

**1. IN-CAMERA SESSION**

**2. CALL TO ORDER**

**3. ADOPTION OF AGENDA**

*Proposed Motion: That the agenda be adopted (as presented) or (as amended).*

**4. ADOPTION OF MINUTES**

a) *Minutes of Regular Meeting – [2016 04 19 Regular Board Minutes.pdf](#)*

*Proposed Motion: That the minutes of the Regular Meeting of April 19, 2016 be adopted (as presented) or (as amended).*

**5. DELEGATIONS & SPECIAL PRESENTATIONS**

a)

**6. CONSENSUS AGENDA ITEMS**

*Proposed Motion: That the Board receive the items which are starred\* and approve all recommendations contained therein. Prior to approving the motion, any trustee may request that a star be removed.*

**7. DISCUSSION/DECISION - BOARD DIRECTION**

**A. New Business**

1) Fall Elections - Returning Office - [CS - Fall Elections - Returning Officer.pdf](#)

**B. Monitoring and Reporting Items**

1) Director Annual Performance review - [CS-Director annual performance review.pdf](#)

**C. Board of Education Strategic Directionn Items**

1) 2016- 2017 Continuous Agenda - [Continuous agenda 2016-2017. DRAFT \(v. 050516\).pdf](#)

2) Board Governance Health Check - [CS-board gov health check.pdf](#)

**\*8. INFORMATION ITEMS**

**A. Director's Personnel Report - [2016 April 1-30 - Director's personnel report.pdf](#)**

**B. Out of Province Travel -**

**C. CONFIDENTIAL -**

**\*9. CORRESPONDENCE**

a) [2016 04 18 Grade 3 Student Reading at Grade Level \(fr. Ministry\).pdf](#)

b) [041316 - Min Letter - Relocation of Brunswick Pre-K.pdf](#)

c) Boundary Request - **CONFIDENTIAL**

**10. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION**

**11. IDENTIFICATION OF EMERGENT ITEMS FOR NEXT MEETING**

**12. ADJOURNMENT**

**13. TEN MINUTE RECESS AND MEDIA INTERVIEWS (if necessary)**

**14. CLOSED SESSION ROUNDTABLE AND MEETING REVIEW**

**MINUTES OF A MEETING:** of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, April 19, 2016 at 1:00 at the Division Office, Melfort, Saskatchewan.

**PRESENT:**

Lori Constant	Ted Kwiatkowski	Director of Education:	Don Rempel
Linda Erickson	Luke Perkins	Supt. of Business Admin.:	Wanda McLeod
Bob Gagné	Kathy Ponath - Chair		
Todd Goudy	Freeman Reynolds		
Richard Hildebrand	Marla Walton		

**CALL TO ORDER** – 1:10pm

**ADOPTION OF AGENDA**

2016-04-35 B. Gagné moved that the agenda be adopted as presented.

*CARRIED (10-0)*

**MINUTES**

2016-04-36 M. Walton moved that the minutes of the Regular Board Meeting held on March, 22, 2016 be adopted as presented.

*CARRIED (10-0)*

**CONSENSUS ITEMS**

2016-04-37 L. Constant moved that the following consent agenda items be received and recommendations be approved as presented:

\*8. Information Items

\*9. Correspondence

*CARRIED (10-0)*

**NEW BUSINESS**

2016-04-38 L. Erickson moved that the Board approves the rescheduling of the Committee of the Whole meeting from Tuesday, May 3, 2016 at 1:00 pm to Wednesday, May 4, 2016 at 1:00 pm to be held at the Hudson Bay Community School in Hudson Bay, Saskatchewan.

*CARRIED (10-0)*

**MONITORING and REPORTING ITEMS**

2016-04-39 T. Goudy moved that the Board approves all the operating and capital costs associated with the renovations at the Tisdale Office and Transportation Shop be funded using the internally restricted accumulated surplus for non-school buildings, as recommended by the Audit Committee.

