

2016-2017 Annual Report



SPTRB

*Saskatchewan Professional
Teachers Regulatory Board*

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Chairperson's Report – Tom Schonhoffer

Teaching consistently ranks as one of the most respected professions in Canada. Most of this respect is earned daily by the work of individual teachers in the classroom.

Respect for the profession is also earned through guarding the privilege of self-regulation. As one of the two public members of the Board of Directors, I belong to the legal profession. The legal profession became self-regulating in 1907, soon after this province was created. The legal profession has a culture of self-regulation developed over the last 110 years. The culture of self-regulation is new to the teaching profession in Saskatchewan since 2015.

The Saskatchewan Professional Teachers Regulatory Board (SPTRB) is a new player in an already complex regulatory environment consisting of the Ministry of Education, school boards, school administration, faculties of education and of course the Saskatchewan Teachers' Federation. This regulatory environment has had to make adjustments to long-standing practices and partners. It is not surprising that the work of the SPTRB has been perceived with some degree of reluctance.

It is important for teachers to embrace this change and develop a culture of self-regulation. It is important for the reputation of the profession to develop a respected and independent voice that speaks in the public interest.

Self-regulation means that the judgment and knowledge of teachers, acquired through education and experience, is essential to determining and applying standards of certification. It makes teachers the responsible gate keeper for the profession. It means teachers determine qualifications for admission to the profession. It means teachers set and enforce the standards for competence and conduct for the profession.

There are many ways to participate. The Board of the SPTRB includes seven registered teachers. It regularly seeks input from the profession. The Board appoints teachers to committees such as the Professional Conduct Committee, the Discipline Committee and the Standards Development Committee to name a few.

I encourage you to go to the website, read the newsletters, and make a meaningful contribution to your profession through the SPTRB.

Tom Schonhoffer Q.C.
Chair - SPTRB Board of Directors



Registrar and Chief Operating Officer's Report – Trevor Smith



The fiscal year ending August 31, 2017 marks the conclusion of the first complete operating cycle for the Saskatchewan Professional Teachers Regulatory Board. Throughout 2016/2017, SPTRB staff began addressing the strategic priorities identified by the Board of Directors for the five-year period of 2016 through 2021. The priorities include:

- Develop a comprehensive, long-term communication plan,
- Develop a stakeholder relationship building plan,
- Enhance Board and committee effectiveness and accountability,
- Administer the *Registered Teachers Act*,
- Run an efficient and cost-effective organization,
- Set standards and promote high-quality professional learning for all registrants at all stages in their career, and
- Practice strategic risk management.

This year we focused primarily on the first two strategic priorities: communications and stakeholder relationship building.

Communications

During the fall of 2016, the SPTRB ran a public awareness media campaign on television and the internet. We also had static displays in both universities. Throughout the year we conducted a series of three webinars for school division central office staff. The webinars addressed the following topics: *SPTRB Overview* and *Teacher Certification, Teacher Registration, and The Discipline Process*. The webinars were recorded and may be viewed under the “About Us” tab at www.sptrb.ca. We also continued to publish our semi-annual newsletter in the fall and spring. The newsletters are also available on our website.

Stakeholder Relationship Building

We attended many meetings with and made presentations to stakeholder organizations in Saskatchewan’s education sector this year. Some highlights include: Saskatchewan Teachers’ Federation Councillor Conference luncheon, Open Door Society, Prince Albert Grand Council, First Nations Directors of Education, Saskatchewan Association of School Business Officials, Canadian Association for the Practical Study of Law in Education, University of Saskatchewan College of Education, and University of Regina Faculty of Education. In addition to speaking opportunities and business meetings with other organizations, the Teacher Education and Certification Committee (TECC) is the SPTRB’s primary source of engagement with other education sector organizations. The TECC meets three to four times a year for the purpose of advising the Board of Directors on matters related to teacher education and certification in Saskatchewan. Further detail about the strategic priorities and a summary of the progress made thereon can be found on [page 7](#) of this report.

The SPTRB realized another step towards actualizing its mandate this year by concluding cases concerning teacher conduct. Five of the cases were heard before and decided by the Discipline Committee and five were concluded through consent resolution agreements. Decisions of the Discipline Committee and consent resolution agreements are posted on the SPTRB’s website in order to be transparent and accountable to the public whose interest the SPTRB is responsible for protecting.

This year the SPTRB will say good-bye to three members of the Board of Directors. On behalf of the more than 17,000 registered teachers of Saskatchewan, thank you Kyle McIntyre, Colleen Norris and Tobi Tamblyn for your willingness to sit on the initial board of our newly formed organization. Your leadership and support of the SPTRB during its inception are much appreciated.

Trevor Smith
COO & Registrar

SPTRB Board of Directors

Tom Schonhoffer - Chairperson



Tom Schonhoffer graduated with a Bachelor of Laws from Queens University in 1983 and was called to the bar in 1984. He was appointed Queen's Counsel in 2005. Tom has spent most of his legal career specializing in professional responsibility - first as Counsel for Saskatchewan Lawyer's Insurance Association and then as Executive Director of the Law Society of Saskatchewan. Tom is currently Chair of the Automobile Injury Appeal Commission. In addition, Tom serves on numerous boards promoting professional responsibility including Canadian Lawyer's Insurance Association, Canadian Legal Information Institute, Canadian Professional Legal Education Inc., Saskatchewan Association of Administrative Tribunals and the Law Foundation of Saskatchewan.

Robin Bellamy



Robin Bellamy was born and raised in Saskatoon. Robin received his Bachelor of Education degree at the University of Saskatchewan. He has an extensive background in various areas having been a member of more than 40 boards during his career, including serving as a trustee for the Saskatoon Public School Board for 15 years. Robin has worked and volunteered over numerous years in the non-profit sector and runs a small business. He has received the following awards: Queen Elizabeth Jubilee, Saskatchewan Volunteer, Saskatchewan Centennial, the Saskatoon 100 Reasons Award and the Canada Volunteer 125 Medal.

Linda Blaser-Fiddler



Linda Blaser-Fiddler is Dakota and is originally from the Muscowpetung First Nation. Presently, Linda is the grade twelve teacher, Practical and Applied Arts and & Social Science educator at the Nakoda Oyade Educational Centre, Carry the Kettle First Nations/FHQTC. She was the first full-time Saskatchewan Education secondment from Waweyekisik Education Centre to the First Nations and Métis Education Branch, Saskatchewan Education, where she performed her duties as an Education Consultant. She was A/Principal, Vice-Principal and teacher for the last 29 years of her service to education. Some of Linda's contributions to education include: curriculum development at Gabriel Dumont Institute, Adult Education at SIAST, a number of elementary classrooms with the Regina Catholic School Division and twenty five years+ working in divisions three and four classrooms in Waterhen Lake First Nation, curriculum development for the First Nations School to Work program with the Federation of Saskatchewan Indian Nations and a three year secondment experience with Saskatchewan Learning focusing on Infusion of First Nations and Métis Content and Ways of Knowing and selecting fair and equitable resources.

SPTRB Board of Directors cont.



Darrell Burko

Darrell Burko brings a wealth of experience to the SPTRB. Over a thirty-plus year career he has: taught in Saskatoon public high schools, been a sessional lecturer, football coach and teacher intern supervisor at the University of Saskatchewan. He currently works as an in-school tutor for Saskatoon Public Schools providing academic support to First Nations, Inuit and Métis students. He also moonlights as a hail-crop adjuster. Darrell is a passionate and long-serving football coach. He also writes, performs and records music.



Dave Carter

Dave Carter is currently a Coordinator with Prairie Spirit School Division. He has extensive experience as a classroom teacher, school principal and leader of adult learning. Dave was educated in the United Kingdom and has a B.A., Post Graduate Certificate of Education and Master of Educational Administration. Dave's current portfolio includes leadership in student assessment, safe schools, online learning, graduation rates and music education.

Dave is the co-author of *The Assessment Residency – Powerful Assessment and Professional Practice* (2015). Dave has been an SPTRB Board member since 2015 and is currently chair of the Teacher Education and Certification Committee.

Dave is deeply committed to public education and teacher welfare.



Christina Janzen

Christina Janzen convocated from the University of Saskatchewan in 1994. She entered the teaching profession in January 1994 for the Tisdale School Division, now known as the North East School Division. Since that time, she has spent her entire career teaching in the communities of the northeast. She has had many roles during her 23-year career: classroom teacher, Vice Principal, Principal, Learning Consultant and currently Diversity Education Teacher. Her involvement in education has not been limited to just the classroom. Christina has been part of her local STF Association as Staff Rep, Communications Committee, and Social and Political Advisory Committee; both as member and chairperson. She has furthered her education in achieving her Post-Graduate Certificate in Special Education and her Master's degree in Educational Psychology and Special Education.

