

2017/2018 Annual Report

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

Table of Contents

Messages

- 3 [Chairperson's Message](#)
- 4 [Registrar and Chief Operating Officer's Message](#)

Overview and Highlights

- 6 [Who We Are](#)
- 6 [Mission, Vision & Values](#)
- 7 [Our Services](#)
- 7 [Office Space Sharing](#)
- 8 [Standards of Conduct Approved](#)
- 10 [Governance](#)
- 11 [Board of Directors](#)
- 12 [SPTRB Staff - Organization Chart](#)
- 13 [Strategic Priorities & Progress](#)

Statistics

- 17 [Registration](#)
- 17 [Certification](#)
- 18 [Applications](#)

Committee Reports

- 19 [Appointments Committee](#)
- 20 [Audit Committee](#)
- 21 [Certification Decision Review Committee \(CDRC\)](#)
- 22 [Discipline Committee \(DC\)](#)
- 23 [Governance Committee](#)
- 24 [Human Resources Committee](#)
- 25 [Professional Conduct Committee \(PCC\)](#)
- 26 [Teacher Education and Certification Committee \(TECC\)](#)

Finances

- 29 [Audited Financial Statements](#)



Chairperson's Message

This will be my last report as chair of the Saskatchewan Professional Teachers Regulatory Board (SPTRB). Rather than strategically looking to the future, it is a time of reflection. I began this journey in May 2015 along with eight other Transitional Board members. They are Darrell Burko, Dave Carter, Tobi Tamblyn, Colleen Norris, Kyle McIntyre, Linda Blaser-Fiddler, Robin Bellamy, and Christina Janzen.



In May 2015 *The Registered Teachers Act* was a bill. The Board did not have a Chief Operating Officer, an office, a staff, policies or bylaws. The Board's job was to establish an operational regulator in a very compressed time. The Act was proclaimed in July 2015 and the SPTRB was operational by October 2015. The SPTRB was established and operational in six months.

Over the next two years the Transitional Board completed its work tweaking bylaws and adding governance policy and process. I am especially proud this year the Board adopted Standards of Conduct for the teaching profession modeled on aspirational conduct rather than prohibited conduct.

I want to commend the Transitional Board's unwavering commitment to working together to promote the public interest. This spirit established the SPTRB as a model of contemporary professional regulation.

Of course every successful board has a strong COO. Much of the credit really goes to Trevor Smith and the staff who manage the daily regulatory obligations and provide wise advice to the Board.

With much of its work accomplished the Transitional Board was dissolved this year and five new members were appointed. The new members include: Ryan Boughen, Chris Garner, Markus Rubrecht, Kimberlee Schlageter and Jill Tressel.

This second generation Board is an important opportunity for renewal. It is my hope this Board will successfully engage the profession's commitment to self-regulation in the public interest.

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



Registrar and Chief Operating Officer's Message

The fiscal year ending August 31, 2018 marks the completion of the SPTRB's third year of operation. During the past year the SPTRB's staff continued to work in support of the SPTRB's legislated mandate of serving and protecting the public through the administration of standards of certification, conduct and competence for Saskatchewan's teachers.

To assure that the SPTRB fulfills its mandate, the Board of Directors has identified seven strategic priorities for which I, with the support of the SPTRB staff, am accountable. I would like to take this opportunity to both acknowledge and highlight the excellent work performed by the members of my team in the pursuit of two of the strategic priorities this year:



Administering the *Registered Teachers Act*

The SPTRB delivers customer focused business processes by administering applications for teacher certification and registration that can be completed entirely online from anywhere in the world. Teacher candidates can check the status of their applications at any time through the self-serve online portal and receive updates regarding status changes and the receipt of documents such as transcripts via email.

During the 2017/2018 cycle more than 18,500 teachers were registered with the SPTRB. Of those registrants, there were 947 first time recipients of a Saskatchewan teacher's certificate. In addition to registering and certifying teaching professionals, the SPTRB is responsible for administering Temporary Teaching Permits (TTPs). TTPs are issued in instances where employers are unable to recruit certified teachers for specific positions. There were 220 Temporary Teaching Permits issued this past year.

Upon completion of the application process, in all but the rarest of circumstances, teacher candidates from Saskatchewan's teacher education programs receive their certification within two business days. Applications from other Canadian jurisdictions and the United States are typically processed within five business days of the completion of the application package. Certification decisions for most internationally educated teachers are made within three months of the completion of the application; which is half the time required by the six-month standard established by the Forum of Labour Market Ministers in the *Pan-Canadian Framework for the Assessment and Recognition of Foreign Credentials*.

One of the responsibilities of regulating the teaching profession in the public interest is to ensure that only fit and proper persons are registrants of the SPTRB. Consequently, applicants for initial teacher certification and for annual registration renewal are required to answer disclosure questions. Positive



Registrar & COO's Message continued

responses to disclosure questions are examined for their relevance concerning a registrant's suitability to practice.

Running an Efficient and Cost-effective Organization

The SPTRB is responsible for regulating the largest profession in Saskatchewan, yet we have a small staff footprint in comparison to other regulators with large numbers of registrants. Part of the reason for this is that the SPTRB has strategically chosen to contract for services such as legal and IT to mitigate the risk of losing capacity with turn-over of in-house staff. This risk is further mitigated by cross-training staff regarding crucial business functions.

This past year cost-efficacy and efficiencies were realized through a reduction in legal costs and rental of the unused office space.

Running an efficient and cost-effective organization requires continual development of the SPTRB's most important asset – the staff. This past year members of the SPTRB staff underwent training in investigations, reporting regulatory effectiveness, assessment of foreign credentials, inspiring public confidence, strategy and risk management, and the design of database queries. Further learning occurred as a result of involvement with Saskatchewan Self-Regulated Professions Working Group and Registrars for Teacher Certification Canada.

