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## NOTICE

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

April 11, 2022, at 5:30 p.m.

Regina Public School Board Office – 1600 4th Avenue  
VIA ZOOM

## A G E N D A

1. Land Acknowledgment
2. Adoption of Agenda
3. Declaration of Conflict of Interest
4. Approval of Minutes of the Board Meeting of  
March 15, 2022
5. Celebrations
6. Delegations / Presentations

- a) Parent Teacher Home Visits Program  
([p. 1](#))

Jason Coleman, Superintendent, Student Achievement/School Services, Jillian Sutherland, Principal, Dr. George Ferguson School, and Cathy Novak Truong, Vice-Principal, Rosemont Community School, to comment.

- b) Director's Report

Greg Enion, Director of Education, to comment.

**7. Standing Committee Reports**

- a) Strategic Engagement and Advocacy Committee (pp. 2-14) Trustee Elizabeth Strom to comment.
- b) Audit and Risk Management Committee (pp. 15-17 & enclosures) Trustee Ted Jaleta to comment.

**8. Decision Items****9. Discussion Items**

- a) Second Quarter Financial Report (pp. 18-20) Ashley Kuntz, Superintendent, Business Services, to comment.
- b) Second Quarter Transportation Report (pp. 21-23) Ashley Kuntz, Superintendent, Business Services, to comment.
- c) Capital Projects Update (pp. 24-27) Jared Kleisinger, Superintendent, Educational Facilities, Delaine Clyne, Supervisor, Policy, Planning and Research, and Dan Van Buekenhout, Manager of Capital Projects, to comment.
- d) Long Service Reception (p. 28) Request direction.

**10. Next Meeting**

- a) Planned Agenda Items for May 10, 2022 Board Meeting
- Director's Report
  - Preventative Maintenance and Renewal Plan
  - Destruction of Public Documents
  - Shared Values Recognition Program Voting Protocol and Process
  - Discussion with Saskatchewan School Boards Association Representatives
  - 2022/23 Budget Development

b) Agenda Requests

c) Notices of Motion

**11. Information**

**12. Diversity Acknowledgment**

**13. Closed Session**

a) Agenda for May 3, 2022 Joint Meeting with  
Regina Catholic Board  
(enclosure)

Chair Tara Molson to comment.

b) 2022/23 Budget Development  
(enclosure)

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

**14. Rise and Report**

**15. Adjournment**



## REGINA BOARD OF EDUCATION

6a

**BOARD MEETING DATE:** APRIL 11, 2022

**TOPIC:** PARENT TEACHER HOME VISITS PROGRAM

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**FORUM**

- ☒ Open Session  
☐ Closed Session

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**INTENT**

- ☒ Delegation / Presentation  
☐ Decision  
☐ Discussion  
☐ Information

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**BACKGROUND**

In June of 2021, the Saskatchewan School Boards Association received funding from the Ministry of Education to launch a pilot project to implement a Parent Teacher Home Visits (PTHV) Initiative in 2021/2022. The pilot aimed to increase parental engagement in their kids' education and build connections between school and home.

Participating parents and teachers met twice during the school year. The first meeting was in Fall 2021 and the second in Spring 2022. The visits took place in the family home or were arranged on the doorstep, in the backyard, in a park or community facility, as well as virtually if necessary. Parents and teachers built relationships to work together to help support students' individual education needs.

Rosemont Community School and Dr. George Ferguson School staff and families participated in this pilot. We had 15 staff involved and 42 families visited.

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**CURRENT STATUS**

The pilot is complete. Staff and school families report positive interactions and scheduled visits were beneficial in building a closer relationship with the school. Jillian Sutherland, Principal, Dr. George Ferguson School, and Cathy Novak Truong, Vice-Principal, Rosemont Community School, will present on behalf of the program.

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**COMMUNICATIONS**

Target audience: Board members and general public.

Key messages: Increased interaction between parents, students and school staff, in a more informal way and non academically focussed, increases trust and engagement in school. Regina Public has a long history of home visits that have elicited similar results, but were more formal and heavily focussed on academics. Regina Public Schools staff will benefit from this experience and will continue to enhance home visits within our Division.

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**PREPARED BY**

Jason Coleman, Superintendent, Student Achievement/School Services

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**DATE**

April 6, 2022

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**ATTACHMENTS**

☐ Yes ☒ No

Meeting of the Strategic Engagement and Advocacy Committee  
A Standing Committee of the Regina Board of Education  
Tuesday, March 29, 2022  
Via Zoom  
Regina Board of Education Division Office  
MINUTES

7a

**Attending:** Adam Hicks, Elizabeth Strom, Sarah Cummings Truszkowski, Tara Molson, Greg Enion, Darren Boldt, Jason Coleman, Rick Steciuk, Mike Tomchuk

**Chair:** Elizabeth Strom

**Minute Taker:** Alma Tholl

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
<b><u>Agenda Item #1:</u></b> <b>Welcome, Introductions and Overview of Agenda</b>	Elizabeth Strom welcomed everyone to the meeting. The <a href="#">agenda</a> was reviewed and Items #3 and #4 were switched to accommodate the attendance of Mike Tomchuk.	
<b><u>Agenda Item #2:</u></b> <b>Student Forum</b>	Jason Coleman and Rick Steciuk, Superintendents, Student Achievement/School Services, presented to the Committee. They provided the Committee background of previous Student Forums.  Proposed dates were presented: June 3rd, June 7th, or June 9th.  Potential discussion topic was presented. Students to discuss how we can make school a more positive experience, what is working at schools. Format would have students meet in a larger group to begin discussion and then break into smaller groups.	<b><u>Action:</u> Elizabeth Strom to follow up with Trustees regarding a date and confirm with Jason Coleman and Rick Steciuk.</b>
<b><u>Agenda Item #3:</u></b> <b>Nutrition Program</b>	Mike Tomchuk, Superintendent, Student Achievement/School Services, presented information to the Committee regarding budget and partnerships within the Nutrition Programs at Regina Public Schools. Mike also reported on a new partnership initiative with the Regina Food Bank that is currently being developed.  There was some discussion regarding which schools are in need of accessing the Nutrition Program. Mike reported that Superintendents communicate with all schools on a regular basis to determine the nutrition needs for all students. Darren Boldt, Deputy Director, Student Achievement/School Services, reported that approximately half of Regina Public schools require some nutrition support.  Tara Molson, Board Chair, reported on her involvement with the City of Regina Community Safety and Well-being committee and the positive steps forward that are being made for nutrition to families in need within the city.	
<b><u>Agenda Item #4:</u></b> <b>Urban Boards Meeting</b>	It was noted that Urban school boards will have a scheduled meeting during the upcoming Spring SSBA convention.	