SPTRB Board of Directors cont.



Kyle McIntyre

Kyle McIntyre is presently the Director of Education for the Chinook School Division. Kyle began his career as an English Language Arts teacher in Broadview, Saskatchewan in 1991. Throughout his career as a teacher and administrator, Kyle has been committed to Saskatchewan students in the classroom and in extra-curricular activities. Kyle has continued to serve as both school and community coach and as a football official while representing LEADS on both the executive of the Saskatchewan High School Athletics and the SPTRB. Kyle attended and completed both his B.Ed and M.Ed at the University of Saskatchewan.



Colleen Norris

Colleen Norris is a high school Principal with Saskatoon Public Schools. She holds undergraduate degrees in Commerce and Education and a Master's degree in Educational Administration, all from the University of Saskatchewan. Colleen has taught Business Education in adult education and English Language Arts and Business Education in high school. She has also held positions as Vice Principal, Coordinator of Staff Development, and Principal.



Tobi Tamblyn

Born into a teaching family, Tobi Tamblyn grew up in Yorkton, Saskatchewan. She earned both a Bachelor of Education and a Master of Science in Special Education from Minot State University, and after teaching for ten years, went back to earn a Master of Educational Administration from the University of Saskatchewan. Over the last 20 years Tobi has taught in Minot, Langenburg, Swift Current, and Saskatoon, mostly as a resource room teacher at the high school level.

Mission, Vision and Values

SPTRB Mission:

The SPTRB serves the public interest by ensuring registered teachers meet professional standards for certification, conduct and competence.

SPTRB Vision:

In Saskatchewan:

- Registered teachers are qualified, competent and trustworthy;
- The public has confidence in the teaching profession;
- Students achieve their highest learning potential.

SPTRB Values:

- Integrity
- Transparency
- Accountability
- Fairness
- Timeliness

Registered teachers
are **qualified,**
competent, and
trustworthy.



Len Thomas

SPTRB Committee Member
& Registered Teacher

2016-2021 SPTRB Strategic Priorities and progress made

1. Develop a comprehensive, long term communication plan that:

- Informs teachers and the public about the objectives and processes of self-regulation;
- Develops among teachers and the public an appreciation of the value of self-regulation;
- Improves the transparency of the SPTRB's functions;
- Assures clear, consistent and timely information is provided to stakeholders;
- Teachers and employers of teachers understand their obligations under the *Registered Teachers Act*.

2016-17 Progress:

The SPTRB ran a media campaign involving television, internet and static advertisements; webinars, newsletters, website, brochures, speaking engagements and media interviews.

The media campaign ran in the fall of 2016. The final results for the media campaign included 435,300 impressions of the SPTRB video advertisement, 2,741 clicks from the ad to the SPTRB website, 0.63% click through rate, and 286,283 completed views of the video. The television campaign included three 30 second video advertisements which ran on all CTV stations in Saskatchewan for four weeks. The ads ran during news programming at various times throughout the day. In total, the SPTRB messages were shown 43 times in each market. The ads are available on the SPTRB website. Additionally, two 8' x 10' banners were displayed at the University of Saskatchewan and the University of Regina for four weeks.

There were three webinars held throughout the 2016/2017 school year for the purpose of informing school division staff about SPTRB processes for teacher certification, registration and discipline. Newsletters were provided to registered teachers via email twice in the year – spring and fall. The SPTRB website continues to provide up-to-date information and FAQs. Brochures are available on a variety of topics, such as “I’m Certified – Now What?”, which is distributed to all newly certified teachers with their teacher’s certificate.



2016-2021 SPTRB Strategic Priorities cont.

2. Develop a stakeholder relationship building plan that:

- Fosters communication, understanding and trust between Saskatchewan's education sector organizations and the SPTRB;
- Clearly delineates the responsibilities of the SPTRB from those of the other sector organizations;
- Leads to support of the SPTRB's work by the other sector organizations and by the SPTRB to the other organizations;
- Encourages the participation of First Nations in the teacher regulatory system.

2016-17 Progress:

- ✓ Meetings with, presentations to and interviews by the following education stakeholder organizations: Saskatchewan Teachers' Federation (7); Ministry of Education (7); League of Educational Administrators, Directors and Superintendents; Saskatchewan Association of School Business Officials (2); Saskatchewan School Boards Association (2); University of Saskatchewan (2); University of Regina (2); Saskatchewan Educational Leadership Unit; Joint Field Experience Committee, First Nations Directors of Education; Superannuated Teachers of Saskatchewan; Saskatchewan Principals' Short Course; Canadian Association for the Practical Study of Law in Education; Registrars for Teacher Certification Canada; Foreign Qualifications Working Group.

3. Enhance Board and committee effectiveness and accountability through:

- Professional development and good governance;
- Identification, review and improvement of Board and committee practices;
- Implementation of formal accountability measures;
- Effective policy development and implementation.

2016-17 Progress:

- ✓ Board handbook completed, Board and committee succession plan implemented, Board of Directors survey results shared with the Board, policy continues to be developed, committee reports provided to Board at each meeting and to the public in the annual report.

2016-2021 SPTRB Strategic Priorities cont.

4. Administer the *Registered Teachers Act* such that:

- Business systems and processes are customer focused;
- The certification and registration processes are sound;
- Applications for certification are processed in a timely and efficient manner;
- Complaints are investigated in a timely and thorough manner;
- Only fit and proper persons are registered with the SPTRB.

2016-17 Progress:

- ✓ 964 certification applications received with 861 certificates issued;
- ✓ 18,198 teachers registered - cooperation with school divisions, webinars, software enhancements;
- ✓ 28 Complaints received: 20 investigated, 12 concluded - seven with no further action, five by Consent Resolution. Remaining cases are pending consent resolution, or the investigation is in progress. There were five matters initiated in 2015-2016 that were concluded via a hearing in 2016-2017.



5. Run an efficient and cost-effective organization by:

- Managing resources effectively and achieve maximum impact and cost effectiveness through careful financial planning, monitoring and control;
- Supporting staff to ensure they have the skills necessary to support our strategic aims;
- Supporting board and committee members in fulfilling their roles.

2016-17 Progress:

- ✓ Careful monitoring of financial resources to assure operational viability;
- ✓ Key metrics developed concerning time to certification;
- ✓ Two staff members trained in investigations;
- ✓ One additional staff member trained in regulatory executive leadership;
- ✓ Staff supported the Board and its committees and the statutory committees.

2016-2021 SPTRB Strategic Priorities cont.

6. Set standards and promote high-quality professional learning for all registrants at all stages in their careers by:

- Developing a continuing education strategy for registrants;
- Developing a currency of practice requirement for registrants.

2016-17 Progress:

- ✓ The Standards Development Committee continued its work to develop the standards of conduct for registrants of the SPTRB.
- ✓ Initiated discussions with the STF regarding a continual professional learning strategy and currency of practice requirement for registrants of the SPTRB.

7. Practice strategic risk management so as to:

- Identify potential events that may affect the SPTRB;
- Manage risk;
- Provide assurance that the SPTRB is able to fulfill its mandate.

