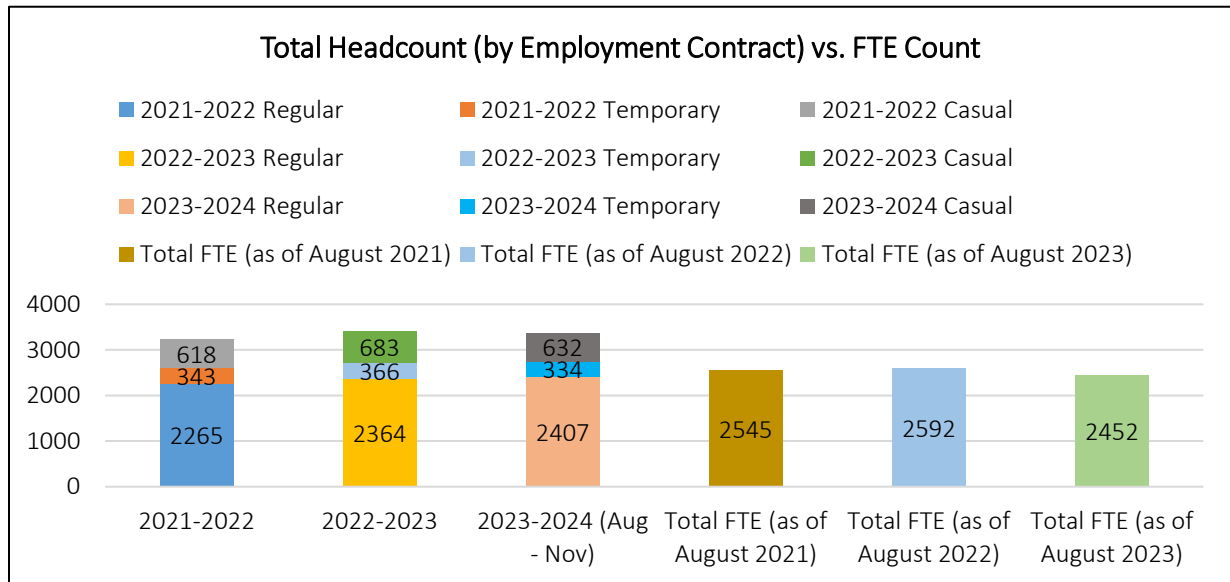
- Targeted ongoing communication and continuous evaluation/reporting metrics for the Safety Management Program including ensuring safety training for staff is aligned with the Division Safety Management System.
- Design and deliver refreshed on-boarding and orientation programs.
- Develop management skills framework for leadership positions aligned with job role and responsibilities.

Strategic Plan Priority: Sustainable & Accountable Operations

- Review, refine, and leverage human resource systems and technology to drive efficiency and effective operational decisions, and provide meaningful reporting of data.
- Review and enhance the human resources service delivery model to clarify roles and responsibilities and deploy modern human resources practices.