<b>AGENDA ITEM</b>	<b>DISCUSSION POINTS</b>	<b>DECISIONS/ACTIONS</b>
<b><u>Agenda Item #5:</u> Poverty Report</b>	<p>Trustee Sarah Cummings Truszkowski circulated the completed Poverty Report to the Committee prior to the meeting. This report will be attached to the Committee minutes for inclusion in the Board meeting package.</p> <p>The Committee thanked Sarah for all her work on the development of the report.</p> <p>The Committee agreed on three recommendations the Board will focus on: Nutritional programs, Partnership for in-school resources, and Transportation.</p>	<p><b><u>Action:</u> Elizabeth Strom and Sarah Cummings Truszkowski to work together in presenting the three recommendations to the Board.</b></p> <p><b><u>Action:</u> Sarah Cummings Truszkowski to present the three strategies at the next Board meeting.</b></p>
<b><u>Agenda Item #6:</u> RPS Engagement Forum</b>	<p>The Committee discussed scheduling an Engagement Forum.</p> <p>It was agreed that this will be deferred to the 2022/23 school year.</p>	<b><u>Action:</u> That the RPS Engagement Forum be placed on the Board's June planning session.</b>
<b><u>Agenda Item #7:</u> Summer Success Camps Proposal – Update</b>	<p>Greg Enion, Director of Education, reported that the United Way and Mosaic were confirmed for partnerships for the Summer program.</p> <p>The Committee discussed the potential for additional partnerships in the summer camps.</p>	<b><u>Action:</u> It was agreed that Lois Herridge, Superintendent, Student Achievement/School Services, should be invited to present at the next Committee meeting.</b>
<b><u>Agenda Item #8:</u> Black History Curriculum</b>	<p>The Committee discussed formally endorsing the Black History Curriculum proposal at a future Board meeting.</p> <p>There was some discussion for the potential of presenting a resolution at the Fall SSBA convention.</p>	<b><u>Action:</u> That the Black History Curriculum proposal be formally endorsed at a future Board meeting.</b>
<b><u>Agenda Item #9:</u> Shared Values Awards</b>	<p>There was discussion regarding the creation of a rubric that Trustees could use when reviewing/scoring Shared Values Program nominations.</p>	<b><u>Action:</u> Greg Enion to follow up with Terry Lazarou, Supervisor of Communications, regarding the development of a rubric.</b>
<b><u>Agenda Item #10:</u> Other Business</b>	No other items were presented for discussion.	
<b><u>Agenda Item #11:</u> Thank You and Adjournment</b>	<p>The meeting was adjourned.</p> <p>Time of meeting: 4:30-5:50 PM.</p>	

**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 29, 2022***  
***4:30 PM to 5:30 PM***

***Ron Mitchell***  
***Regina Board of Education Division Office***  
***1600 4th Avenue, Regina, SK***

**AGENDA**

Chair: Elizabeth Strom

1. Welcome, Introductions and Overview of Agenda
2. Student Forum (Jason Coleman and Rick Steciuk)
3. Urban Boards Meeting
4. Nutrition Program – Update (Darren Boldt)
5. [Poverty Report](#) – Main Points
6. RPS Engagement Forum
7. Summer Success Camps Proposal – Update
8. Black History Curriculum
9. Shared Values Awards
10. Other Business
11. Thank You and Adjournment

*Committee Members: Adam Hicks, Elizabeth Strom, Sarah Cummings Truszkowski, Darren Boldt, Tara Molson (ex officio), Greg Enion (ex officio)*

***Strategic Engagement and Advocacy Committee – 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 endeavours; 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.

# POVERTY IN REGINA PUBLIC SCHOOLS

**Sarah E. Cummings Truszkowski**  
**Regina Public School Board**

**March 2022**







## MEASURING POVERTY

The Federal Government and Statistics Canada use three measures to find the poverty line, these are:

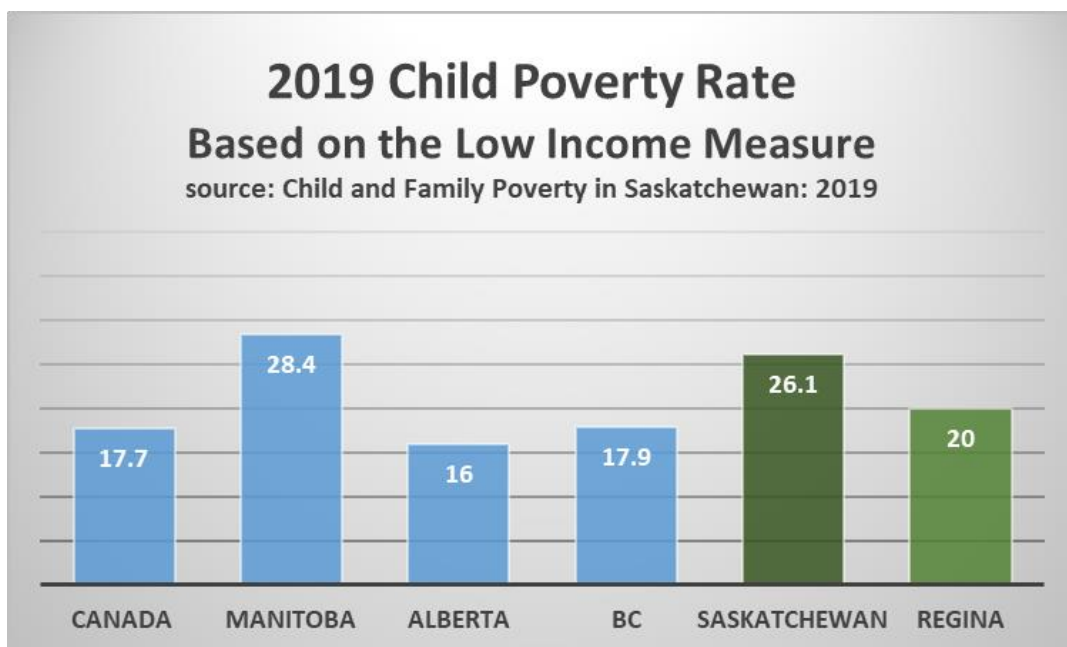
1. the Market Basket Measure (MBM),
2. the Low Income Cut-Off (LICO), and
3. the Low Income Measure (LIM) (Saskatchewan Ministry of Education, n.d.).

