Prairie South Schools

BOARD OF EDUCATION

NOVEMBER 6, 2012
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**
  - **4.1.1 Prince Arthur School Community Council, Theresa Webster**
    Physical Education Safety Guidelines Review
- **4.2 Presentations**
  - **4.2.1 Higher Literacy & Achievement Committee Monitoring Report**
    Assessment Data Presentation: *How Are Our Students Doing*, David Hall

5. Decision Items
- **5.1 We Schools in Action – School Board Partnership**
- **5.2 Continuous Agenda**
- **5.3 SSBA Fall General Assembly Ballot Pick Up**
- **5.4 South Central District Athletic Association (SCDAA) Board Representative**
- **5.5 Public Section Board Representative**
- **5.6 Designate Board Representative to School Community Councils**

6. Discussion Items – No Items

7. Consent Items

7.1 Suspensions

7.2 Approved Tenders

7.3 Out of Province Excursion – Lindale School to Asessippi

7.4 Out of Province Excursion – Craik School to Ottawa

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

8.1.7 Marketing Advisory

8.2 Adhoc Committees

8.2.1 South Hill

8.2.2 Annual General Meeting Improvement

9. Identification of Items for Next Meeting Agenda:

- **Notice of Motions**
- **Inquiries**

10. Professional Sharing/Round Table

11. Adjournment

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 2, 2012 at 10:00 a.m.

Attendance: Ms. C. Christopherson-Cote; 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; L. Meyer, Superintendent of Learning; R. Boughen, Superintendent of Human Resources; B. Compton, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; K. Novak, Superintendent of School Operations; H. Boese, Executive Assistant

Motions:

10/02/12 – 1769	That the meeting be called to order at 10:30 a.m. - Christopherson-Cote	Carried
10/02/12 – 1770	The following items were added to the agenda: 5.2 SSBA Submission of Bylaw Amendments and Resolutions for the 2012 AGM 5.3 Request for Professional Development Expenses for We Day Conference 6.2 Item 12.1.1 Inquiry: South Hill 10.1 Acknowledgements 10.2 Sharing of Public Section That the Board adopt the agenda as amended. - McMaster	Carried
10/02/12 – 1771	That the Board adopt the Minutes of the regular meeting of September 11, 2012 as presented. - Jelinski	Carried
10/02/12 – 1772	That the Chaplin School crawlspace project be deferred to the capital plan discussion. - Swanson	Carried
10/02/12 – 1773	That the Board receive the consent items and approve the recommendations contained therein, as presented. - Young	Carried

Committee Reports

Standing Committees:

Higher Literacy & Achievement

- No report given.

Equitable Opportunities

- No report given.

Smooth Transitions

- No report given.

Strong System-Wide Accountability and Governance

- A list of ongoing board business was discussed. The list will be circulated to trustees to review. Additions to committee reports are welcome.

DRAFT

Advocacy and Networking

- No report given.

Rural Catchment Review

- No report given.

Marketing Advisory

- A draft copy of the mandate of the Committee will be brought forward in November or December.

Adhoc Committees:

South Hill

- No report given.

Annual General Meeting of Electors Improvement

- No report given.

Professional Sharing/Round Table

The Board acknowledged the service and contributions of Joan McMaster and Gord Stewart as trustees with the former Moose Jaw School Division No. 1 and current Prairie South School Division No. 210.

Adjournment

10/02/12 – 1774 That the meeting be adjourned at 12:25 p.m. Carried - Stewart

Colleen Christopherson-Cote
Chair

Bernie Girardin
Superintendent of Business and Operations

Next Regular Board Meeting:

Date: November 6, 2012
Location: Central Office, Moose Jaw

DRAFT

Prince Arthur Community School

640 Stadacona Street East
Moose Jaw, Saskatchewan S6H 1M2
Phone (306) 692-3904 Fax (306) 692-4557
Principal: Warren Marcotte Vice Principal: Faithe Sovdi

Prince Arthur School Community Council

Parents talking With Parents
Parents talking with Kids
Parents talking with Staff
Working Together for a Brighter Future

Good Day Heather,

Thank you for delegating us the 11:30am time at the PSSD Board's November 6th Meeting. There will be approximately 3-6 parents attending. I will be speaking on behalf of our parent SCC group.

