

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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October 4, 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.** Organizational Meeting September 6, 2022
 - 3.2.** Regular Board Meeting September 6, 2022
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1.** Board Policy 17 Revision
 - 5.2.** SHSAA and Public Section Delegates
 - 5.3.** Student Learning Accountability Report
 - 5.4.** SSBA Fall General Assembly Ballot Pick Up
 - 5.5.** Monthly Tender Report
 - 5.6.** Missed Meetings
 - 5.7.** Board Policy 5 Revision
- 6. Delegations and Presentation**
 - 6.1.** Blaise Ariss, Transportation Concern (1:30 p.m.)
- 7. Information Items**
 - 7.1.** Class Size Report
 - 7.2.** Board Committee and SCC Appointments
 - 7.3.** September 30, 2022 Student Enrolments
 - 7.4.** Provincial Auditor Letter
- 8. Provincial Matters**
- 9. Celebration Items**

10. Identification of Items for Next Meeting Agenda

10.1. Notice of Motions

10.2. Inquiries

11. Meeting Review

12. Adjournment

MINUTES OF THE ORGANIZATIONAL 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 September 6, 2022 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson; 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

1. Ryan Boughen, Director of Education took the chair and called the meeting to order at 1:04 p.m.

2022-09-06 – 3717 That the Board add 6.14 Discussion Around Conflict of Interest AND THAT the Board adopt the Organizational Meeting Agenda as amended. Carried
- Jukes

2. Ryan Boughen called for nominations for Board Chair.

2.1.1. Giselle Wilson was nominated as Board Chair by Darcy Pryor.

2022-09-06 – 3718 That nominations for Board Chair cease. Carried
- Froese

2.1.2. Ryan Boughen declared Giselle Wilson as Board Chair by acclamation

3. Giselle Wilson took the Chair and called for nominations for Vice-Chair.

3.1.1. Darcy Pryor was nominated as Vice-Chair by Crystal Froese.

2022-09-06 – 3719 That nominations for Board Vice-Chair cease. Carried
- Hagan

3.1.2. Giselle Wilson declared Darcy Pryor as Vice-Chair by acclamation.

Motions:

2022-09-06 – 3720 That the Board confirm the schedule of meetings for the remainder of the 2022-2023 school year as presented. Carried
- Pryor

2022-09-06 – 3721 That for the 2022-2023 fiscal year, trustee remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division shall be: Carried

- Member: \$1,389.50 per month
- Vice-Chair: \$1,466.75 per month
- Chair: \$1,544.00 per month

- Bumbac

- 2022-09-06 – 3722 That for the 2022-2023 fiscal year, any trustee may miss up to one regular Board Meeting or Committee of the Whole Planning and Inservice Session yearly without adjustment to remuneration. Missed meetings in excess of one day shall result in a reduction in remuneration of \$150 for every half day meeting missed thereafter, whether a Board Meeting or a Committee of the Whole Planning and Inservice Session, with the exception of meetings that are rescheduled after Board approval of the yearly continuous agenda.
- Bachmann Carried
- 2022-09-06 – 3723 That for the 2022-2023 fiscal year, trustee remuneration for attendance at out-of-division functions, meetings and other activities not directly Prairie South Schools meetings, whether attended in person or virtually, shall be \$30/hour up to a maximum per day rate listed as follows:
• Member: \$200 per day;
• Vice-Chair: \$225 per day;
• Chair: \$250 per day.
With a minimum charge of one hour for any meeting attended, unless already compensated by another organization.
- Jukes Carried
- 2022-09-06 – 3724 That for the 2022-2023 fiscal year, trustee remuneration for travel time shall be set at \$0.20 per kilometre.
- Davidson Carried
- 2022-09-06 – 3725 That an annual allowance for trustee professional development be set at \$4500 per trustee and that any unused portion may be carried forward to a maximum carry forward balance of one year's allocation. The funds are to be distributed to cover all trustee professional development activity expenses, as approved by the Board, with the exception of Public Section Executive meetings, Saskatchewan High School Athletic Association (SHSAA) meetings, Saskatchewan School Boards Association Fall Assembly and AGM, and Board Chairs' Council meetings. Mileage and travel costs will be calculated on the assumption that trustees depart from Moose Jaw or nearer.
- Jukes Carried
- 2022-09-06 – 3726 That for the 2022-2023 fiscal year, mileage expense rate be set at \$0.50 per kilometre.
- Johnson Carried

- 2022-09-06 – 3727 That for the 2022-2023 fiscal year, meal reimbursement expense rate be set at: Carried
- Breakfast: \$10
 - Lunch: \$18
 - Supper: \$23
- Pryor
- 2022-09-06 – 3728 That for the 2022-2023 fiscal year, the parking expense rate be set at: Carried
- Daily: \$5 without receipt or actual reasonable costs with receipt.
- Hagan
- 2022-09-06 – 3729 That for the 2022-2023 fiscal year, the accommodation expense rate be set at: Carried
- Actual reasonable costs supported by receipts or \$35 per night in a private residence outside of home location (no receipt required).
- Davidson
- Shawn Davidson left the meeting at 1:29 p.m.
- 2022-09-06 – 3730 That the Board direct the management of communications as follows: the Board Chair communicates on behalf of the Board with the media and public on governance issues and the Director of Education communicates on behalf of the Board with the media and public on administrative issues. Carried
- Pryor
- 2022-09-06 – 3731 That for the 2022-2023 school year the cheque signing authorities for the Board of Education be one of the Board Chair or Board Vice-Chair and one of the Superintendent of Business or the Director of Education. Carried
- Jukes
- 2022-09-06 – 3732 That the Board table the review of the borrowing resolution motion to the October 4, 2022 Board Meeting. Tabled to the October 4, 2022 Board Meeting
- Froese
- 2022-09-06 – 3733 That the meeting be adjourned at 1:34 p.m. Carried
- Bachmann

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

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 September 6, 2022 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson; 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

Delegation:

Amanda Hixson, Transportation Concern (3:00 p.m.)

