

*Prairie South Schools*  
**BOARD OF EDUCATION**

NOVEMBER 1, 2011  
10:00 a.m. – 4:00 p.m.  
Central Office, 15 Thatcher Drive East, Moose Jaw

**AGENDA**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
- 4. Delegations/Presentations**
  - 4.1 Delegations – NONE**
  - 4.2 Presentations (1:00 – 2:00 p.m.)**
    - 4.2.1 Higher Literacy & Achievement Monitoring Report**
- 5. Decision Items**
  - 5.1 Motions from Previous Meetings**
    - 5.1.1 Notice of Motion**

That policy #303 (Central Administrative Council) be revised to:

      1. make explicitly clear that any and all vacancies in the Central Administrative Council be filled by an open and competitive hiring process.
      2. ensure that any variance from an open and competitive hiring process for vacancies in the Central Administrative Council require a motion of the Board.

- Swanson
    - 5.1.2 Notice of Motion**

That the Prairie South School Division IT department prepare, for presentation to the Prairie South School Division Board, a proposal outlining options for live-streaming and storage of Prairie South School Division Board Meetings on the Prairie South School Division website.

- Swanson
  - 5.2 SELU Evaluative Review**
  - 5.3 Code of Conduct Policy Proposal**
  - 5.4 Enhanced Fire Protection for Gravelbourg Elementary (IN CAMERA)**

- 6. Discussion Items – NONE**
  
- 7. Consent Items**
  - 7.1 Suspensions**
  - 7.2 Approved Tenders**
  - 7.3 Appoint Members to Riverview’s SCC**
  
- 8. Committee Reports**
  - 8.1 Standing Committees**
    - 8.1.1 Higher Literacy and Achievement
    - 8.1.2 Equitable Opportunities
    - 8.1.3 Smooth Transitions
    - 8.1.4 Strong System-Wide Accountability and Governance
    - 8.1.5 Advocacy and Networking
    - 8.1.6 Rural Catchment Review
  - 8.2 Adhoc Committees**
    - 8.2.1 South Hill
  
- 9. Identification of Items for Next Meeting Agenda:**
  - Notice of Motions
  - Inquiries
  
- 10. Professional Sharing/Round Table**
  
- 11. Adjournment**

## **12. INFORMATION ITEMS**

### **12.1 Inquiries**

12.1.1 Request an update on the status of the lunch program implementation throughout Prairie South School Division.

- McMaster

12.1.2 With respect to students with special needs transportation to and from school requirements:

- 1) how many Prairie South School Division students require Prairie South School Division special needs transit to and from school?
- 2) does Prairie South School Division pay conveyance to and from school transportation for any students with special needs? If so, please provide generic details.
- 3) does Prairie South School Division transport any Holy Trinity students with special needs? If so, how many, to where, why?
- 4) what is the status of the Prairie South School Division bus fleet with respect to the ability to transport students with special needs for transportation?
- 5) any further information, questions, or concerns from Prairie South School Division with respect to this matter?

- Swanson

### **12.2 Substitute Usage**

### **12.3 Auditor Letter of Independence (CONFIDENTIAL)**

### **12.4 Auditor Reporting Responsibilities and Audit Plan (CONFIDENTIAL)**

### **12.5 Audit Involvement Memorandum (CONFIDENTIAL)**

### **12.6 Division Attendance Policy**

### **12.7 Thank You from Craik School**

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 15 Thatcher Drive East, Moose Jaw, Saskatchewan on October 4, 2011 at 10:00 a.m.**

Attendance: Mr. D. Crabbe; Mr. S. Davidson; Mr. R. Gleim; Ms. J. Jelinski; Mr. A. Kessler; Mrs. J. McMaster; Mr. G. Stewart; Mr. B. Swanson; Mr. L. Young; J. Finell, Director of Education; B. Girardin, Superintendent of Business and Operations; R. Boughen, Superintendent of Human Resources; L. Meyer, Superintendent of Learning; B. Compton, Superintendent of School Operations; S. Kitts, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; J. Thoroughgood, Communications Coordinator; H. Boese, Executive Assistant

Absent: Ms. C. Christopherson-Cote, Board Trustee

Delegations: None

Presentations: Equitable Opportunities (1:00 p.m.)

Motions:

- 10/04/11 – 1591 That the meeting be called to order at 10:00 a.m.  
- Davidson Carried
- 10/04/11 – 1592 The following items were added to the agenda:  
6.7 SSBA – Strengthening Education Equity in Saskatchewan  
That the Board adopt the agenda as amended.  
- Young Carried
- 10/04/11 – 1593 That the Board adopt the Minutes of the regular meeting of September 6, 2011 as presented.  
- Stewart Carried
- 10/04/11 – 1594 That the Board adopt the Minutes of the organizational meeting of September 6, 2011 as presented.  
- Kessler Carried
- 10/04/11 – 1595 That the catchment boundaries be changed to include Brownlee and Keeler in the Eyebrow area and that the west boundary be moved one mile west in order to move Tugaske out of the buffer zone.  
- Davidson Withdrawn
- 10/04/11 – 1596 That Jackie Jelinski be appointed Vice-Chair for this meeting.  
- Swanson Carried

- 10/04/11 – 1597 That the catchment boundaries for Eyebrow School be changed to include the communities of Brownlee and Keeler. Carried  
- Davidson  
  