*CARRIED (10-0)*

**NORTH EAST SCHOOL DIVISION  
BOARD MEETING MINUTES  
April 19, 2016**

---

2016-04-40 M. Walton moved that the Board accept the first quarter financial report for the six month period ending February 29, 2016.

*CARRIED (10-0)*

**STRATEGIC DIRECTION ITEMS**

2016-04-41 L. Perkins moved that the Board accepts the 2016 – 2017 North East School Division Level II Outcome and Project Plans as presented.

*CARRIED (10-0)*

**SPECIAL PRESENTATION**

Darren McKee, executive director of Saskatchewan School Boards Association (SSBA), provided a presentation about the 360 degree feedback process that was completed by executive council and the related professional coaching sessions that are being offered both individually and as a team.

**ADJOURNMENT**

2016-04-42 B. Gagné moved that the Board adjourn at 3:05pm.

*CARRIED (10-0)*

---

Board Chairperson

---

Superintendent of Business Administration



# NESD Board of Education

Meeting Date: May 24, 2016

Topic: Fall Elections – Returning Officer

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" type="checkbox"/> New Business	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input checked="" type="checkbox"/> Decision
<input type="checkbox"/> Audit Committee	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

## BACKGROUND

The general election for the school divisions in Saskatchewan will take place on October 26, 2016. *The Local Government Election Act* section 28 (2) states: “Where a school division is not situated wholly or substantially within a municipality, the returning officer for a general election, a by-election...:... (b) for the purpose of the school board election, is the person appointed by the board as the returning officer at least 90 days before election day.”

## CURRENT STATUS

The staffing in the finance department has decreased since the last general election. As a result, Administration would like to hire a Rosie Ottenbreit, former superintendent of business administration, to take on the role of returning officer for the 2016 general election.

## RECOMMENDATION

### Proposed motion:

That the Board approves the appointment of Rosie Ottenbreit as returning officer for the 2016 general election of the school board for the North East School Division No. 200

PREPARED BY	DATE	ATTACHMENTS
Wanda McLeod, Superintendent of Business Administration	May 16, 2016	



# NESD Board of Education

Meeting Date: May 24, 2016

Topic: Director of Education 360 Degree Feedback Report

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Decision
<input type="checkbox"/> Audit Committee Meeting	<input checked="" type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

## BACKGROUND

To provide feedback on leadership behaviors and to support the board's performance of the director of education a 360 degree feedback process was completed in November of 2015.

In addition to the self-ratings, the report includes ratings from Boss (board chair, vice chair, assistant deputy minister); Board Members (6 of 8 trustees completed ratings); Direct Reports (5 superintendents, 1 administrative assistant); Peers (1 executive member of LEADS, 1 director of education, 1 ministry official at director level); Others (1 supervisor, 1 coordinator, 1 teacher, 1 principal). There are 22 raters in addition to the self-rating. The feedback report is accompanied by a *Developmental Planning Guide* designed to help analyze feedback, identify developmental opportunities, and to create a plan to increase effectiveness.

## CURRENT STATUS

The director of education shared personal reflections of the report and discussed opportunities to improve his effectiveness at the May 4 committee of the whole board meeting. Board members provided feedback to the director and were supportive of the goals the goal's he shared to increase his effectiveness. The goals were:

### Goal #1

I will develop a highly effective senior management team and link the administrative council more closely with senior management.

### Goal #2

I will work closely with school principals, teachers and School Community Councils to address the mission, goals and interests of each school community.

### Goal #3

I will enhance the organizational framework and accountability structure of the school division to strengthen the capacity of school based administrators and to strengthen educational services provide to schools.

## RECOMMENDATION

### Proposed Board Motion

That the Board of Education receive the 360 degree feedback report (November 16, 2015) for Don Rempel and the goals set as the Director of Education's annual performance review as of May 24, 2016 and that a copy of the feedback report and goals be placed in the director's personnel file.