2016-17 Progress:

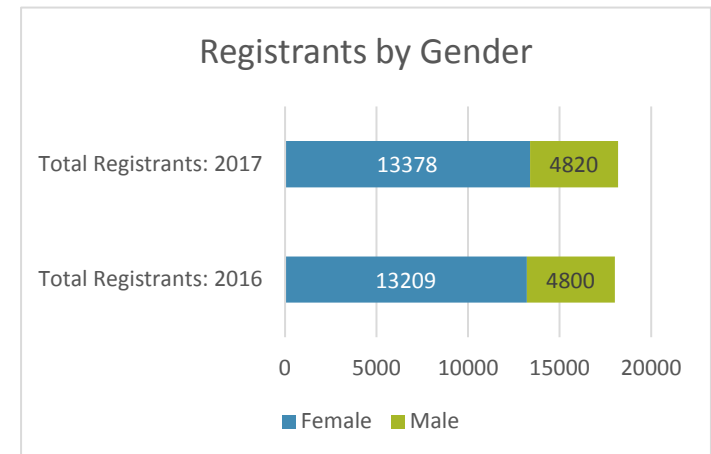
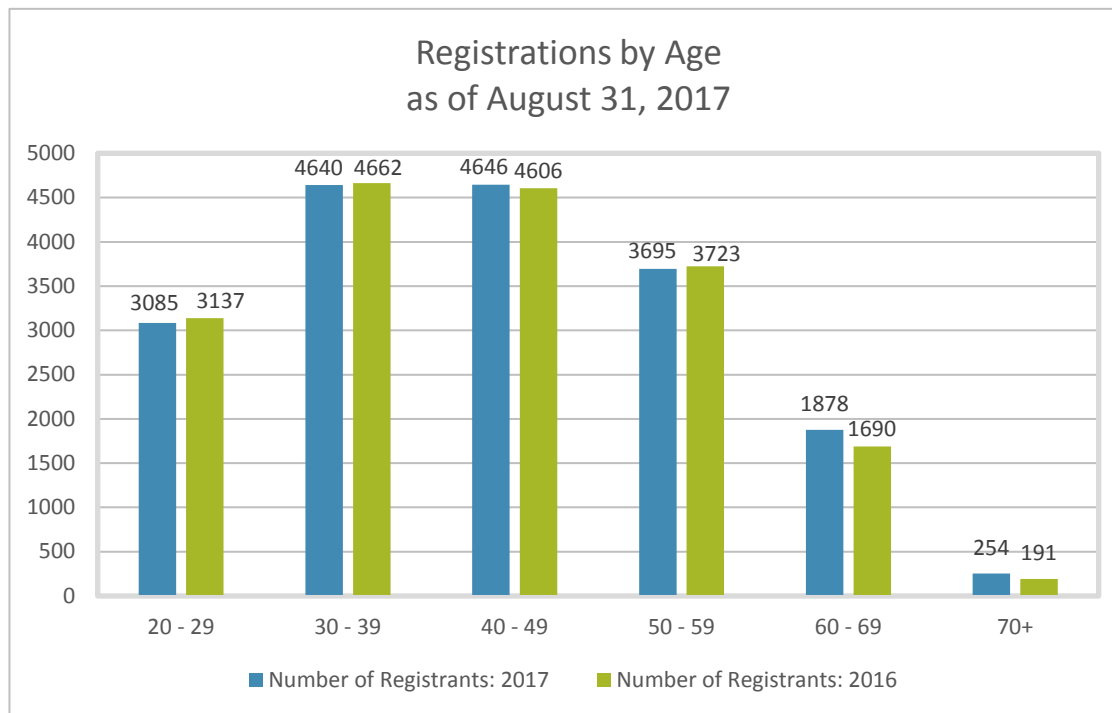
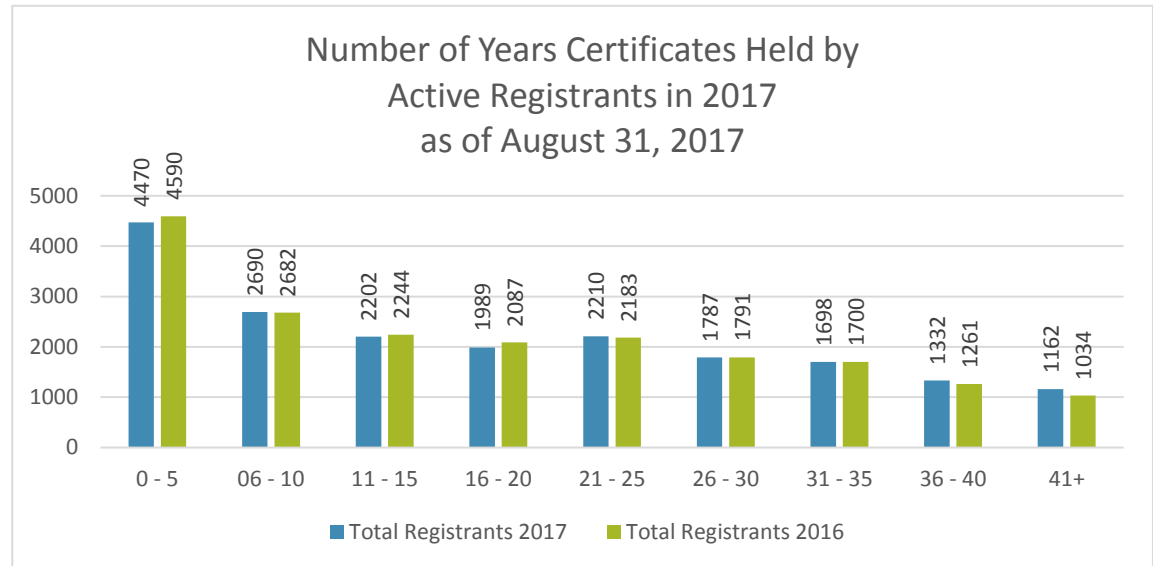
Risk managed by:

- ✓ regular communication with the Ministry of Education re: timing and method of funding;
- ✓ monthly budget and forecast analysis;
- ✓ annual audit conducted by an independent firm;
- ✓ consultation with legal counsel as necessary;
- ✓ annual risk analysis;
- ✓ cyber security consultation.



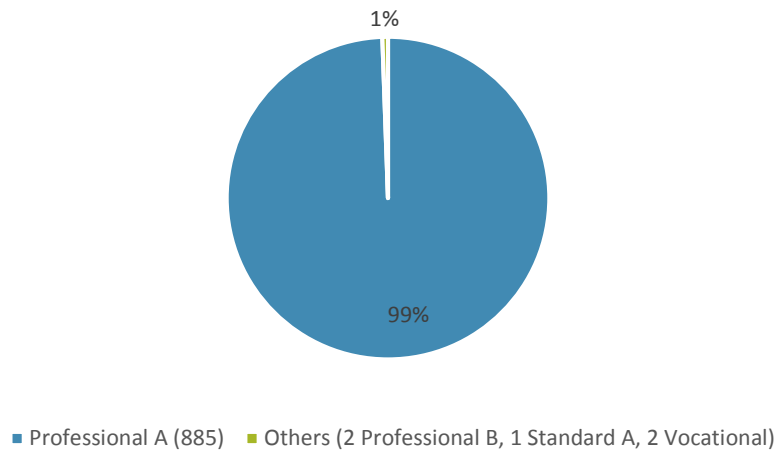
Statistics - Registration

Year	Total Registrants
2017	18198
2016	18009

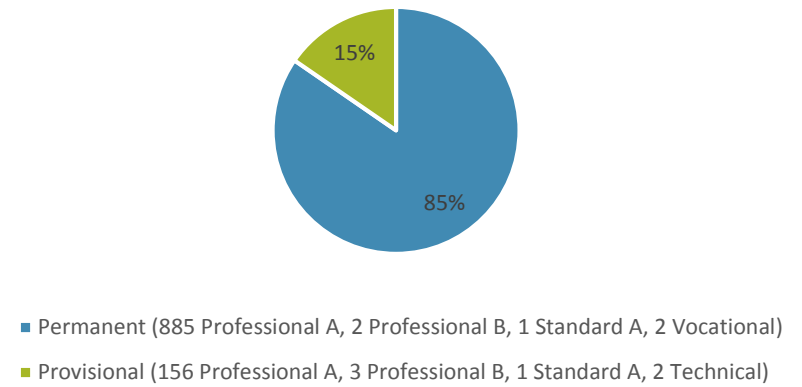


Statistics - Certification

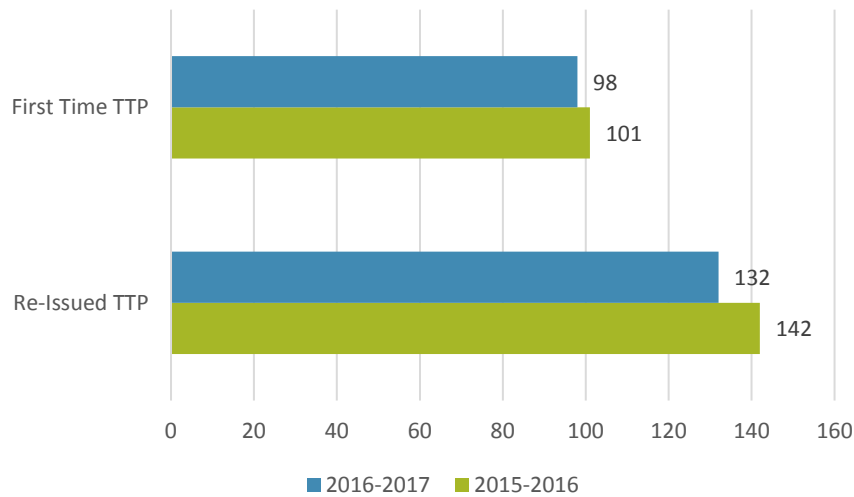
Permanent Certificates Issued between September 1, 2016 and August 31, 2017