If using the federal government's Low Income Measure (LIM) the statistics place 26.1% of all children in Saskatchewan in poverty. Using this same Low Income Measure, in the city of Regina, 20% of all children live in poverty. (Sanchez, 2019)

Other sources measure poverty via the MBM - an income level below which a household does not have enough money to buy a specific basket of goods and services that allows it to meet its basic needs and achieve a modest standard of living. Using the MBM, approximately 12.6% of all children in Saskatchewan live in Poverty (Gingrich, 2019).

In 2019, given the population of children in Saskatchewan was 244,476, these measures tell us that between 30,803 (12.6%) and 48,895 (20%) children in Saskatchewan are living in poverty. (Canadian Child Welfare Portal, 2019)

And, what about children in our Regina Public Schools? If approximately 20% of all children in Regina live in poverty, and we have approximately 24,000 students enrolled in our schools, that means approximately 4,800 Regina Public School students are living in poverty. In my opinion, 4,800 children in our schools living in poverty is 4,800 too many.



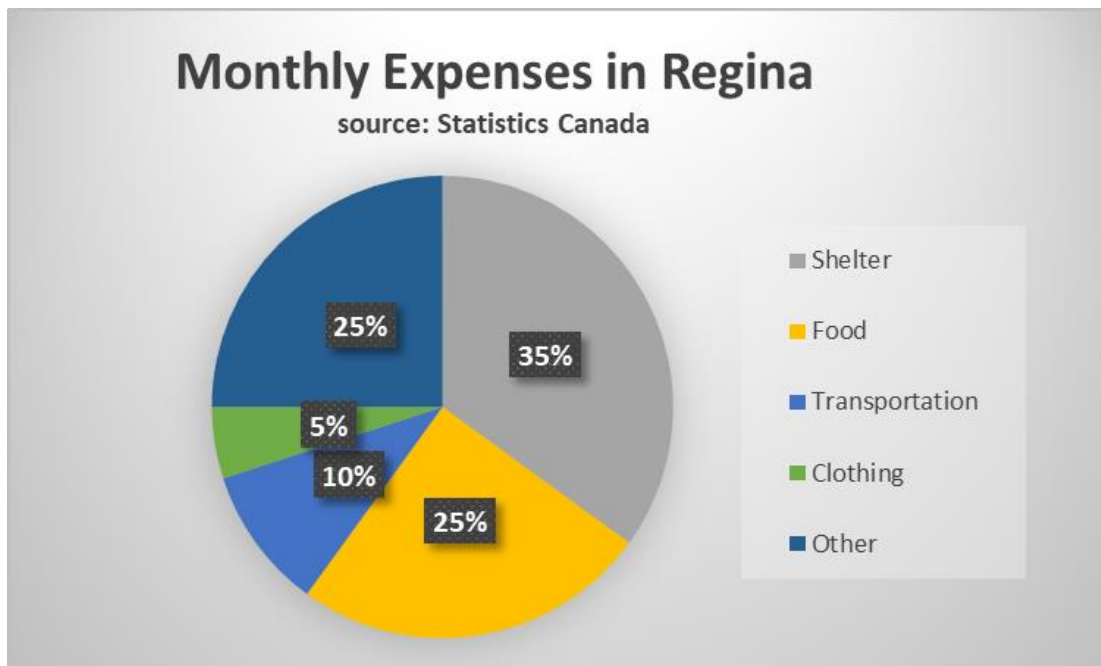
## CONSULTATION

This past Fall 2021, I spoke with several Regina Public School Principals whose students experience widespread poverty. On September 23, 2021 in a Zoom discussion, I was told that “poverty affects everything that happens in our building”, and “schools are often safe-havens for families, where basic needs like nutrition, health-care, and basic physical needs” must be acknowledged and met before teaching and learning can take place (Poverty discussion with Regina Public School Principals, September 23, 2021). Unfortunately, poverty is a central driver of attendance issues and if a student isn’t consistently attending school, many of the desperately needed academic and social supports available aren’t being used.

And, as we know, attendance hinges on access to transportation - something many of our families in poverty do not have. Accessible transportation is not the only challenge for our students in poverty, since their families face a mountain of crippling expenses. The high cost of rent, high monthly utility bills (power, heat, water, internet, phone), high (skyrocketing!) cost of groceries, childcare, transportation and clothing all add financial pressure.

According to Statistics Canada, in the city of Regina, Shelter makes up approximately 35% of our expenses, Food 25%, Transportation 10%, Clothing 5% and Other 25% (Gingrich, 2020).

If we could reduce monthly expenses and increase financial assistance to those living in poverty, we would help thousands of children in our Regina schools.



## SCHOOL BOARD AND MUNICIPAL INITIATIVES

More than one of the principals' schools has a free "supply store" where students can come get shoes, clothes, backpacks and school supplies, but unfortunately this operation uses a large portion of the school's yearly budget. The principals said their staff are regularly helping students with eye appointments, hearing appointments, getting health cards, identification cards, driving students to medical appointments, and so on. They often spend time writing grants to access as much financial support as possible, which isn't easy when there is no centralized, accessible service that provides all the things these children need (Poverty discussion with Regina Public School Principals, September 23, 2021).

Fortunately, our school division has access to, and provides funding for food programs in 24 of our schools. We receive funding from the provincial government's Child Nutrition Program, Breakfast for Learning, REACH, MOSAIC, Breakfast Clubs of Canada and PC Charity (and often others should the individual schools – usually in-school administrators or parents – apply). Unfortunately, there are still many schools that do not have access to nutrition funding and do not provide snacks and lunches to students. Because of this, there are still many students who struggle with food insecurity in our schools.

When students experience racism and/or discrimination, have food insecurity or unstable housing because of poverty, they often also struggle at school. Knowing this, if we are to take our responsibility for reconciliation seriously we must also take poverty seriously. Poverty rates for First Nations peoples in Saskatchewan are significantly higher than for all other citizens. According to the 2016 Census of Canada data, 45% of First Nations people in Regina are living in poverty. Compare that (45%) to all non-Indigenous people living in poverty in Regina (10%) it is clear that First Nations people are disproportionately living in poverty in our city (Gingrich, 2020). These same people also experience denial of hospital and/or medical services and live with systemic racism every day.

Notably, racism and discrimination is one of the major issues raised in the City of Regina's Community Safety and Well-being (CSWB) plan which was approved by Regina City Council on November 25, 2021. In this plan, the city outlines six priorities to create a healthier and more sustainable quality of life for Regina citizens, including the most vulnerable. These priorities include:

- Domestic Violence and Intimate Partner Violence
- Food Insecurity
- Problematic Substance Use
- Racism and Discrimination
- Safety
- Service System

Implementing the CSWB Plan would greatly benefit Regina Public School students who live in poverty by ensuring they are able to meet their needs for education, health care, food, housing, income and social and cultural expression, and create a city where everyone has the

opportunity to grow, learn, work, play, connect, love and be loved (City of Regina and Canadian Municipal Network on Crime Prevention, 2021). When these basic needs are met, and poverty is reduced, we will see increases in learning outcomes and graduation rates for thousands of our students!