Motions:

- 2022-09-06 – 3734 Giselle Wilson took the chair and called the meeting to order at 1:35 p.m.
- 2022-09-06 – 3735 That the Board adopt the agenda as presented. Carried
- Johnson
- 2022-09-06 – 3736 That the Board adopt the minutes of the June 7, 2022 Regular Board Meeting. Carried
- Froese
- 2022-09-06 – 3737 That the Board lift motion 2022-06-07 – 3705 from the table. Carried
- Froese
- 2022-09-06 – 3738 Tabled Motion 2022-06-07 – 3705: Carried
That the Board confirm the Director Evaluation Report and authorize the Board Chair to monitor progress on goals during the 2022-2023 school year.
- Froese
- 2022-09-06 – 3739 That the approve the 2022-2023 Budget as amended for the Carried
additional inflation funding, with revenue of \$99,308,306, operating expenses of \$95,809,739 and capital purchases of \$11,605,742.
- Froese
- 2022-09-06 – 3740 That the Board approve the land transfer listed below and apply Carried
to the Ministry to have the transfer completed. Further, that the Board notify South East Cornerstone School Division that we are going forward with the process and invite them to jointly submit the application for the following land:
From South East Cornerstone School Division
NW-30-07-23-W2
SW-30-07-23-W2
- Bumbac

- | | | |
|-------------------|--|---------|
| 2022-09-06 – 3741 | That the Board approve the sale of parcels 105611835 and 105610609 in the RM of Craik for a total of \$2800.
- Froese | Carried |
| 2022-09-06 – 3742 | That the Board receive and file the Fourth Quarter Forecast and Finance Report.
- Bachmann | Carried |
| 2022-09-06 – 3743 | That the Board receive and file the tender report as presented.
- Bumbac | Carried |
| 2022-09-06 – 3744 | That the Board receive and file the Staff Absence and Substitute Usage Reports from February 1, 2022 to July 31, 2022 as presented.
- Hagan | Carried |
| 2022-09-06 – 3745 | That the Board recess until 3:00 p.m.
- Froese

Giselle Wilson called the meeting back to order at 3:00 p.m.

Shawn Davidson arrived at 3:00 p.m. | Carried |
| 2022-09-06 – 3746 | That the Board go in closed session at 3:01 p.m.
- Davidson | Carried |
| 2022-09-06 – 3747 | That the Board reconvene in open session at 3:47 p.m.
- Hagan | Carried |
| 2022-09-06 – 3748 | That the meeting be adjourned at 3:48 p.m.
- Froese | Carried |

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

October 4, 2022

Prairie South School Division Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	5.1
Topic:	Board Policy 17 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 updated Board Policy 17, Transportation is attached. Changes to the policy are tracked on the attached document.
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	September 12, 2022	• Board Policy 17 Updated October 4, 2022

Recommendation:

That the Board adopt Board Policy 17 updated October 4, 2022.

TRANSPORTATION

Transportation Services

Prairie South School Division provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in learning and learning-related activities.

Student transportation shall be operated with due regard for safety, fiscal responsibility, length of ride and parental satisfaction. The safety of students and staff is paramount.

Procedures

1. Eligibility For Transportation

Students will be provided transportation based on the following criteria:

- 1.1 Urban (City of Moose Jaw boundaries) Students (Prek-8)
 - 1.1.1 Grade 1-8 students who reside within the school catchment area of the school they are attending, and live outside a one kilometer radius from the school;
 - 1.1.2 Prekindergarten and kindergarten students who reside within the school catchment area of the school they are attending, and live outside a 200 meter radius from the school;
 - 1.1.3 Students are required, by the division, to attend a school other than their home school;
 - 1.1.4 Students whose walking route to school is considered to be hazardous, with hazardous areas to be determined by the Director of Education.

Grades 1 to 8 students may be required to walk up to 500 meters to access their bus stop.
- 1.2 Grades 9 to 12 students will not be bused in Moose Jaw with the following exceptions:
 - 1.2.1 Students attending Life Skills programming
 - 1.2.2 Students attending Student Age Parent programming
 - 1.2.3 Other students as deemed necessary by the Board
- 1.3 Rural Students (K-12)
 - 1.3.1 Students who are attending the catchment area school that is designated by the location of their **primary** residence and who reside outside of the town where the school is located;
 - 1.3.2 In Assiniboia grade PreK-8 students will only be bused from the area located west of 2nd Street West. Grades 9 to 12 students will not be bused in Assiniboia;

- 1.3.3 Students who are required to attend a designated program housed at a school other than their home school.
- 1.4 Transportation Boundaries (School Catchment Areas) relating to transportation services are to be recommended by the Director of Education and approved by resolution of the Board.

2. Provision of Services

- 2.1 Transportation for students residing in the school division is provided through the use of school buses and other approved means.
- 2.2 The Board may provide transportation services to other school divisions under contract.
- 2.3 The Director of Education may approve interim procedures in emergent situations. These procedures are to be reported to the Board at a subsequent meeting of the Board.

3. Regular Student Transportation

- 3.1 The Director of Education is responsible for bus scheduling and routing in consultation with the Chief Financial Officer:
 - 3.1.1 Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - 3.1.2 Yard service may be approved if the access road is of all weather construction, and there is a clear area to enable the bus to turn around without backing up.
 - 3.1.3 Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than twenty minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location. Buses depart from the school ten minutes after dismissal time.
 - 3.1.4 The Board strives to ensure bus ride times of less than 90 minutes from pick-up to arrival at school and also from departure from school to drop-off. The board shall receive a report annually documenting ride times of 90 minutes or more by catchment area.
 - 3.1.5 Variations in scheduling or routes are to be communicated to parents.
- 3.2 There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases the Director of Education may make special arrangements in consultation with the appropriate superintendent.

4. French Immersion Program

- 4.1. Subject to the conditions set forth in Section 1.1, students attending the elementary French Immersion Program in Moose Jaw will be provided transportation if their residence is located within the City of Moose Jaw and/or Moose Jaw Rural Catchment Areas.
- 4.2. For students residing outside the Moose Jaw Rural and Gravelbourg catchment areas, a conveyance allowance may be paid from their residence to the nearest existing stop on a route located within those catchment areas.

5. Conveyance Allowance

The daily maximum limit for authorized conveyance allowance will not exceed \$50. Parents and/or guardians seeking conveyance allowance exceeding \$50 may submit a request for review by the Board.

Reference: The Education Act, 1995, Sections 85, 87, 194
The Highway Traffic Act,
The Vehicle Administration Act

~~June 11, 2019~~ October 4, 2022

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	5.2
Topic:	SHSAA and Public Section Delegates		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Prairie South Trustees have provided representation to the Saskatchewan High Schools Athletic Association (SHSAA) and the Public Section in past years. These representatives represent the Board of Education at meetings of these organizations and provide information to the Board.
Current Status:	If Trustee representation to these bodies is desired, appointments will need to be made by the Board.
Pros and Cons:	
Financial Implications:	Board representation to the SHSAA and Public Section was considered during the development of the 2022-2023 budget.
Governance/Policy Implications:	Both the SHSAA and the Public Section are affiliated with the Saskatchewan School Boards Association. Prairie South is a member board of the SSBA.
Legal Implications:	
Communications:	Internal to the Board of Education

Prepared By:	Date:	Attachments:
Ryan Boughen	September 19, 2022	n/a

Recommendations:

Nominations for SHSAA and Public Section reps shall take place.