A considerable amount of the SPTRB's work is accomplished through the work of committees. Throughout 2017/2018 staff supported the Board of Directors, the Professional Conduct Committee, the Discipline Committee, the Teacher Education and Certification Committee, the Certification Decision Review Committee, the Governance Committee, the Audit Committee, the Appointments Committee and the Standards Development Committee with agenda setting, research, investigations, briefings, correspondence and meeting minutes. In all there were 29 board and committee meetings held this past year.

When the SPTRB assumed the responsibility for teacher certification in Saskatchewan, more than 60,000 paper teacher files were transferred to our care. This year, more than 1,200 of those files were digitized; further contributing to the efficiency of the SPTRB's business functions.

Further information concerning progress on the SPTRB's strategic priorities begins on page 13 of this report.

It continues to be a privilege to serve as Registrar and COO of the SPTRB!

Trevor Smith, B.Ed., B.A., M.A.
Registrar & COO



Who We Are

The Saskatchewan Professional Teachers Regulatory Board is the professional regulator for teachers in Saskatchewan.

We serve the public and the public interest by ensuring registered teachers in Saskatchewan:

- meet requirements for certification for entry into the teaching profession; and
- meet standards of conduct and competence.

In practice, the SPTRB receives and reviews applications for certification to teach in Saskatchewan, registers teachers annually, and administers the complaint management process related to professional conduct and competency.

Mission, Vision & Values

Mission of the SPTRB:

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

Vision of the SPTRB:

In Saskatchewan:

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

Values of the SPTRB:

- Integrity
- Transparency
- Accountability
- Fairness
- Timeliness



Our Services

The services provided by the SPTRB revolve around our core activities of certification, registration, and complaint management.

Certification

Being issued a Saskatchewan teacher's certificate verifies that an individual has met the academic requirements for being a teacher in Saskatchewan. To this end, the SPTRB receives applications for, evaluates and issues:

- Teacher Certificates
- Temporary Teaching Permits
- Additional Qualification Certificates
- Statements of Professional Standing
- Replacement Certificates



Complaint Management

Complaint management, including concern/complaint intake and coordination of the investigation process, provides accountability and transparency as it relates to the conduct and competence of teachers.

Annual Registration

The annual registration process allows teachers to declare their continuing commitment to the teaching profession by maintaining the standards of the profession and keeping public confidence strong. The resulting Public Registry informs the public about which teachers are certified and registered to teach in Saskatchewan.

Services related to annual registration include approval of registration renewal applications and the maintenance of the SPTRB Public Registry.

Office Space Sharing

Maintaining our commitment to fiscal responsibility and maximizing resources, the SPTRB completed a space sharing agreement with three other regulators. The Saskatchewan College of Paramedics (SCoP), Saskatchewan College of Respiratory Therapists (SCRT) and Saskatchewan Association of Medical Radiation Technologists (SAMRT) moved into the vacant office space within the SPTRB office on January 20, 2018. In addition to utilizing excess space, the arrangement allows for sharing of regulatory expertise that each organization has developed. We hope to benefit from additional operational efficiencies in the future.



Standards of Conduct Approved

The Standards of Conduct were approved by the Board of Directors on May 17, 2018. This was the result of the dedicated work of the Standards Development Committee, which included broad consultation with registered teachers, educational partners, the government, and the public at large. The Standards will be presented to the Minister of Education for final approval in order for the Standards to become part of the SPTRB Regulatory Bylaws.

Saskatchewan Professional Teachers Regulatory Board

STANDARDS OF PROFESSIONAL CONDUCT

Registered teachers have a duty to uphold the professional standards and reputation of the teaching profession and to assist in the advancement of its goals, organizations and institutions.

Integrity is the fundamental quality of registered teachers. Integrity is the foundation of the commitment made by registered teachers to learners and to the reputation of the profession.

Public confidence in the teaching profession may be bolstered by professional conduct on the part of registered teachers. Accordingly, the conduct of registered teachers should reflect favorably on the profession, and inspire the respect and trust of learners and the community.

Conduct on the part of a registered teacher in either public life or professional practice will reflect upon the integrity of the profession. Teacher conduct can directly impact public trust. Registered teachers ensure public trust is upheld by adhering to these standards. Registered teachers are also expected to adhere to all applicable policies and procedures set by their employing school division, the Ministry of Education, the STF, LEADS, or any other professional organization that relates to their work as a registered teacher.

These standards set out the conduct expected of registered teachers in Saskatchewan. Each standard outlines a principle for behaviour, which allows for context to be built upon. The included indicators are examples of how the standards may be demonstrated. The standards are intended to guide the decisions and judgements of registered teachers and to inform parents, guardians, learners, and the general public of the conduct they can expect from registered teachers.



Standards of Conduct Approved continued

1. Registered Teachers base their relationships with learners on mutual trust and respect.

Registered teachers demonstrate this standard when they:

- ✓ maintain healthy professional expectations that place learners' interests first, both in school and in the community.
- ✓ ensure that all forms of communication with learners are thoughtful, honest and appropriate.
- ✓ honour individual identity and circumstance without prejudice.

2. Registered Teachers have regard for the safety and academic, physical, emotional and spiritual well-being of learners.

Registered teachers demonstrate this standard when they:

- ✓ take measures to provide and model a safe, inclusive, and respectful environment at school.
- ✓ implement appropriate, consistent, and clearly articulated rules and expectations.
- ✓ provide effective supervision.
- ✓ follow emergency procedures.
- ✓ act as prudent educators who place learners at the forefront of decisions.
- ✓ implement classroom management practices that encourage mutual respect and cooperation.

3. Registered Teachers act with honesty and integrity.

Registered teachers demonstrate this standard when they:

- ✓ communicate openly, truthfully and respectfully with all relevant parties while maintaining necessary confidentiality.
- ✓ are responsible for their assessment, evaluation, record keeping, and classroom practices.
- ✓ maintain an accepting classroom that promotes learning for all students.

4. Registered Teachers take responsibility for maintaining the quality of their practice.

Registered teachers demonstrate this standard when they:

- ✓ participate in continual self-reflection and professional learning.
- ✓ seek, accept, and provide feedback to improve professional practice.
- ✓ work in a collaborative manner with other members of the learner's support network.