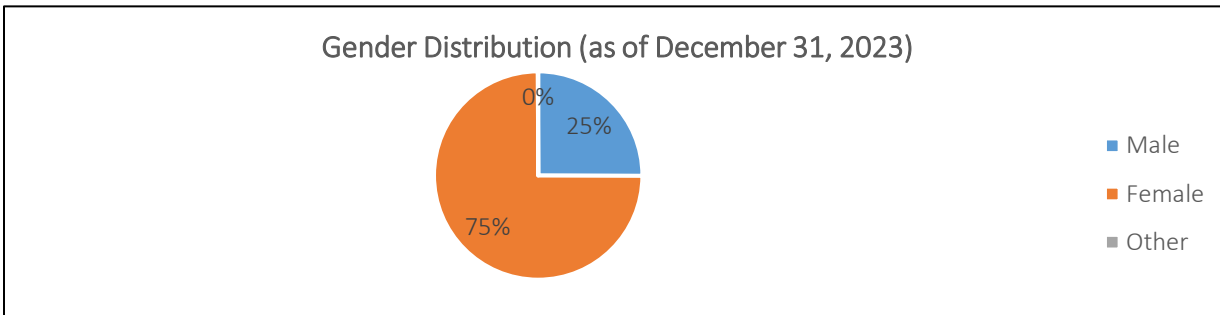
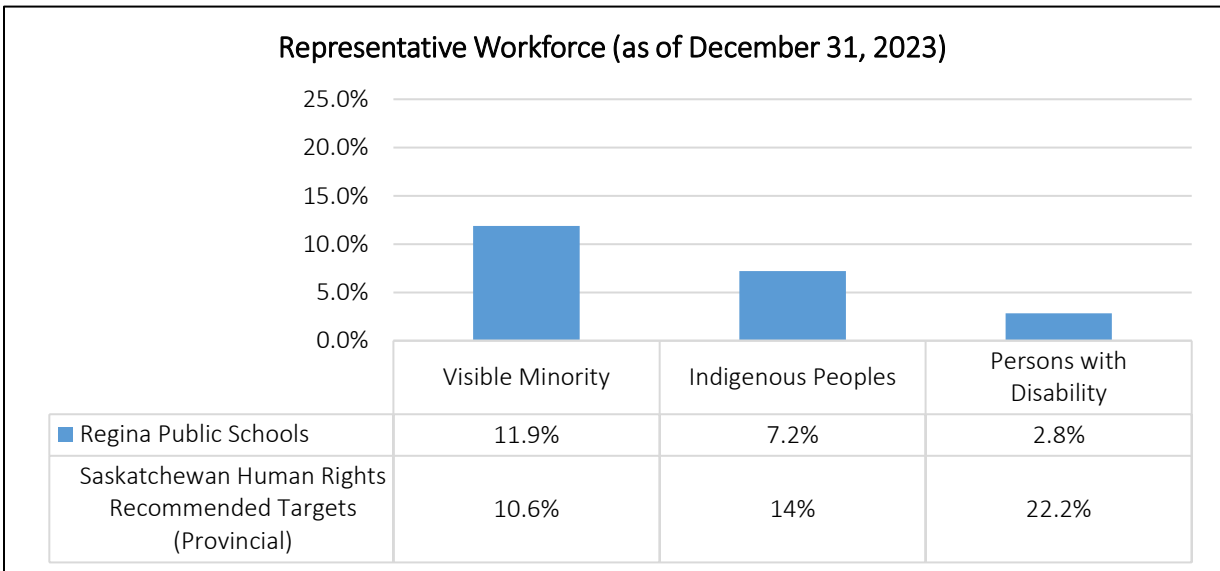
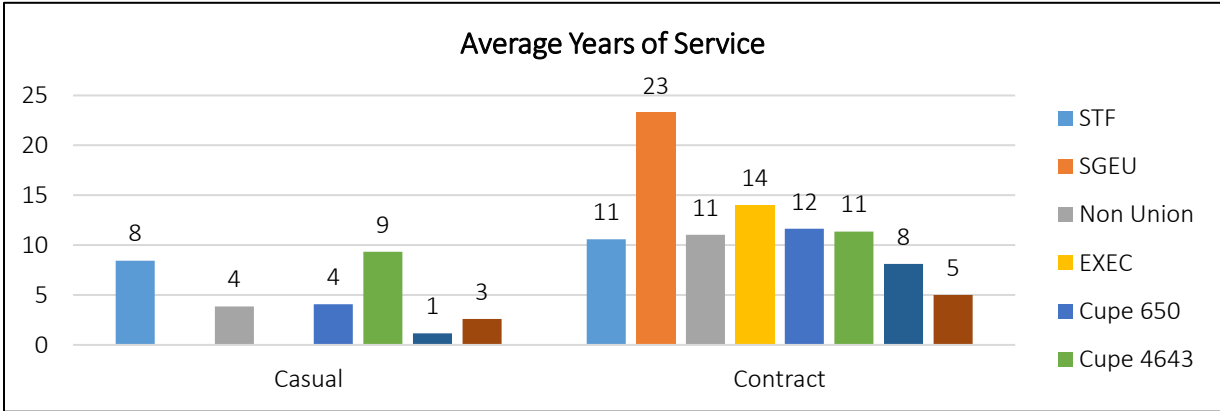
FTE Count and Headcount

- Total FTE Count has decreased as a result of reductions in FTE across Out of Scope, Non-Union, STF and CUPE 650 employee groups.