Research shows that those with less than a high school education stay unemployed longer than those who graduated high school (Saskatchewan Ministry of Education, Advisory Group on Poverty Reduction). We also know that students who do not complete Grade 12 have fewer work opportunities, less income, and ultimately poorer health (Provincial Auditor of Saskatchewan, 2021). Reducing poverty in our community is paramount to increasing high school graduation rates in our schools.

The human and financial cost of poverty is great. Knowing that so many of our Regina Public School students live in poverty should push all levels of policy-makers into action to find solutions immediately. As said in the CSWB plan's exploration of *Awasiw: A Story of Courage and Resilience*: it takes a courageous heart to "bring out into the open the hidden issues of our community" (City of Regina and Canadian Municipal Network on Crime Prevention, 2021).



**City of Regina Community Safety and Well-Being Plan Priorities**

## STUDENT VOICES

Below are several statements from the 2017 report “Shhh Listen! We have something to say!” by the Saskatchewan Advocate for Children and Youth.

I believe that listening to children in our schools, city and province, will give leaders clear guidance for what these children need. Together, let’s be school board, municipal and provincial leaders who show our children we really care.

*“Youth need to know that someone loves them. They need to know someone cares about them and that they can talk to someone. Meaningful friendships and relationships really matter.”*

*“Sometimes we come to school and haven’t had enough to eat. We need more food, snacks and juice.”*

*“We need more activities. Places to hang out with our friends such as youth centres, parks or skate parks. Family fun nights, youth conferences and camps. We need more celebrations!”*

*“If you want to help youth, you have to help the older people. Because there is still so much going on from residential school. We have lost most of our language, culture, and identity. Our community is fractured.”*

*“The leaders need to provide safe places for the kids to do recreational activities, come together and talk and be kids.”*

*“We need to stop bullying and substance misuse, and increase support and physical safety.”*

*“Improving meaningful activities for youth improves mental health.”*

## RECOMMENDATIONS

Provincial Government of Saskatchewan	1. Reinstate a yearly “back to school” amount of \$100/child for school supplies to all people on Saskatchewan Income Support (SIS) with school-aged children (18 and under).
	2. Increase funding for school nutrition programs so more children receive more meals, snacks and drinks at school.
	3. Raise SIS rates by \$300 a month as a step toward raising it above the poverty line.
	4. Provide free wifi to all people who live in poverty and acknowledge that internet access is a basic human right.
	5. Provide Social Assistance (SIS) recipients with full coverage of basic utilities.
	6. Increase City of Regina funding for public transportation, so all children and youth can access the bus for free.
	7. Raise the minimum wage to \$15/hour or more so Saskatchewan offers a liveable income for all.
	8. Increase affordable, safe, community housing in Regina.
The City of Regina	1. Provide free public transportation for all children up to age 18.
	2. Centralize poverty support through a city-wide service system for poverty reduction and food security.
	3. Increase free recreation and leisure programs, spaces, community events and activities across Regina.
	4. Develop stable, consistent, subsidized grocery stores in the “food deserts” of North Central and Heritage Neighbourhoods.
The Saskatchewan School Boards Association	1. Prioritize poverty reduction advocacy in Saskatchewan schools.
	2. Bring awareness to the impacts poverty has on Saskatchewan students.

<b>Regina Public School Board</b>	<b>1. Prioritize poverty reduction advocacy in conversations with provincial government leaders.</b>
	<b>2. Bring awareness to our community of the gravity of poverty in Regina Public Schools and how it is affecting students.</b>
	<b>3. Divert additional resources and support to schools in our division with high poverty rates to ensure they have a more level playing field for achieving success.</b>
	<b>4. Advocate for additional nutrition funding and support in more of our Regina Public Schools.</b>
	<b>5. Keep the children and families who live in poverty at the forefront of decision-making.</b>
	<b>6. Review School Nutrition Program locations and programs. Ensure the schools in our division with the most children in poverty are receiving a School Nutrition Coordinator, kitchen access and any provincial funding for food support.</b>
	<b>7. Provide resources and time to build relationships with families. Improve communication between schools and marginalized families (non-white, non-privileged) in our schools. Create casual, comfortable, ongoing opportunities for engagement with those families/students.</b>
	<b>8. Encourage relationship-building activities for students in need to encourage meaningful student-student relationships.</b>
	<b>9. Offer free food to families and students whenever possible.</b>
	<b>10. Listen carefully to the needs of those in poverty. Take action based on their recommendations.</b>
	<b>11. Provide professional development for school staff to assist them in working effectively with students in poverty and addressing the impact of associated trauma and chronic stress.</b>
	<b>12. Minimize bullying and discrimination against children in poverty.</b>



## REFERENCES

- City of Regina and Canadian Municipal Network on Crime Prevention. (2021, November 25). *Community Safety & Well-being; Creating a Better Community Together*. City of Regina. Retrieved January 24, 2022, from <https://www.regina.ca/about-regina/community-safety-well-being/>.
- Gingrich, Paul. "Poverty in Saskatchewan – October 2020 update." *Paul Gingrich Home Page*, University of Regina, Department of Sociology and Social Studies. <http://uregina.ca/~gingrich/>.
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- Regina Anti-Poverty Ministry "Home." *The Regina Anti-Poverty Ministry*, 1 July 2021, <https://antipovertyministry.ca/>.
- Sanchez, Miguel. (2021). *Child and Family Poverty in Saskatchewan: 2019*. Regina: Social Policy Research Centre, University of Regina.
- Saskatchewan Ministry of Education. (2021). Regina Public School Division Enrolment data. Retrieved from student information system.
- Saskatchewan Ministry of Education. (n.d.). *Poverty Reduction in Saskatchewan Background and Context*. Research Paper Prepared for the Advisory Group on Poverty Reduction.
- Saskatchewan - statistics. Canadian Child Welfare Research Portal. (n.d.). Retrieved February 14, 2022, from <https://cwrp.ca/saskatchewan-statistics>.