Standards of Conduct Approved continued

5. Registered Teachers uphold public trust and confidence in the education profession.

Registered teachers demonstrate this standard when they:

- ✓ are mindful of their responsibility as a role model in school, in the community, and online.
- ✓ maintain appropriate communication and professional relationships with learners, parents, guardians, colleagues, and other stakeholders.
- ✓ act in a manner that reflects positively on the teaching profession.

Governance

The SPTRB is governed by a nine-person Board of Directors:

- Seven registered teachers:
 - three appointed by the Saskatchewan Teachers' Federation;
 - three appointed by the Minister of Education; and
 - one appointed by the League of Educational Administrators, Directors and Superintendents of Saskatchewan.
- Two public members appointed by the Lieutenant Governor in Council.

This year witnessed the creation and installation of the SPTRB's first 'regular' Board of Directors replacing the Transitional Board that had been in place since the SPTRB's creation in 2015. This milestone provided an opportunity for board renewal and resulted in a combination of directors that served on the Transitional Board and new directors.



Board of Directors as of August 31, 2018



Robin Bellamy
Public Member
Saskatoon



Christopher Garner
Registered Teacher
Chinook School Division



Linda Blaser-Fiddler
Registered Teacher
Carry the Kettle First Nation



Markus Rubrecht
Registered Teacher
Regina Catholic School
Division



Ryan Boughen
Registered Teacher
Prairie South School Division



Kimberlee Schlageter
Registered Teacher
Chinook School Division



Darrell Burko
Registered Teacher
Saskatoon Public School
Division



Tom Schonhoffer
Public Member
Regina



Jill Tressel
Registered Teacher
Prairie South School Division

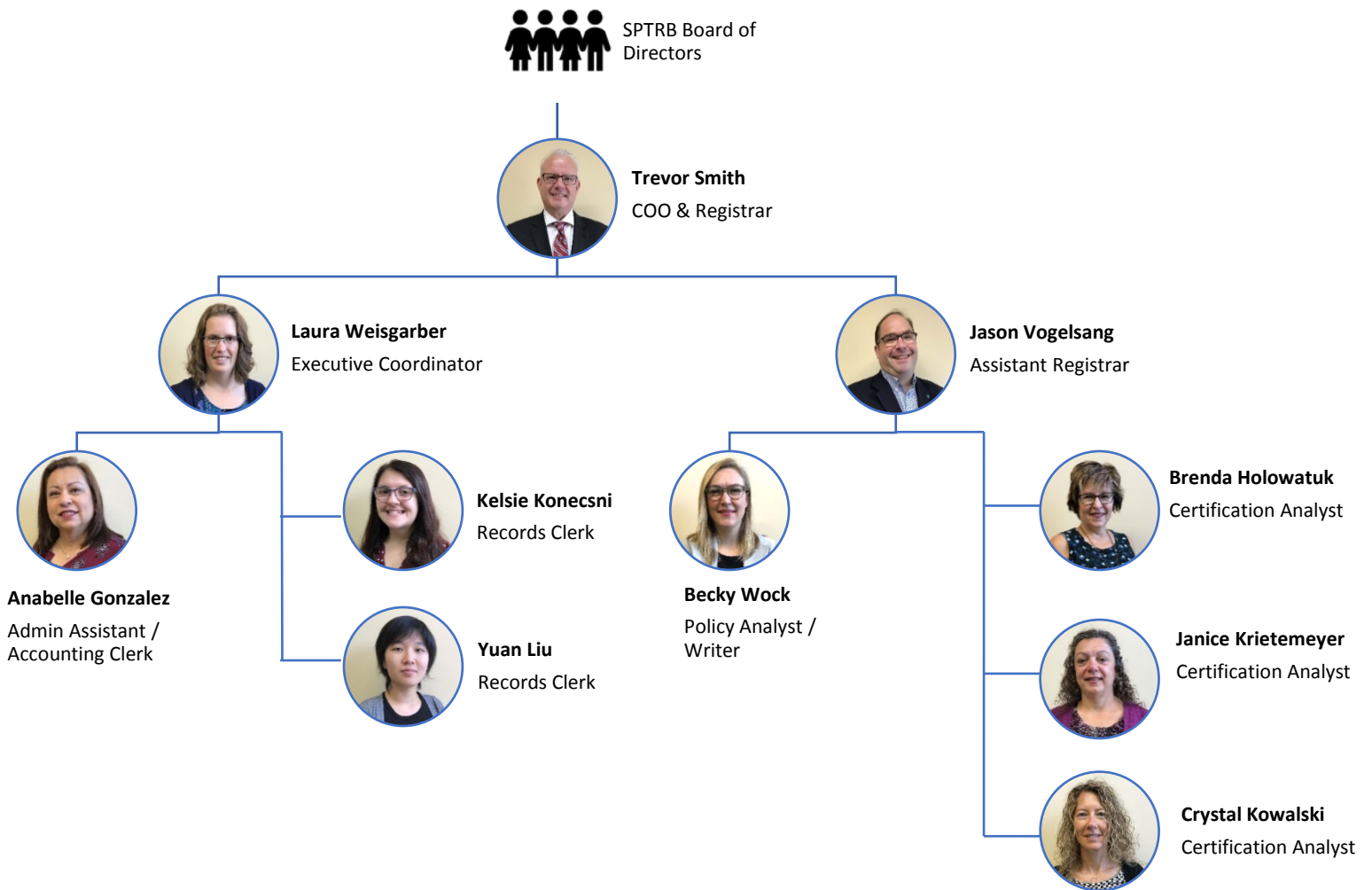
The SPTRB would like to extend a huge thank you to Dave Carter, Chris Janzen, Kyle McIntyre, Colleen Norris and Tobi Tamblyn for their service on the Transitional Board of Directors, which was dissolved on March 15, 2018. The SPTRB would also like to thank Al Boutin for his service from March 15 to July 31, 2018.