We would like to address the Physical Activity Safety Guidelines, Appendix "B".

CLOTHING AND FOOTWEAR REQUIREMENTS

1. Appropriate clothing and footwear shall be required of each student for each activity, for the weather conditions, and for the age and skill level of the student. Jewelry must be removed prior to participation in all physical activities.

Our Parent Group is interested at having the jewelry portion of the guidelines amended to allow stud earrings to be worn during Physical Education classes for all students in Pre-Kindergarten, Kindergarten, Grade 1, Grade 2 and Grade 3. As parents of students in the Prairie South School Division, we are asking the Board to consider this for a number of different reasons (these will be discussed in detail at our presentation):

1) Age of children – inability of fine motor skills to do this
2) Risk of Infections
3) Cultural Beliefs
4) Alternative Options for Children not able to take part

In speaking with other parents from around the division we have found that this policy is not always followed. Some classrooms require their children to remove earrings and some do not. As a parent group we feel that perhaps that the reason this discrepancy is occurring is due to the suggestions above and therefore another reason the policy needs to be revised.

When new parents come into the division, they are often not aware of the policies that are in place for their children's safety. As parents who made attempts at finding the information we required for this presentation we were frustrated with how difficult it was to find it on the current website. Our suggestion to the Board is that a PSSD Manual with the information most required by new parents be created and distributed by the schools when children are registered.

We appreciate the time that the Board is offering to us and look forward to sharing our thoughts and ideas with you on November 6th.

Theresa Webster
SCC Chair – Prince Arthur Community School

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	5.1
Topic:	**We Schools in Action - School Board Partnership**		
Intent:	☒ Decision ☐ Discussion ☐ Consent ☐ Information		

Background:

We Day Saskatchewan will take place at Credit Union Centre in Saskatoon on February 27, 2013. This is the first time the organizers, Free the Children's We Schools in Action, have organized such an event in Saskatchewan. It will become an annual event.

Prairie South School Division has been invited to become a school board partner. Information regarding this proposed partnership is attached. Please note school board roles and responsibilities regarding a partnership are outlined on page 4 of this document.

Current Status:

Our schools may participate in We Day Saskatchewan regardless of the school division becoming a partner. However, a partnership will entitle the division to the rights and benefits outlined on page 3 of the attached document.

Pros and Cons:

Financial Implications:

The schools may use funds from their decentralized budgets to participate. The board may want to consider providing some centralized funding to assist with transportation costs.

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Jeff Finell	October 23, 2012	We Schools in Action: School Board Partnership Proposal 2012-2013

Recommendation:

That Prairie South School Division No. 210 become a We Schools in Action school board partner.

We Schools in Action:
School Board Partnership Proposal 2012-2013

Free The Children's We Schools in Action program inspires a generation to care about social justice and provides the practical tools needed to turn that inspiration into action. Launched by the energy and message of We Day, We Schools in Action puts students at the forefront of active global citizenship by educating them on social issues, developing leadership skills, and engaging them in world-changing action.

We invite you to become a We Schools in Action school board partner. This constitutes a commitment to collaborate in the delivery of the program within your board, in which Free The Children leads the program's delivery with board support throughout to help ensure that schools successfully complete the program.

This document serves as an overview and agreement of the rights, benefits, and commitments derived from the We Schools in Action partnership with Free The Children.

Overview of Program and School Commitments

The We Schools in Action program includes the following five components:

1) Commit

Schools apply to participate in the subsequent year's program through an online form available from about early March to May. Acceptances are sent via e-mail in May/June and participation is re-confirmed in August/September, to account for any changes that may have occurred in teacher placements and student numbers during the summer months.