McMaster requested motion 10/04/11 – 1597 be a recorded vote:  
In favour of motion: Davidson, Gleim, Swanson, Jelinski, Kessler, Crabbe  
Opposed to motion: McMaster, Young, Stewart
- 10/04/11 – 1598 That the Eyebrow School west boundary be moved one mile west in order to move Tugaske out of the buffer zone. Carried  
- Davidson
- 10/04/11 – 1599 That we amend motion 10/07/11 – 1598 to include Amendment  
“effective the beginning of the 2012-2013 school year.” Carried  
- Swanson
- 10/04/11 – 1600 That the Eyebrow School west boundary be moved one mile west in order to move Tugaske out of the buffer zone effective the beginning of the 2012-2013 school year. Amended  
Motion Carried  
- Davidson  
  
McMaster requested motion 10/04/11 – 1600 be a recorded vote:  
In favour of motion: Davidson, Gleim, Swanson, Jelinski, Crabbe  
Opposed to motion: Stewart, McMaster, Kessler, Young
- 10/04/11 – 1601 That the Board pay conveyance to the Moroz family who are within the buffer zone but are in an area where roads are impassable for school busses. The conveyance would be paid from the home location to the nearest bus pickup. Carried  
- Kessler
- 10/04/11 – 1602 That the Board approve the mission/vision and positioning/tagline statements as presented. Carried  
- Young
- 10/04/11 – 1603 That the Board approve the logo option as presented. Carried  
- Crabbe

10/04/11 – 1604	That a Rural Catchment Review Committee be established. The mandate of the committee is to review current rural catchment areas and recommend changes where required. The committee will be comprised of the five rural trustees and administration as deemed appropriate. Prior to making recommendations for change the committee will have consulted with SCCs, bus drivers, school administration and transportation. This will be a standing committee of the Board. - Gleim	Carried
10/04/11 – 1605	That we amend motion 10/04/11 – 1604 to read “The committee will be comprised of five trustees at large . . .” - McMaster	Defeated
10/04/11 – 1606	That the board encourage the Saskatchewan School Boards Association to lobby the provincial government on the following resolutions: 1. to make Prek programs a high priority. 2. to maintain existing guidelines around the Alternative School Year. - Gleim	Carried
10/04/11 – 1607	That the Board approve existing alternative school year/ school day arrangements in Prairie South School Division for the 2012-2013 school year. Administration will submit approval to the Ministry of Education. - Stewart	Carried
10/04/11 – 1608	That the Board approve the process submitted for the disposal of surplus lands except for those with monuments or cairns and that there be a further report submitted regarding these sites. - Swanson	Carried
10/04/11 – 1609	That the Board approve the disposal of records on the list “Records for Disposal – 2011 Prairie South School Division No. 210”. - Crabbe	Carried
	That the Board break at 11:45 a.m.	
	That the Board reconvene at 12:50 p.m.	
10/04/11 – 1610	That we accept the Equitable Opportunities Monitoring Reports. - Jelinski	Carried
10/04/11 – 1611	That the board go into closed session at 2:10 p.m. - McMaster	Carried

10/04/11 – 1612	That the board reconvene in open session at 2:30 p.m. - McMaster	Carried
10/04/11 – 1613	That other tenants of Gravelbourg Elementary School be contacted and requested to assist in fire safety upgrades. - Swanson	Carried
10/04/11 – 1614	That administration prepare a report outlining options for enhanced fire protection at Gravelbourg Elementary School to include other sites. - Swanson	
10/04/11 – 1615	That we amend motion 10/04/11 – 1614 to include “and that this report be prepared for the November 1, 2011 board meeting.” - Young	Amendment Carried
10/04/11 – 1616	That administration prepare a report outlining options for enhanced fire protection at Gravelbourg Elementary School to include other sites, and that this report be prepared for the November 1, 2011 board meeting. - Swanson	Amended Motion Carried
10/04/11 – 1617	That the Board receive the consent items and approve the recommendations contained therein, as presented. - Young	Carried

**Committee Reports**

Standing Committees:

*Higher Literacy & Achievement*

- Lew Young reported on the progress of the Comprehensive Learning Framework. Professional Development, for staff of the Learning Improvement Teams at the nine pilot schools, will start in October. In addition, a Lead Committee of approximately 10 representatives from across Prairie South is being organized to review the first four sections of the CLF document. They will also provide input into the direction of the CLF for the current school year.

*Equitable Opportunities*

- No Report

*Smooth Transitions*

- Gord Stewart reported on the committee’s visit to John Chisholm, and some of the programs that are running there. Most recently JC has been targeting middle years students. One of the many programs offered are outreach activities that have been established to encourage students to be engaged in learning and to stay in their home schools.
- The committee announced it will be investigating more options around prek.

*Strong System-Wide Accountability and Governance*

- Shawn Davidson reported that the committee met on September 8 and that many of the discussion items were brought forward during the current board meeting. In addition, the committee had two other items to report on; 1) office relocation on hold until discussion on the next budget, and 2) work to the crawlspace at Central Butte School will be re-tendered.
- The next SSWAG meeting will follow the adjournment of the board meeting today.

*Advocacy and Networking*

- The committee will be submitting two resolutions for the SSBA 2011 AGM; Early Learning – which will be a reinforcement of last year’s resolution, and Alternate School Year.

Adhoc Committees:

*South Hill*

- Darrell Crabbe reported on a variety of school activities and events happening at the the south hill schools.