SPTRB Staff

The SPTRB has a total of ten full-time staff members and one contracted lawyer:

- Chief Operating Officer and Registrar
- Assistant Registrar
- Executive Coordinator
- Certification Analyst (three)
- Policy Analyst/Writer
- Records Clerk (two)
- Administrative Assistant / Accounting Clerk



2016 – 2021 Strategic Priorities & Progress

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*.

2017-2018 Progress:

- ✓ The SPTRB's comprehensive, long-term communication plan was formalized as a living document this year. Measures taken to fulfill this plan included: media interviews, press releases, a webinar, information booths at the Regina Open Door Society's Career Fair and the Farm Progress Show, banners at both Saskatchewan universities, continued development of print and online informational materials, three town hall forums, quarterly update emails to school division senior leadership and semi-annual newsletters to all registrants, and outline and preparations for website enhancement.



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.

2017-2018 Progress:

- ✓ The Transitional Board of Directors was dissolved and the SPTRB's first Board of Directors was installed, resulting in the appointment of five new directors. New director onboarding was conducted in order to orient the new directors to their new roles.
- ✓ The Board participated in the professional development webinar *An Introduction to Regulatory Governance*.
- ✓ SPTRB committees continued to demonstrate accountability by reporting to the board at each of its meetings and to the public in the annual report.
- ✓ Policies were developed and implemented concerning: COO Appraisal, Capital Assets and Investments.



Strategic Priorities & Progress continued

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.

2017-2018 Progress:

- ✓ A highlight of this year's progress on this strategic priority was a joint presentation made by the Saskatchewan School Boards Association (SSBA), Saskatchewan Teachers' Federation (STF) and the SPTRB at the League of Educational Administrators, Directors and Superintendents of Saskatchewan (LEADS) Annual Policy Conference on the topic of *Social Media and School Staff*.
- ✓ Regulatory Bylaw amendments were approved that support the delineation of SPTRB's responsibilities from those of other sector organizations.
- ✓ The consensual complaint resolution agreement process became fully functional thanks to the strong working relationship that has been mutually fostered between the SPTRB and the Saskatchewan Teachers' Federation senior staff.
- ✓ Relationships continue to be strengthened by meetings with and presentations to stakeholders: Ministry of Education, Saskatchewan Teachers' Federation, Saskatchewan School Boards Association, Saskatchewan Educational Leadership Unit, School Division Senior Administration, University of Saskatchewan, League of Educational Administrators, Directors and Superintendents of Saskatchewan (LEADS) HR Group, Saskatchewan Self-Regulated Professionals Working Group, University of Regina, Registrars for Teacher Certification Canada, and the Saskatchewan Principal's Short Course.

First Nations Relations:

As sovereign nations, First Nations in Saskatchewan do not fall under the jurisdiction of *The Registered Teachers Act*. For this reason, SPTRB staff continued to meet with First Nation representatives throughout 2017-2018 to extend an invitation to participate in the provincial teacher regulation system.

Meetings were held with representatives from:

- Treaty Four Education Alliance,
- Treaty Six principals,
- Prince Albert Grand Council,
- Buffalo River Dene Nation,
- Saskatoon Tribal Council,
- Flying Dust First Nation, and
- Ochapowace First Nation.



Strategic Priorities & Progress continued

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 against teachers are investigated in a timely and thorough manner.
- Only fit and proper persons are registered with the SPTRB.

2017-2018 Progress:

- ✓ 999 certification applications received and 947 certificates issued.
- ✓ 18,561 teachers registered.
- ✓ 39 complaints received, 17 investigated, nine concluded - six with no further action. Three consensual complaint resolution agreements initiated. Remaining cases are pending consent resolution or investigation.
- ✓ 80% of complaints are concluded within 90 days.
- ✓ 80% of investigations are concluded within 90 days.



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.

2017-2018 Progress:

- ✓ This year, the SPTRB was in a stable financial position. This was largely due to having completed most infrastructure and asset acquisition and development in the previous year; allowing for sufficient cash on hand to operate comfortably between receipt of grant payments.
- ✓ Expenditures on professional services in the area of legal counsel were down significantly due to restructuring our approach to legal services, the reduced number of hearings, and because the consensual complaint resolution agreement process is far more cost effective.



Strategic Priorities & Progress continued

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.

2017-2018 Progress:

- ✓ The Standards Development Committee concluded its consultations and presented its final draft of the Standards of Professional Conduct to the Board. The Board approved the Standards of Professional Conduct at its May meeting.
- ✓ The Teacher Education and Certification Committee also concluded its work on revisions to the Teacher Certification Competencies this past year and have made their recommendations to the Board of Directors.



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.

2017-18 Progress:

- ✓ A formal risk management strategy was implemented that includes regular review and revision of the SPTRB's risk register and strategies for mitigating ongoing and emerging risks that may hinder the SPTRB's fulfillment of its mandate.
- ✓ The SPTRB's internal controls policy was reviewed and updated by the Governance Committee.
- ✓ Consultations with the Ministry of Education and the Saskatchewan School Boards Association were held regarding the development of an ongoing source of funding appropriate for an independent regulatory organization.