When applying to the program, schools commit to fulfill all aspects of the program, including:

- Taking one local action and one global action during the school year
- Submitting two online reports throughout the year
- Teachers are asked to attend a follow-up training hosted by the board, if possible

Participation in the We Schools in Action is not mandatory to attend We Day. However, schools that make the commitment to take action through the program will get first priority to attend the event.

2) Get Inspired

The program launches at each fall with We Day. We Day is a high-energy event designed to empower students to realize their potential to affect positive social change through inspiring performances by speakers, social advocates, celebrity personalities and musicians. The event also activates the commitment made by each school in attendance to take action throughout the year on one local and one global issue.

There is no cost for tickets to We Day. Participating schools are responsible for transportation to and from the venue and for any teacher release time necessary.

3) Get Informed

Following We Day, the student leaders in attendance take their experience and inspiration back to their school communities—to their classrooms and clubs—to motivate their peers to make a difference. To build capacity within the school and help move them from inspiration to action, Free The Children is available to work directly with teachers following the We Day. School boards may organize centralized professional development sessions as part of an existing or new event, while entire schools can take advantage of motivational presentations for the entire student body. Teacher development workshop themes include:

- Effective models for student engagement in social justice learning and action
- Ideas for differentiated instruction, introducing them to new resources and tools for incorporating social justice in the classroom
- Teacher networking on extracurricular and classroom-based engagement

4) Take Action

The training educators and students receive at the in-service equips them to return to their schools to realize their commitment to change. Free The Children supports students and teachers throughout the rest of the year by providing free resources, such as:

- Mentorship and support from a dedicated youth programming coordinator
- Classroom resources for elementary and secondary levels
- Campaign materials
- Motivational speeches and action planning sessions

5) Share it!

Participating schools must submit two reports during the year:

- Report 1: Action Plans, due around December 15th, asks students and educators to share their local and global goals and intended actions, as well as any actions undertaken to date
- Report 2: Actions & Impacts, due around June 1st, asks students and educators to reflect on their activities and achievements over the course of the year, as well as the impacts their actions have had within their schools and broader communities.

The reports hold schools accountable to their commitments to take action during the year. The data collected is used to quantify the impact of the program, report to funders and to school boards, and report back to the students and teachers about the change they have helped to collectively create.

Schools must submit both reports in order to be eligible for a full complement of We Day event tickets in the subsequent year's program.

School Board Rights and Benefits

By signing on to We Schools in Action, you will not only provide your students a chance to experience this life-changing event, but will also enable your schools to connect with innovative avenues to achieve learning objectives and foster active global citizenship.

A We Schools in Action partnership with Free The Children affords you the following rights and benefits, which are unique to program partners:

We Day Access

- Your schools will have unique access to this event:
    - We will work with you to identify a number of schools to which we can guarantee acceptance to the program and tickets to We Day
    - Within the allotted number of guaranteed schools, each school is eligible for a pre-determined and standardized number of seats for students and teacher chaperones[1]
- The school board will have a pre-determined number of Honoured Guest seats reserved at We Day for board officials and administrators working on the We Schools in Action program, including participation in a special Educational Partners event (where possible)

School Enrolment

- Free The Children will provide timely registration reports to the board with information regarding schools who applied and were accepted
- Free The Children will work with the board to help ensure that the guaranteed spaces allotted to the board through the partnership are fulfilled to the extent possible

Partner recognition

- Your board will receive in-event recognition at We Day in a manner to be determined as the creative look and feel of the event is developed (past examples include vocal acknowledgement and logo recognition), in addition to mention in the annual We Schools in Action Impacts Report
- Free The Children will seek opportunities to profile schools and students from your board through media or We Day itself (provided that reporting is completed by schools)

Reporting

- Your board will receive bi-annual reports: a mid-term report in February and a year-end report in August. Reports will include board-specific quantitative and qualitative data reflecting participation rates and impacts, including school lists with the nature and extent of their participation indicated

[1] Where a school participated in the program in the previous school year but did not fulfill their commitment either through failure to submit reports, or to complete one local and one international action, they are ineligible to receive a full allotment of tickets to We Day in the subsequent school year. Free The Children reserves the right to provide additional seats to schools who demonstrated an outstanding commitment to the program in the previous year.