**Notice of Motions**

10/04/11 – 1618

That policy #303 (Central Administrative Council) be revised to:

1. make explicitly clear that any and all vacancies in the Central Administrative Council be filled by an open and competitive hiring process.
2. ensure that any variance from an open and competitive hiring process for vacancies in the Central Administrative Council require a motion of the Board.

- Swanson

10/04/11 – 1619

That the Prairie South School Division IT department prepare, for presentation to the Prairie South School Division Board, a proposal outlining options for live-streaming and storage of Prairie South School Division Board Meetings on the Prairie South School Division website.

- Swanson

**Inquiries**

Request an update on the status of the lunch program implementation throughout Prairie South School Division.

- McMaster

With respect to students with special needs transportation to and from school requirements:

- 1) how many Prairie South School Division students require Prairie South School Division special needs transit to and from school?
- 2) does Prairie South School Division pay conveyance to and from school transportation for any students with special needs? If so, please provide generic details.
- 3) does Prairie South School Division transport any Holy Trinity students with special needs? If so, how many, to where, why?



- 4) what is the status of the Prairie South School Division bus fleet with respect to the ability to transport students with special needs for transportation?
- 5) any further information, questions, or concerns from Prairie South School Division with respect to this matter?

- Swanson

**Professional Sharing/Roundtable**

Mr. Swanson commended Don Hand and the John Chisholm staff on taking the initiative to convert a classroom into a fitness centre.

**Adjournment**

10/04/11 – 1620

That the meeting be adjourned at 3:56 p.m.

Carried

- Stewart

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S. Davidson  
Vice-Chair

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B. Girardin  
Superintendent of Business and Operations

**Next Regular Board Meeting:**

Date: November 1, 2011

Location: Central Office, Moose Jaw

DRAFT

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	5.1.1
<b>Topic:</b>	<b>Notice of Motion: Policy No. 303</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:** The following notice of motion was made at the October 4, 2011 meeting:

*That policy #303 (Central Administrative Council) be revised to:*

- 1. make explicitly clear that any and all vacancies in the Central Administrative Council be filled by an open and competitive hiring process.*
- 2. ensure that any variance from an open and competitive hiring process for vacancies in the Central Administrative Council require a motion of the Board.*

- Swanson

**Current Status:** Attached is the current Policy No. 303: Central Administrative Council.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	October 20, 2011	Policy No. 303

**Recommendation:**

Board decision.

**ADMINISTRATIVE POLICY No. 303**

CENTRAL ADMINISTRATIVE COUNCIL (CAC)

Superintendents, Manager of Human Resources and the Communications Coordinator.

**PROCEDURES**

**1. Appointment**

- a. The Director shall report vacancies in the Central Administrative Council at a scheduled Board Meeting. The Director will review the position and may recommend changes. The Director will outline the requirements for the position with respect to academic training, work experience and professional involvements. The Director will also outline the recruitment and appointment procedures for the position.
- b. The Board will review the recommendations presented by the Director and together they may modify the proposal.
- c. The Director shall follow the recruitment and appointment procedures developed with the Board.
- d. The appointment shall be reported to the Board by the Director as an information item.

**2. Role**

Persons occupying these positions are to:

- a. Provide leadership and expertise in influencing the priorities, practices, and general direction within the school division and within their areas of responsibility consistent with the Board's vision, mission, guiding principles and strategic plan.
- b. Oversee all duties and functions assigned within their areas of responsibility.
- c. Engage personnel for their areas of responsibility subject to the approval of the Director.

- d. Advise personnel within their areas of responsibility as to line and staff relations.
- e. Define the core function and specific duties of personnel within their areas of responsibility.
- f. Evaluate personnel, be accountable for their performance, and determine their employment status with the division.

### **3. Contract**

The contract of employment for these positions is to pertain to:

- a. Relationships
- b. Authority
- c. Duties
- d. Compensation
- e. Benefits
- f. Contract review
- g. Termination and,
- h. Other mutually agreed items

### **4. Assessment**

The Director of Education is to conduct an annual performance review of Central Administrative Council members. The review is to address the importance of mutual understanding and support for:

- a. The Board's policies and operational procedures
- b. The role of senior staff,
- c. Harmonious working relationships and,
- d. The vision and mission of the school division and,
- e. The Board's strategic plan.

Central Administrative Council members are to conduct an annual performance review of their staff.

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	5.1.2
<b>Topic:</b>	<b>Notice of Motion: Live Streaming of Board Meetings</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:**

At the October board meeting the following motion was made: That the Prairie South School Division IT department prepare, for presentation to the Prairie South School Division Board, a proposal outlining options for live-streaming and storage of Prairie South School Division Board Meetings on the Prairie South School Division website.

**Current Status:**

Live steaming of Prairie South Board meetings is not currently being done.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	October 19, 2011	n/a

***Recommendation:***

Board Decision

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>SELU Evaluative Review</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:** As per Board discussion at the October 4, 2011 board meeting, it was suggested we contact SELU for a proposal to conduct an evaluative review of current alternative school year/school day arrangements. This research will include evidence of interest for future applications for the 2013-2014 school year.

**Current Status:** All existing alternative arrangements have been approved until June 2013. This extension has been granted on the basis that all school divisions following alternative arrangements are required to provide a detailed evaluative review of their current alternative arrangements to the Ministry of Education by October 15, 2013. The Ministry will provide an analysis of the review by January 31, 2014 and notification regarding approval or non-approval will be provided to school divisions no later than March 31, 2014.

