

Prairie South Schools
BOARD OF EDUCATION

April 5, 2022

1:00 p.m.

Central Office, 1075 9th Avenue NW
Moose Jaw

AGENDA

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
 - 3.1 Regular Board Meeting March 1, 2022
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1 Second Quarter Forecast and Finance Report
 - 5.2 2022-2023 School Year Calendar
 - 5.3 Board Policy 8 Update
 - 5.4 Avonlea School Community Council Constitution
 - 5.5 Monthly Tender Report
 - 5.6 2021-2022 Graduation Dates and Representatives
 - 5.7 ADDITION: Notice of Motion – Increase Mileage Rate
- 6. Delegations and Presentation**
 - 6.1 Not Myself Today, Amy Johnson, Superintendent of Human Resources
- 7. Information Items**
 - 7.1 International Students Programming Update
- 8. Committee Reports**
 - 8.1 Business, Infrastructure and Governance
 - 8.2 Human Resources
 - 8.3 Partnerships and Teambuilding
 - 8.4 Student Outcomes
- 9. Provincial Matters**

10. Celebration Items

11. Identification of Items for Next Meeting Agenda

11.1 Notice of Motions

11.2 Inquiries

12. Meeting Review

13. Adjournment

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on March 1, 2022 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson (via teleconference); Ms. C. Froese; Mr. B. Hagan; Mr. T. Johnson; Ms. J. Jukes; Ms. D. Pryor; Ms. G. Wilson; Mr. L. Young; D. Swanson, Superintendent of School Operations; J. Prokopetz, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; A. Johnson, Superintendent of Human Resources; A. Olson; Superintendent of Learning; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Presentation:

Calm Within the Storm – A Pathway to Everyday Resiliency, Superintendents of Operations

Motions:

- | | | |
|-------------------|---|---------|
| 2022-03-01 – 3673 | Giselle Wilson took the chair and called the meeting to order at 1:01 p.m. | |
| 2022-03-01 – 3674 | That the Board adopt the agenda as presented.
- Hagan | Carried |
| 2022-03-01 – 3675 | That the Board adopt the minutes of the February 1, 2022 Regular Board Meeting.
- Johnson | Carried |
| 2022-03-01 – 3676 | That the Board receive and file the Early Learning Accountability Report.
- Froese | Carried |
| 2022-03-01 – 3677 | That the Board receive and file the tender report as presented.
- Bumbac | Carried |
| 2022-03-01 – 3678 | That the Board approve Peacock Collegiate's Grade 11 Mountain Biking Trip to Kananaskis, Alberta on May 26-30, 2022.
- Pryor | Carried |
| 2022-03-01 – 3679 | That the meeting be adjourned at 1:51 p.m.
- Pryor | Carried |

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

April 5, 2022
Prairie South School Division Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	5.1
Topic:	2nd Quarter Forecast and Finance Report		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:	Prairie South Schools was required to submit a 2021-22 2 nd Quarter Forecast to the Ministry on March 18, 2022.
Current Status:	The forecast was submitted to the Ministry. The report includes brief variance explanations associated to the report and Function level Income and Expense statement.
Pros and Cons:	It must be noted that this information is a forecast and based on information currently available.
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	March 26, 2022	2 nd Quarter Forecast, Function level Income and Expense Statement

Recommendation:

That the Board receive and file the 2nd Quarter Forecast and Finance Report.

2ND QUARTER FINANCE REPORT

For the period ended February 28, 2022

Source Documents

Policy 12 Section 3. Fiscal Responsibility

- 3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- 3.2. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3. Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

1. Revenue/Expenditure patterns to February 28, 2022 for actuals and to August 31, 2022 for the projection:

The 2nd Quarter projection estimates a surplus of \$3,665,633. The budget was for a \$2,352,672 surplus.

Revenue:

Overall our revenues are 45.5% of budget as of February 28. They are projected to be 101.5% of budget by year-end with \$1,365,987 more revenue than budgeted for the school division.

- Grants are projected to be 102% of budget by year-end. We will receive \$1.3 million in additional funding for our enrolment increase based on the December grant adjustment. It looks low now because the PMR funding comes in late spring and we have not received any of the capital funding for the new school. All of the budgeted funding for the new school is included in the projection but it is possible that we will not receive much in the current year if the project has not moved forward significantly. If that is not received the final results will be significantly different.
- School Generated Funds revenue is down because activities have not yet recovered to pre-pandemic levels.
- External services revenue will be under budget as part of that December grant adjustment as associate school enrolments were down.

Expenses:

Our expenses are at 57.3% of budget at the end of the 2nd quarter and are projected to be 100% of budget by August 31.

- The variance in governance is primarily SCC. Their expenditures were transferred to instruction. They are typically under budget as a whole.
- Administration looks high because of front-loaded costs like our software licenses and audit but is projected to be slightly under budget.
- Instruction is projected to go over budget. This is reasonable as we added staff in the fall to help with the enrolment increase. The non-salary costs are projected to be a little under budget with Instructional aids over the most and PD and Student Related Expenses under the most.
- Facilities is projected to be slightly under budget. That will depend a lot on Facilities projects and whether they are complete at year-end and how much costs have increased. We will likely be over budget on heat and travel but under enough on electricity to offset those amounts.
- Transportation is also projected to be a little over budget. It looks like salaries and supplies will be over the most with repairs and extra trips under the most.
- SGF expense are also down because activities have not yet recovered to pre-pandemic levels.
- Complementary is projected to go over. There is still one position budgeted in the wrong area.
- External is projected to be under budget as payments to the associate schools will be less than budgeted due to the funding cut.