Meeting of the Audit and Risk Management Committee  
A Standing Committee of the Regina Board of Education  
April 5, 2022  
VIA ZOOM  
Regina Board of Education Division Office  
MINUTES

7b

**Attending:** Adam Hicks, Ted Jaleta, Elizabeth Strom, Greg Enion, Naomi Mellor, Ashley Kuntz, Janine Blyth, Rod Sieffert, Christie DiPaola, Melissa Yanyu, Dean Fischer

**Regrets:** Tara Molson

**Chair:** Ted Jaleta

**Minute Taker:** Suzanne Shuba

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
<b><u>Agenda Item #1:</u></b> <b>Welcome, Introductions and Overview of Agenda</b>	Ted Jaleta welcomed everyone to the meeting. He introduced Janine Blyth, Supervisor of Finance, to the Committee. The <a href="#">agenda</a> was reviewed and no changes were made thereto.	
<b><u>Agenda Item #2:</u></b> <b>2021/2022 Audit</b>	<p><b>a) Audit Service Plan</b></p> <p>An Audit Service Plan for the 2021-2022 fiscal year had been distributed. Christie DiPaola, External Auditor, MNP LLP, provided a brief summary of same, highlighting key changes and developments, including new reporting new reporting developments, and new assurance developments. She reported an estimated audit fee of \$47,000 to complete the engagement. She, Rod Sieffert, External Auditor, MNP LLP, and Naomi Mellor, Deputy Director, Division Services/CFO, responded to questions relative to COVID funding requirements, overall reliance level, and sampling.</p> <p><b>b) Audit Involvement Memorandum</b></p> <p>An Audit Involvement Memorandum for the 2021-2022 fiscal year had been distributed. Melissa Yanyu, Principal, Office of the Provincial Auditor provided a brief summary of same, and introduced Dean Fischer, Senior Manager, Office of the Provincial Auditor, who will be the assigned leader review. She responded to a question relative to the yearly selection of school divisions for direct audit involvement.</p>	<b><u>Action:</u> The proposed 2021-2022 Audit Service Plan, submitted by MNP LLP, was approved by the Committee.</b>
<b><u>Agenda Item #3:</u></b> <b>Enterprise Risk Management Board Policy and Framework</b>	Information on the development of the Division's Enterprise Risk Management Framework had been distributed. Delaine Clyne, Supervisor, Policy, Planning and Research, provided additional information including a recommended process in coordination with the long-term Strategic Planning, with the work expected to begin in late Fall/early Winter 2022. Ms. Clyne responded to questions relative to development of the Strategic Plan, and the process for amending Board Policy. Committee members requested a specific timeline for implementation, as well as	<b><u>Action:</u> Administration to provide a timeline for implementation of the Enterprise Risk Management Framework.</b>

AGENDA ITEM	DISCUSSION POINTS	DECISIONS/ACTIONS
	a portion of time dedicated for Board members to discuss risks when developing the Strategic Plan.	
<b><u>Agenda Item #4:</u></b> <b>Reserve Fund Planning Update and Administrative Procedure</b>	Information on the development of an Administrative Procedure (AP) on Financial Reserves had been distributed. Ms. Mellor provided additional information and shared the proposed draft AP that outlines the general purpose, the guiding principles, and identifying access and accounting for the financial reserves. On the recommendation of Committee members, Ms. Mellor agreed to amend the draft AP to include wording relative to reporting to the Board and potentially moving to targeted percentages in future. Greg Enion, Director of Education, reminded Committee members that use of reserves must also be approved by the Ministry of Education. He also cautioned not using reserves to fund ongoing expenses, including staffing. Ms. Mellor and Ashley Kuntz, Superintendent, Business Services, responded to a question relative to restricted and unrestricted reserves.	<b><u>Action:</u></b> Naomi Mellor to amend wording of AP and proceed through approval process of same through ACE.
<b><u>Agenda Item #5:</u></b> <b>Outstanding Legal Actions Update</b>	Information on outstanding legal actions had been distributed. Ms. Mellor provided additional information on same.	
<b><u>Agenda Item #6:</u></b> <b>Other Business</b>	No other items were presented for discussion.	
<b><u>Agenda Item #7:</u></b> <b>Thank You and Adjournment</b>	The meeting was adjourned. Time of meeting: 4:30-5:28 PM.	

**THE BOARD OF EDUCATION**  
**of the Regina School Division No. 4 of Saskatchewan**  
**Meeting of the Audit and Risk Management Committee**  
**A Standing Committee of the Regina Board of Education**

*Tuesday, April 5, 2022*  
*4:30 p.m. to 6:00 p.m.*

**VIA ZOOM**  
***Regina Board of Education Division Office***  
***1600 4th Avenue, Regina, SK***

**AGENDA**

Chair: Ted Jaleta

1. Welcome, Introductions and Overview of Agenda
2. 2021/2022 Audit:
  - a. Audit Service Plan – Rod Sieffert & Christie DiPaola, MNP LLP
  - b. Audit Involvement Memorandum – Melissa Yanyu & Dean Fischer, OPA
3. Enterprise Risk Management Board Policy & Framework – Naomi Mellor & Delaine Clyne
4. Reserve Fund Planning Update & Administrative Procedure – Naomi Mellor & Ashley Kuntz
5. Outstanding Legal Actions Update – Naomi Mellor
6. Other Business
7. Thank You and Adjournment

*Committee Members: Adam Hicks, Ted Jaleta, Elizabeth Strom, Tara Molson (ex officio), Greg Enion (ex officio), Naomi Mellor, Ashley Kuntz*

***Audit and Risk Management Committee – Terms of Reference***

To provide Board level oversight to ensure that the Division's resources are utilized effectively and efficiently, that risks to the Division are identified and mitigated and that the Division is providing transparent and accountable reporting to the Board of Education, the public, and other stakeholders: Review and monitor the risk management framework and mitigation plans; Review internal and external audit and analytical reports and monitor progress; Review and make recommendations regarding hiring the external auditor, the external auditors' report, Letter to Management, and recommendations from the Provincial Auditor; Review and approve the Annual Report; and Review and make recommendations to the Board of Education on financial matters that have been referred to the Committee by the Board of Education; To review and recommend changes to the Schedule of Remuneration, Allowances and Expenses; To review and approve trustee professional development and travel plans in advance of the planned activity.



## REGINA BOARD OF EDUCATION

9a

**BOARD MEETING DATE: APRIL 11, 2022**

**TOPIC: SECOND QUARTER FINANCIAL UPDATE**

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

Administration submits a quarterly financial update to the Board and a quarterly forecast to the Ministry of Education. These documents have been combined into a quarterly Financial Update package, which is [attached](#).

The purpose of this item is to support the Board is fulfilling its monitoring role over the financial condition of the School Division and each quarter the financial results will be reported.

### 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 second quarter for the period September 1, 2021 to February 28, 2022 are provided on both a cash and PSAB basis.