**Pros and Cons:**

**Financial Implications:** \$29,400

**Governance Implications:**

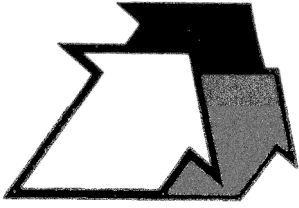
**Legal Implications:**

**Communications:**

Prepared By:	Date:	Attachments:
Barbara Compton	October 19, 2011	1. Saskatchewan Educational Leadership Unit - Proposal for the Prairie South School Division 2. Letter from the Acting Deputy Minister, September 29, 2011

***Recommendation:***

That the Board contract SELU in January 2012 to review the existing alternative school year/school day arrangements in Prairie South.



# **SASKATCHEWAN EDUCATIONAL LEADERSHIP UNIT**

**Department of Educational Administration  
College of Education, University of Saskatchewan  
28 Campus Drive  
Saskatoon, SK S7N 0X1  
Phone: (306) 966-7634 Fax: (306) 966-7916**

## **Proposal**

**for the  
Prairie South School Division No. 210 (PSSD)**

**from the  
Saskatchewan Educational Leadership Unit (SELU)**

### **Background:**

The Prairie South School Division No. 210 is a restructured school division that brought together several legacy jurisdictions with varying policies and procedures related to their school division calendar and provisions for what constitutes an instructional week. Some legacy school divisions used a traditional five-day instructional week that met the provincial 1500- minute per week instructional requirement. Other legacy jurisdictions supported an alternate model that provided a four-day instructional week. By increasing time for each of the four instructional days schools were able to meet the 1500- minute per week instructional requirement as well. Typically, the schools on alternate schedules provided their instructional days from Monday to Thursday.

An Alternate School Year Calendar Study was conducted by SELU during the 2008-2009 school year. Results were presented to the Board in the spring of 2009. PSSD now wants to update that study.

PSSD wants to gather the latest data concerning the school year calendar policy differences to ensure that the information is current. The purpose of both of these studies was to determine the effects of the school year calendar on student achievement, attendance, attitudes and other issues related to their school instructional program. SELU, again, has been asked to conduct this study to be completed during the 2011-2012 school year.

**Project Title:** Alternative School Year Calendar Review (2011/2012)

**Purpose:**

The purpose of this project is to compare the effects of the Alternative Calendar Organization and the Traditional Calendar Organization in such areas as instructional time, academic achievement, attendance, stakeholder attitudes, learning opportunities and extra curricular activities in support of Board of Education decision making.

**Review Objectives:**

1. To update the existing literature review on both the alternative calendar organization and traditional calendar organization.
2. To survey staff, students and parents in the six alternative calendar organizations and six similar demographic traditional calendar schools to determine their perceptions of the calendar year organizations.
3. To collect and analyze existing student achievement data in order to determine whether any achievement differences exist.
4. To collect and analyze student and staff attendance data to determine whether one organizational structure has attendance benefits.
5. To conduct focus group interviews with students, teachers, administrators, support staff, selected central office staff and parents to assess their perspectives on the calendar year organization.
6. To write a report that provides the Division Board sufficient information to make an informed policy decision on the calendar year.

**Process:**

1. To update the existing literature review.
2. Review documents that describe the different policies and procedures regarding organization of the school week.
3. Update existing survey and focus group instruments. (Instrumentation and processes to be vetted through a Central Office Committee.)
4. Administer surveys electronically to all Grade 4-12 students and all staff. All parents in the identified schools will receive a scannable paper survey. The following schools will comprise the study sample:

**Alternative**

Glentworth  
 Gravelbourg Elementary (pre K-7 dual track)  
 Gravelbourg High School (dual track)  
 Kincaid School  
 Lafleche School  
 Mankota

**Traditional**

Bengough  
 Central Butte  
 Eyebrow  
 Assiniboia Elementary  
 Coronach  
 Mortlach

5. Analyze 'balance of time' allocations for alternative and traditional schools.
6. Conduct focus group interviews with teachers (2 groups), support staff (2 groups), administrators (2 groups), and parents (2 groups).
7. Interview key personnel past and present to determine an understanding of policy and procedural difference.



8. Analyze data and write division report.
9. A draft report is to be completed April, 2011 and final report by April 30, 2012.
10. Any issues/problems as they develop will be vetted through Barb Compton, Superintendent of School Services.

**Budget:**

Fees	\$16,800
Research Assistant	3,000
Data input, survey design, data analysis, clerical, website development.	2,400
Travel, accommodation, and meals (Consultant and Research Assistant)	6,600
Miscellaneous (paper, photocopying, telephone, Fax, etc.)	<u>600</u>
Total Cost	\$29,400

**SELU Consultant:** To be selected in conjunction with PSSD

**Respectfully submitted,**

Norm Dray  
Associate Director  
SELU



September 29, 2011

Dear Directors of Education:

The Ministry of Education will extend approval of all existing alternative school year/school day arrangements until June 2013. This extension has been granted on the basis that all school divisions following an alternative arrangement will be required to provide a detailed evaluative review of their current alternative arrangement to the Ministry of Education by October 15, 2013.

The evaluative review will provide an opportunity for school divisions to reflect upon current calendar arrangements to determine if the alternative arrangement is still effective and meeting the needs of all parties involved. School divisions will be required to submit their review by October 15, 2013. The Ministry of Education will provide an analysis of the review by January 31, 2014. A recommendation will be provided to the Minister and notification regarding approval or non approval will be provided to school divisions no later than March 31, 2014.