Governance Implications

Continue to monitor net effect of expenditures on future net assets and cash.

		Prairie South School Division No. 210				
		Statement of Operations				
		For the Period Ended February 28, 2022				
			As At Feb 28	2nd Quarter		
		2022	2022	2022		2021
		Budget	Actual	Projection		Actual
REVENUES						
	Property Taxation	0	0	0		0
	Grants	87,091,139	39,317,554	88,832,288		40,298,695
	Tuition and Related Fees	216,500	128,320	225,920		140,110
	School Generated Funds	1,283,954	770,371	1,173,952		906,642
	Complementary Services	691,700	364,906	701,528		369,296
	External Services	3,457,580	1,616,355	3,177,615		1,800,493
	Other	431,000	186,347	426,557		354,771
Total Revenues		93,171,873	42,383,853	94,537,860		43,870,007
EXPENSES						
	Governance	413,793	230,211	348,743		243,399
	Administration	2,777,029	1,539,873	2,735,752		1,577,053
	Instruction	60,713,777	36,037,682	61,237,512		34,333,612
	Plant	13,841,359	6,750,161	13,716,393		6,528,445
	Transportation	6,804,296	3,905,340	6,904,909		3,315,482
	Tuition and Related Fees	8,000	8,000	8,000		4,000
	School Generated Funds	1,262,797	602,525	989,145		859,399
	Complementary Services	1,450,165	882,471	1,543,494		850,744
	External Services	3,541,985	2,034,076	3,371,017		2,054,524
	Other Expenses	6,000	14,020	17,262		2,516
Total Expenses		90,819,201	52,004,359	90,872,227		49,769,174
Operating Surplus (Deficit) for the		2,352,672	-9,620,506	3,665,633		-5,899,167

<u>Account Description</u>	<u>Aug 31 2022 Budget</u>	<u>Feb 28 2022 Actual</u>	<u>Aug 31 2022 Forecast</u>	<u>Budget to Forecast Difference</u>
Property Taxation				
Property Tax Levies and Other	-	-	-	-
Grants In Lieu - Federal Government	-	-	-	-
Grants in Lieu - Provincial Government	-	-	-	-
Grants in Lieu - Railways and Other	-	-	-	-
Treaty Land Entitlement	-	-	-	-
Total Property Taxation Revenue	-	-	-	-

Grants				
Ministry of Education Operating Grant	76,649,122	39,145,831	78,291,662	1,642,540
Ministry of Education Capital Grants	7,716,000	-	7,716,000	-
Other Ministry of Education Grants	2,434,517	98,310	2,509,326	74,809
Other Provincial Grants - Operating	-	-	-	-
Other Provincial Grants - Capital	-	-	-	-
Federal Grants - Operating	-	-	-	-
Federal Grants - Capital	-	-	-	-
Grants from Others - Operating	18,500	42,300	42,300	23,800
Grants from Others - Capital	273,000	31,113	273,000	-
Total Grants	87,091,139	39,317,554	88,832,288	1,741,149

Tuition & Related Fees				
Tuition and Related Fees Revenue	216,500	128,320	225,920	9,420
Total Tuition and Related Fees	216,500	128,320	225,920	9,420

School Generated Funds				
School Generated Funds Revenue	1,283,954	770,371	1,173,952	(110,002)
Total School Generated Funds	1,283,954	770,371	1,173,952	(110,002)

Complementary Services				
Ministry of Education Operating Grant	547,764	275,696	555,018	7,254
Ministry of Education Capital Grants	-	-	-	-
Other Ministry of Education Grants	131,400	81,910	131,910	510
Other Provincial Grants - Operating	12,536	6,300	12,600	64
Other Provincial Grants - Capital	-	-	-	-
Federal Grants - Operating	-	-	-	-
Federal Grants - Capital	-	-	-	-
Grants from Others - Operating	-	-	-	-
Grants from Others - Capital	-	-	-	-
Tuition and Related Fees	-	-	-	-
Other Complementary Services	-	1,000	2,000	2,000
Total Complementary Services Revenue	691,700	364,906	701,528	9,828

External Services

Ministry of Education Operating Grant	3,244,617	1,484,128	2,968,256	(276,361)
Ministry of Education Capital Grants	-	-	-	-
Other Ministry of Education Grants	-	-	-	-
Other Provincial Grants - Operating	-	-	-	-
Other Provincial Grants - Capital	-	-	-	-
Federal Grants - Operating	-	-	-	-
Federal Grants - Capital	-	-	-	-
Grants from Others - Operating	-	-	-	-
Grants from Others - Capital	-	-	-	-
Tuition and Related Fees	-	-	-	-
Other External Services	212,963	132,227	209,359	(3,604)
Total External Services Revenue	3,457,580	1,616,355	3,177,615	(279,965)

Other Revenue

Miscellaneous Revenue	59,000	31,822	68,822	9,822
Sales & Rentals	137,000	36,944	57,573	(79,427)
Investments	235,000	117,581	300,162	65,162
Gain on Disposal of Capital Assets	-	-	-	-
Total Other Revenue	431,000	186,347	426,557	(4,443)
TOTAL	93,171,873	42,383,853	94,537,860	1,365,987