School Board Roles and Responsibilities

From your board, we ask for the following commitments to ensure the success of We Schools in Action within your schools:

General Support

- Formal endorsement of the program from the board
- An appointed liaison within the board who will coordinate details with Free The Children to help ensure the success of the program within your schools and as a system

Promotions and Enrolment

- Advertisement by the board of the program to all schools (as appropriate)
- Approval for Free The Children to e-mail, phone and/or mail schools for the purposes of We Schools promotion and year-long support
- Board support for the distribution of hard-copy program information packages to all schools through central mailing systems (if deemed necessary)
- A list of all eligible schools for inclusion in the online application system

Event Logistics

- Assistance with contacting schools to complete the confirmation process in September, with the understanding any schools that fail to confirm will be unable to attend We Day
- Approval to distribute We Day event tickets through board mailing systems
- Financial support to participating schools for transportation to We Day and teacher release time (where possible and/or appropriate within the board's model)

Program Reinforcement

- Organization of a half day teacher development session, which Free The Children's Educator Outreach team will develop and facilitate free of cost. Board responsibilities include coordinating the location, date and a minimum attendance rate by We Schools in Action teachers
- Consideration of Free The Children as a partner charity in board-wide initiatives
- Communication surrounding the deadlines for submission of the two reports

Commitment to Participate

After carefully reviewing this document, we request that a senior board representative sign below and submit the commitment below to affirm the board's desire to become a We Schools in Action school board partner.

This document is intended to provide an outline of the basic program elements. We welcome discussion and the opportunity to develop a plan collaboratively with you. If you have any questions about the program and the board's proposed role therein, please contact Devora Winston, Director of Youth Programming and Partnerships, at 416.925.5894 x.131 or devora@freethechildren.com.

To confirm your commitment, please fill out the information below and fax or mail it as follows:

Attn: Devora Winston
Free The Children.
233 Carlton St.
Toronto, ON, M5A 2L2

t: 416.925.5894 x.131
f: 416.925.8242
e: devora@freethechildren.com

School Board Name: _____

School Board Liaison contact information:
This individual will serve as the primary liaison between your board and our We Schools in Action team.

Name: _____ Title: _____

Phone: _____ E-mail: _____

By signing this document you are indicating the school board's commitment to support the program elements mentioned in this document.

Name: _____ Title: _____
Director or Senior Administrator

Signature: _____ Date: _____

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	5.2
Topic:	**Continuous Agenda**		
Intent:	☒ Decision ☐ Discussion ☐ Consent ☐ Information		

Background: The board approved its Continuous Agenda for the 2012-13 school year in May. The Annual General Meeting is scheduled for the evening following the Board Meeting on April 2, 2012. This falls during the Easter break and will limit attendance. It is recommended that the Annual General Meeting be moved to the evening following the Planning day on April 16.

Current Status:

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Jeff Finell	October 23, 2012	Continuous Agenda

Recommendation:
Board decision.

CONTINUOUS AGENDA
2012-2013

August	• Planning Meeting: August 13 • Regular Meeting: August 14
September	• Regular Meeting: September 11
October	• Regular Meeting: October 2 • Board Election: October 24 • Board Orientation: October 30
November	• Regular and Organizational Meeting: November 6 • Monitoring Report: Higher Literacy & Achievement • Planning Meeting: November 20: Board Orientation
December	• Regular Meeting: December 11 • Monitoring Report: Smooth Transitions • Audited Financial Statement/Public Accounts
January	• Regular Meeting: January 8 • Monitoring Report: Equitable Opportunities • Monitoring Report: 1st Quarter – Business • Planning Meeting: January 9: Budget Assumptions/Focus Plus
February	• Regular Meeting: February 12 • Monitoring Report: Strong System-Wide Accountability & Governance • 5 Year Capital Plan Approval • Planning Meeting: February 13: Budget Assumptions/Focus Plus
March	• Regular Meeting: March 5 • Planning Meeting: March 19
April	• Regular Meeting: April 2 • Annual Meeting of Electors: April 2 • Monitoring Report: 2nd Quarter – Business • Planning Meeting: April 16: Budget Discussion/Review
May	• Regular Meeting: May 7 • Budget Approval • Planning Meeting: May 21
June	• Regular Meeting: June 11 • Monitoring Report: 3rd Quarter – Business • Bursary Report