Statistics (as of August 31, 2018)

Registration

18,561

REGISTERED TEACHERS

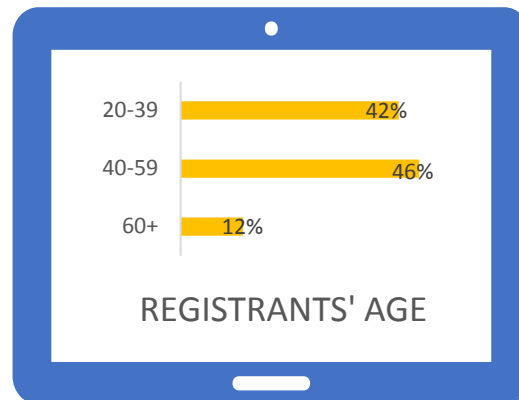
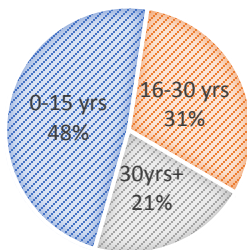


MALE: 4,875



FEMALE: 13,686

NUMBER OF YEARS
CERTIFICATE HELD BY
ACTIVE REGISTRANTS



Certification

947

Certificates Issued



University of Saskatchewan graduates: **37%**



University of Regina graduates: **35%**



Teachers from other Canadian Provinces: **16%**

Teachers from outside of Canada and USA: **8%**

Teachers from the USA: **4%**



Applications

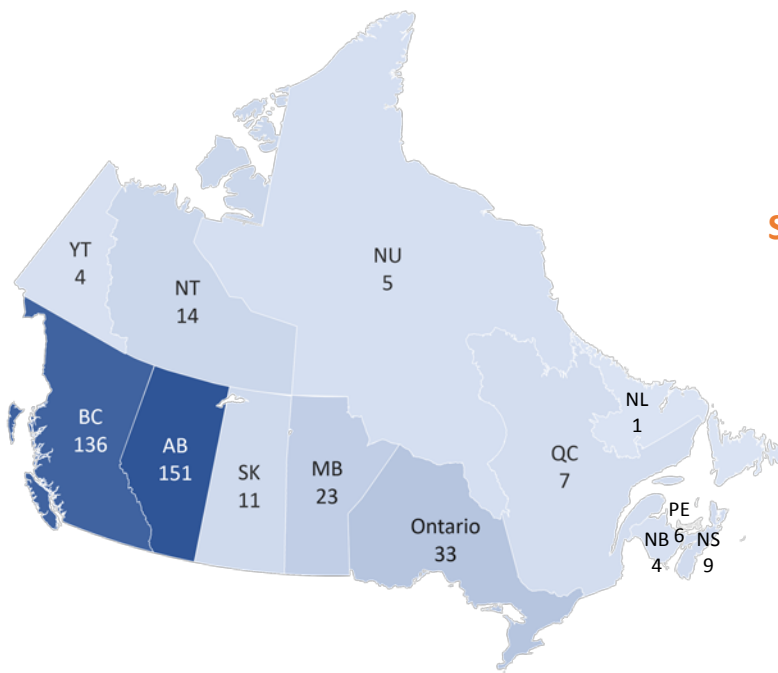
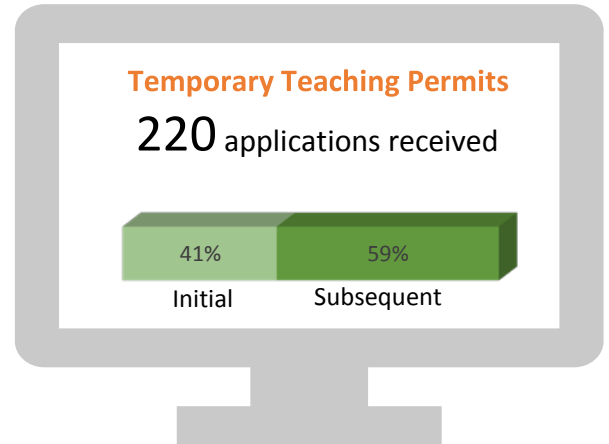
1,794 Applications Received

56% for Certificates (incl. Additional Qualification Certs)

23% for Statements of Professional Standing

14% for Temporary Teaching Permits

7% for Replacement Certificates



Statement of Professional Standing:

404 Statements of Professional Standing sent to **other Canadian Provinces**

5 Statements of Professional Standing sent **outside of Canada**



Appointments Committee

Mandate:

The Appointments Committee is established for the purposes of: reviewing applications for and making recommendations to the Board of Directors for appointments to the Professional Conduct Committee (PCC) or Discipline Committee (DC) Panel, appointing members of the PCC Panel to a PCC and appointing members of the DC Panel to a Discipline Committee.

Members: (As of August 31, 2018)

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

Darrell Burko
Chris Garner
Markus Rubrecht

Thank you to Christina Janzen for her work on this Committee from September 1, 2017 – March 15, 2018.

Accomplishments:

On January 10, 2018 the Appointments Committee appointed five members of the Discipline Committee Panel to a Discipline Committee for the purpose of holding a public hearing.

On June 28, 2018 the Appointments Committee appointed five members of the Professional Conduct Committee Panel to a Professional Conduct Committee for the purpose of determining the disposition of new complaints received by the SPTRB.



Audit Committee

Mandate:

The SPTRB's Audit Committee is responsible for overseeing the accounting process of the Board and reviewing the effectiveness of internal control, risk management, and both internal and independent audit systems.

Members: (As of August 31, 2018)

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

Darrell Burko (Chair)
Robin Bellamy
Markus Rubrecht

Thank you to Colleen Norris for her work on this Committee from September 1, 2017 - March 15, 2018.

Accomplishments:

The Audit Committee met on November 21, 2017 and determined that they would recommend that the Board of Directors:

- approve the Audited Financial Statements for the fiscal year ended August 31, 2017; and
- engage Virtus Group LLP as auditor of the SPTRB's accounts for the 2017/18 fiscal year.

Both recommendations were made to the Board of Directors at the November 30, 2017 (annual) Board of Directors' meeting and were approved.

The Audit Engagement Agreement between the SPTRB and Virtus Group LLP and the Audit Involvement Plan of the Provincial Auditor of Saskatchewan for the fiscal year ending August 31, 2018 were approved by Audit Committee Chairperson Darrell Burko on August 21, 2018 and September 13, 2018 respectively.

The audited financial statement for the 12 months ending August 31, 2018 can be found on page 29 in the report. The SPTRB's finances for the fiscal year ending August 31, 2018 were also subject to an audit by the Office of the Provincial Auditor.