<u>Account Description</u>	<u>Aug 31 2022 Budget</u>	<u>Feb 28 2022 Actual</u>	<u>Aug 31 2022 Forecast</u>	<u>Budget to Forecast Difference</u>
Governance Expense				
Board Members Expense	216,898	105,014	210,028	(6,870)
Professional Development - Board Members	17,500	3,518	7,036	(10,464)
School Community Councils	54,000	-	-	(54,000)
Elections	-	-	-	-
Other Governance Expenses	125,395	121,679	131,679	6,284
Amortization of Tangible Capital Assets	-	-	-	-
Total Governance Expense	413,793	230,211	348,743	(65,050)
Administration Expense				
Salaries & Benefits	2,341,898	1,255,737	2,340,341	(1,557)
Supplies & Services	226,637	191,660	217,630	(9,007)
Non-Capital Furniture & Equipment	6,127	5,710	15,710	9,583
Building Operating Expenses	40,500	38,285	66,570	26,070
Communications	23,970	10,547	21,094	(2,876)
Travel	41,300	9,269	16,221	(25,079)
Professional Development	54,610	7,671	16,198	(38,412)
Amortization of Tangible Capital Assets	41,987	20,994	41,988	1
Total Administration Expense	2,777,029	1,539,873	2,735,752	(41,277)
Instruction Expense				
Instructional (Teacher Contract) Salaries & Benefits	45,229,915	26,645,438	45,469,178	239,263
Program Support (Non-Teacher Contract) Salaries & Benefits	9,449,921	5,986,677	10,082,795	632,874
Instructional Aids	1,197,509	945,283	1,305,283	107,774
Supplies & Services	1,005,030	690,765	955,216	(49,814)
Non-Capital Furniture & Equipment	1,191,080	612,052	1,142,497	(48,583)
Communications	649,547	351,246	695,139	45,592
Travel	150,436	71,640	129,400	(21,036)
Professional Development	474,815	160,390	267,317	(207,498)
Student Related Expenses	563,309	173,083	388,472	(174,837)
Amortization of Tangible Capital Assets	802,215	401,108	802,216	1
Total Instruction Expense	60,713,777	36,037,682	61,237,513	523,736
Plant Operation & Maintenance Expense				
Salaries & Benefits	4,476,154	2,289,521	4,399,621	(76,533)
Supplies & Services	26,500	4,230	8,460	(18,040)
Non-Capital Furniture & Equipment	272,814	52,394	104,788	(168,026)
Building Operating Expenses	6,551,895	3,114,515	6,629,030	77,135
Communications	7,500	5,617	11,234	3,734
Travel	100,500	77,280	150,052	49,552
Professional Development	12,500	9,856	19,712	7,212
Amortization of Tangible Capital Assets	2,393,496	1,196,748	2,393,496	-
Total Plant Operation & Maintenance Expense	13,841,359	6,750,161	13,716,393	(124,966)
Student Transportation Expense				
Salaries & Benefits	3,661,956	2,248,736	3,836,315	174,359
Supplies & Services	1,243,922	832,841	1,463,176	219,254
Non-Capital Furniture & Equipment	576,028	223,275	406,550	(169,478)
Building Operating Expenses	77,600	38,194	76,388	(1,212)
Communications	19,600	7,885	15,770	(3,830)
Travel	3,000	78	100	(2,900)
Professional Development	15,000	4,966	7,880	(7,120)
Contracted Transportation	286,741	89,140	178,280	(108,461)
Amortization of Tangible Capital Assets	920,449	460,225	920,450	1
Total Student Transportation Expense	6,804,296	3,905,340	6,904,909	100,613

Tuition and Related Fees

Tuition and Related Fees Expense	8,000	8,000	8,000	-
Total Tuition and Related Fees	8,000	8,000	8,000	-

School Generated Funds

School Generated Funds Expenses	1,262,797	602,525	989,145	(273,652)
Total School Generated Funds	1,262,797	602,525	989,145	(273,652)

Complementary Services Expense

Tuition & Other Related Fees	-	-	-	-
Administration Salaries & Benefits	-	-	-	-
Instructional (Teacher Contract) Salaries & Benefits	723,977	423,760	741,580	17,603
Program Support (Non-Teacher Contract) Salaries & Benefits	609,958	373,185	684,173	74,215
Transportation Salaries & Benefits	-	-	-	-
Instructional Aids	-	3,113	5,188	5,188
Supplies & Services	40,500	40,681	42,468	1,968
Non-Capital Furniture & Equipment	-	484	807	807
Building Operating Expenses	-	-	-	-
Communications	1,000	1,030	2,060	1,060
Travel	14,000	6,193	10,322	(3,678)
Professional Development	5,700	1,205	2,008	(3,692)
Student Related Expenses	53,900	32,255	53,758	(142)
Contracted Transportation & Allowances	-	-	-	-
Amortization of Tangible Capital Assets	1,130	565	1,130	-
Loss on Disposal of Tangible Capital Assets	-	-	-	-
Write-Down of Tangible Capital Assets	-	-	-	-
Total Complementary Services Expense	1,450,165	882,471	1,543,494	93,329