Updated: July 18, 2012

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	5.3
Topic:	**SSBA Fall General Assembly Ballot Pick Up**		
Intent:	☒ Decision ☐ Discussion ☐ Consent ☐ Information		

Background: Each year the SSBA asks who from the division will pick up the ballots for voting at the AGM.

Current Status: We have had the chair pick up the ballots and the ballots have been divided equally by trustees attending the meeting.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	October 26, 2012	No

Recommendation:
That in regards to the SSBA Fall General Assembly, voting ballots be divided equally among trustees attending the meeting and that the Board Chair be designated to pick up the ballots.

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	5.4
Topic:	**South Central District Athletic Association (SCDAA) Board Representative**		
Intent:	☒ Decision ☐ Discussion ☐ Consent ☐ Information		

Background: Joan McMaster was the Board representative for SCDAA so the Board will need to appoint a new representative.

Current Status: The Board representative for SCDAA became vacant with Joan McMaster stepping down.

Pros and Cons:

Financial Implications: As Board Procedure 103

Governance Implications: As Board Procedure 103

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	October 26, 2012	No

Recommendation:
That ____ be the Board representative for the South Central District Athletic Association.

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	5.5
Topic:	**Public Section Board Representative**		
Intent:	☒ Decision ☐ Discussion ☐ Consent ☐ Information		

Background: Gord Stewart was the Board representative for Public Section so the Board will need to appoint a new representative.

Current Status: The Board representative for Public Section became vacant with Gord Stewart stepping down.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Jeff Finell	October 26, 2012	No

Recommendation:
That ____ be the Board representative for Public Section.

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	5.6
Topic:	**Designate Board Representative to School Community Councils**		
Intent:	☒ Decision ☐ Discussion ☐ Consent ☐ Information		

Background:

As stated in Board Procedures # 201: Subdivision Board Members, when directed by the Board are to act as liaison representatives to the councils. The following guidelines concerning meetings between the Subdivision Board Member and SCC's are suggested:

Attendance of the Subdivision Board Member at two meetings of each SCC annually-preferably one meeting in the spring and one meeting in the fall.

Attendance of the Subdivision Board Member at a minimum of one joint meeting of all SCC's within a School Division cluster of schools on an annual basis.

Copies of the Minutes of SCC meetings are to be forwarded to the Subdivision Board Member as soon as practical following each meeting.

Approved Sept. 1, 2006
Revised: May 3, 2011

Current Status: Please see "2011-2012 Board Representatives" list attached.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Barbara Compton	October 30, 2012	2011-2012 Board Representatives

Recommendation:
That the new Moose Jaw Board members fill the Moose Jaw School vacancies.

Prairie South Schools 210 Learning together.

2011-2012 Board Representatives

In Moose Jaw, the designated representatives are as follow:

School	**Board Members**
Empire	Darrell Crabbe, Lew Young
John Chisholm	Gord Stewart, Brian Swanson
King George	Darrell Crabbe, Gord Stewart
Palliser Heights	Joan McMaster, Brian Swanson
Prince Arthur	Lew Young, Brian Swanson
Sunningdale	Lew Young, Joan McMaster
Westmount	Joan McMaster, Darrell Crabbe
William Grayson	Brian Swanson, Lew Young
Central Collegiate	Joan McMaster, Brian Swanson
Peacock Collegiate	Gord Stewart, Lew Young
Riverview Collegiate	Darrell Crabbe, Gord Stewart

Subdivision	**Schools**
#1 – Ron Gleim	Chaplin, Central Butte, Eyebrow, Mortlach, Craik
#2 – Jackie Jelinski	Rouleau, Avonlea, Caronport Elementary, Lindale
#3 – Al Kessler	Assiniboia 7th Ave, Assiniboia Elementary, Assiniboia Composite, Mossbank
#4 – Colleen Christopherson-Cote	Coronach, Bengough, Rockglen
#5 – Shawn Davidson	Gravelbourg Elementary, Gravelbourg High, Lafleche, Kincaid, Glentworth, Mankota

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	7.2
Topic:	**Tender Report**		
Intent:	☐ Decision ☐ Discussion ☒ Consent ☐ 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 21, 2012 to October 26, 2012.