Certification Decision Review Committee (CDRC)

Mandate:

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: (As of August 31, 2018)

The CDRC is a subcommittee of the Teacher Education and Certification Committee (TECC) and is comprised of the following three TECC members: Jill Tressel (Chairperson), Fay Humbert, and Gerry Craswell.

Many thanks to Dave Carter for his service on this committee.

Accomplishments:

The CDRC considered three requests to review teacher certification decisions and one request to review a denied Additional Qualification Certificate. The committee upheld the registrar's decision in three of the four cases and altered the registrar's decision in the fourth by removing one of the conditions under which a provisional teacher's certificate was issued.



Discipline Committee (DC)

Mandate:

The *Registered Teachers Act* requires the SPTRB to administer the standards of competence and conduct in the teaching profession. It is the legislated responsibility of the Professional Conduct Committee to investigate complaints and the Discipline Committee to adjudicate 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:

Public/SPTRB Board of Directors:

Robin Bellamy Thomas Schonhoffer (Chairperson)

Public:

Sandy Antonini Trevor Forrest

Registered Teachers:

Gene Aulinger	Jacqueline Bouck	John Bumbac
David DePape	Mark Hastings	Don Lee
Yasmina Lemieux	Dean Mieziako	Darcy Sander

Accomplishments:

The Discipline Committee received one formal complaint from the Professional Conduct Committee during the 2017/18 fiscal year. The Discipline Committee heard the formal complaint in a public forum.

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



Governance Committee

Mandate:

The SPTRB's Governance Committee is responsible for ensuring that the Board of Directors fulfils its responsibilities through effective governance of the SPTRB.

Members:

Robin Bellamy
Linda Blaser-Fiddler
Kimberlee Schlageter

The SPTRB would like to thank Christina Janzen for her service on this Committee, and especially for her work on the Board Handbook.

Accomplishments:

The completed Board Handbook has been made available digitally to all board members. The handbook 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.



Human Resources Committee

Mandate:

The SPTRB's 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 (COO), coordinating a regular performance evaluation of the COO and advising on the SPTRB's Human Resource policies.

Members: (as of August 31, 2018)

Robin Bellamy

Ryan Boughen

Jill Tressel

Many thanks to Al Boutin, Dave Carter, Kyle McIntyre and Tobi Tamblyn for their work on this committee.

Accomplishments:

The Human Resources Committee in consultation with the COO developed a COO performance appraisal policy that was approved by the Board of Directors at its May 17, 2018 meeting. The chair of the HR committee reviewed the COO's work/growth plan for the 2017/2018 year and provided summative feedback.



*Teachers can change lives with just
the right mix of chalk and
challenges.*

- Joyce Meyer



Professional Conduct Committee (PCC)

Purpose/Mandate:

The Professional Conduct Committee (PCC) reviews and investigates complaints of alleged professional misconduct and/or professional incompetence, against a registered teacher. The PCC determines the disposition of the complaint and further action to be taken.

Panel Members:

Natasha Cochran	Kimberly Marshall	Arlene Syrota
Neil Doell	Jacqueline Messer-Lepage	Len Thomas
Nora Findlay	Dan Mielke	Kenneth (Dale) West
Len Lorenz	Shawn Morris	Neil Wylie

Many Thanks to Steven Boucher and Melanie Wilkinson for their work on this committee.

There were three Professional Conduct Committees (each consisting of five panel members) that received and/or managed complaints during the 2017-2018 fiscal year.

Complaints 2016-2017 Update:

As of September 1, 2017, eight ongoing matters remained from the previous year's reporting period.

Of these eight matters, six were concluded in the 2017-2018 year.

One resulted in a successful consent resolution agreement, one was referred to the Discipline Committee and four were concluded with no further action*.

Two matters from 2016-2017 remain ongoing; one pending legal matter and one currently in an ongoing consent resolution process.

* Two matters resulting in no further action following a consent resolution process in which additional relevant information was (re)considered by the PCC.



Professional Conduct Committee continued

Complaints 2017-2018:

Between September 1, 2017 and August 31, 2018, the Professional Conduct Committee formally received 39 complaints: 26 from members of the public, 12 employer notices and 1 matter referred to the PCC by the SPTRB Board of Directors.

Decision Points:

Of the 39 complaints received, the PCC ordered investigations in 17 matters and did not initiate investigations in 22.

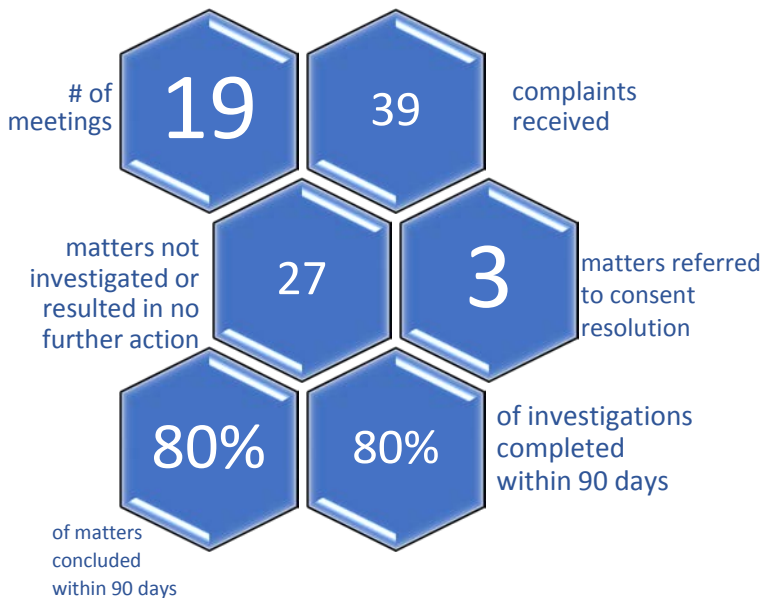
Of the 17 matters investigated, nine were completed prior to August 31, 2018. Of those nine, the PCC took no further action in six matters and referred three to consent resolution. The three consent resolution processes were still in progress at the end of the reporting year.