Giselle Wilson declared that Trustee _____ be elected/appointed as Prairie South School's representative for the Saskatchewan High Schools Athletic Association (SHSAA) for the 2022-2023 school year.

Giselle Wilson declared that Trustee _____ be elected/appointed as Prairie South School's representative for the Public Section for the 2022-2023 school year.

AGENDA ITEM

Date:	October 4, 2022	Agenda Item #:	5.3
Topic:	Student Learning Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Board's annual report work plan calls for the Board to receive the Student Learning Accountability Report annually in October.
Current Status:	
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	<ul style="list-style-type: none"> That the Board continue to support the work of the Provincial Education Plan as it is carried out in Prairie South Schools with respect to Reading, Writing and Math Achievement. That the Board continue to support the work of the Provincial Education Plan as it is carried out in Prairie South Schools with respect to Graduation Rates.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Amanda Olson & Derrick Huschi	September 27, 2022	<ul style="list-style-type: none"> Student Learning Accountability Report

Recommendation:

That the Board receive and file the Student Learning Accountability Report.

2021-2022 Student Learning Accountability Report October 2022

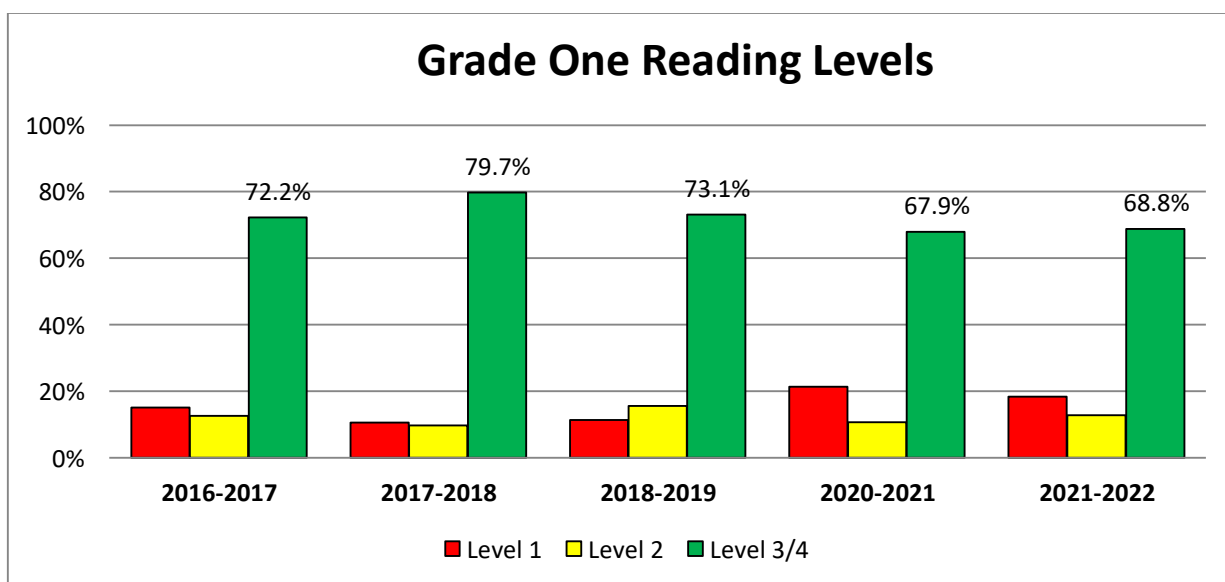
1. Source Documents

- The board's role as outlined in Policy 2:
Annually review the effectiveness of the School Division in achievement of student learning.
- The director's role description as outlined in Policy 12:
 1. (Learning Leadership 2.2.1) Provides leadership in all matters relating to learning in the Division.
 2. (Learning Leadership 2.2.2) Ensures students in the Division have the opportunity to meet standards of learning set by the Minister
 3. (Personnel Management 4.4.3) Ensures processes and structures are in place to supervise and support the improvement of the performance of all staff.