General Workforce Demographics

- Average years of service and gender distribution remain stable with no notable changes.
- Representative workforce distribution shows an almost 2% increase in Visible Minority employees and no notable changes to the other Saskatchewan Human Rights categories. This can be explained by increased immigration of skilled labour aligning with our job requirements (particularly Educational Assistants) to Saskatchewan. DEI is a critical priority for the HR Department to ensure our workforce is representative of our population and ultimately our students.



Recruitment and Selection processes ensure effective workforce planning and talent pipeline strategies to recruit and hire the right people with the right skills into the right positions.

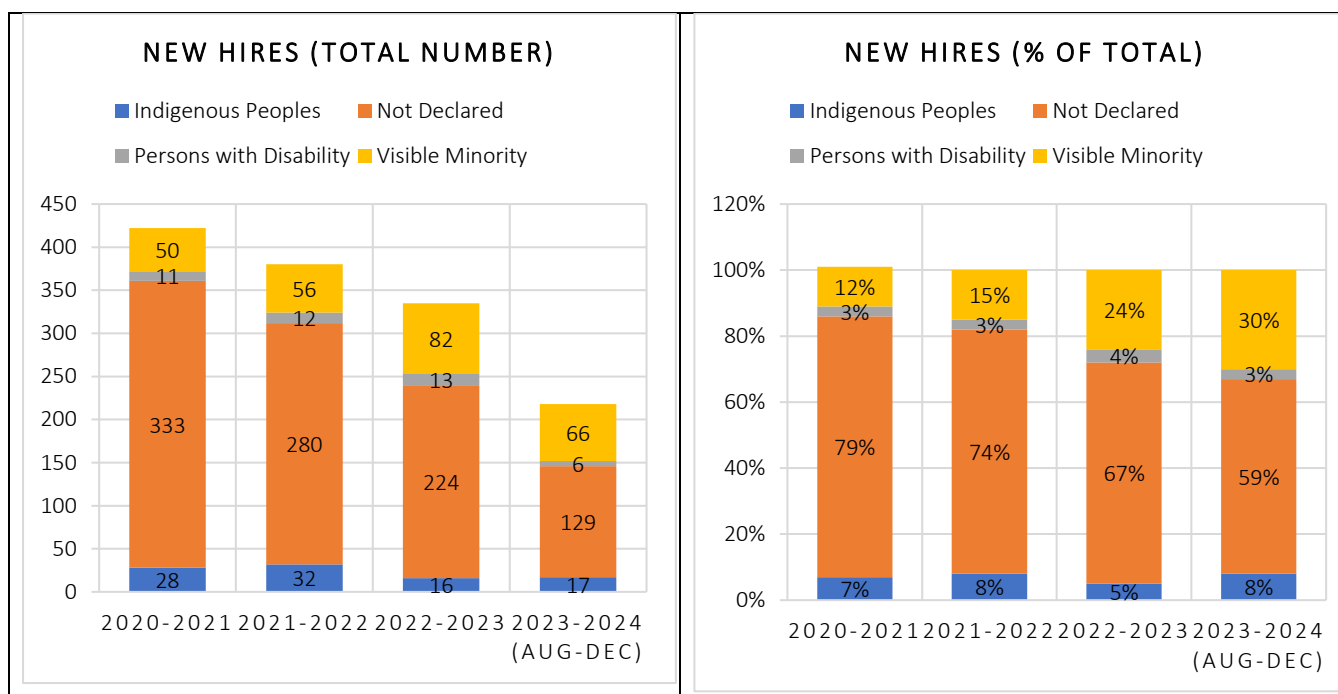
New Hires

- The following provides a breakdown of external hires to Regina Public Schools from September through December 2023 with the majority of external hires in casual/substitute positions (Educational Assistant, Casual Administrative Assistant, Relief Worker, Noon Hour Supervisor, Substitute Teacher). The following provides a breakdown of external hires to Regina Public Schools from September through December 2023, with most external hires in casual/substitute positions (Educational Assistant,