Alternative school year and school day arrangements exist based on guidelines prepared by the Ministry of Education in consultation with stakeholder representatives. A copy of the *Guidelines for Considering Changes to the School Year/School Day* can be found on the ministry's website at: <http://www.education.gov.sk.ca/guidelines-for-alt-year-day/>. The guidelines include sections 163 to 167 of *The Education Act, 1995*, which set out the relevant legislative provisions.

I would like to emphasize that any new arrangements being considered for the 2012-13 school year require detailed proposals submitted by January 31, 2012 to your regional director to allow sufficient time for review and response by the ministry.

. . . 2

New proposals must:

- provide a proposed calendar and school day;
- provide a rationale and identify perceived benefits for students;
- provide evidence of community support;
- provide detailed description of the consultation process;
- adhere to provincial program and curriculum requirements and provision of an adequate amount of student instructional time to fulfill these requirements; and,
- show evidence of compliance with collective bargaining agreements.

Thank you for your continued support and patience as we work through this process.

Sincerely,



Cheryl Senecal  
Acting Deputy Minister

Enclosure

cc: Honourable Donna Harpauer, Minister of Education  
Regional Directors of Education, Ministry of Education  
Gwen Dueck, General Secretary, Saskatchewan Teachers' Federation  
Darren McKee, Saskatchewan School Boards Association  
Don Hoiium, Executive Director, League of Educational Administrators,  
Directors and Superintendents  
Phil Benson, Executive Director, Saskatchewan Association of School  
Business Officials

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Code of Conduct Policy Proposal</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:** Our auditors during our 2009-10 audit identified that the division should have a Code of Conduct policy. This was noted in the Audit Memorandum of August 31, 2010.

**Current Status:** The draft code of conduct policy was brought to the Board for discussion in August. At that time a couple of changes were suggested. The draft policy was sent out to staff for comment via survey monkey. There were a total of 41 employees who responded. There were not many changes made as a result of the comments from the survey. Attached is a revised code of conduct policy for decision. The changes from the 1<sup>st</sup> draft are marked. The policy had been reviewed by SSBA legal, their suggestions were incorporated into the 1st draft brought forward in August.

**Pros and Cons:**

**Financial Implications:** There is no cost to implementing the policy.

**Governance/Policy Implications:** The policy should be incorporated as part of the board's stewardship and management's accountability.

**Legal Implications:**

**Communications:** A draft policy was sent to division staff for comment.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	October 5, 2011	Code of Conduct Proposed Policy

**Recommendation:**  
That the code of conduct policy be adopted as presented.

# **Prairie South School Division Proposed Code of Conduct Policy**

The Code of Conduct is intended as a guide for Board employees in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Common sense, good judgement and discretion shall prevail in application of this regulation.

Further, the Code of Conduct is not intended to restrict or interfere with provincial statute, or the fundamental rights and freedoms that an employee enjoys as a citizen of Canada, or the rights that an employee may have as a member of a trade union to participate in authorized trade union activities, nor is it intended to regulate, restrict or interfere with any private interest or activities that are not detrimental to the interest or reputation of the Board.

## **1. GENERAL**

- a) Employees, in the pursuit of their duties, shall treat students, parents and other members of the community with dignity and respect.
- b) Board employees shall conduct their employment-related responsibilities in an honest and diligent manner.
- c) It is recognized that certain employees of the Board may belong to professional associations and that such employees are expected to adhere to the codes of conduct as established by their respective professional associations provided however, that such codes of conduct are not contrary to statutory and/or contractual obligations of the employees.

## **2. CONFLICT OF INTEREST**

Employees of the Board shall be in conflict of interest if they:

- a) Use information gained through their positions as employees of the Board to gain ~~pecuniary~~ monetary benefit either directly or indirectly.
- b) Use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends or business associates.
- c) Utilize a private corporation in which they have shares with the intention of avoiding conflict of interest policy requirements.

- d) ~~If employees or~~ Or their family members, friends or business associates have a personal or financial interest that might present a conflict or bias in connection with their duties as Division employees, they must report this conflict to the Director or to the supervisor of the affected department or designates in writing.
- e) ~~receive~~ Receive remuneration , directly or indirectly, as an agent for the sale of furnishings, apparatus, equipment or other goods for use by a school or in any other manner violate section 368 of *The Education Act, 1995*;

If at the date of the approval of this regulation, any employees are in receipt of a contract with the Board under which money of the Board is payable, they shall so inform the Superintendent of Human Resources in writing within 30 days.

### 3. REPRESENTING OTHERS

Staff may not appear before outside agencies or Divisional committees on behalf of the Division and may only represent ~~himself/herself,~~ themselves ~~his/her~~ their spouse, ~~his/her~~ their parents or ~~his/her~~ their minor children unless they have clear authority to represent the Division on such things as external boards or committees.

### 4. GIFTS AND PAYMENTS

Board employees shall not accept a gift, payment, favour or service from any individual or organization in the course of performance of their assigned duties if that gift, payment, favour or service:

- a) Is other than a normal exchange of hospitality between people doing business, or
- b) Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the Board, or
- c) Is of a value in excess of \$100. (tie to CGRA limits)

### 5. MISUSE OF SCHOOL BOARD PROPERTY

- a) Employees shall not use the School Board property (including automated resources), equipment, resources (including financial, technical and human resources), or facilities (including communications channels) of the Board of Education to promote or benefit personal business or political interests.

- b) Employees shall be responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of Board-owned equipment or material entrusted to their care.