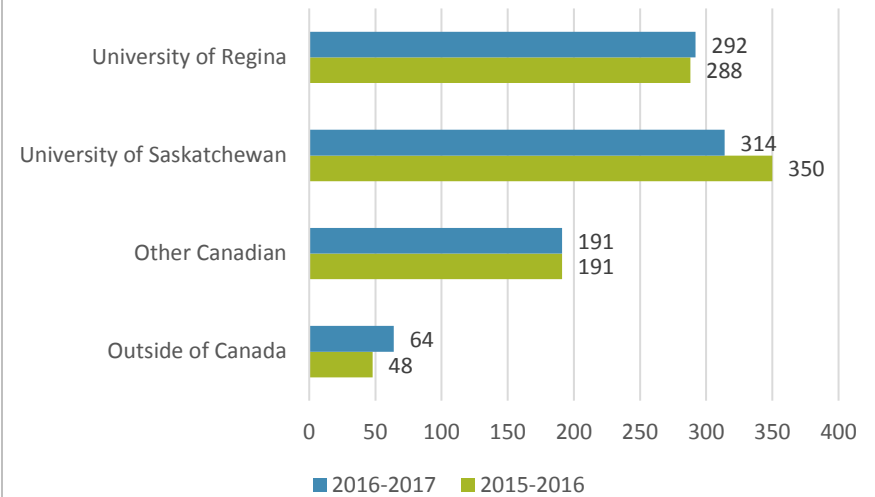
Permanent and Provisional Certificates Issued between September 1, 2016 and August 31, 2017



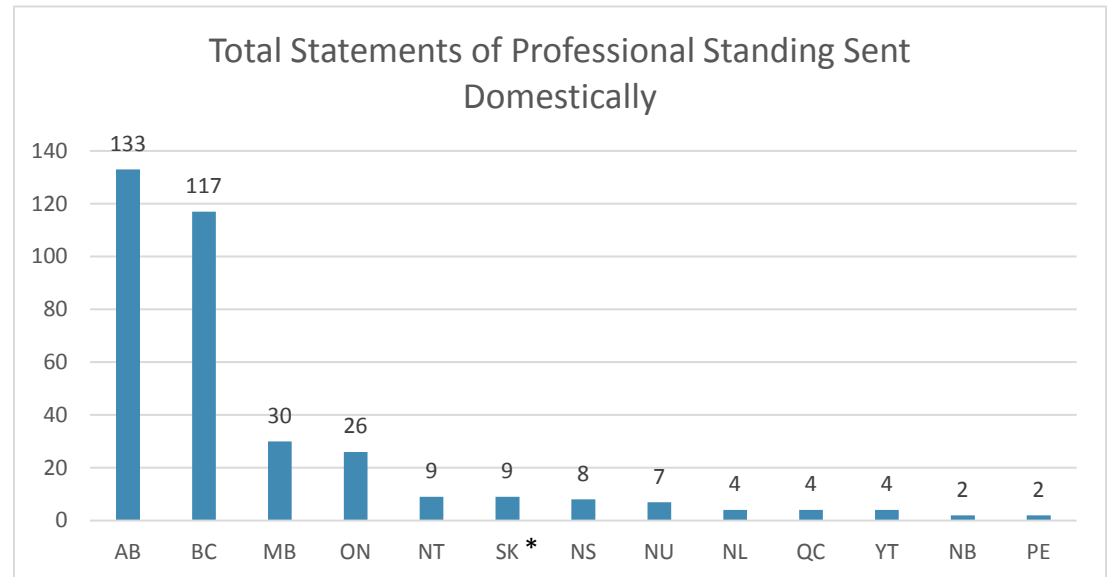
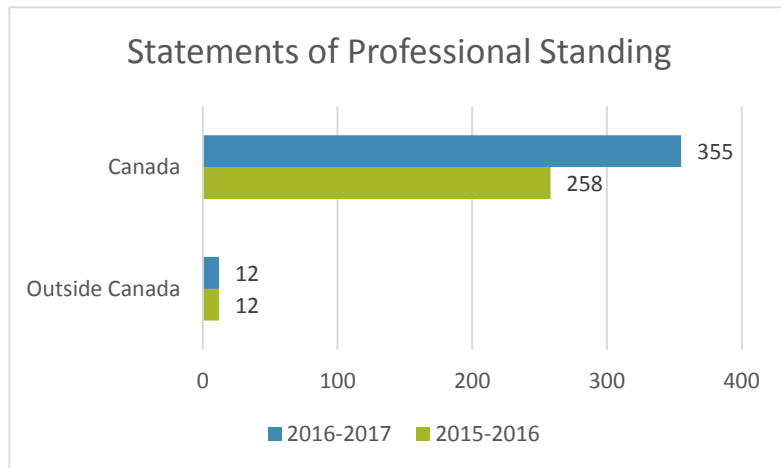
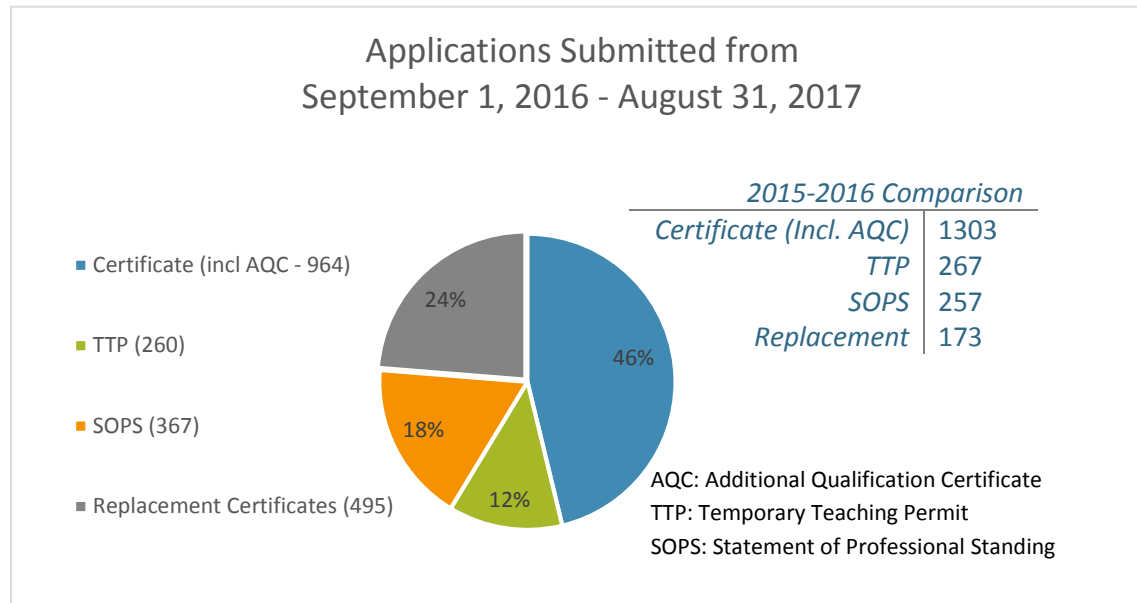
Temporary Teaching Permits (TTPs)



Certificates by Education Location



Statistics – Applications



*some applicants requested SOPS to be sent to their own address

Committee Reports

Appointments Committee

Mandate

The Appointments Committee is established for the purposes of:

- I. Reviewing applications for and making recommendation to the Board of Directors for appointments to the:
 1. Professional Conduct Committee Panel; or
 2. Discipline Committee Panel
- II. Appointing members of the Professional Conduct Committee Panel to a Professional Conduct Committee.
- III. Appointing members of the Discipline Committee Panel to a Discipline Committee.

Members

The Appointments Committee is comprised of the following two members of the Board of Directors:

Darrell Burko

Christina Janzen

Meeting Dates and Major Accomplishments

The Appointments Committee, a sub-committee of the Board of Directors, was struck at the July 18, 2017 meeting of the Board of Directors. The Appointments Committee held their first meeting on August 28, 2017

At their first meeting, the Committee received and reviewed applications from persons interested in serving on the Professional Conduct and Discipline Committees. The Appointments Committee prepared recommendations for the Board about the appointment of individuals to the Professional Conduct Committee Panel and the Discipline Committee Panel.

As the need arises, the Appointments Committee will assign people from each of the Panels to a Professional Conduct Committee or a Discipline Committee.

