

At a meeting of the Board of Education of the Regina School Division No. 4 of Saskatchewan, held via teleconference at 1600 4th Avenue.

Members Present	Mrs. Katherine Gagne, Chair	Mrs. Tanya Foster
	Mr. Adam Hicks, Vice-Chair	Mr. Jay Kasperski
	Mrs. Cindy Anderson	Ms. Aleana Young
	Dr. Jane Ekong	

Administration Present	Mr. Greg Enion, Director of Education
	Ms. Naomi Mellor, Deputy Director, Division Services/CFO
	Mr. Darren Boldt, Deputy Director, Student Achievement

Mrs. K. Gagne acknowledged the location of every Regina Public School and the School Division Office on Treaty 4 land.

The Chairperson called the meeting to order and asked for a motion to adopt the agenda. It was requested that the following items be added: *Staff Appreciation* and *Election Expenses*.

Adoption of Agenda	<u>Motion by Mrs. C. Anderson:</u>
	That, with the additions requested, the agenda be adopted.

Motion Carried.

Declaration of Any Conflicts	The Chairperson asked if there were any conflicts of interest to be declared. None were reported.
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Approving of Minutes	The Chairperson then asked for a motion to approve the minutes of the meetings held on March 24 and April 2, 2020.
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	<u>Motion by Dr. J. Ekong:</u>
	That the minutes of the Board meetings of March 24 and April 2, 2020, be approved as distributed.

Motion Carried.

COVID-19 Pandemic Response Update	Mr. Greg Enion, Director of Education, provided Board members with an update regarding Division and sector responses to the COVID-19 pandemic from March 25th to present. He advised that senior Administration continue to be in the office every day and that the majority of Division Office employees are working from home, with some working 50% office/50% home. He further advised that he is sending out a weekly communication to staff every Thursday. He noted that the Division is doing its utmost to support employees working from home who do not have Division-assigned laptops, such as high school and
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elementary school administrative assistants. He advised that plans are also underway to support educational assistants coming back to work. He confirmed that principals are currently identifying students that require technology at home, and the Division is working towards supplying that technology, as much as possible, to students in need of same. He advised that the Shared Values Recognition Program Reception, combined with the Long Service Reception scheduled for June, has been postponed, but noted that September 18th is available as a placeholder date. He asked Board members if they wanted to proceed with the selection and announcement of the Shared Values Recognition Program recipients, with the reception to follow in the Fall. Board members agreed to continue with the SVRP selection process, with recipients to be announced prior to the end of the school year. He also advised that Mr. Terry Lazarou, Supervisor of Communications, has been working with his communication counterparts across the province on a student re-engagement strategy to motivate students to get involved the supplemental learning. Mr. Enion responded to questions relative to SVRP nominations, number of technology devices to be deployed to students requiring same, percentage of students to date engaging in supplementary learning, support for students that will transition to high school in the Fall, support for students with intensive needs, timeline for decision of when school may re-open, and internet connection.

Ms. Naomi Mellor, Deputy Director, Division Services/CFO, provided information relative to the refund of student fees and advised that a communication to parents regarding refunds would be sent within a few days. She noted that school-based budgets would not be clawed back this year. Regarding human resources, she advised that the general expectation is for staff to continue to work remotely from home. She further advised that CUPE 650 employees, who have been currently working in shifts, will transition to regular shifts next week; CUPE 3766 employees remain predominantly assigned to home, with the exception of interpreters, braillists, etc.; and SUN employees remain assigned to home. She outlined that, overall, approximately 70% of employees are working full-time, 18% are working part-time, and 11% are assigned to home. Ms. Mellor responded to questions relative to international student tuition fees and associate school fees.

Mr. Enion advised that the Division has signed a Memorandum of Understanding with the Regina Food Bank, who will be supporting families from Albert, Kitchener, Seven Stones and Thomson Schools with food hampers.

Mr. Darren Boldt, Deputy Director, Student Achievement, advised that the Student Achievement team is currently in the staffing process, with school administrative placements having just been announced. He further advised that school staffs are fully implementing the supplemental learning plan. He noted that professional development opportunities are also being discussed. He advised that intensive needs teachers, supervisors and coordinators are working individually with intensive needs students from a distance. Mr. Boldt responded to questions relative to supports for English as an Additional Language students, percentage of staff assigned to home, and bus drivers.

Audit and Risk
Management
Committee

Mr. A. Hicks advised that the Audit and Risk Management Committee meeting met, via teleconference, on April 6, 2020. He advised that Mr. Rod Sieffert, from MNP, provided a brief summary of the Audit Service Plan for the 2019-20 fiscal year, highlighting key changes and developments, including the turnover in the Deputy Director/CFO position and the continuing developments relating to the COVID-19 pandemic. Mr. Sieffert also outlined an estimated audit fee of \$45,000 to complete the engagement, and responded to questions relative to the review of all meeting minutes, Release and Limitation of Liability, Indemnity, and Survival of Terms clauses, and the potential impact on the audit process of