## 6. OUTSIDE EMPLOYMENT

Prairie South employees may engage in outside employment as long as those activities do not adversely affect performance of their Division jobs, do not create a conflict of interest or the appearance of such, and do not violate applicable laws and regulations. Outside employment that creates a conflict of interest, or the appearance of such must be declared in writing to the Director of Education. Outside employment is any activity, including consulting, which is beyond a Division employee's normal School Division responsibilities, and which may result in remuneration payment to the employee beyond that provided by Prairie South School Division. Employees must obtain advance written approval of outside employment activities which may not be in accordance with the above from the Director that:

- a) Take place during periods when an employee would normally be expected to be available to Prairie South School Division.
- b) Use information specifically derived from Prairie South School Division work.

Employees may not engage in any outside work or business activity:

- a) That conflict with their duties as Division employees;
- b) That will, or is likely to, negatively influence or affect them in carrying out their duties as Division employees.

## 7. CONFIDENTIALITY

Confidential information about Prairie South School Division, its students or employees should-shall not be divulged to anyone other than persons who are authorized to receive such information. When the employee is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel. This basic policy of caution and discretion in handling of confidential information extends to both external and internal disclosure.

Confidential information obtained as a result of employment with Prairie South School Division is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties.

In the course of any job, an employee may become aware of personal and confidential information. Prairie South School Division depends on the maturity and loyalty of each employee to keep private any such information.

## 8. DISCIPLINARY ACTION

Breach of any of the provisions of this regulation ~~shall~~ shall, following an investigation of the facts, ~~render~~ make employees liable to such disciplinary action, up to an including including dismissal, as is deemed to be appropriate by the Board.



# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	7.2
<b>Topic:</b>	<b>Tender Report</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:**

Board has requested a monthly report of tenders awarded which exceed the limits of Administrative policy AP 706, which details tender award limits. The policy is as follows:

The Board of Education is responsible for the award of tenders for capital expenditures for motor vehicles, furniture and fixtures, equipment and educational materials and supplies exceeding \$20,000, capital expenditures for building materials exceeding \$40,000, contracts for other capital works exceeding \$100,000, and transportation services exceeding \$50,000.

This report covers the period from September 23, 2011 to October 21, 2011.

**Current Status:**

A request for proposals was issued for banking services.

A tender was issued for the supply and installation of spectator bleachers at Assiniboia High School.

A tender was issued for the construction of a Pre-K washroom at Assiniboia 7<sup>th</sup> Ave. School.

A tender was issued for an accessibility washroom/changeroom upgrade at Glentworth School.

A tender was issued for a wheelchair lift at Gravelbourg High School.

A tender was issued for window replacement at Central Collegiate.

A tender was issued for Window Replacement Phase 2 at Westmount School.

A tender was issued for Dust Collection at Peacock Collegiate.

A tender was issued for paint booth replacement at Peacock Collegiate.

**Pros and Cons:**

**Financial Implications:**

The request for proposals for banking services was awarded to Conexus Credit Union who had the optimal

combination of interest rates, service rates and services.

The tender for the supply and installation of bleachers at Assiniboia High School was awarded to Royal Stewart out of Winnipeg for a cost of \$33,826.25.

The tender for the Pre-K washroom at Assiniboia 7<sup>th</sup> Ave. was awarded to CCR Construction of Regina for a cost of \$76,275.

The Glentworth accessibility washroom/changeroom upgrade was awarded to KT Construction Services of Calgary for a cost of \$695,400.

The tender for the wheelchair lift at Gravelbourg High School was awarded to Access 2000 for a cost of \$22,700.

The tender for window replacement at Central Collegiate was awarded to C&S Builders at a cost of \$56,962.

The tender for Window Replacement Phase 2 at Westmount School was awarded to Cardinal Construction for a cost of \$125,847.

The tender for Peacock Dust Collection was awarded to Mid West Efficiency for a cost of \$147,400.

The tender for the paint booth replacement at Peacock Collegiate was awarded to Certified Spraybooth Inc. for a cost of \$151,850.

**Governance Implications:** N/A

**Legal Implications:** N/A

**Communications:** N/A

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	October 21, 2011	n/a

***Recommendation:***

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	7.3
<b>Topic:</b>	<b>Appoint Members to Riverview's SCC</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:**

Riverview has a few vacancies on their School Community Council and has found three parents/community members who are interested in fulfilling the SCC positions.

1. Carla Shymko - end date 2011/2012
2. Nina Chalmers - end date 2011/2012
3. Lois Thomson - end date 2012/2013

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Barbara Compton	October 12, 2011	No

**Recommendation:**

That the board appoint members to Riverview's SCC as presented.

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.1.1
<b>Topic:</b>	<b>Update on Lunch Program</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** At the October 4, 2011 Board meeting, the following inquiry was made:  
Request an update on the status of the lunch program implementation throughout Prairie South School Division.

**Current Status:** In order to gather data on the inquiry, all schools were surveyed to determine the impact of the implementation. Please see the attached spreadsheet. The findings indicate that there was no impact on or change to our rural school because the majority of students already stay for lunch. As well, there was no change in our high schools, for the same reason.