Casual Administrative Assistant, Relief Worker, Noon Hour Supervisor, Substitute Teacher).

- With the increase in new hires within diversity categories over the past 3 to 4 years, we are seeing some change in overall workforce demographics.

Employee Category	Total New Hires
Casual (Educational Assistant, Relief Worker, Administrative Assistant, Noon Hour Supervisor)	150
Substitute Teacher	26
Educational Assistant (contract)	23
Teachers (continuing/temporary contracts)	11
Support (Nurse Therapist, Social Worker)	6
Out of Scope	1
Information Technology – CUPE 4643	1



Performance Management facilitates understanding of how my job fits into the big picture, the value of my responsibilities and enables me to perform to the best of my abilities.

- Substitute and casual staff are a primary talent pool for going contract employment. We implemented a new Feedback Process for substitute and casual staff which is designed to support growth and readiness for future temporary and/or regular ongoing contract employment. This process facilitates engagement and communication between leaders and substitute/casual staff and provides an opportunity to understand and provide feedback related to:
 - awareness and conformity to Division processes, practices, and expectations;
 - development of relationships and participation as part of the team;
 - development and growth of competencies and skills within the defined roles.

Labour and Employee Relations is the management of the contractual, emotional, physical and practical relationship between employer and employee.

- Within the Human Resources portfolio, current Labour and Employee Relations priorities include:
 - Demonstrating that RPS values and respects our employees.
 - Building productive and respectful relationships with the union executives, including regular labour-management committee meetings.
 - Addressing outstanding grievances and arbitrations.
 - Negotiating expired Collective Bargaining Agreements.
 - Building capacity within principals and managers to develop positive and progressive cultures in their schools and offices.
 - Significant progress has been made to resolve outstanding grievances including resolution of outstanding grievances dating back to the years 2016-2019 (11 CUPE 3766 resolved; 1 CUPE 650 resolved).
 - We received one grievance from CUPE 4643 related to a harassment complaint (waiting for confirmation the grievance is resolved).

Grievances

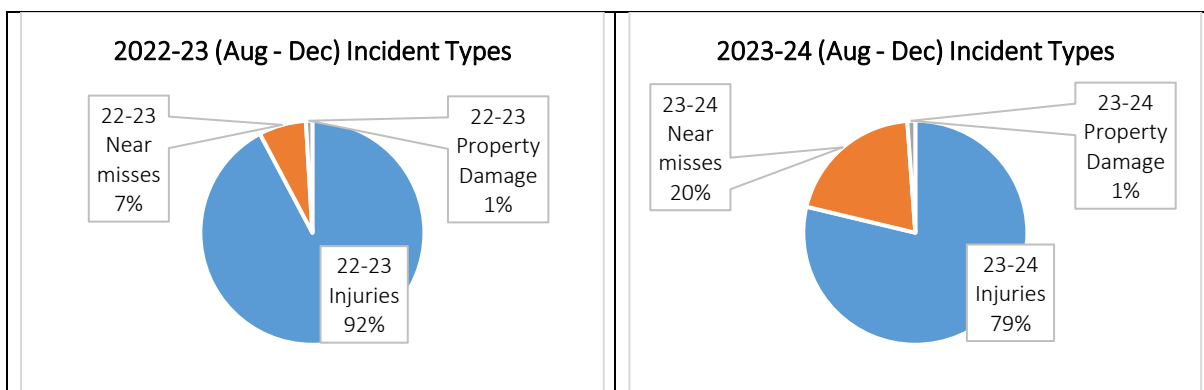
CUPE 3766			CUPE 650		
	Filed	Resolved		Filed	Resolved
2019	14	3	2019	7	4
2020	0	0	2020	4	7
2021	3	3	2021	6	4
2022	9	0	2022	5	6
2023	9	23	2023	6	7
Grand Total	35	29	Grand Total	28	28