External Service Expense

Grant Transfers	-	-	-	-
Tuition & Other Related Fees	751,692	164,500	234,000	(517,692)
Administration Salaries & Benefits	138,577	69,289	127,030	(11,547)
Instructional (Teacher Contract) Salaries & Benefits	2,384,619	1,618,424	2,697,373	312,754
Program Support (Non-Teacher Contract) Salaries & Benefits	141,801	87,875	153,781	11,980
Plant Operation & Maintenance Salaries & Benefits	-	-	-	-
Transportation Salaries & Benefits	-	-	-	-
Instructional Aids	-	-	-	-
Supplies & Services	17,145	10,420	19,103	1,958
Non-Capital Furniture & Equipment	-	172	287	287
Building Operating Expenses	1,000	325	975	(25)
Communications	-	-	-	-
Travel	1,350	725	1,208	(142)
Professional Development	-	101	168	168
Student Related Expenses	105,705	82,197	136,995	31,290
Contracted Transportation & Allowances	-	-	-	-
Amortization of Tangible Capital Assets	96	48	96	-
Loss on Disposal of Tangible Capital Assets	-	-	-	-
Write-Down of Tangible Capital Assets	-	-	-	-
Total External Services Expense	3,541,985	2,034,076	3,371,016	(170,969)

Other Expense

Current Interest and Bank Charges	6,000	6,784	10,026	4,026
Interest on Debentures	-	-	-	-
Interest on Capital Loans	-	-	-	-
Interest on Other Long-Term Debt	-	-	-	-
Contaminated Sites	-	-	-	-
Loss on Disposal of Tangible Capital Assets	-	-	-	-
Write-Down of Tangible Capital Assets	-	-	-	-
Provision for Uncollectable Accounts	-	7,236	7,236	7,236
Total Other Expense	6,000	14,020	17,262	11,262

TOTAL	90,819,201	52,004,359	90,872,227	53,026
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AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	5.2
Topic:	2022-2023 School Year Calendars		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

The Education Act, 1995 in conjunction with collective agreements at the provincial and local level provide guidelines for school calendar development.

In accordance with *The Education Regulations, 2019* the Ministry reviews board-approved school calendars to ensure they adhere to the prescribed requirements. Board-approved calendars for 2022-2023 are due at the Ministry by May 1, 2022.

At the December 7 Board Meeting, the Board approved the following calendar parameters for 2022:

- In accordance with *The Education Regulations, 2019* subsection 22, the school year provides at least 950 instructional hours for Grades 1 to 12 and 475 instructional hours for kindergarten.
- Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours. In accordance with Article 16 of the Teachers' Provincial Collective Bargaining Agreement it stipulates teachers' assigned time shall not exceed 1044 hours within the school year.
- In accordance with *The Education Regulations, 2019* subsection 18, the following vacation periods are to be observed:
 - a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2
 - a spring vacation consisting of not more than 5 consecutive school days
- no more than 12 non-instructional days that include:
 - school-based organizational days
 - 5 teacher prep days (LINC contract)
 - professional learning days
 - professional learning time for LIP work
 - Professional learning time for LIT work

Current Status:	<p>Draft calendars were prepared for the School-Based Administrators to review at their February 10 Meeting. During that meeting there was consensus to move away from Early Dismissal Days.</p> <p>A Calendar Committee was then created and they met on March 3 to review the parameters and draft calendars. The committee consisted of representatives from different areas of the school division (K-12 schools, K-8 schools, 9-12 schools, Hutterian schools) as well as school board members, teachers, administrators, school community council members and out of scope staff. The calendars presented today were the calendars reviewed and supported by the Calendar Committee.</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Authority for the Board to set the yearly calendar is established in Board Policy 2.
Legal Implications:	
Communications:	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board and Ministry.

Prepared By:	Date:	Attachments:
Ryan Boughen	March 10, 2022	2022-2023 School Calendars

Recommendation:

That the Board approve the 2022-2023 calendars and direct administration to forward the approved calendars to the Ministry of Education for Ministry review.

Draft 2022-2023 REGULAR School Year Calendar

FIRST SEMESTER						SECOND SEMESTER					
MON	TUE	WED	THU	FRI	AUGUST 2022	MON	TUE	WED	THU	FRI	FEBRUARY 2023
1	2	3	4	5	TD= 4 BD= 0 ID= 0			1	2	3	TD= 15 BD= 15 ID= 15
8	9	10	11	12		6	7	8	9	10	
15	16	17	18	19		13	14	15	16	17	
22	23	24	25	26		20	21	22	23	24	
29	30	31				27	28				
MON	TUE	WED	THU	FRI	SEPTEMBER 2022	MON	TUE	WED	THU	FRI	MARCH 2023
			1	2	Sept 30: National Day for Truth & Reconciliation TD= 21 BD= 21 ID= 21			1	2	3	TD= 23 BD= 22 ID= 22
5	6	7	8	9		6	7	8	9	10	
12	13	14	15	16		13	14	15	16	17	
19	20	21	22	23		20	21	22	23	24	
26	27	28	29	30		27	28	29	30	31	
MON	TUE	WED	THU	FRI	OCTOBER 2022	MON	TUE	WED	THU	FRI	APRIL 2023
3	4	5	6	7	TD= 20 BD= 19 ID= 19	3	4	5	6	7	TD= 14 BD= 14 ID= 14
10	11	12	13	14		10	11	12	13	14	
17	18	19	20	21		17	18	19	20	21	
24	25	26	27	28		24	25	26	27	28	
31											
MON	TUE	WED	THU	FRI	NOVEMBER 2022	MON	TUE	WED	THU	FRI	MAY 2023
	1	2	3	4	November 10: TIL SLC TD= 20 BD= 20 ID= 20	1	2	3	4	5	May 19: TIL SLC TD= 21 BD= 20 ID= 20
7	8	9	10	11		8	9	10	11	12	
14	15	16	17	18		15	16	17	18	19	
21	22	23	24	25		22	23	24	25	26	
28	29	30				29	30	31			
MON	TUE	WED	THU	FRI	DECEMBER 2022	MON	TUE	WED	THU	FRI	JUNE 2023
			1	2	TD= 15 BD= 14 ID= 14				1	2	Exams: June 22-27 TD= 22 BD= 20 ID= 20
5	6	7	8	9		5	6	7	8	9	
12	13	14	15	16		12	13	14	15	16	
19	20	21	22	23		19	20	21	22	23	
26	27	28	29	30		26	27	28	29	30	
MON	TUE	WED	THU	FRI	JANUARY 2023						Second Semester Instructional Days= 91.0
2	3	4	5	6	Exams: January 24-27 TD= 19 BD= 18 ID= 18						Second Semester Non-Instructional Days= 4.0
9	10	11	12	13							Second Semester Teacher Days= 95.0
16	17	18	19	20							Total Instructional Days FTE= 183.0
23	24	25	26	27							Total Non-Instructional Days= 11.0
30	31										Total Teacher Days= 194.0
					First Semester Instructional Days= 92.0						
					First Semester Non-Instructional Days= 7.0						
					First Semester Teacher Days= 99.0						