Committee Reports

Audit Committee

Mandate

The Audit Committee is responsible for overseeing the accounting processes of the SPTRB and reviewing the effectiveness of the internal controls, risk management, and both internal and independent audit systems.

Members

The Audit Committee is comprised of the following three members of the Board of Directors:

Darrell Burko (Chair)
Robin Bellamy
Colleen Norris



Meeting Dates and Major Accomplishments

At the November 22, 2016 (annual) Board of Directors meeting, the Board approved the engagement of Virtus Group LLP as auditor of the SPTRB's operations for the fiscal year ending August 31, 2017.

The SPTRB's finances for the fiscal year ending August 31, 2017 were also subject to an audit by the Office of the Provincial Auditor.

The Audit Committee received the Auditor's Report on November 21, 2017 and prepared its recommendation for the Board of Directors.

The audited financial statement for the 12 months ending August 31, 2017 can be found on page 29 in the report.

Committee Reports

Certification Decision Review Committee (CDRC)

Mandate

On the behalf of the Board of Directors, the Certification Decision Review Committee hears and decides appeals of teacher certification decisions made by the Registrar on behalf of the SPTRB's Board of Directors.

Members

This committee is a subcommittee of the Teacher Education and Certification Committee (TECC) and is made up of the following three

TECC members: Dave Carter (Chairperson)
 Gerry Craswell (*from March 2017*)
 Fay Humbert
 Elizabeth Perreault (*to March 2017*)

Many thanks to Elizabeth Perreault for her service on this committee.

Meeting Dates and Major Accomplishments

The CDRC met on: September 29, 2016
 November 10, 2016
 February 2, 2017
 May 9, 2017
 August 31, 2017

The CDRC considered six requests for a review of certification decisions. The committee upheld the Registrar's decision in each of the cases.

Committee Reports

Discipline Committee (DC)

Purpose/Mandate

The *Registered Teachers Act* requires independent bodies to maintain standards of competence and conduct in the profession. That task is delegated to a Professional Conduct Committee that investigates complaints, and a Discipline Committee that adjudicates complaints that are well-founded.

The Act requires that each Discipline Committee consist of five persons. The majority of the Committee must be registered teachers and one person on the Committee must be a public representative who is also a member of the Board of Directors.

Panel Members

Thomas Schonhoffer, Chairperson **
 Sandy Antonini*
 Robin Bellamy**
 Jacqueline Bouck
 David DePape
 Candace Elliott-Jensen

Trevor Forrest*
 Mark Hastings
 Don Lee
 Yasmina Lemieux
 Darcy Sander

All are Registered Teachers unless otherwise noted by:

- * Public Member
- ** Public Member and SPTRB Board Director

Discipline Committees of five members are drawn from the Discipline Committee Panel.

Meeting Dates and Major Accomplishments

Hearings were held on: November 29 & 30, 2016
 February 7 & 8, 2017
 March 23 & 24, 2017
 April 11, 2017
 April 24, 2017 (penalty hearing)

The Discipline Committee heard five formal complaints from the Professional Conduct Committee this past year. The Discipline Committee heard each of the formal complaints in a public forum.

Decisions of the Discipline Committee are posted on the SPTRB’s website at www.sptrb.ca.

Committee Reports

Governance Committee

Mandate

The SPTRB's Governance Committee is responsible for ensuring that the Board of Directors fulfils its legal, ethical and functional responsibilities through adequate governance of the SPTRB.

Members

The Governance Committee is comprised of the following three members of the Board of Directors:

Christina Janzen (Chair)
Robin Bellamy
Linda Blaser-Fiddler

Meeting Dates and Major Accomplishments

The Governance Committee met on: December 16, 2016
 January 25, 2017
 March 22, 2017

The Governance Committee continued work on the Board of Directors Handbook in 2016/2017. The Handbook has been completed and approved by the Board of Directors. The Handbook is available to members of the Board of Directors via their online portal and includes the following information: powers and functions of the Board, Board member listing and biographies, roles and responsibilities of board members, strategic framework of the SPTRB, mission, vision, values of the SPTRB, policies pertaining to the Board, Board member succession matrix, legislation and bylaws.

The Governance Committee consulted with Irene Seiferling from Board Dynamics on specific policy development.

Committee Reports

Human Resources Committee

Mandate

The SPTRB Human Resources Committee is responsible for monitoring the implementation of the SPTRB salary schedule, advising and supporting the Board in the recruitment of the Chief Operating Officer, coordinating a regular performance evaluation of the COO and advising on Human Resource policies of the SPTRB.

Members

The Human Resources Committee is comprised of the following three members of the Board of Directors:

Kyle McIntyre, Chairperson

Dave Carter

Tobi Tamblyn

Meeting Dates and Major Accomplishments

In response to the provincial budget released in March of this year, the Human Resources Committee, in conjunction with the Board of Directors, accepted the Chief Operating Officer's recommendation to reduce the wages of the SPTRB's staff by the government mandated 3.5%.



Committee Reports

Professional Conduct Committee (PCC)

Purpose/Mandate

The Professional Conduct Committee (PCC) reviews and investigates complaints of alleged professional misconduct and professional incompetence lodged against registered teachers. The PCC determines whether or not further action is required to be taken in the disposition of a complaint.

Panel Members

Russell Czemerer	Kimberly Marshall	Arlene Syrota
Anna Edo	Jacqueline Messer-LePage	Len Thomas
Christopher Garner	Shawn Morris	Kenneth (Dale) West
Len Lorenz	Sharon Pratchler (April 2017)	Melanie Wilkinson

There were two Professional Conduct Committees (each consisting of 5 individuals) that received and managed complaints during the 2016-17 fiscal year.

Meeting Dates

Sept. 7, 2016	Jan. 25, 2017*	April 5, 2017	July 27, 2017
Sept. 21, 2016*	Feb. 1, 2017	April 12, 2017	Aug. 14, 2017
Oct. 14, 2016	Feb. 28, 2017*	May 11, 2017*	
Nov. 16, 2017*	March 7, 2017	May 25, 2017	
Dec. 1, 2016	March 14, 2017	June 12, 2017*	*multiple PCCs met
Dec. 8, 2016	March 29, 2017	June 21, 2017	
Dec. 14, 2017	April 4, 2017	July 25, 2017	

Complaints 2015-2016 Update

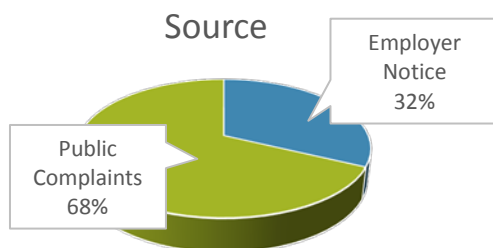
As of September 1, 2016, six ongoing investigations remained from the 2015-2016 reporting period. Of these six matters, all were concluded in the 2016-2017 period. Three were referred to the Discipline Committee and three were concluded with no further action.

Complaints 2016-2017

Between September 1, 2016 and August 31, 2017, the Professional Conduct Committee formally received a **total of 28 complaints**.

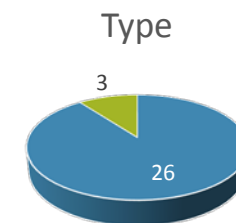
Source

Public Complaints	19
Employer Notices	9



Type*

Conduct Related	26
Competence Related	3



■ Conduct ■ Competence

*Complaints may include both conduct and competence related matters

Professional Conduct Committee (PCC) cont.