PREPARED BY	DATE	ATTACHMENTS
Kathy Ponath	May 16, 2016	



# NESD Board of Education

Meeting Date: May 24, 2016

Topic: Continuous Agenda 2016-2017

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Board Strategic Direction	<input type="checkbox"/> Decision
<input type="checkbox"/> Audit Committee Meeting	<input type="checkbox"/> Monitoring or Reporting Items	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

## BACKGROUND

Each year the Board establishes a continuous agenda which includes a timeline of:

- Planning discussions
- Decision items
- Monitoring reports
- Presentations and linkages

Monthly meeting agendas are established by the board chairperson in consultation with board members and administration.

## CURRENT STATUS

A draft continuous agenda should be developed and approved at the May 24, 2016 business meeting of the board.

## RECOMMENDATION

### Proposed Board Motion

That the Board approves the Continuous Agenda for 2016-17

PREPARED BY	DATE	ATTACHMENTS
Don Rempel Director of Education	May 5, 2016	Draft Continuous Agenda







# NESD Board of Education

Meeting Date: May 4, 2016

Topic: Board Governance Health Check

MEETING	AGENDA ITEM	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> New Business	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> Board Strategic Direction	<input checked="" type="checkbox"/> Decision
<input type="checkbox"/> Audit Committee Meeting	<input type="checkbox"/> Monitoring or Reporting Items	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Information Items	
	<input type="checkbox"/> Correspondence	

## BACKGROUND

The Board completes an annual governance health check. Various survey tools have been used to collect the perspective of individual trustees. The survey used for this review was developed by the Saskatchewan School Boards Association a number of years ago. Then considers the data from the health check to inform practices, identify topics for further inquiry and to improve governance practices. Board members reviewed survey results at the May 4 Committee of the Whole Board meeting.

## CURRENT STATUS

Nine out of ten board members completed an online survey rating the board on 16 different aspects of governance, along with written comments highlighting strengths, weaknesses and areas for improvement. The Board reviewed the results and discussed questions that either showed areas of discrepancy or a rating that might indicate a potential red flag. The discussion highlighted the following areas the Board may consider in its goals for 2016-17:

### 1. Board Professional Development Strategy

Most board members find value in the PD opportunities provided by the SSBA at provincial events (including the governance certification program offered in partnership with the Ministry). However not all board members are able to attend these events. Providing locally delivered PD during our regular COW meetings provides access to all board members and allows the material to be targeted to particular competency gaps and/or areas of interest. A locally delivered PD plan should be developed each year to determine and address what areas need to be targeted. In addition a well-developed new board member orientation plan needs to be in place for any new members that may be on the board after elections.

### 2. Evaluation of programs and information about results

Board members do not always see a clear linkage between the information presented at the quarterly Wall Walks and our decisions. Also the provincial audit of Grade 3 reading in our division observed that reports to the Board do not clearly communicate why targets are not being met and what is being done to mitigate the risks to meeting targets.

### 3. Engagement of Stakeholders

Discussions highlighted many positive actions undertaken in the past few years to improve communication and engagement with all stakeholders, including parents, teachers and staff and students. Board members see value in meetings with SCC's, focus groups with students, feedback from NETA's engagement with teachers and Thoughtexchange surveys and wish to continue to make these efforts a priority.

## Summary:

- This Board's significant strength is that board members are open and honest with one another in a climate of mutual respect, a relationship which extends to the Director.
- A shared priority is to have a continued emphasis on public engagement, using a variety of tools and opportunities.
- A challenge that must be met is to ensure that board members are well equipped with training, information and knowledge to be effective in the governance role.



# NESD Board of Education

---

---

## RECOMMENDATION

---

### Proposed Board Motion

PREPARED BY	DATE	ATTACHMENTS
Kathy Ponath NESD Board Chair	May 16, 2016	