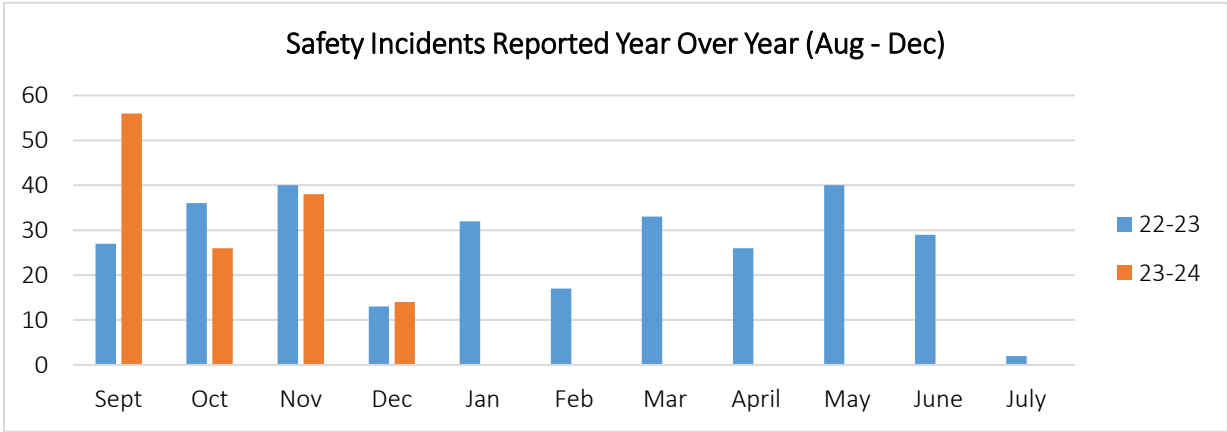
*11 Total Outstanding *8 Total Outstanding

Health and Safety promotes the health, safety and wellness of staff in the workplace.

Incident Management

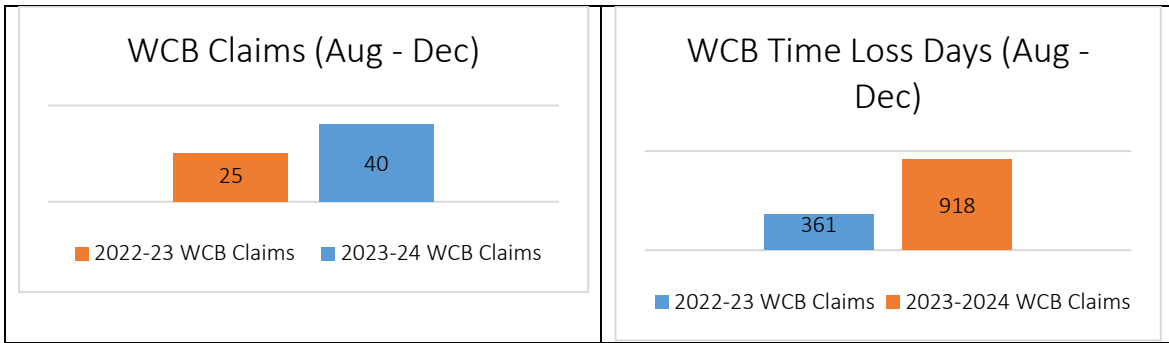
- Increase in total reported injuries in September.





Workers' Compensation Claims

- Overall increase in claims and time loss days.



PREPARED BY

DATE

**ATTACHMENT
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Reagan Lowe, Superintendent of Human Resources

January 12, 2024

Yes No