Current Status:

A request for proposals was issued for a used 24-28 passenger school bus.
A tender was issued for window replacement at John Chisholm School.
A tender was issued for Phase 2 of window replacement at Mossbank School.
A tender was issued for roof replacement at the Thatcher Drive Office.

Pros and Cons:

Financial Implications:

The request for proposals for a used bus was awarded to Bus Sales of Saskatoon. A 2010 28 passenger bus was purchased for $46,000.
The tender for window replacement at John Chisholm school was awarded to C&S Builders at a cost of $15,555.
The tender for window replacement Phase 2 at Mossbank School was awarded to C&S Builders at a cost of $184,784.
The tender for roof replacement at the Thatcher Drive office was awarded to Skyline Building Envelope Solutions at a cost of $102,467.53.

Governance Implications: N/A

Legal Implications: N/A

Communications: N/A

Prepared By:	Date:	Attachments:
Ron Purdy	October 26 , 2012	n/a

Recommendation:
That the Tender Report be accepted as presented.

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	7.3
Topic:	**Out of Province Excursion - Lindale School to Asessippi**		
Intent:	☐ Decision ☐ Discussion ☒ Consent ☐ Information		

Background: Grade 8 Lindale students will go on ski trip to Asessippi Ski Resort.

Current Status: Waiting for approval

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	October 26, 2012	Application Form

Recommendation:
That the Board approve the overnight excursion by Lindale School to Asessippi Ski Resort

Prairie South School Division No. 210

15 Thatcher Drive East
Moose Jaw, SK S6J 1L8

Phone: (306) 694-1200 Fax: (306) 694-4955
Outside the Moose Jaw Area: 1-877-434-1200

www.prairiesouth.ca

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Marie Fish,	**School: Lindale School**
Type of Activity: X Curricular ☐ Extra-Curricular_____ ☐ High Risk Activity _____	
Grade Level: 8	**Number of Students: 30**
Destination: Asessippi Ski Resort	**Trip Date: Feb. 12 – 14, 2013**
Number of School Days (Partial/Full): 2 full days	
Transportation: Travel by Bus (PSSD No. 210) or X Other: __chartered bus Travel by Car/Van (List names of drivers): _undetermined at this point _____ _____ _____	
Number of Teachers, Parents, Chaperones: 6	
Qualifications/Certifications of Teachers, Parents, Chaperones: X First Aid ☐ Lifeguard X Canoe Certification ☐ Other _____	

B. SAFETY GUIDELINES

X Parent consent forms and medical information including the Health Card Number will be obtained.
X Evacuation Plan is in place and will be communicated to appropriate individuals.
X Designated supervisor has access to emergency vehicles at all times.
X Access to cellular or satellite phone or other communication device.
X A list of emergency telephone numbers will be formulated.
X Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.
X Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines.
X Male and Female Chaperones for a co-ed activity.