The major impact was noticed in our Moose Jaw elementary schools as they have experienced an increase in the number of students staying for lunch. The percentage of students staying for lunch ranges from 26%-77% with King George reporting the lowest percentage and Sunningdale reporting the highest percentage. It was also pointed out, by the principals, that these numbers fluctuate and are expected to increase in the winter months. Last, the majority of elementary schools reported little difficulty in securing teacher noon supervision and believe this to be a positive program.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	October 19, 2011	Lunch Program Template

**Recommendation:**

## Teacher Noon Supervision Inquiry

	Change/Impact	% of Students	Ease of Teacher Supervision
ASSE	no		
ASSS	no		
ASSH	no		
AVON	no		
BAIL	NA		
BELL	NA		
BENG	no		
CARE	no		
CENB	no		
CENC	No		
CHAP	no		
CCAS	NA		
CHAS	NA		
CORO	no		
CRAI	no		
EMPI	little	55-65%	not forthcoming
EYEB	no		
GLEN	no		
GRAV	no		
GRAH	no		
HURO	NA		
JOHN	no		
KINC	no		
KING	yes (minimal)	26%	none needed at this time
LAFL	no		
LIND	students always able to stay		
MANK	no		
MORT	no		
MOSS	no		
PALL	yes	approx 40-45%	admin had to promote
PEAC	no		
PRIN	little	61%	easy
RIVE	no		
ROCK	no		
ROSE	NA		
ROUL	no		
SUNN	yes	77%	easy
VANG	NA		
WEST	yes	40-45%	yes-difficult
WILL	yes	approx 60%	easy

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.1.2
<b>Topic:</b>	<b>Inquiry re: Special Needs Transportation</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:**

At the October board meeting the following inquiry was made:  
With respect to students with special needs transportation to and from school requirements:  
1) how many Prairie South School Division students require Prairie South School Division special needs transit to and from school?  
2) does Prairie South School Division pay conveyance to and from school transportation for any students with special needs? If so, please provide generic details.  
3) does Prairie South School Division transport any Holy Trinity students with special needs? If so, how many, to where, why?  
4) what is the status of the Prairie South School Division bus fleet with respect to the ability to transport students with special needs for transportation?  
5) any further information, questions, or concerns from Prairie South School Division with respect to this matter?

**Current Status:**

Please see attached for responses to each question.

**Pros and Cons:**

**Financial Implications:**

Please see attached.

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Clarke Baker and Lori Meyer	October 19, 2011	Bus Transportation Inquiry

**Recommendation:**

## **Board Inquiry: School Bus Transportation With Respect to Students with Special Needs**

### **1. How many Prairie South School Division students are provided special needs transit to and from school by the school division?**

- a. Number of students who require special needs transit (transportation provided by a wheelchair accessible school bus):
  - a. 20 in total. One student is picked up near the Chamberlain area, another student is transported from Caronport, and the remaining 18 students are located within Moose Jaw. Seven of these students are in wheelchairs.
- b. Number of students who have a disability but ride on a regular school bus:
  - a. 7. Three students are located within Moose Jaw, and four students are transported to other rural school.
- c. One student located in Moose Jaw is transported by taxi to and from school due to behavior issues. The taxi initially retrieves an Educational Assistant (EA) prior to picking up this student in the morning and the EA also accompanies this student during the return trip home in the afternoon.

### **2. Does Prairie South School Division pay conveyance to and from school for any student with special needs? If so, please provide generic details.**

- a. Number of students with special needs that require conveyance allowance to be transported to and from school:
  - a. 6. Four students attending school in Moose Jaw, and two students attending school in the rural area. This is deemed to be in the best interest of the child due to physical and behavioral concerns.

### **3. Does Prairie South School Division transport any Holy Trinity students with special needs? If so, how many, to where, why?**

- a. Number of HTCSD students transported by our school division is seven. These students attend the Developmental Centre Program at St. Michael School.

**4. What is the status of the Prairie South School Division bus fleet with respect to the ability to transport students with special needs for transportation?**

a. Our fleet has limited resources to provide this service. Currently, the school division has three wheelchair accessible buses used daily on three separate routes and there is only one additional bus to be used as required. This spare bus can also be used to replace the other buses during repairs and/or maintenance purposes. As a result we would not be able to immediately provide another wheelchair accessible school bus for an additional route. If possible, any future requirement for wheelchair accessible school bus(es) should be planned well in advance.

b. For information the cost for a wheelchair accessible school bus if purchased at today rates are as follows:

<b>School Bus Costs</b>			
<b>No</b>	<b>Bus Size</b>	<b>Cost (Approx)</b>	<b>Wheelchair (Approx)</b>
1	22 (gas)	57K	63K
2	35	80K	86K
3	48	83K	88K
4	54	84K	89K
5	64	86K	92K
6	72	87K	92K

Notes:

1. The cost for a bus without wheelchair accessibility is also included for comparison purposes.
2. The wheelchair school bus rate only includes one wheelchair position. Additional positions cost approx 1K.
3. These rates are based on purchasing a school bus directly from a dealer located in SK at actual cost if one was purchased today. One may save up to about 5K on each bus as a result of a tender process.



## **5. Other information:**

a. There are times that we would like to use city transit wheelchair accessible bus for the students in the Lifeskills program at RVCI when they have work experience placements. Costs for transportation for this program are to be covered by the school decentralized budget and the cost to use a Prairie South bus is significantly more than the city transit. The challenge with city transit is that the drop off spot with the city transit wheelchair accessible bus can be a safety concern. For example one student who uses a wheelchair has a work experience placement at Staples, the city drop off is at Walmart and it is not safe for her to wheel across two parking lots alone to get to her placement and in the winter it may be impossible to do so. In fostering independence we would like to access city transit more frequently however complications such as this hold us back.