LEGEND					
First/ Last Day	Stat Holiday	Holiday	School Based Inservice	Prep Day	Prep/LIT Day

Draft 2022-2023 ALTERNATE School Year Calendar

FIRST SEMESTER						SECOND SEMESTER						
MON	TUE	WED	THU	FRI	AUGUST 2022	MON	TUE	WED	THU	FRI	FEBRUARY 2023	
1	2	3	4	5	TD= 4BD= 0ID= 0			1	2	3	TD= 14BD= 14ID= 14	
8	9	10	11	12		6	7	8	9	10		
15	16	17	18	19		13	14	15	16	17		
22	23	24	25	26		20	21	22	23	24		
29	30	31				27	28					
MON	TUE	WED	THU	FRI	SEPTEMBER 2022	MON	TUE	WED	THU	FRI	MARCH 2023	
			1	2	Sept 30: National Day for Truth & Reconciliation TD= 20BD= 20ID= 20			1	2	3	TD= 21BD= 20ID= 20	
5	6	7	8	9		6	7	8	9	10		
12	13	14	15	16		13	14	15	16	17		
19	20	21	22	23		20	21	22	23	24		
26	27	28	29	30		27	28	29	30	31		
MON	TUE	WED	THU	FRI	OCTOBER 2022	MON	TUE	WED	THU	FRI	APRIL 2023	
3	4	5	6	7	TD= 18BD= 17ID= 17	3	4	5	6	7	TD= 13BD= 13ID= 13	
10	11	12	13	14		10	11	12	13	14		
17	18	19	20	21		17	18	19	20	21		
24	25	26	27	28		24	25	26	27	28		
31												
MON	TUE	WED	THU	FRI	NOVEMBER 2022	MON	TUE	WED	THU	FRI	MAY 2023	
	1	2	3	4	November 10: TIL SLC TD= 18BD= 18ID= 18	1	2	3	4	5	May 19: TIL SLC TD= 20BD= 19ID= 19	
7	8	9	10	11		8	9	10	11	12		
14	15	16	17	18		15	16	17	18	19		
21	22	23	24	25		22	23	24	25	26		
28	29	30				29	30	31				
MON	TUE	WED	THU	FRI	DECEMBER 2022	MON	TUE	WED	THU	FRI	JUNE 2023	
			1	2	TD= 14BD= 13ID= 13				1	2	Exams: June 22-27 TD= 20BD= 18ID= 18	
5	6	7	8	9		5	6	7	8	9		
12	13	14	15	16		12	13	14	15	16		
19	20	21	22	23		19	20	21	22	23		
26	27	28	29	30		26	27	28	29	30		
MON	TUE	WED	THU	FRI	JANUARY 2023	<div>LEGEND</div> <div><div>First/Last Day</div><div>Stat Holiday</div><div>Holiday</div><div>School Based Inservice</div><div>Prep Day</div><div>Prep/LIT Day</div><div>Alt Friday No School</div></div>					Second Semester Instructional Days= 84.0	
2	3	4	5	6	Second Semester Non-Instructional Days= 4.0							
9	10	11	12	13	Second Semester Teacher Days= 88.0							
16	17	18	19	20	Total Instructional Days FTE= 169.0							
23	24	25	26	27	Total Non-Instructional Days= 11.0							
30	31				Total Teacher Days= 180.0							
					First Semester Instructional Days= 85.0							
					First Semester Non-Instructional Days= 7.0							
					First Semester Teacher Days= 92.0							