Timelines:

Average time between receipt of a complaint to the initial review by the PCC is 14 working days.

The time on average between receipt of a complaint and the final decision by the PCC (no investigation, consent resolution, no further action, or hearing) is 55 working days.

The average length of an investigation is 82 working days.



(includes six ongoing 2016-2017 investigations; does not include eight ongoing 2017-2018 investigations)

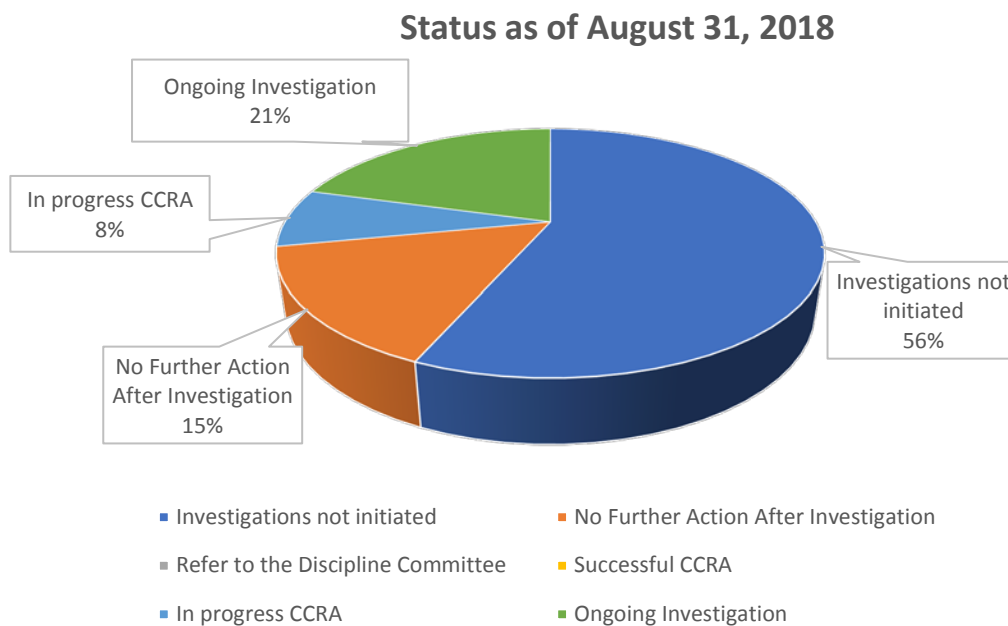


Professional Conduct Committee continued

Summary:

Total Complaints	39	Percentage
Investigations not initiated	22	56%
No further action after investigation	6	15%
Refer to the Discipline Committee	0	0%
Successful consent resolution	0	0%
In progress consent resolution	3	8%
Ongoing investigation*	8	21%

* one matter on hold pending legal procedures (originally received in 2015-2016)



The number of complaints or employer notices received represent an extremely low percentage of the total number of registered teachers in Saskatchewan (0.21%). The number of matters that involve no further action before or after an investigation is even lower at 0.15% of registered teachers. These numbers are indicative of the integrity of the teaching profession in Saskatchewan.



Teacher Education and Certification Committee (TECC)

Mandate:

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

Members:

The TECC is comprised of representatives appointed by members of Saskatchewan's education sector partner organizations.

Gerry Craswell	Ministry of Education
Laurie Gatzke	LEADS
Fay Humbert	Saskatchewan Teachers' Federation
Val Mulholland	University of Regina
Michael Relland	Gabriel Dumont Institute
Bob Simpson	Saskatchewan School Boards Association
Jill Tressel, Chairperson	SPTRB Board of Directors
Dawn Wallin	University of Saskatchewan
Angelina Weenie	First Nations University of Canada

The SPTRB would like to recognize and thank Dave Carter for his work on this committee.

Meetings & Accomplishments:

The TECC met on October 5, 2017 and May 24, 2018.

Accomplishments include:

- Completion of a review of the teacher education coursework requirements for initial teacher certification in Saskatchewan.
- Updates to the competencies required for initial teacher certification in Saskatchewan and recommendation to the Board of Directors to adopt the revisions as amendments to Schedule G of the Regulatory Bylaws.



SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD

FINANCIAL STATEMENTS

AUGUST 31, 2018

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



Markus Rubrecht
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, 2018** 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, 2018 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 29, 2018

Regina, Saskatchewan

VIRTUS GROUP LLP
Chartered Professional Accountants

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF FINANCIAL POSITION
AS AT AUGUST 31, 2018
(with comparative figures for 2017)

	ASSETS	
	<u>2018</u>	<u>2017</u>
Current assets		
Cash	\$ 1,551,710	\$ 1,135,191
Investment (Note 4)	31,249	30,787
Accounts receivable	6,894	24,948
Prepaid expenses	43,575	65,797
	<u>1,633,428</u>	<u>1,256,723</u>
Tangible capital assets (Note 5)	<u>505,565</u>	<u>566,452</u>
	<u>\$ 2,138,993</u>	<u>\$ 1,823,175</u>
	LIABILITIES	
Current liabilities		
Accounts payable and accrued liabilities	\$ 22,724	\$ 52,916
Deferred revenue	9,050	-
	<u>31,774</u>	<u>52,916</u>
	NET ASSETS	
Invested in tangible capital assets	505,565	566,452
Accumulated surplus	<u>1,601,654</u>	<u>1,203,807</u>
	<u>2,107,219</u>	<u>1,770,259</u>
	<u>\$ 2,138,993</u>	<u>\$ 1,823,175</u>

See accompanying notes to the financial statements.