The difference between the cash and PSAB actuals relates to PSAB recognizing amortization, capital assets (equipment, furniture, buildings, etc.) purchases as assets, and debt repayments as a liability.

Based on quarter 2 forecasted results, the Statement of Operations shows an operating deficit on a cash basis of \$8.3M, approximately \$4.8M higher than the \$3.6M budgeted cash deficit. This is due to:

- Decrease in the operating grant of \$2M based on the December 2021 grant adjustment.
- Lower than estimated tuition fees revenue due to lower number of international students attending (\$269K).
- Lower than estimated Other Revenue (interest income \$400K lower than anticipated; and facilities rental \$155K lower than anticipated, primarily due to the pandemic).
- Planned spending down of Preventive Maintenance and Renewal reserve (\$460K).
- Projected higher costs for sanitization, masks and rapid tests kits related to the ongoing pandemic (\$230K).
- Projected higher salaries costs due to the ongoing pandemic and need for staff coverage in schools, including vacancies due to sick/quarantine leave, additional FTEs, and higher than budgeted salaries.
- Projected higher costs for bus transportation based on actual spending as of February 28, 2022.

The Division is forecasting savings in budget areas such as utilities and supplies that will partially offset the over expenditures. Expenses will be continually monitored during the year to determine if further savings can be redirected to fully offset pressures.

### Tangible Capital Assets

Tangible capital assets as at February 28, 2022 are forecasted to be on budget.

<b>Tangible Capital Assets</b>	<b>2021-22 Budget</b>	<b>Actuals as of February 28, 2022</b>	<b>2021-22 Forecast</b>
Furniture and Equipment	1,272,374	686,920	1,272,374
Computer Hardware and Audio Equipment	2,677,800	453,046	2,677,800
Computer Software	35,000	1,818	35,000
Assets Under Construction ( <i>Note 1</i> )	15,233,000	8,306,398	15,233,000
<b>Total</b>	<b>19,218,174</b>	<b>9,448,182</b>	<b>19,218,174</b>

#### *Note 1*

<b>Capital Projects</b>	<b>2021-22 Budget</b>	<b>Actuals as of February 28, 2022</b>
Argyle School/St. Pius School Rebuild	6,860,000	7,913,065
New Harbour Landing School	5,998,000	279,417
Imperial School/St. Peter School Rebuild	2,375,000	113,916
<b>Total</b>	<b>15,233,000</b>	<b>8,306,398</b>

### Risks and Opportunities

- ✓ Overall stable financial position in challenging and uncertain time.
- ✓ The forecast process has identified areas of savings that will be monitored during the year to possibly redirect funds to areas of need.
- ✓ Following the close of the second quarter, school divisions were advised of almost \$4M in new federal-provincial funding for ventilation upgrades in schools. Regina Public qualifies for \$471K and project planning is underway. Details will be reported in the third quarter financial report.
- X Information reported is on a cash basis and has not been audited and some amounts have been estimated to meet the reporting requirements.

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### COMMUNICATIONS

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The Division continues to manage within the 2021-22 budget, accessing financial reserves in a planned way to address areas of pressure.

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### RECOMMENDATION

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

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### PREPARED BY

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

### DATE

April 8, 2022

### ATTACHMENTS

☒ 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
2020-21				2021-22		2021-22		2021-22 Forecast to Budget CASH		
as at August 31				2021-22		as of February 28, 2022		as of February 28, 2022		
Budget	Actuals	Budget	Actuals	Budget	Actuals	Budget	Actuals	\$	%	
REVENUES										
Property Taxation	-	11,553	-	11,530	-	11,530	11,530	(11,530)	0%	
Operating Grants	233,419,591	251,247,012	250,222,781	119,550,731	234,989,781	111,676,691	233,050,725	(1,939,056)	-0.8%	Decrease in operating grant based on December 2021 grant adjustment.
Tuition and Related Fees	1,169,000	994,922	969,000	442,000	969,000	442,000	700,200	(268,800)	-27.7%	Forecast to be under budget as a result of fewer than anticipated international students attending.
School Generated Funds	4,120,000	1,917,645	4,120,000	2,287,959	4,120,000	2,289,591	4,120,000	0	0.0%	Forecast to be over budget due to additional revenue received for Jordan's Principle, nutrition and Violent Threat Risk Assessments.
Complementary Services	4,143,170	4,315,038	4,337,704	2,803,532	4,337,704	2,803,532	4,435,812	98,108	2.3%	Increase in operating grant based on December 2021 grant adjustment.
External Services	10,921,083	11,317,213	11,030,084	6,618,048	11,030,084	6,618,048	11,279,785	249,701	2.3%	
Other	1,944,400	1,635,556	1,898,400	699,173	1,898,400	699,173	1,313,333	(585,067)	-30.8%	Interest revenue and facility rental revenues projected to be lower than budget.
Total Revenues	255,717,244	271,438,939	272,577,969	132,412,972	257,344,969	124,540,565	254,911,384	(2,433,585)	-0.9%	
EXPENSES										
Governance	876,335	823,201	607,013	421,903	605,543	421,168	598,543	(7,000)	-1.2%	
Administration	6,759,159	6,911,051	6,920,198	3,161,340	6,807,054	3,111,575	6,955,728	148,674	2.2%	
Instruction	182,589,077	184,743,493	187,643,139	110,777,530	187,581,747	109,840,932	188,518,643	936,896	0.5%	Forecast to be over budget based on salary projections for the year due to ongoing pandemic and need for staff coverage in schools including vacancy coverage and additional FTE; partially offset by savings in Complementary Services.
Plant	40,990,239	45,238,471	41,644,223	17,825,300	33,606,439	13,912,652	34,818,911	1,212,472	3.6%	Forecast to spend \$460K of PMR reserve, and projected higher costs than budget related to COVID-19 for KN95 masks and rapid test kits.
Transportation	8,087,918	8,091,854	8,869,873	4,812,627	8,826,433	4,790,407	9,090,710	264,277	3.0%	Forecast to be over budget based on actual routes as of February 28, 2022 and higher fuel costs.
Tuition and Related Fees	668,000	431,981	455,000	202,077	455,000	202,077	455,000	0	0.0%	
School Generated Funds	3,685,848	1,657,687	3,686,906	1,261,453	3,600,000	1,252,192	3,600,000	0	0.0%	
Complementary Services	6,111,198	5,788,963	6,248,362	3,482,443	6,224,833	3,460,329	5,796,862	(427,971)	-6.9%	Forecast savings in salaries.
External Services	10,921,083	11,317,213	11,030,084	6,241,583	11,030,084	6,241,583	11,280,885	250,801	2.3%	
Other Expenses	827,573	817,301	771,825	389,128	2,065,644	1,048,281	2,065,644	0	0.0%	
Total Expenses	261,516,430	265,821,215	267,876,623	148,575,385	260,802,777	144,281,197	263,180,926	2,378,149	0.9%	
Operating (Deficit) Actual										
(5,799,186)				5,617,724	4,701,346	(16,162,413)	(3,457,808)	(19,740,631)	(4,811,734)	139.2%



**BOARD MEETING DATE: APRIL 11, 2022**

**TOPIC: TRANSPORTATION 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

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. This year's report is updated to add data on student ride times as an additional performance indicator.