Draft 2022-2023 HUTTERIAN School Year

FIRST SEMESTER						SECOND SEMESTER					
MON	TUE	WED	THU	FRI	AUGUST 2022	MON	TUE	WED	THU	FRI	FEBRUARY 2023
1	2	3	4	5	TD= 4 BD= 0 ID= 0			1	2	3	TD= 15 BD= 15 ID= 15
8	9	10	11	12		6	7	8	9	10	
15	16	17	18	19		13	14	15	16	17	
22	23	24	25	26		20	21	22	23	24	
29	30	31				27	28				
MON	TUE	WED	THU	FRI	SEPTEMBER 2022	MON	TUE	WED	THU	FRI	MARCH 2023
			1	2	Sept 30: National Day for Truth & Reconciliation TD= 21 BD= 21 ID= 21			1	2	3	TD= 23 BD= 22 ID= 22
5	6	7	8	9		6	7	8	9	10	
12	13	14	15	16		13	14	15	16	17	
19	20	21	22	23		20	21	22	23	24	
26	27	28	29	30		27	28	29	30	31	
MON	TUE	WED	THU	FRI	OCTOBER 2022	MON	TUE	WED	THU	FRI	APRIL 2023
3	4	5	6	7	TD= 20 BD= 19 ID= 19	3	4	5	6	7	TD= 14 BD= 14 ID= 14
10	11	12	13	14		10	11	12	13	14	
17	18	19	20	21		17	18	19	20	21	
24	25	26	27	28		24	25	26	27	28	
31											
MON	TUE	WED	THU	FRI	NOVEMBER 2022	MON	TUE	WED	THU	FRI	MAY 2023
	1	2	3	4	TD= 21 BD= 21 ID= 21	1	2	3	4	5	May 18: Hutterian Holiday May 19: TIL SLC May 29 & 30: Hutterian Holiday TD= 18 BD= 17 ID= 17
7	8	9	10	11		8	9	10	11	12	
14	15	16	17	18		15	16	17	18	19	
21	22	23	24	25		22	23	24	25	26	
28	29	30				29	30	31			
MON	TUE	WED	THU	FRI	DECEMBER 2022	MON	TUE	WED	THU	FRI	JUNE 2023
			1	2	TD= 15 BD= 14 ID= 14				1	2	Exams: June 22-27 TD= 22 BD= 20 ID= 20
5	6	7	8	9		5	6	7	8	9	
12	13	14	15	16		12	13	14	15	16	
19	20	21	22	23		19	20	21	22	23	
26	27	28	29	30		26	27	28	29	30	
MON	TUE	WED	THU	FRI	JANUARY 2023						Second Semester Instructional Days= 88.0
2	3	4	5	6	January 5: TIL SLC						Second Semester Non-Instructional Days= 4.0
9	10	11	12	13	January 6: Hutterian Holiday						Second Semester Teacher Days= 92.0
16	17	18	19	20	Exams: January 24-27						Total Instructional Days FTE= 179.0
23	24	25	26	27							Total Non-Instructional Days= 11.0
30	31										Total Teacher Days= 190.0
					First Semester Instructional Days= 91.0	LEGEND					
					First Semester Non-Instructional Days= 7.0	First/ Last Day	Stat Holiday	Holiday	School Based Inservice	Prep Day	Prep/LIT Day
					First Semester Teacher Days= 98.0						

AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	5.3
Topic:	Board Policy 8 Update		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide direction and guidelines for the action of the Board, Director of Education, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division.</p> <p>Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board. The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with <i>The Education Act, 1995</i> and other provincial and federal legislation.</p>
Current Status:	The Partnerships and Teambuilding Board Committee met on February 25, 2022 and expressed a desire to update the Terms of Reference to reflect the work of the Committee. The Partnerships and Teambuilding Committee brought the changes forward for discussion at the Committee of the Whole Planning Meeting on March 22, 2022.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	All new or updated policies are available at www.prairiesouth.ca once adopted by the Board of Education.

Prepared By:	Date:	Attachments:
Ryan Boughen	March 23, 2022	• Board Policy 8 Updated April 5, 2022

Recommendation:

That the Board adopt Board Policy 8 updated April 5, 2022.

Policy 8

BOARD COMMITTEES

The Board may establish committees to assist with its work. Committees may be standing or ad hoc in nature.

At its annual Organizational Meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees, and terms of reference for each.

General Requirements

Subsequent to the establishment of committees, appointment of trustees to committees will be the responsibility of the Chair. Normally trustees serve on a maximum of two standing committees. The Board Chair may sit as an assigned member of any committee; however s/he shall be an ex-officio member of all Board committees.

Committee Chairs will be determined by the Committee.

All committees of the Board, unless otherwise directed by a majority of the Board, shall report their activity and any recommendations arising from their work to the Board. Reports shall be delivered orally to the Committee of the Whole and any written reports shall be included in the Board agenda package.

Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature. All Committee meetings are closed to the public, and committee members shall hold committee work in strict confidence until such time as work is shared at a public meeting of the Board of Education as described above. The Director of Education may assign staff to support the work of the committee. Committees shall not exercise authority over staff.

Committee work will be presented to the Board by written report for decision, discussion or information.

1. Student Outcomes Standing Committee

1.1 Membership

- Minimum of three, maximum of four trustees.

1.2 Terms of Reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to increasing student literacy and achievement, promoting academic achievement for all students while closing achievement gaps and enhancing student outcomes.
- To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.

- To make recommendations to the Board relative to actions the Board may take to improve student learning and achievement within the Division.

1.3 Authority

- To make recommendations to the Board.

2. Human Resources Committee

2.1 Membership

- Minimum of three, maximum of four trustees.

2.2 Terms of Reference

- To review accountability reports and to make recommendations to the Board.
- To understand issues related to school staffing, recruitment and retention, performance management and employee and labour relations.
- To explore and advance the Human Resources initiatives within the school division.
- To make recommendations to the Board relative to actions the Board may take to advance innovative practice opportunities in the Division.

2.3 Authority

- To make recommendations to the Board.