C. BUDGET

- Anticipated Budget _____attached
- Description of Funding Sources __ See attached under Proposed Expenses
- Out of Pocket Cost per Participant - none

SECTIONS D, E and F MUST BE COMPLETED FOR ALL CURRICULAR EXCURSIONS

D. LEARNING OBJECTIVES

As Attached

E. LEARNING ACTIVITIES *(Outline prior training for outdoor education and high risk activities)*

a) Pre-Excursion Learning

b) Excursion Learning — As Attached

c) Post-Excursion Learning

F. SCHEDULE OF ACTIVITIES

As Attached

Marie Fish — Teacher Signature — Oct. 17/12 — Date

P Rodger — Principal Signature — Oct 18, 2012 — Date

Director/Superintendent Signature

☑ **Request Approved** ☐ **Request Denied**

AGENDA ITEM

Meeting Date:	November 6, 2012	**Agenda Item #:**	7.4
Topic:	**Out of Province Excursion - Craik School to Ottawa**		
Intent:	☐ Decision ☐ Discussion ☒ Consent ☐ Information		

Background: Grades 10-12 students from Craik going to Ottawa.

Current Status: Awaiting approval

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	October 26, 2012	Application Form

Recommendation:
That the Board approve the overnight excursion by Craik students to Ottawa (Encounters with Canada)

Prairie South School Division No. 210

15 Thatcher Drive East
Moose Jaw, SK S6J 1L8

Phone: (306) 694-1200 Fax: (306) 694-4955
Outside the Moose Jaw Area: 1-877-434-1200
www.prairiesouth.ca

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION

Name of Teacher: Debbie Wildfong **School:** Craik School

Type of Activity: ☑ Curricular ☐ Extra-Curricular _____
☐ High Risk Activity _____

Grade Level: 10 - 12 **Number of Students:** 19

Destination: Ottawa **Trip Date:** TBA (Jan 29 - Feb 1)

Number of School Days (Partial/Full):

Transportation: ☐ Travel by Bus (PSSD No. 210) or ☑ Other: plan
☐ Travel by Car/Van (List names of drivers): _____

Number of Teachers, Parents, Chaperones: 2 teachers: Mrs Wildfong & one other

Qualifications/Certifications of Teachers, Parents, Chaperones:
☐ First Aid ☐ Lifeguard ☐ Canoe Certification ☐ Other _____

B. SAFETY GUIDELINES

- ☑ Parent consent forms and medical information including the Health Card Number will be obtained.
- ☑ Evacuation Plan is in place and will be communicated to appropriate individuals.
- ☑ Designated supervisor has access to emergency vehicles at all times.
- ☑ Access to cellular or satellite phone or other communication device.
- ☑ A list of emergency telephone numbers will be formulated.
- ☐ Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.
- ☐ Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines.
- ☑ Male and Female Chaperones for a co-ed activity.

C. BUDGET

- ❖ Anticipated Budget N/A
- ❖ Description of Funding Sources Fundraising, Parents, SRC leadership account, community groups
- ❖ Out of Pocket Cost per Participant $675/student

SECTIONS D, E and F MUST BE COMPLETED FOR ALL CURRICULAR EXCURSIONS

D. LEARNING OBJECTIVES

History 10 - Social and political organizations in society
and 30 - Political process in society
- Decision Making within an organization
- Political Ideology - political parties
- Parliament
- Canadian Constitution and Economic Decision Making

EIA A 30 Canadian Literature
- Canadian Identity - Regional Voices - Vast and Varied Land

E. LEARNING ACTIVITIES *(Outline prior training for outdoor education and high risk activities)*

a) Pre-Excursion Learning

- government - House of Commons - Parliament
- Canadian Identity - Political Ideologies - Decision Making

b) Excursion Learning

- government - House of Commons
- see schedule below

c) Post-Excursion Learning

- presentations - multimedia for school and community

F. SCHEDULE OF ACTIVITIES

Sunday - arrival
Monday - tour of parliament
Tuesday - multicultural module / Museum of Civilization - IMAX
Wednesday - Peace Module - memorial service at Beechwood Cemetary
- sightseeing bus tour of Ottawa
Thursday - Citizenship ceremony - reaffirmation
- additional museum visits - National War Museum, Art Gallery
- cultural night
Friday - Debrief/evaluation / Banquet and Dance
Sat - flight home

A. Wildfong
Teacher Signature — Date: Sept 26, 2012

Principal Signature — Date: Sept 26, 2012

* Director/Superintendent Signature

☑ Request Approved ☐ Request Denied

Date Revised: *April19, 2007*