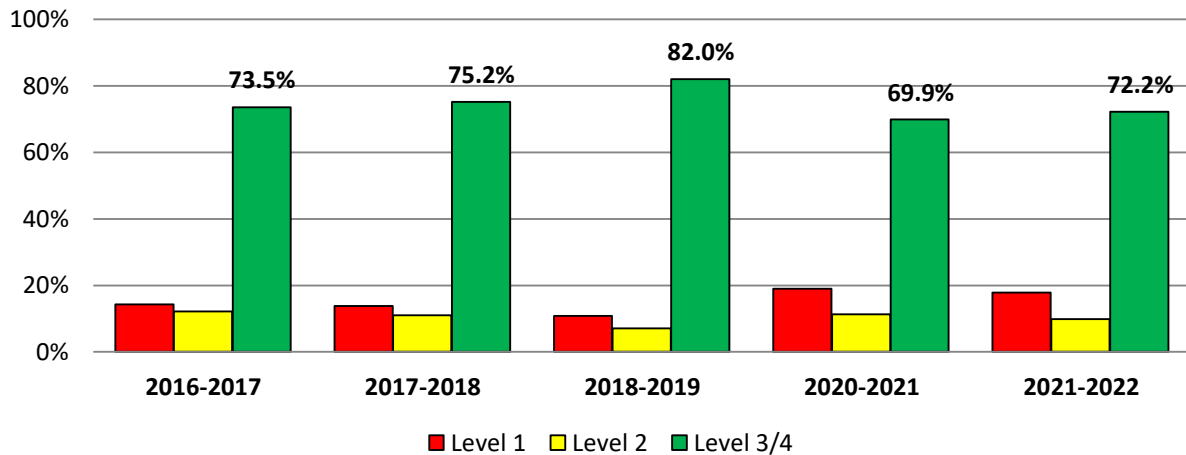
2. Evidence

Reading Assessment Background

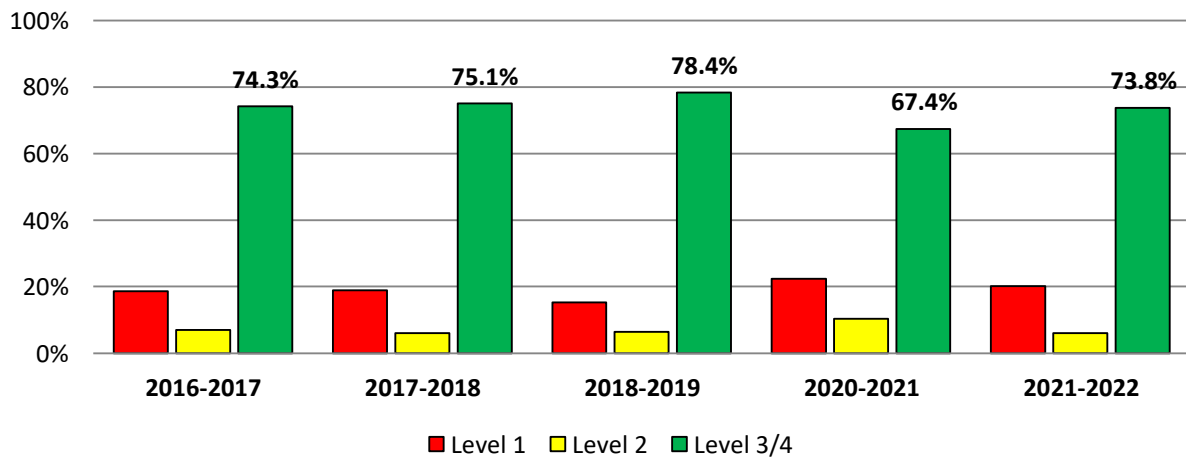
- The division gathers grade 1 to 3 reading data twice per year. These data are used to assess student progress and provide a snapshot of information to guide appropriate interventions and supports.
- Our grade 1 to 3 teachers use the Fountas and Pinnell Reading Benchmark System. Each student is individually assessed, and results indicate their performance in fluency and comprehension.