3. Business, Infrastructure and Governance Standing Committee

3.1 Membership

- Minimum of three, maximum of four trustees.

3.2 Terms of reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to business, public accountability, stewardship, the advancement of public education including effective utilization of: finance, transportation, and facilities.
- To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.

3.3 Authority

- To make recommendations to the Board.

4. Partnerships and Teambuilding Standing Committee

4.1 Members

- Minimum of three, maximum of four trustees.

4.2 Terms of Reference

- To examine issues related to advocacy and networking and enhanced relationships with all stakeholders.
- To draft the Board **annual** advocacy plan for consideration by the Board.
- **To propose a suitable timeframe for the advocacy plan.**
- To monitor **and continually** assess the **implementation of the Board's annual** advocacy plan.
- ~~To annually assess the effectiveness of the Board's advocacy plan.~~
- ~~To research effective advocacy plans and actions taken by other divisions.~~

4.3 Authority

- To make recommendations to the Board.

Committees of the Whole

The Board may, from time to time, assign responsibility to the committee of the whole.

1. Membership

- All trustees

2. Terms of reference

- To provide a forum for trustees to engage in planning sessions related to issues such as, but not restricted to, finance, facilities, special projects and the Education Sector Strategic Plan.

3. Authority

- To make recommendations to the Board.

4. Meetings

- As determined by the Board.

Executive Committee

The Board may, from time to time, assign responsibility to the Executive Committee.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.

The Director of Education shall attend meetings of ad hoc committees.

Resource Personnel for Committees

The Director of Education may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference: *The Education Act, 1995*, Section 85
The School Division Administration Regulations, 2017, Section 41

April 5, 2022

AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	5.4
Topic:	Avonlea School Community Council Constitution		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<i>The Education Act (1995)</i> requires that School Community Councils maintain an updated constitution. Board Policy 16 requires that updates to SCC constitutions be approved by the Board of Education.
Current Status:	The Avonlea School Community Council has completed a review of their constitution.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	The March 2022 Avonlea School Community Council Constitution is in alignment with <i>The Education Act (1995)</i> and Board Policy 16.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Jennifer Prokopetz	March 29, 2022	Avonlea SCC Constitution March 2022

Recommendation:

That the Board approve the revised Avonlea School Community Council Constitution dated March 2022.

Avonlea School Community Council Constitution

Updated: March 2022

Mission

Our mission is to help our students **SOAR TO SUCCESS** by helping form a strong bond between our school and our community. The role of the School Community Council (SCC) is to build shared responsibility among the parents, the community, and the school for student learning and well-being, while supporting school planning and improvement.

Guiding Principles

Representative:	The Avonlea SCC strives through its actions to be representative of all students attending our school.
Inclusive:	In their activities, the Avonlea SCC will engage in processes to support all student learning.
Respectful:	The Avonlea SCC recognizes the importance of all perspectives within the school community and strives to appreciate all viewpoints.
Trustworthy:	The Avonlea SCC will conduct their affairs in an open and transparent manner, honouring the right to privacy of individuals and treat all information made privy to with appropriate discretion and sensitivity.
Responsible:	The Avonlea SCC will make every effort to respond to the needs and aspirations of the school community. The Avonlea SCC will consult with students, parents, community members, the Board of Education, the school Principal, school staff, and others as often as required. In addition to this, the Craik SCC will respond to requests for guidance and direction by the Board of Education, school Principal, and other community agencies and organizations that support children and youth.
Effective:	The attention and efforts of the Avonlea SCC will focus on key matters that make a difference in student learning and well-being, while aligning work with provincial and School Division goals and initiatives.
Committed:	The Avonlea SCC is committed to fulfilling the role as a vital link in school level governance. The Avonlea SCC will evaluate their performance regularly, taking advantage of opportunities to build their capacity, and account to the public, and the Board of Education on progress.
Positive:	The Avonlea SCC will lead with a positive community outlook and positive communication while supporting student learning and fostering community engagement.
Proactive:	The Avonlea SCC will be proactive in problem solving as a partner and with engagement between the school and community.

Membership

Representative Membership

- The School Community Council will have the following Representative Members:
 - 5 – 9 parent and community members elected at the Annual General Meeting
 - 2 secondary student(s)

Permanent Members

- The School Community Council will have the following Permanent Members:
 - The School Principal,
 - A teacher
 - Additional members as recommended by the SCC and approved by the Prairie South School Division Board of Education.

Officers

The following School Council Officers will be elected annually from among the Representative Members:

Chairperson	Vice-Chair	Secretary
<ul style="list-style-type: none">• Conduct meetings of the School Community Council;• Ensure that all members have input to discussion and decisions• Prepare meeting agendas in consultation with the Principal and other School Community Council Members;• Oversee operations of the School Community Council;• Establish networks that support the School Community Council; and,• Act as a spokesperson for the School Community Council.	<ul style="list-style-type: none">• Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend;	<ul style="list-style-type: none">• Take minutes at School Community Council meetings;• Receive and send correspondence on behalf of the School Community Council;• Take a charge of an official records of the School Community Council; and,• Ensure that appropriate notice is given for all meetings of the School Community Council
	Treasurer	
	<ul style="list-style-type: none">• School based personnel will maintain financial records for the council.• A permanent member will report financial records for council.	

Meetings

- The Annual General Meeting will be held in April each year. During this meeting, School Community Council members will be elected and officers will be chosen.
- The School Community Council will meet a minimum of 5 times per school year.
- The School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the SCC.