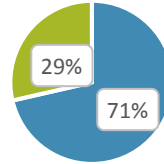
Direction of PCC

Direction of PCC

(of the Total 28 Cases)

Investigation not initiated	8
Investigation initiated	20

Decision to Investigate



■ Investigated ■ Not Investigated

Investigation

(of the 20 Investigations Initiated)

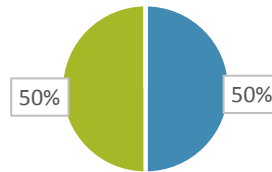
Completed Investigations	14
Ongoing Active Investigations	3
Investigations on Hold Pending Legal Matters	3

Direction After Investigation

(of the 14 Completed Investigations)

No Further Action	7
Refer to the Discipline Committee	0
Attempt Consent Resolution	7

Direction After Investigation



■ No Further Action ■ Consent Resolution

Consent Resolution

(of the 7 matters referred for consent resolution)

Successful	5
In progress	2

Consensual Complaint Resolution Agreements (CCRA) are posted on the SPTRB website

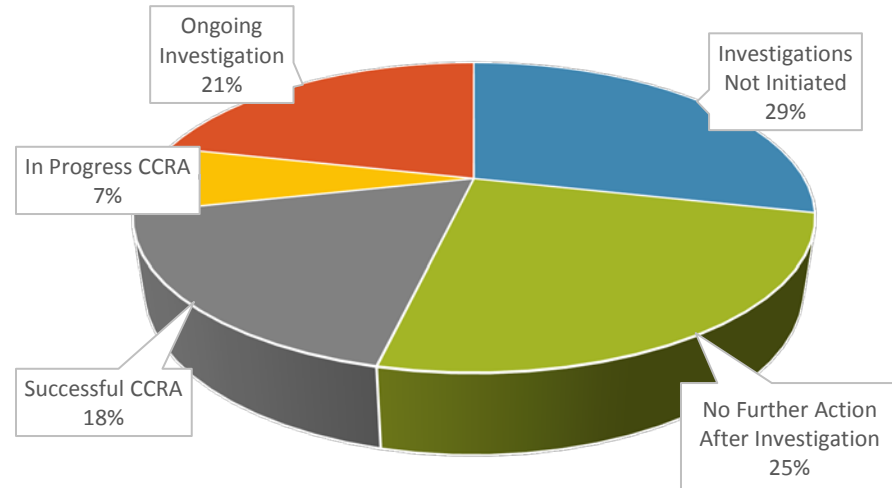
Summary

Summary

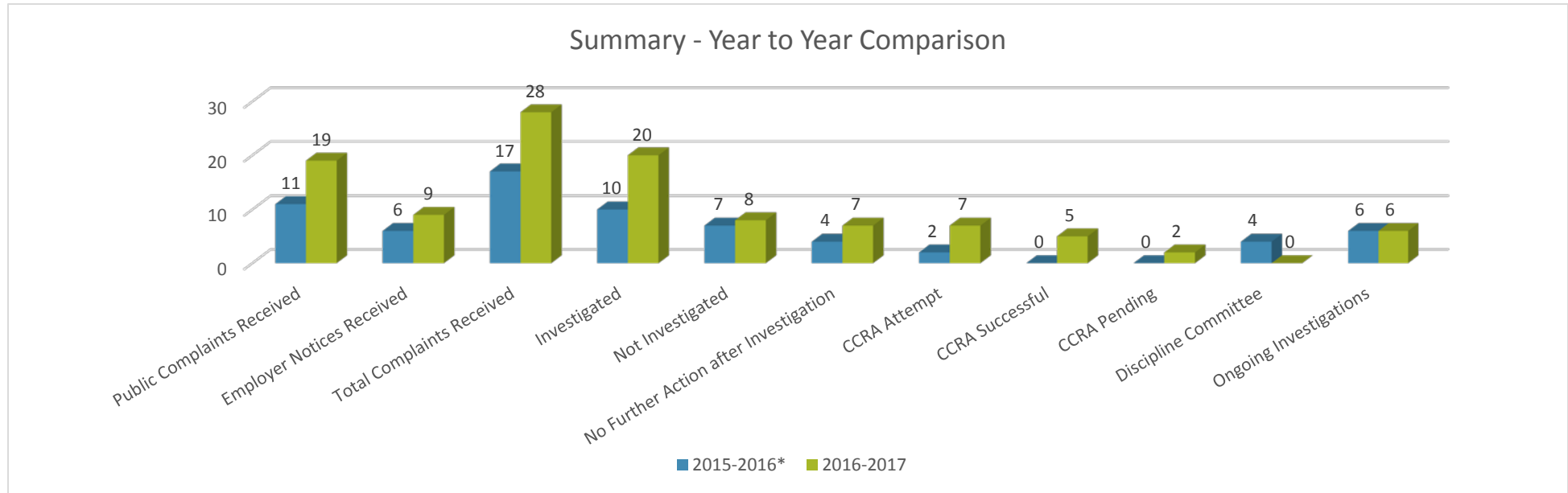
Total Complaints	28	Percentage
Investigations not initiated	8	29%
No Further Action After Investigation	7	25%
Refer to the Discipline Committee	0	0%
Successful Consent Resolution	5	18%
In Progress Consent Resolution	2	7%
Ongoing Investigation*	6	21%

* 3 investigations on hold pending external legal matters

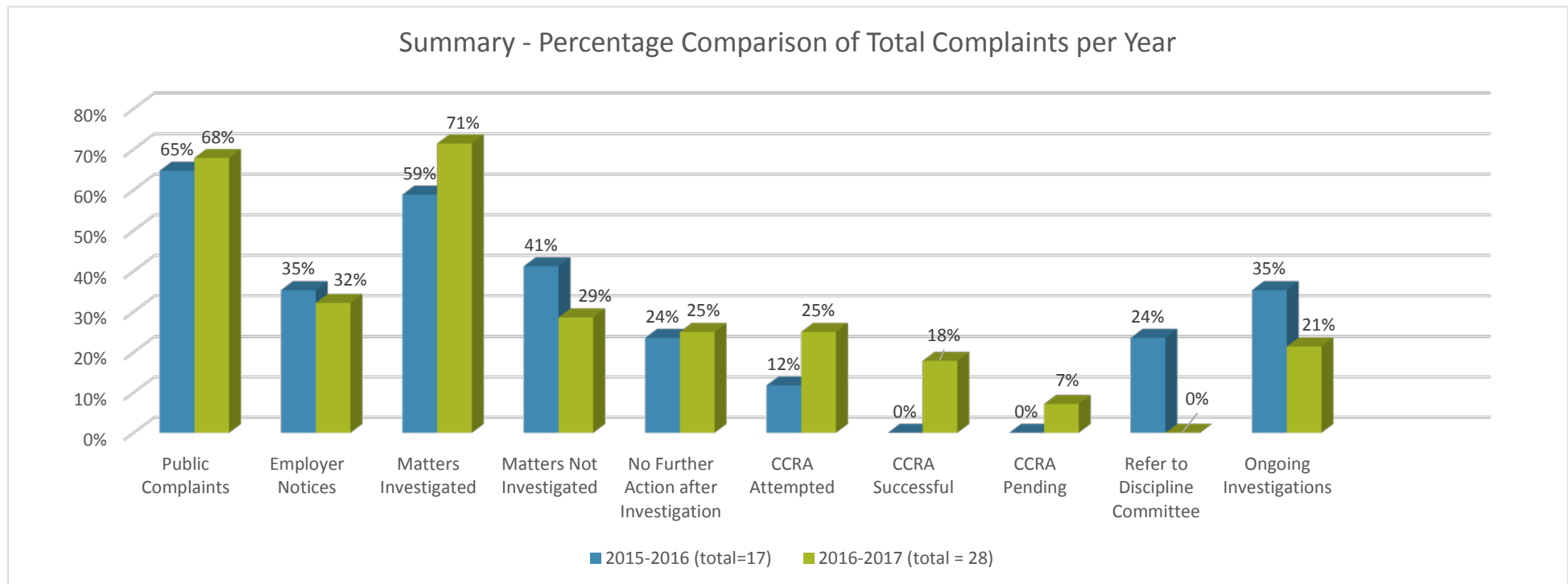
Status as of August 31, 2017



Professional Conduct Committee cont.



*includes 2015-2016 ongoing matters concluded in 2016-2017



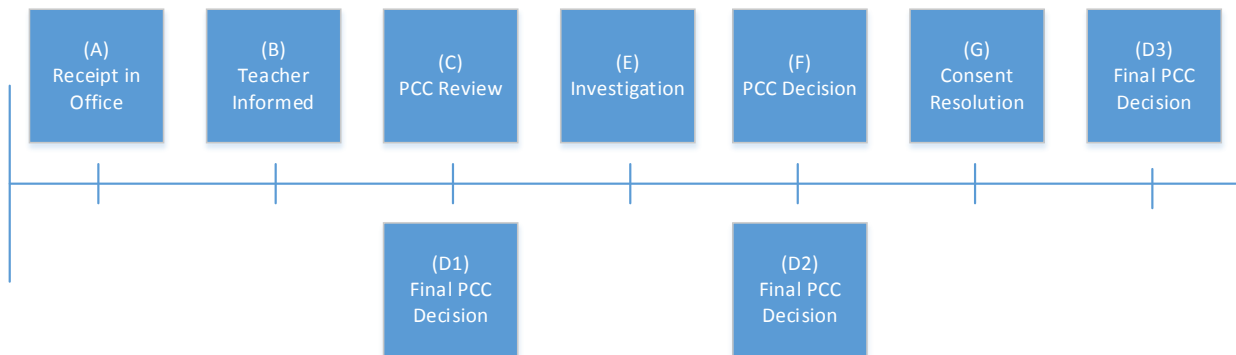
Professional Conduct Committee cont.