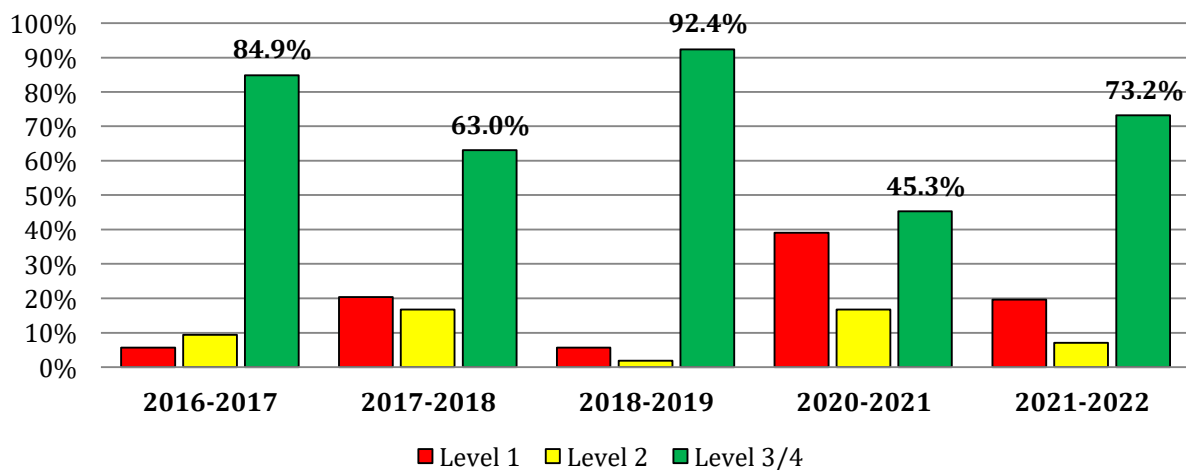
Grade Two Reading Levels

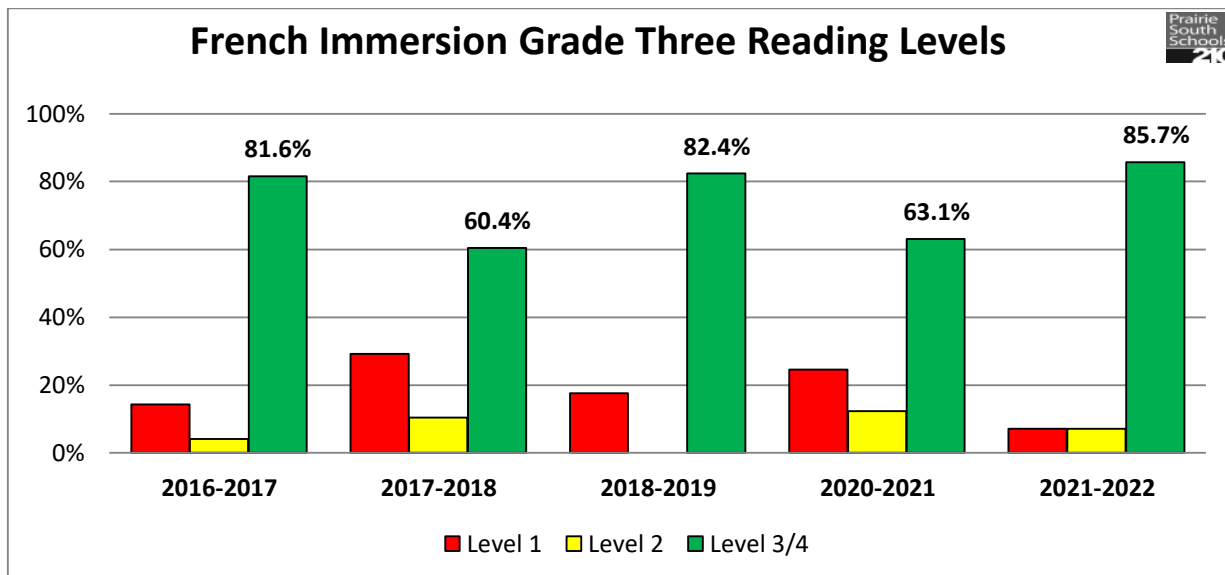


Grade Three Reading Levels



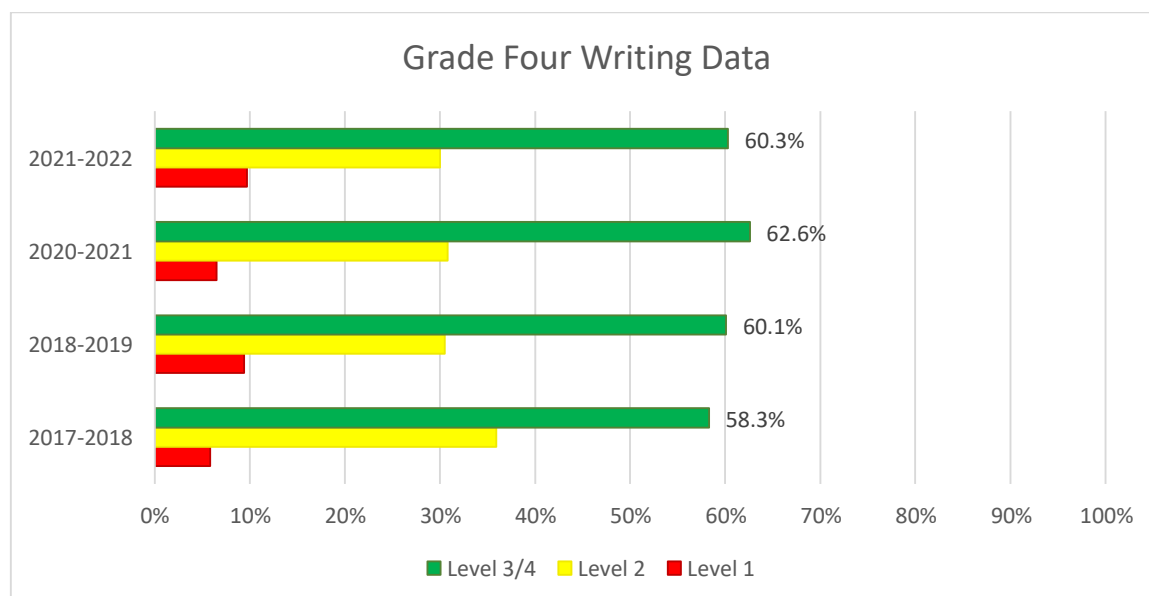
French Immersion Grade Two Reading Levels

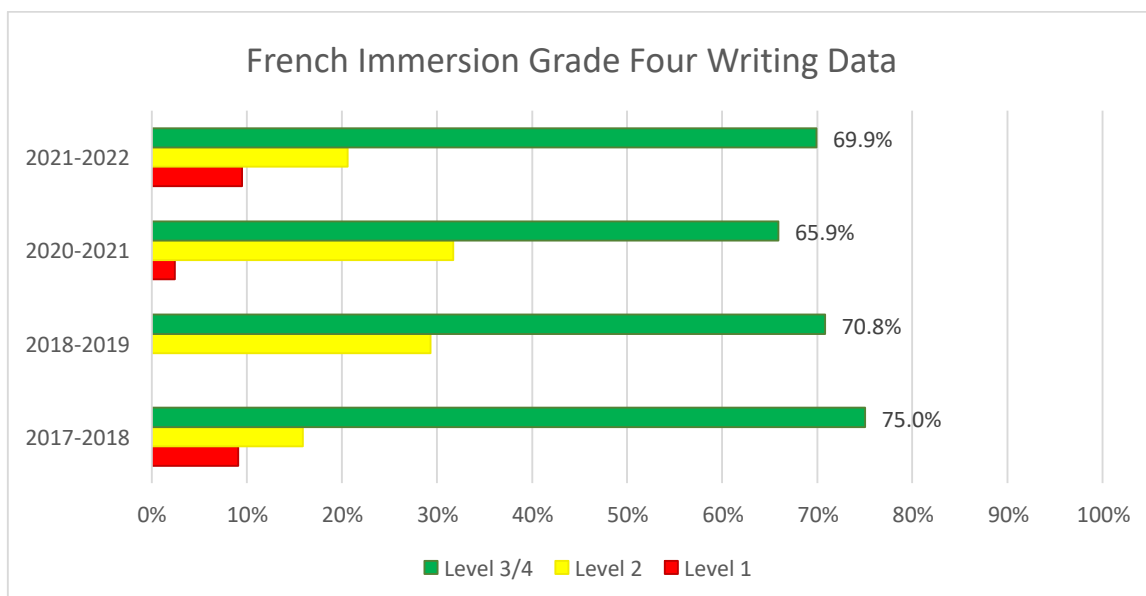
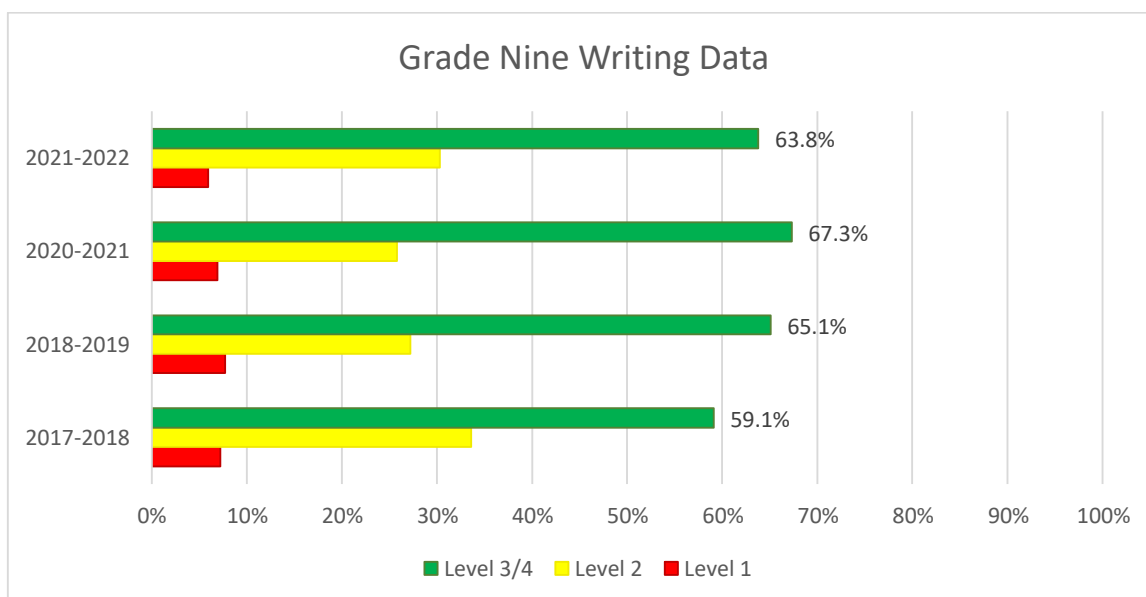
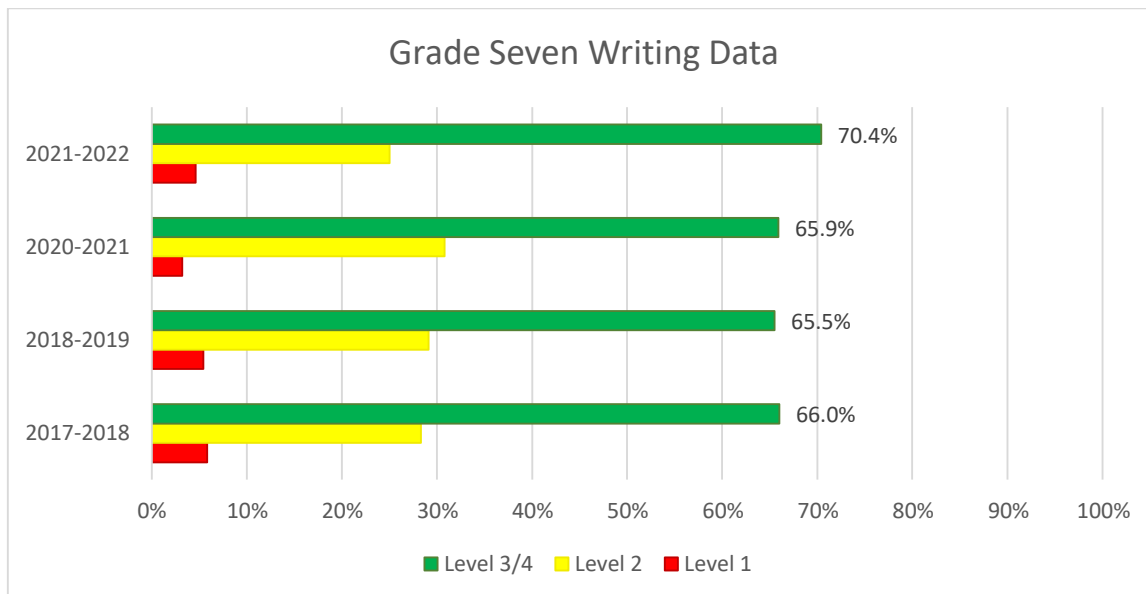