## CURRENT ISSUES

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

- The number of students using transportation services as of February 28, 2022 has increased slightly from the last report date of November 28, 2022 and is still an increase of 10% from June 2021. This quarter has seen the number of routes increase by two because of adding two routes to existing single runs to make double runs. These changes occurred as a result of capacity on the bus.
- 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.
- The Division also continues to monitor and analyze transportation costs to ensure efficiencies and cost savings in both contracted school bus and light vehicle transportation.
- Transportation protocols have been developed for contractors and the Division regarding the process for incidents, accidents, and cancellations, along with reporting requirements by contractors.
- An administrative team from Intensive Supports and Transportation has been working on intensive supports programming changes that will allow for reduction in the costs of light vehicle transportation to the 2022-23 school year. Those efficiencies have been discussed with the Board during the 2022-23 budget development process.
- An administrative team from Student Achievement and Transportation has been working on a transportation exemption committee that will provide parameters and processes around exemptions to ensure there is a fair and transparent approach. Currently, students are provided exemptions grandfathering, medical accommodations, or courtesy riders. The committee will be meeting this Spring to finalize the process.



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**COMMUNICATIONS**

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Administration continues to monitor bus routes and the intensive supports transportation to sustain service levels and manage within budget.

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**RECOMMENDATION**

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

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**PREPARED BY**

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Ashley Kuntz, Superintendent, Business Services

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**DATE**

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April 4, 2022

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**ATTACHMENTS**

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☒ Yes   ☐ No

# Regina Public Schools

## Transportation Performance Information Report

Performance Indicator	RESULTS as of		
	Feb 28, 2022	Nov 30, 2021	Sep 21, 2021
<b>Total students transported</b>			
School Bus	3754	3734	3738
Light Vehicle Vendor	418	415	404
Regina Catholic School Division	288	290	315
	4460	4439	4457
<b>Number of transportation routes (AM &amp; PM )</b>			
School Bus	222	218	214
<b>Number of vehicles in use on a daily basis</b>			
School Bus	79	79	78
Light Vehicle Vendor	75	74	74
<b>Number of unfilled routes</b>			
	0	0	0
<b>Route cancellations:</b>			
Mechanical	0	0	0
Weather: wind chill -45	2 days	0	n/a
Weather: wind chill -40 (wheelchair students)	6 days	0	n/a
No substitute driver	0	0	0
Other	1 day (road conditions)	1 day	n/a
<b>Average age of contractor bus fleet (in years)</b>			
	1	1	1
<b>Capacity utilized on bus (average)</b>			
	91.08%	90.85%	92.26%
<b>Route Length (in minutes)</b>			
Longest route	52 min	50 min	48 min
Shortest route	6 min	9 min	6 min
<b>Student Ride Time(in minutes)</b>			
<i>Note - students may only ride one way</i>			
<b>AM</b>	<b>28-Feb-22</b>	<b>%</b>	<b>Nov 30, 2021</b>
<15 MIN	2810	75.50%	2789
16-25 MIN	620	16.66%	622
26-35 MIN	244	6.56%	220
36-45 MIN	44	1.18%	43
>46 MIN	4	0.11%	6
<b>TOTAL</b>	<b>3722</b>	<b>100%</b>	<b>3680</b>
<b>PM</b>			
<15 MIN	2642	70.36%	2556
16-25 MIN	724	19.28%	753
26-35 MIN	300	7.99%	297
36-45 MIN	77	2.05%	88
>46 MIN	12	0.32%	13
<b>TOTAL</b>	<b>3755</b>	<b>100%</b>	<b>3707</b>
<b>Accidents</b>			
Reported to SGI	9	5	1
Minor (not reported to SGI)	10	14	8
<b>Emerging issues</b>			
<i>(main issues or challenges facing the transportation departments at this time)</i>			
No issues to report at this time.			



## REGINA BOARD OF EDUCATION

9c

**BOARD MEETING DATE: APRIL 11, 2022**

**TOPIC: MAJOR CAPITAL PROJECTS UPDATE**

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

A number of major capital projects are in the planning or construction stages. The purpose of this item is to update the Board of Education on progress to date for each project and offer an opportunity for questions.

While the Division has several projects underway, the capital needs are still substantial. The 2022/23 provincial budget, released on March 23rd, included continued funding for the approved capital projects but no new capital project announcements.

The Regina Public Schools major capital submission for 2023/24 was submitted to the Ministry in February and the outstanding priority capital projects are:

- 1) New Joint-Use School – The Towns;
- 2) New Joint-Use Southeast High School;
- 3) Lakeview School – Re-Life;
- 4) Consolidation – Coronation Park School and Gladys McDonald School;
- 5) Rebuild or Re-Life Balfour Collegiate.

If any of the above-stated projects are approved, they will be announced in the 2023/24 provincial budget next Spring.

### CURRENT STATUS

#### Argyle/St. Pius Joint-Use School Project

**Total Project Cost: \$44,285,391**

**Regina Public Share of Total Project Cost: \$23,041,689 (52.03%)**

This project is a joint-use elementary school to replace Argyle School and Regina Catholic School Division's St. Pius X School. Regina Public Schools' share of costs will be 52%. The schools will each have a capacity of 400 students with ability to add space for 100 more students in each school through the addition of relocatable classrooms. A 51-space child-care facility is included in the project. The joint-use school is being constructed on the Argyle School site and is being constructed around the current school to enable students and staff to remain in the school until the new joint-use facility opens.

The project is in the construction stage. Quorex was awarded the construction tender in April 2021 and construction is well underway.

The construction timeline is slightly delayed due to above extreme temperatures over the winter and seasonal rainfall last year and minor delays in short-term target dates. Above seasonal rainfall is a partial factor, but Quorex has also not achieved numerous short-term completion dates. JPH Consulting current projected schedule variance is approximately 4 to 5 weeks.

There is potentially a roof installation or manufacturing issue with the base layer. The base layer is not adhering sufficiently to the insulation. JPH Consulting and Quorex reviewed the issue with the manufacturer who noted proper installation temperatures were not possible due to the cold weather. Quorex has created a heated hoarding system to allow installation to continue. Further testing will occur in Summer 2022.