Timeline Averages

(includes 6 ongoing 2015-2016 investigations)
 (does not include 6 ongoing 2016-2017 investigations)

Start Point	End Point	Working Days 2016/2017	Working Days 2015/2016
(A) Receipt of complaint at SPTRB office	(B) Registered Teacher informed of complaint	9.9	9.6
(A) Receipt of complaint at SPTRB office	(C) PCC Review	12.3	20.6
(A) Receipt of complaint at SPTRB office	(D*) Final PCC decision	95.4	59.0
(C) PCC initiating investigation	(F) PCC receiving investigator’s report	87.6	59.7

Complaint Timeline



*D1: PCC Final Decision may include:

- No Investigation

*D2: PCC Final Decision may include:

- No Further Action, or
- Referral to the Discipline Committee

*D3: PCC Final Decision may include:

- No Further Action,
- Accept the Consensual Complaint Resolution Agreement (CCRA), or
- Referral to the Discipline Committee



Committee Reports

Standards Development Committee

Mandate

The Standards Development Committee is established for the purpose of making recommendations to the Board of Directors concerning the Standards of Conduct for registrants of the Saskatchewan Professional Teachers Regulatory Board.

Members

Steve Fraser	Registered Teacher
Sandra Hagenes	Registered Teacher
Courtney Hildebrand	Registered Teacher
Andrea McKinley	Registered Teacher
Dan Mielke	Registered Teacher

SPTRB Staff:
Becky Wock
Trevor Smith

Registered Teacher (Project Lead)
Registered Teacher (Registrar & COO)

Meeting Dates and Major Accomplishments

The SDC met on: January 26, 2017
February 15, 2017
March 29, 2017

- ✓ The Standards Development Committee (SDC) was struck in December 2016. The SDC is comprised of volunteer registered teachers who were recommended by other registered teachers in supervisory roles.
- ✓ The SDC first reviewed responses to an online survey made available to registered teachers during the 2016/2017 registration period. This survey asked respondents to provide indicators of professional conduct for teachers in Saskatchewan. There were 2,264 respondents to this survey. Based on the responses to this survey, the SDC developed the first draft Standards of Conduct. This draft was shared with stakeholders and registered teachers for further feedback.
- ✓ A second survey was made available to registered teachers during the 2017/2018 registration period. There were 2,739 respondents who participated in this survey. Major education stakeholders also provided feedback on the draft.
- ✓ The final phase of feedback on the draft will include townhall meetings held throughout the province in Fall 2017 with a final document projected to be completed in Spring 2018.



Committee Reports

Teacher Education and Certification Committee (TECC)

Mandate

The Teacher Education and Certification Committee is responsible for setting the criteria for teacher education program approval, reviewing teacher education programs, and determining the qualifications, standards and procedures for the issuing of teacher's certificates. The TECC makes recommendations to the Board of Directors concerning matters related to teacher education and teacher certification.

Members

The Teacher Education and Certification Committee is comprised of representatives appointed by members of Saskatchewan's education sector partner organizations.

TECC Members:

Dave Carter, Chairperson	SPTRB Board of Directors	Elizabeth Perreault	SK School Boards Association (<i>to March 2017</i>)
Angeline Weenie	First Nations University of Canada	Bob Simpson	SK School Boards Association (<i>from March 2017</i>)
Michael Relland	Gabriel Dumont Institute	Fay Humbert	Saskatchewan Teachers' Federation
Laurie Gatzke	LEADS	Val Mulholland	University of Regina
Gerry Craswell	Ministry of Education	Dawn Wallin	University of Saskatchewan

Meeting Dates and Major Accomplishments

The TECC met on: October 18, 2016
 March 1, 2017
 June 5, 2017

The TECC had a very productive year. The committee:

- ✓ Updated policy to recognize teacher education programs designed for post-secondary vocational teachers as acceptable coursework for the Technical or Vocational Teaching Certificates.
- ✓ Approved the practice of restricting Technical or Vocational Teaching Certificates, when appropriate, to grades 9 through 12.
- ✓ Accepted the recommendation of the Certification Decision Review Committee to pursue a Bridging to Teaching in Saskatchewan program for Internationally Educated Teachers.
- ✓ Removed the requirement for Internationally Educated Teachers to obtain employment in Saskatchewan prior to certification.
- ✓ Approved the recognition of distance education teacher education courses completed by Internationally Educated Teachers (IET) when the teacher education program leads to teacher certification in the IET's home jurisdiction.
- ✓ Approved the University of Regina's Teaching Elementary Mathematics certificate program as an Additional Qualification Certificate.
- ✓ Approved the University of Regina's Bachelor of Education (Indigenous Education) Dene immersion program.
- ✓ Approved a revised listing of acceptable teaching fields for the Professional A teacher's certificate.

SPTRB Staff



SPTRB Board of Directors



Trevor Smith
COO & Registrar



Laura Weisgarber
Executive Coordinator



Jason Vogelsang
Assistant Registrar



Anabelle Gonzalez
Admin Assistant /
Accounting Clerk



Kelsie Konecsni
Records Clerk



Yuan Liu
Records Clerk



Indhyra Helfrich Linares
Records Clerk
(Term/Co-op Student)



Becky Wock
Policy Analyst /
Writer



Brenda Holowatuk
Certification Analyst



Janice Krietemeyer
Certification Analyst



Crystal Kowalski
Certification Analyst



SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD

FINANCIAL STATEMENTS

AUGUST 31, 2017

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL STATEMENTS

The accompanying financial statements of **Saskatchewan Professional Teachers Regulatory Board** have been prepared by the Organization's management in accordance with and necessarily include some amounts based on informed judgement and management estimates.

To assist management in fulfilling its responsibilities, a system of internal controls has been established to provide reasonable assurance that the financial statements are accurate and reliable and that assets are safeguarded.

The board of directors have reviewed and approved these financial statements.

These financial statements have been examined by the independent auditors, **Virtus Group LLP**, and their report is presented separately.



Darrell Burko
Chair, Audit Committee



Trevor Smith
Chief Operating Officer & Registrar



INDEPENDENT AUDITORS' REPORT

To the Members,

Saskatchewan Professional Teachers Regulatory Board

We have audited the accompanying financial statements of **Saskatchewan Professional Teachers Regulatory Board** which comprise the statement of financial position as at **August 31, 2017** and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards for government not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those assessments, the auditor considers internal control relevant to the Organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Organization as at August 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards for government not-for-profit organizations.

November 30, 2017

Regina, Saskatchewan

VIRTUS GROUP LLP
Chartered Professional Accountants

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2017
(with comparative figures for 2016)

	ASSETS	
	<u>2017</u>	<u>2016</u>
		(restated - Note 11)
Current assets		
Cash	\$ 1,135,191	\$ 1,133,613
Investment (Note 3)	30,787	30,330
Accounts receivable	24,948	11,743
Prepaid expenses	65,797	64,910
	<u>1,256,723</u>	<u>1,240,596</u>
Tangible capital assets (Note 4)	<u>566,452</u>	<u>551,537</u>
	<u>\$ 1,823,175</u>	<u>\$ 1,792,133</u>
	LIABILITIES	
Current liabilities		
Accounts payable and accrued liabilities	\$ 52,916	\$ 87,641
Deferred revenue	-	9,075
	<u>52,916</u>	<u>96,716</u>
	NET ASSETS	
Invested in tangible capital assets	566,452	551,537
Accumulated surplus	1,203,807	1,143,880
	<u>1,770,259</u>	<u>1,695,417</u>
	<u>\$ 1,823,175</u>	<u>\$ 1,792,133</u>

See accompanying notes to the financial statements.