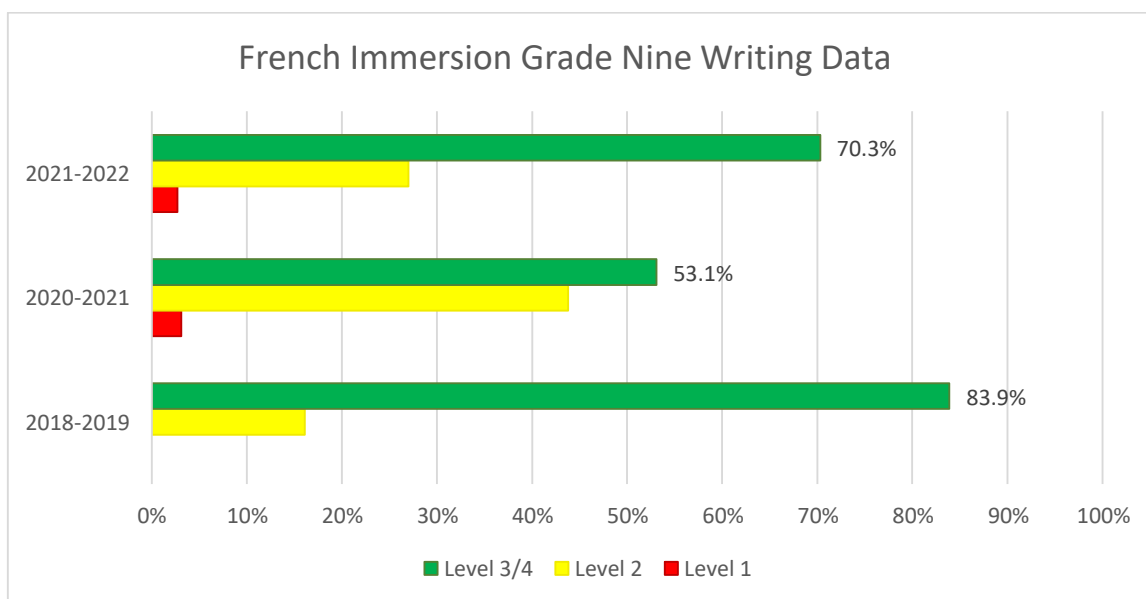
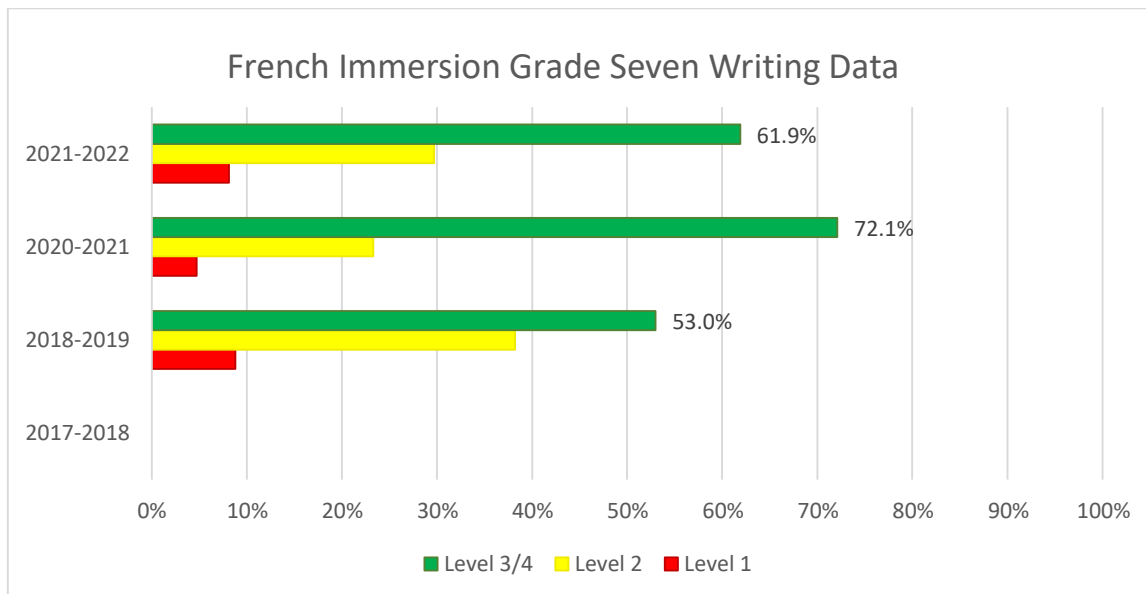


Writing Assessment Background

- In 2018 and 2019 teachers started used a provincially created rubric to provide a writing assessment level for grades 4, 7 and 9 students.
- The assessment is an ongoing process through the school year and not a 'one time event'. Various pieces of curriculum expected writing (expository, narrative, friendly letter etc) are taught and examined through the year. The rubric and teacher professional judgment are used to provide the final achievement level in early June.
- Students in grades 4, 7, and 9 are assessed in English or French.