Voting: On matters requiring a formal vote, all members of the SCC with the exception of the Principal may vote.

Quorum: A quorum of the SCC shall be the majority of the Representative members.

Responsibilities

Learning Improvement Plans: School Community Councils are to be actively involved in cooperation with the school staff in developing Learning Improvement Plans for their schools. Specifically, they are to:

- Collaborate with staff to develop the next cycle of the Learning Improvement Plan each August/September.
- Collaborate with staff to determine and support activities related to the Learning Improvement Plan.

Community Engagement: School Community Council activities may include but are not limited to:

- Planning special events at the school,
- Facilitate regular fundraising activities
- Organizing school volunteers,
- Providing opportunities for parents, guardians, and community members to attend sessions on topics of interest,
- Creating targeted opportunities for other parents, guardians, and community members to be involved in the school,
- Naming representatives to attend division-wide activities sponsored by the Board.

Public Consultation and Communication

The SCC will consult and communicate with the school community through the following:

- School Website
- Minutes of SCC meetings
- SCC Facebook Page
- Email
- Surveys
- Other means of communication necessary

Council Code of Conduct

See Appendix A for Code of Conduct

Handling Complaints or Concerns

The Avonlea School Community Council complaints and concerns procedures will follow [Prairie South School Division Administrative Policy #152](#)

Amending the Constitution

The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

Appendix A

Avonlea School Community Council Code of Conduct

1. The School Community Council of Avonlea School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the SCC who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a member of a SCC:
 - i. Upholds the constitution and bylaws, policies, and procedures of the SCC
 - ii. Performs his/her duties with honesty and integrity
 - iii. Works to ensure that the well-being of students is the primary focus of all decisions
 - iv. Respects the rights of all individuals
 - v. Takes direction for the member ensuring that the representation processes are in place
 - vi. Encourages and support parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
 - vii. Works to ensure that issues are resolved through due process
 - viii. Strives to be informed and only passes on information that is reliable and correct
 - ix. Respects all confidential information
 - x. Supports public education
 - xi. Encourage a positive atmosphere where individuals contributions are encouraged and valued

AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	05.5
Topic:	Monthly Tender Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>The Board has requested a monthly update regarding tenders awarded. AP 513 details limits where formal competitive bids are required. The procedure is as follows:</p> <ul style="list-style-type: none"> • The Board has delegated responsibility for the award of tenders to administration except where bids received for capital projects exceed budget. In this case the Board reserves the authority to accept/reject those tenders. A report of tenders awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting. • Competitive bids will be required for the purchase, lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized under the Education Act 1995 exceeding \$200,000.
Current Status:	<p>This tender report covers the period from February 23, 2022 to March 28, 2022. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> • A tender for school buses was issued. The tender was awarded to Legacy Bus Sales on points. • A tender was issued for flagpole replacement at Kincaid, Bengough, Riverview Collegiate and the Board Office. The tender was awarded to C&S Builders for a cost of \$23,514 plus taxes.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	March 27, 2022	• n/a

Recommendation:

That the Board receive and file the tender report as presented.

AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	5.6
Topic:	2021-2022 Graduation Dates and Representatives		
Intent:	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Graduation planning is underway in schools. The Board of Education works each year to ensure that there is division level representation at each Prairie South graduation ceremony.
Current Status:	Dates have been chosen for graduation ceremonies.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	March 29, 2022	<ul style="list-style-type: none"> Graduation Dates

Recommendation:

That the Board review the information provided.

GRADUATION DATES 2021-2022

SCHOOL	DATE	Representative
Assiniboia Composite High	June 30	
Avonlea	May 27	
Bengough	June 11	
Briercrest Christian Academy	June 17-18	
Central Butte	June 18	
Central Collegiate	June 29 @ 1:30 pm	
Chaplin	May 27	
Cornerstone Christian	June 9	
Coronach	June 11	
Craik	May 20	
Ecole Gravelbourg	June 11	
Eye brow	July 2	
Glentworth	June 4	
Kincaid	June 11	
Lafleche	June 25	
Mankota	May 13	
Mortlach	May 27	
Mossbank	June 10	
Peacock	June 29 @ 9:00 am	
Riverview	June 29	
Rockglen	June 24	
Rouleau	June 10	

AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	5.7
Topic:	ADDITION Notice of Motion: Increase Mileage Rate		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The significant increase in the price of fuel should not be borne solely by our employees. Their increased expense should also be our increased expense.
Current Status:	The mileage rate for the 2021-2022 fiscal year was set at \$0.44/km.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Robert Bachmann	April 2, 2022	<ul style="list-style-type: none"> n/a

Recommendation:

That the mileage rate be increased to \$0.50/km effective April 1, 2022.

AGENDA ITEM

Meeting Date:	April 5, 2022	Agenda Item #:	7.1
Topic:	International Students Programming Update		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Senior administration met with representatives from YES Canada early in the 2021-2022 school year to discuss a partnership that would see us host international students in Prairie South Schools. In December 2021 YES Canada met with the Board for further discussions. In February we signed a three-year partnership agreement with YES Canada to bring over international students. Senior administration is currently working with YES Canada on a strategic plan that will see an increase in international students within our schools over the next three years.
Current Status:	Prairie South welcomed five students on April 2 from France studying in our schools. Two students will be at A.E. Peacock Collegiate, two at Central Collegiate and one will learn at Assiniboia Composite High School.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	March 24, 2022	n/a

Recommendation:

Information only.