APPROVED BY:

T. S. M. Director


 _____ Director

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED AUGUST 31, 2018
(with comparative figures for the year ended August 31, 2017)

	Invested in tangible capital assets	Accumulated surplus	Total 2018	Total 2017
Beginning balance	\$ 566,452	\$ 1,203,807	\$ 1,770,259	\$ 1,695,417
Excess of revenue over expenses	-	336,960	336,960	74,842
Additions to tangible capital assets	22,753	(22,753)	-	-
Amortization	(80,231)	80,231	-	-
Loss on disposal of tangible capital assets	(3,409)	3,409	-	-
Ending balance	<u>\$ 505,565</u>	<u>\$ 1,601,654</u>	<u>\$ 2,107,219</u>	<u>\$ 1,770,259</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED AUGUST 31, 2018
(with comparative figures for the year ended August 31, 2017)

	<u>2018</u>	<u>2017</u>
Revenue		
Grants - Province of Saskatchewan	\$ 1,690,000	\$ 1,690,000
Interest	6,744	4,440
Rental revenue	55,459	-
Services	179,036	230,695
	<u>1,931,239</u>	<u>1,925,135</u>
Expenses		
Advertising and promotion	18,670	66,473
Amortization	80,231	82,525
Bad debts	10,000	-
Board and committee meetings	24,599	57,371
Computer technology	89,425	47,017
Dues and memberships	1,891	1,181
Insurance	27,481	25,839
Interest and bank charges	6,790	6,672
Office and general	13,045	19,168
Professional fees	157,647	381,684
Rent	281,306	280,881
Telephone	7,551	7,450
Training	9,470	8,503
Travel	30,318	41,354
Wages and benefits	832,446	824,175
	<u>1,590,870</u>	<u>1,850,293</u>
Excess of revenue over expenses from operations	340,369	74,842
Other revenue (expenses)		
Loss on disposal of tangible capital assets	(3,409)	-
	<u>\$ 336,960</u>	<u>\$ 74,842</u>

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED AUGUST 31, 2018
(with comparative figures for the year ended August 31, 2017)

	<u>2018</u>	<u>2017</u>
Cash provided by (used in) operating activities:		
Excess of revenue over expenses	\$ 336,960	\$ 74,842
Items not involving cash:		
- Amortization	80,231	82,525
- Loss on disposal of tangible capital assets	3,409	-
	420,600	157,367
Non-cash operating working capital (Note 6)	18,672	(58,349)
	439,272	99,018
Cash provided by (used in) investing activities:		
Additions to tangible capital assets	(22,753)	(97,440)
Increase in cash	416,519	1,578
Cash position - beginning of year	1,135,191	1,133,613
Cash position - end of year	\$ 1,551,710	\$ 1,135,191

See accompanying notes to the financial statements.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2018
(with comparative figures for the year ended August 31, 2017)

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 %
Furniture and fixtures	20 %

Leasehold improvements and computer software are amortized on the straight-line basis over 10 years.

Revenue recognition

Service revenue consists of fees related to certificates, statements of professional standing, permits and other miscellaneous services to members. Service 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. Rental revenue is recognized in the period to which the service is provided. 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, 2018
(with comparative figures for the year ended August 31, 2017)

3. Adoption of new accounting standards

On September 1, 2017, the Organization adopted Public Sector Accounting Standards PS 2200 Related parties, PS 3210 Assets, PS 3320 Contingent assets, PS 3420 Inter-entity transactions, and PS 3380 Contractual rights. Other than Note 7 - Contractual rights, the adoption of these standards has not resulted in significant disclosure changes.

4. Investment

The investment consists of one non-redeemable Guaranteed Investment Certificate that earns interest at 1.84% (2017 - 1.50%) and matures on August 28, 2019 (2017 - August 28, 2018).

5. Tangible capital assets

	2018		2017	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer equipment	\$ 52,378	\$ 39,351	\$ 13,027	\$ 12,031
Computer software	557,635	136,357	421,278	466,990
Furniture and fixtures	90,976	42,329	48,647	61,599
Leasehold improvements	32,190	9,577	22,613	25,832
	<u>\$ 733,179</u>	<u>\$ 227,614</u>	<u>\$ 505,565</u>	<u>\$ 566,452</u>

6. Non-cash operating working capital

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

	<u>2018</u>	<u>2017</u>
(Increase) decrease in current assets:		
Investment	\$ (462)	\$ (457)
Accounts receivable	18,054	(13,205)
Prepaid expenses	22,222	(887)
	<u>39,814</u>	<u>(14,549)</u>
Increase (decrease) in current liabilities:		
Accounts payable and accrued liabilities	(30,192)	(34,725)
Deferred revenue	9,050	(9,075)
	<u>(21,142)</u>	<u>(43,800)</u>
	<u>\$ 18,672</u>	<u>\$ (58,349)</u>

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2018
(with comparative figures for the year ended August 31, 2017)

7. Contractual rights

The Organization has an agreement to lease a portion of its premises to a third party through July 31, 2025 for \$90,000 per year.

8. Commitment

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

2019	\$	278,507
2020		278,507
2021		278,507
2022		278,507
2023		278,507

The Organization is also committed to pay service contracts through March 31, 2019 totaling \$62,300.

9. 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.

10. 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. Related parties of the Organization also include its key management personnel, close family members of its key management personnel, and entities controlled by, or under shared control of any of these individuals. Transactions with related parties have occurred and are settled on normal trade terms.

During the year, the Organization paid \$96,900 (2017 - \$143,300) to certain government related parties including school divisions for reimbursement of costs related to the activities of the Organization, as well as to Crown agencies for services such as telephone and group benefits. At August 31, 2018, there was \$100 (2017 - \$1,000) owing to these related parties.

SASKATCHEWAN PROFESSIONAL TEACHERS REGULATORY BOARD
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2018
(with comparative figures for the year ended August 31, 2017)

11. 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 is pension expense of \$91,700 (2017 - \$87,000) for the year.

12. Comparative figures

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

I think the teaching profession contributes more to the future of our society than any other single profession.

~ John Wooden



Saskatchewan Professional
Teachers Regulatory Board

204 – 3775 PASQUA STREET
REGINA SK CANADA S4S 6W8
Phone: 306-352-2230
Toll Free: 844-254-2230
Fax: 306-352-0022
Email: general@sptrb.ca
WWW.SPTRB.CA