Reading and Writing Strategies

- Administrators in Prairie South continued to demonstrate leadership in supporting effective instruction and assessment practices in reading and writing.
- From 2019 - present Reading and Writing supports are provided to teachers in an 'as requested' format. Teachers, small groups, or staff groups requested professional learning support with respect to specific writing and reading instructional strategies and assessment practices.
- Fountas and Pinnell and Levelled Literacy Intervention supports are provided throughout the year for new student support teachers and those requesting specific support for implementation of the program.
- In February 2022, one or two teachers or SSTs from each school attended a workshop we called Literacy Call to Action. This was a full day workshop focused on research-based intervention strategies and activities for students who are reading significantly below

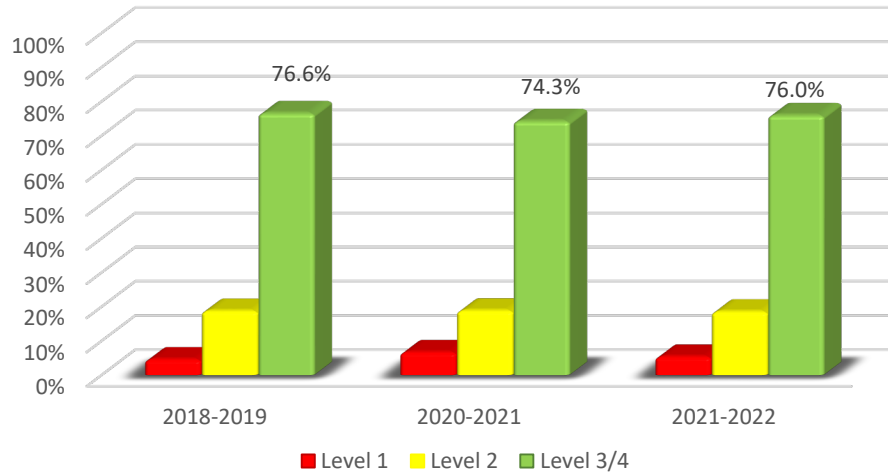
grade level in grades 1, 2 and 3. This PD was well received by attendees and will be offered again this year.

- In April 2022, Prairie South collaborated with the STFPL to offer a reading workshop titled Cracking the Code: Building Skills for Successful Readers. This interactive session focussed on building strong readers through the skills needed for decoding, fluency, and phonological awareness. It looked at the connections between curriculum, effective programming, cues and conventions, oral language, and formative assessment. The workshop was offered in English and again in French for our French Immersion staff.
- In May 2022, Prairie South collaborated with the STFPL to offer a literacy workshop titled Let's Talk: Supporting Diverse Language Learners in the Early Years. This interactive workshop, focused on language diverse learners, offered opportunities for educators to develop deeper understanding of early childhood language development and strategies to support language growth within the structures and routines of an early years' classroom. This day also offer practical authentic methods to intervene and support language development for diverse early learners and their families. Many of our Kindergarten teachers attended as well as teachers from PreK, and grades 1 and 2.
- Teachers and SSTs continue to use Levelled Literacy Intervention for students who are reading slightly below grade level. This intervention yields results when used as intended and includes a writing component so both reading and writing skills are incorporated.
- During the 2021/2022 school year, the Learning Department hosted workshops on the use of the provincial writing continuum and writing rubrics. These workshops were intended to introduce these instructional and assessment tools to new teachers and teachers who had not used the rubrics before. During the workshops, teachers were given the opportunity to complete some collaborative scoring.

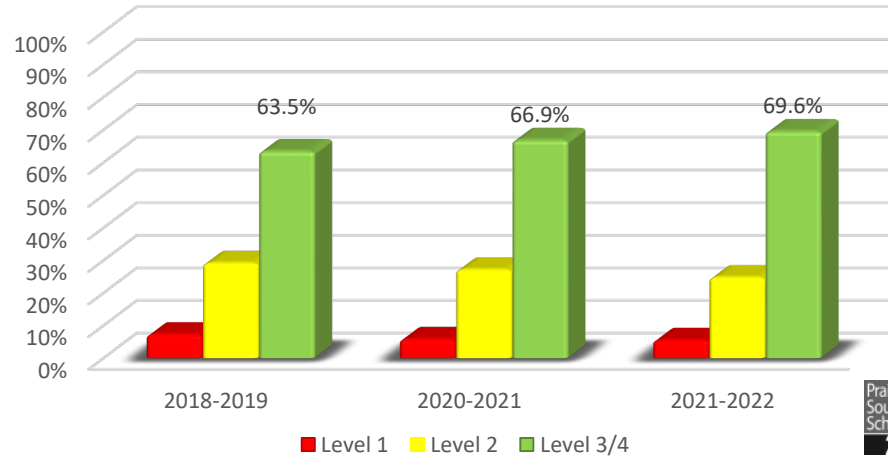
Math Assessment Background

- As per the ESSP, Math assessments took place province wide for the first time in the 18-19 school year using a common assessment rubric for students in grades 2, 5 and 8 in English and French.
- This is not a one time assessment event but an ongoing assessment of students skills as they build through the year with a final determination made in June.
- The assessment is focused on only 1 of the 4 strands of provincial math curriculum – the numbers strand as it is the foundation for all of the other strands of mathematics. The other strands are patterns & relations, shape & space, and statistics & probability.