Several land transfers, rezonings and subdivisions were required for the project. All land-use items have been completed.

Construction should be completed by mid-2023. The schools are anticipated to open in 2023/24.

### **Harbour Landing West Joint-Use School Project**

**Total Project Cost: \$37,678,000**

**Regina Public Share of Total Project Cost: \$20,271,232 (52.03%)**

This project is a new joint-use school to be located in an area west of Harbour Landing. The Ministry has approved Regina Public's new school capacity of 400 students with the ability to add 100 more students using relocatable additions. Regina Catholic's school will have a capacity of 250 students with the ability to add 100 more students using relocatable additions. A 90-space child care centre is included in the project. The Regina Public Schools side will be designed to be able to accommodate a dual track program and an Intensive Supports program.

This project has completed the detailed design stage but has been on hold due to issues securing a school site. The Ministry of Education and the Ministry of SaskBuilds and Procurement have been in discussions with the City of Regina and DREAM Developments to secure a site at the corner of Gordon Road and Campbell Street. The two school divisions have had input into the configuration of the proposed site and access points around the site.

The next steps are to secure the site, revise the design, consult with each of the School communities, complete land use approvals, tender the project and begin construction. The likely opening date for the Harbour Landing West Joint-Use School is Fall 2025 given the delay in securing a site.

If Harbour Landing School continues to increase in enrolment, the Division may need to investigate options to temporarily bus some students to a nearby school with capacity. The enrolments at Harbour Landing School and Dr. A.E. Perry School, which manages the French Immersion program for the Harbour Landing area, will be closely monitored.

### **Imperial/McDermid/St. Michael/St. Peter Joint-Use School Project**

**Total Project Cost: \$46,128,000**

**Regina Public Share of Total Project Cost: \$24,235,440 (52.01%)**

In the 2020/21 provincial budget, Regina Public Schools and Regina Catholic Schools received funding to create a Business Case for a joint-use school to replace Imperial School, McDermid School, St. Michael School and St. Peter School. The Business Case identified the best site would be the current

Imperial School site and the report findings supported the continued funding request for the joint-use project.

In the 2021/22 provincial budget, funding for design for the project was approved. Regina Public's new school will have a capacity of 400 students with the ability to add 100 more students using relocatable additions. Regina Catholic's school will have a capacity of 400 students with the ability to add 100 more students using relocatable additions. The consultant team SPRA (P3A/AODBT) has been contracted and the schematic design process has been initiated. Consultations are underway and a final schematic design is expected to be presented in June 2022.

The new school will include a 51-seat child care centre funded by the provincial government and a replacement community centre which will be funded by the City of Regina. There will also be an Intensive Support program space developed within the footprint of Regina Public's allocated area. The facility design will be planned so Imperial School can continue to operate through construction. Construction is anticipated to begin in 2023 with the joint-use school opening scheduled for 2025.

Items to note are that:

- The Community Centre may require a discretionary use permit but the City may update its bylaws that may negate the need for the discretionary use.
- The visioning statement has been drafted with consultations by the Working Group committees of each school community, teacher members.
- Four proposed layout options of the new joint use facility have been drafted for review in the upcoming Schematic Design report.
- Community consultations are ongoing and being conducted with

**Participants:**

- a. Métis Nation Saskatchewan
- b. Eden Care
- c. City of Regina
- d. North East Community Centre
- e. Regina Public Library
- f. Saskatchewan Health Authority
- g. Mt. Olive Lutheran Church
- h. Silver Sage Housing – Rapid Housing Initiative
- i. Co-op Refinery
- j. Elders' Council
- k. School community councils and representatives
- l. Engagement sessions with existing Imperial/McDermid School staff, Superintendents, as well as three proxy teachers from previous new facilities for feedback.

**Campbell Collegiate**

An emergent capital issue has been identified at Campbell Collegiate. The southwest program wing has had investments in the past to manage structural concerns related to the foundation and footings. An engineering review has identified that the past work has not managed the shifting due to soil types and footing depths. Structural engineers are monitoring the issue, however, their advice is that the wing needs immediate attention. The Division submitted an Emergent Funding application to the Ministry of Education for this project. While the full scope of the project has not been finalized, it may include demolition and rebuilding of this section of the high school. We are following up with the Ministry of Education regarding provincial support for this necessary work.

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## COMMUNICATIONS

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Major capital projects include consultation with school communities, stakeholders and the general public. Communications are managed through the working group on each project with the communications specialists in the school divisions (for joint projects) and the Ministry, if required. For major projects, project websites are created to ensure information is available as the project progresses to completion.

Key messages are:

- Capital additions, renewals and improvements continue in Regina Public Schools to accommodate enrolment growth and ensure all students and staff have safe and functional environments in which to learn and work.
- Processes for student, family, staff and/or community input are based on the level of engagement required for each project.

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## RECOMMENDATION

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

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PREPARED BY	DATE	ATTACHMENTS
Jared Kleisinger, Superintendent, Educational Facilities Dan Van Buekenhout, Supervisor, Capital Planning Delaine Clyne, Supervisor, Policy, Planning and Research	April 4, 2022	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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## REGINA BOARD OF EDUCATION

9d

**BOARD MEETING DATE:** APRIL 11, 2022

**TOPIC:** LONG SERVICE RECEPTION

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

Every year, Board members take on presentation roles for the Long Service Reception. Board members may choose which role they wish to take on, but the Chair is the ex officio Master of Ceremonies. Only the Master of Ceremonies and those reading out the names of the new 25-year members and superannuates are expected to speak. Speaking points will be provided. The 2022 Long Service Reception will take place on Wednesday, June 8, 2022 at the Conexus Arts Centre. A detailed program and script for the evening will be available before the event.

### CURRENT STATUS

Roles to be determined:

2022

**Master of Ceremonies** Tara Molson

**Remarks from the Board** Tara Molson

**Presentation of Gifts** \_\_\_\_\_ (introduces recipients)  
(to new 25-year club members) \_\_\_\_\_  
\_\_\_\_\_

**Presentation of Certificates/Pins** \_\_\_\_\_ (introduces recipients)  
(to new retirees) \_\_\_\_\_  
\_\_\_\_\_

**Director's Remarks** Greg Enion

**Response** (on behalf of all retirees) \_\_\_\_\_

### RECOMMENDATION

That the Board determine the above-noted roles for the Long Service Reception.

PREPARED BY	DATE	ATTACHMENTS
Cathy Wall, Communications Assistant	April 6, 2022	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No