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.2
<b>Topic:</b>	<b>Substitute Usage Report</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** A copy of the October 1-21, 2011 Substitute Usage Report is attached.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	October 21, 2011	Substitute Usage Report

***Recommendation:***

## Teacher Absences & Substitute Usage

Date Range:	October 1 to 21, 2011				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 6050.38 days
Adoption Leave	0	0.00%	0	0.00%	0.00%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Leave	10	1.55%	9.5	95.00%	0.17%
Competition Leave	4	0.62%	3.06	76.50%	0.07%
Continuous Learning Framework	5	0.78%	5	100.00%	0.08%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Court/Jury	0	0.00%	0	0.00%	0.00%
CURR Meet/PD	19.2	2.98%	11.3	58.85%	0.32%
Emergency Leave	1	0.16%	1	100.00%	0.02%
Executive Leave	1	0.16%	1	100.00%	0.02%
Extra/Co-curr Teach	26.93	4.18%	26.53	98.51%	0.45%
Facility Meeting	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
Illness - Teacher	165.12	25.61%	136.78	82.84%	2.73%
Illness - Long Term	91.56	14.20%	0	0.00%	1.51%
In Motion Mtgs	17	2.64%	15.31	90.06%	0.28%
Internship Seminar	0	0.00%	0	0.00%	0.00%
Medical/Dental Appt	101.35	15.72%	94.55	93.29%	1.68%
Noon Supervision Day	10.5	1.63%	8.13	77.43%	0.17%
Opportunity To Learn	1	0.16%	0.5	50.00%	0.02%
Paternity Leave	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	68.9	10.69%	58.9	85.49%	1.14%
PP Teacher	19.2	2.98%	13.39	69.74%	0.32%
Prep Time	30.4	4.72%	30.4	100.00%	0.50%
PSTA	10.5	1.63%	8	0.00%	0.17%
Rec. Of Service	26.9	4.17%	23.4	86.99%	0.44%
SCC Meetings	0	0.00%	0	0.00%	0.00%
SCHO Meet/PD	17.1	2.65%	11.1	64.91%	0.28%
Secondment	1.5	0.23%	1.5	100.00%	0.02%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
STF Business - Invoice	11	1.71%	9	81.82%	0.18%
STUD Meet/PD	3.9	0.60%	3.4	87.18%	0.06%
Leave Without Pay	1.62	0.25%	2	123.46%	0.03%
<b>Total Absences</b>	<b>644.68</b>	<b>100.00%</b>	<b>473.75</b>	<b>73.49%</b>	<b>10.66%</b>

Teachers (FTE)

432.17

# of teaching Days

14

Possible Days

6050.38

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.3
<b>Topic:</b>	<b>Auditor Letter of Independence</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** The board's auditors Stark and Marsh have sent a letter of independence.

**Current Status:** In accordance with Generally Accepted Auditing Standards auditors must communicate all relationships with the organization that might be thought to bear on the auditors' independence.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:** This is in compliance with Generally Accepted Auditing Standards.

**Communications:** The auditors have asked that this be a confidential information item.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Berne Girardin	October 6, 2011	Letter of Independence from Stark and Marsh.

**Recommendation:**  
For information only.

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.4
<b>Topic:</b>	<b>Auditor Reporting Responsibilities and Audit Plan</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** Stark and Marsh, the Board's auditors, have sent a report outlining the auditors' responsibilities as auditors and their responsibilities to the Board. The report also outlines the audit plan.

**Current Status:** The report is attached for information.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:** This is in compliance with Generally Accepted Auditing Standards.

**Communications:** The auditors have asked that this be a confidential information item.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Berne Girardin	October 6, 2011	Stark and March Reporting Responsibilities and Audit Plan

**Recommendation:**  
For information only.

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.5
<b>Topic:</b>	<b>Audit Involvement Memorandum</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** The Provincial Auditor has sent a memo outlining their involvement in the school board audit.

**Current Status:** Overall objectives of the provincial auditor are listed in section III of the memorandum. The objectives are to give an opinion on Prairie South 210's ability to: safeguard public resources; to prepare financial reports and to conduct its activities following laws, regulations and policies related to financial reporting. Section IV outlines significant audit areas and issues. Section V names the audit team.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:** This is in compliance with provincial legislation.

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Berne Girardin	October 6, 2011	Letter and Memorandum from the Provincial Auditor

**Recommendation:**  
For Information Only.

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.6
<b>Topic:</b>	<b>Division Attendance Policy</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:**

A progress report is provided in response to the following motion made at the December 7, 2010 board meeting:

*That Prairie South School Division develop and implement a division-wide attendance policy.*

**Current Status:**

Progress Update:

A draft protocol has been created. This protocol has been distributed to all administrators for initial feedback. A committee has been established to look closely at the protocol and feedback from administrators. The results will be presented at an upcoming Smooth Transitions meeting.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi	October 20, 2011	n/a

**Recommendation:**

Information only.

# AGENDA ITEM

<b>Meeting Date:</b>	November 1, 2011	<b>Agenda Item #:</b>	12.7
<b>Topic:</b>	<b>Thank You From Craik School</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** Attached is a Thank You note from Craik School re: new gym floor.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	October 20, 2011	Thank You Card

**Recommendation:**  
Information only.



Thank you

Made especially for you by:  
Craik School



Dear PSSD Board  
of Education,  
On behalf of everyone  
at Craik School,  
thank you for making  
our new gym floor a  
reality.  
"It's Awesome!"  
Thanks,  
Gord Taylor