APPROVED BY:

T. S. M. Director

[Signature] Director

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED AUGUST 31, 2017
(with comparative figures for the 14 months ended August 31, 2016)

	Invested in tangible capital assets	Accumulated surplus	Total 2017	Total 2016 (restated - Note 11)
Beginning balance	\$ 551,537	\$ 1,143,880	\$ 1,695,417	\$ -
Excess of revenue over expenses	-	74,842	74,842	1,695,417
Additions to tangible capital assets	97,440	(97,440)	-	-
Amortization	(82,525)	82,525	-	-
Ending balance	<u>\$ 566,452</u>	<u>\$ 1,203,807</u>	<u>\$ 1,770,259</u>	<u>\$ 1,695,417</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED AUGUST 31, 2017
(with comparative figures for the 14 months ended August 31, 2016)

	<u>2017</u>	<u>2016</u>
		(restated - Note 11)
Revenue		
Grants - Province of Saskatchewan	\$ 1,690,000	\$ 3,180,000
Interest	4,440	1,618
Services	230,695	166,504
	<u>1,925,135</u>	<u>3,348,122</u>
Expenses		
Advertising and promotion	66,473	33,559
Amortization	82,525	68,456
Board and committee meetings	57,371	39,268
Computer technology	47,017	36,697
Dues and memberships	1,181	1,896
Insurance	50,280	40,864
Interest and bank charges	6,672	6,028
Office and general	19,168	33,455
Professional fees	381,685	229,320
Rent	280,881	305,078
Telephone	7,450	7,664
Training	8,503	30,139
Travel	41,354	38,208
Wages and benefits	799,733	782,073
	<u>1,850,293</u>	<u>1,652,705</u>
Excess of revenue over expenses	<u>\$ 74,842</u>	<u>\$ 1,695,417</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED AUGUST 31, 2017
(with comparative figures for the 14 months ended August 31, 2016)

	<u>2017</u>	<u>2016</u>
		(restated - Note 11)
Cash provided by (used in) operating activities:		
Excess of revenue over expenses	\$ 74,842	\$ 1,695,417
Items not involving cash:		
- Amortization	82,525	68,456
	<u>157,367</u>	<u>1,763,873</u>
Non-cash operating working capital (Note 5)	<u>(58,349)</u>	<u>(10,267)</u>
	<u>99,018</u>	<u>1,753,606</u>
Cash provided by (used in) investing activities:		
Additions to tangible capital assets	<u>(97,440)</u>	<u>(619,993)</u>
Increase in cash	1,578	1,133,613
Cash position - beginning of year	<u>1,133,613</u>	<u>-</u>
Cash position - end of year	<u>\$ 1,135,191</u>	<u>\$ 1,133,613</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2017
(with comparative figures for the 14 months ended August 31, 2016)

1. Nature of operations

Saskatchewan Professional Teachers Regulatory Board (the "Organization") was incorporated under *The Registered Teachers Act* in the province of Saskatchewan on July 6, 2015. The Organization serves the public interest by ensuring registered teachers meet professional standards for certification, conduct and competence. The Organization is a not-for-profit organization and is exempt from income tax under Section 149(1)(l) of the *Income Tax Act*.

2. Summary of significant accounting policies

The financial statements have been prepared in accordance with Canadian public sector accounting standards for government not-for-profit organizations which required management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they become known. The financial statements reflect the following policies:

Financial instruments

Financial assets and financial liabilities are recorded on the statement of financial position when the Organization becomes party to the contractual provisions of the financial instrument. The Organization initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Organization subsequently measures all its financial assets and financial liabilities at cost or amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value of these financial instruments are recognized in net income. Fair value is the amount at which a financial instrument could be exchanged at arm's length between willing, unrelated parties in an open market.

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Amortization is provided on the diminishing balance basis over the estimated useful life of the assets at the following annual rates:

Computer equipment	55 %
Computer software	10 %
Furniture and fixtures	20 %
Leasehold improvements	10 %

Revenue recognition

Licensing revenue consists of fees related to certificates, statements of professional standing, permits and other miscellaneous services to members. Licensing revenue is recognized at the time the related applications are received. Provincial grants are government transfers recognized in the financial statements in the period in which the events giving rise to the transfer occur, eligibility criteria are met, the transfer is authorized and reasonable estimates of the amount can be made. Other revenues are recognized as the services are provided.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2017
(with comparative figures for the 14 months ended August 31, 2016)

3. Investment

The investment consists of one non-redeemable Guaranteed Investment Certificate that earns interest at 1.50% (2016 - 1.30%) and matures on August 28, 2018 (2016 - August 28, 2017).

4. Tangible capital assets

	2017		2016	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$ 42,945	\$ 30,914	\$ 12,031	\$ 25,438
Computer software	548,062	81,072	466,990	424,898
Furniture and fixtures	94,235	32,636	61,599	72,890
Leasehold improvements	32,190	6,358	25,832	28,311
	<u>\$ 717,432</u>	<u>\$ 150,980</u>	<u>\$ 566,452</u>	<u>\$ 551,537</u>

5. Non-cash operating working capital

Details of net change in each element of working capital relating to operations excluding cash are as follows:

	2017	2016
(Increase) decrease in current assets:		
Investment	\$ (457)	\$ (30,330)
Accounts receivable	(13,205)	(11,743)
Prepaid expenses	(887)	(64,910)
	<u>(14,549)</u>	<u>(106,983)</u>
Increase (decrease) in current liabilities:		
Accounts payable and accrued liabilities	(34,725)	87,641
Deferred revenue	(9,075)	9,075
	<u>(43,800)</u>	<u>96,716</u>
	<u>\$ (58,349)</u>	<u>\$ (10,267)</u>

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2017
(with comparative figures for the 14 months ended August 31, 2016)

6. Commitment

The Organization leases premises under agreements requiring aggregate minimum payments over the next five years as follows:

2018	\$	278,507
2019		278,507
2020		278,507
2021		278,507
2022		278,507

7. Financial risk management

The Organization has a risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The significant financial risks to which the Organization is exposed are:

Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Organization's exposure to liquidity risk is dependent on the receipt of funds from its operations, external borrowings and other related sources. Funds from these sources are primarily used to finance working capital and capital expenditure requirements, and are considered adequate to meet the Organization's financial obligations.

8. Related party transactions

These financial statements include transactions with related parties. The Organization is related to all Saskatchewan Crown agencies such as ministries, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Organization is related to non-Crown enterprises that the Government jointly controls or significantly influences.

During the year, the Organization paid \$143,300 (2016 - \$134,200) to certain government related parties including school divisions for reimbursement of costs related to the activities of the Organization as well as Crown agencies for services such as telephone and group benefits premiums. At August 31, 2017 there was \$1,000 (2016 - \$9,000) owing to these related parties. Other transactions with related parties and amounts due to/from them are described separately in these financial statements and the notes thereto.

9. Pension plan

Substantially all of the Saskatchewan Professional Teachers Regulatory Board's employees participate in the Public Employees Pension Plan which is a defined contribution plan. The Saskatchewan Professional Teachers Regulatory Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits in pension expense for the year of \$87,000 (2016 - \$81,700).

10. Comparative figures

Certain comparative figures have been reclassified to conform with the presentation in the current year.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2017
(with comparative figures for the 14 months ended August 31, 2016)

11. Adoption of Canadian public sector accounting standards for government not-for-profit organizations

Effective September 1, 2016, the Organization adopted Canadian public sector accounting standards for government not-for-profit organizations. These are the Organization's first financial statements prepared in accordance with these accounting standards and the transitional provisions of Section PS 2125 have been applied. Section 2125 requires retrospective application of the accounting standards with certain elective exemptions and limited retrospective exceptions. The accounting policies set out in the significant accounting policy note have been applied in preparing the financial statements for the year ended August 31, 2017 and the comparative information presented in these financial statements for the fourteen months ended August 31, 2016.

The Organization issued financial statements for the year ended August 31, 2016 using generally accepted accounting principles prescribed by CPA Canada Handbook Part III Accounting Standards for Not-for-Profit Organizations. The adoption of Canadian public sector accounting standards for government not-for-profit organizations has resulted in adjustments to the previously reported assets, liabilities and accumulated surplus of the Organization. There was no effect to the opening statement of financial position as at September 1, 2015 (the Organization's date of transition) of adopting Canadian public sector accounting standards for government not-for-profit organizations.

A reconciliation of the Organization's previously reported excess of revenues over expenses for the fourteen months ended August 31, 2016, to the restated amount under Canadian public sector accounting standards for government not-for-profit organizations is provided as follows:

	Balance as reported in 2016 audited statements	Transition adjustments	2016 Balance as adjusted
Statement of financial position:			
Deferred revenue (a)	\$973,519	\$(964,444)	\$9,075
Accumulated surplus	730,973	964,444	1,695,417
Statement of operations:			
Grants revenues (a)	2,215,556	964,444	3,180,000
Excess of revenue over expenses	730,973	964,444	1,695,417

- (a) Under Canadian public sector accounting standards, PS 3410 Government transfers, a transfer without eligibility criteria or stipulations should be recognized as revenue when the transfer is authorized. As a result, previously deferred government grant revenues have been recognized.