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the COVID-19 pandemic. Mr. Hicks advised that the Committee approved the proposed 2019-20 Audit Service Plan submitted by MNP. In an attempt to avoid interference with the November 2020 school board election, Mr. Hicks commented that an earlier date for the presentation to the Audit Committee of the financial statements and audit findings was suggested, and is now set for November 5th. He thanked Auditors and the Administration for accommodating the Board in this regard, which will ensure that the current Committee will review the material prior to the Board election on November 9th. Mr. Hicks advised that Ms. Melissa Yanyu, from the Provincial Auditor’s Office, provided a brief summary of the Audit Involvement Memorandum for the 2019-20 fiscal year, noting that there are no performance audits or follow-up planned for the Division this year. Following that, he noted that the Committee received both the Second Quarter Financial Results and the Second Quarter Transportation Performance Report, both for the 6-month period ended February 29, 2020. He pointed to the format for the quarterly financial report, that now aligns with how information is provided to the Ministry on a quarterly basis, and includes a forecast for the year for both revenues and expenses. He advised that Mr. Bruce Lipinski, Superintendent of Business Affairs, outlined increases in revenues due to operating grant adjustments for enrolment and a PMR grant increase, and increases in expenses due to additional staffing in response to enrolment growth, and pressures in the areas of assistive technology, supervision allowances, substitute costs and contracted maintenance. He also reported a pool of approximately \$1.045 million in projected underspending within the 2019-20 budget that will be redirected to priority areas from now until August 31, 2020. Mr. Hicks did note that the forecast does not include adjustments related to the cancellation of school effective March 20th or other COVID-19 related costs or savings. With regard to the Transportation Report, he advised that Mr. Lipinski responded to a question relative to the decrease in the number of students transported via joint-transportation with Regina Catholic Schools, and that Mr. Greg Enion, Director of Education, responded to a question relative to standard bus routes. With the risks and responses in place regarding COVID-19, Mr. Hicks commented that the Committee asked how the Board can support Administration’s plans going forward. Mr. Enion emphasized the importance of continued collaboration across the sector, Ms. Naomi Mellor, Deputy Director, Division Services/CFO, echoed those comments and noted that regular interaction within the sector has been valuable. The Division has a Business Continuity Plan in place, but is asking for patience as the Division continues planning during this unprecedented and challenging time. Mr. Hicks expressed appreciation for the continued communication being provided. He also advised that he would provide the Board with an update on the Reserve Fund Planning, the Theodore Litigation, and the Outstanding Legal Actions items in closed session.

Annual Meeting
of Electors
Statement of
Proceedings

As required under section 33 of *The School Division Administration Regulations*, the Secretary’s statement of proceedings of the Annual Meeting of Electors, held January 28, 2020, had been distributed.

Motion by Mrs. C. Anderson:

That the Statement of Proceedings of the Annual Meeting of Electors, held on January 28, 2020, be adopted as presented.

Motion Carried.
(Unanimously)

Chair	S/T

Balfour Collegiate Emergent Funding Request

Information relative to an Emergent Funding Program Application for the underpinning of Balfour Collegiate had been distributed. Ms. Naomi Mellor, Deputy Director, Division Services/CFO, provided additional information, noting that Balfour is a key asset in delivering high school programming to students in central Regina, as well as having significant heritage value. She further advised that, as outlined in the engineering report completed in January, 2020, the next recommended stage of work is to underpin the north façade. Ms. Mellor responded to questions relative to insurance, the lapse in time between the report and the application process, and confirmed Ministry officials were aware of the pending application for emergent funding.

Motion by Mr. A. Hicks:

That the Board of Education approve submission of the Application for Emergent Funding Program, requesting up to \$2.45 million for underpinning at Balfour Collegiate.

Motion Carried.
(Unanimously)

Election Expenses

Mr. A. Hicks referenced a letter shared with Board members outlining school board election expenses. He inquired how the percentages of expenses are set, noting that the City pays 50%, Regina Public Schools pays 34.7% and Regina Catholic Schools pays 15.3%. He asked if the percentages are historical or if they are based on enrolment. Ms. Naomi Mellor, Deputy Director, Division Services/CFO, advised that she would have to follow-up with the City regarding the setting of percentages. She further advised that the election budget was determined by the City and that the School Division was not consulted on it. Mr. J. Kasperski noted that Regina Catholic Schools does not use a subdivision system so would not have polling issues.

Subdivision Reports

Mr. A. Hicks advised that, like MacNeill School, École Harbour Landing School is planning a parade and that Board members should stay tuned.

Closed Session

Motion by Mr. A. Hicks:

That we go into closed session in order to consider those matters identified on the meeting agenda for referral to said session.

Motion Carried.

Motion by Dr. J. Ekong:

That we rise and report.

Motion Carried.

At the conclusion of closed session, the Committee of the Whole reported progress with respect to consideration of *Audit and Risk Management Committee, Special Committee for Diversity Update, Balfour Collegiate Emergent Funding Request, French Immersion Program Planning, École Connaught Community School Enrolment Monitoring, Legal Matter, Capital Projects Update, and Staff Appreciation*. The progress reports were accepted.

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Adjournment The Chairperson advised that this concluded the business of the meeting and called for a motion to adjourn.

Motion by Mrs. T. Foster:

That the meeting adjourn.

Motion Carried.

Time of meeting: 5:30 to 8:27 p.m.

Chairperson

Secretary-Treasurer