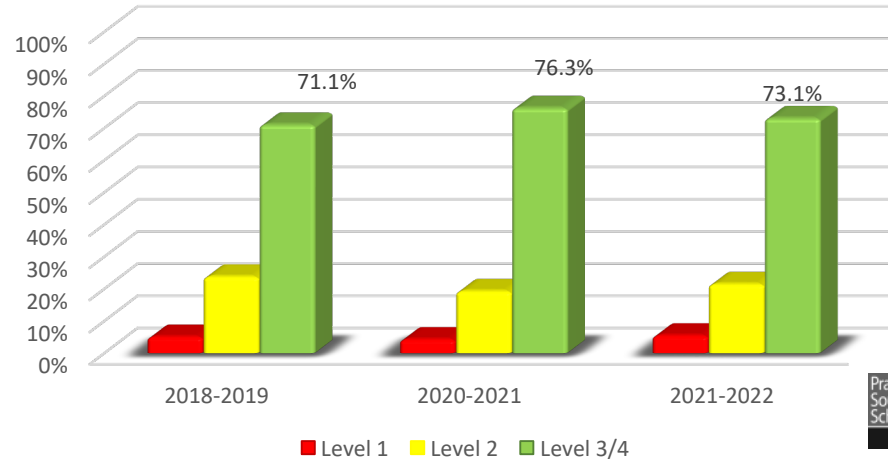
Grade Two Math Data



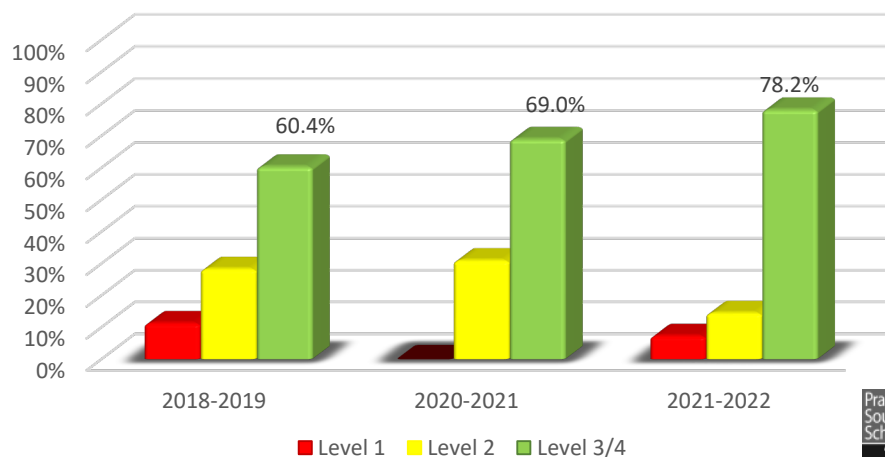
Grade Five Math Data



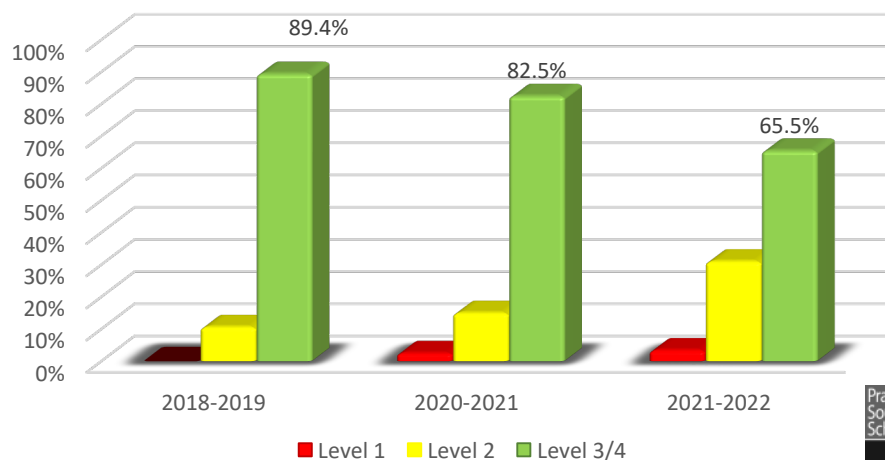
Grade Eight Math Data



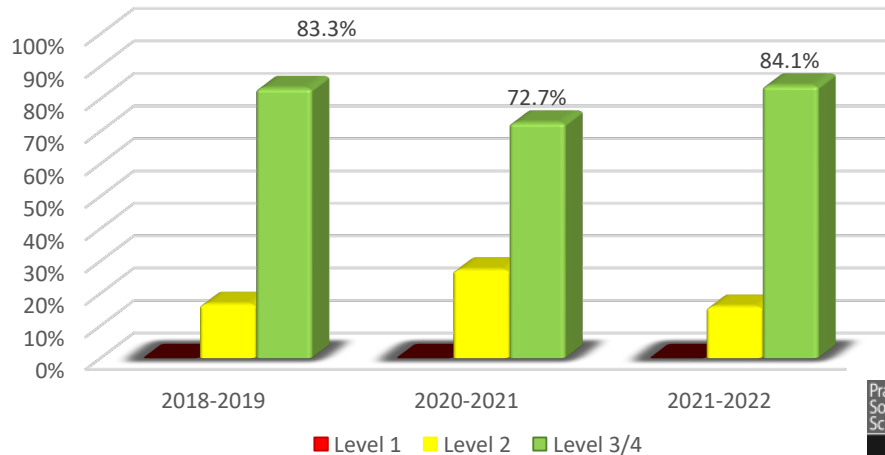
French Immersion Grade Two Math Data



French Immersion Grade Five Math Data

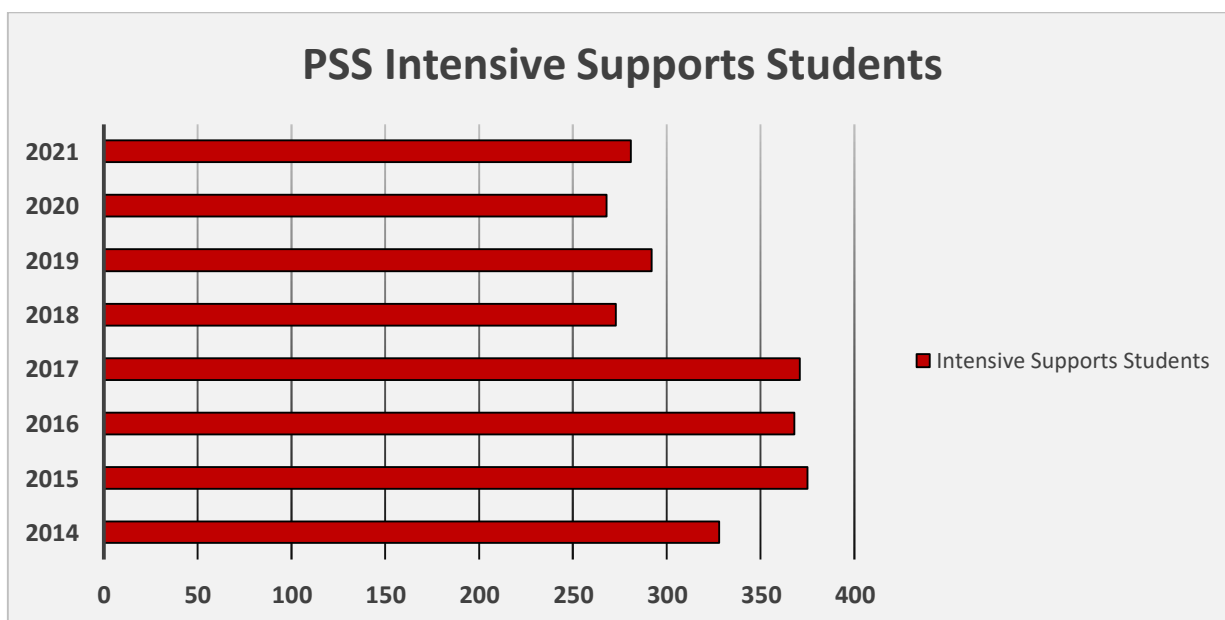


French Immersion Grade Eight Math Data



Math Strategies

- During the 2021/2022 school year, Math supports were provided to teachers in an ‘as requested’ format. Teachers, small groups, or staff groups requested professional learning support with respect to specific math instructional strategies and assessment practices.
- During the 2021/2022 school year, the Learning Department hosted workshops on the use of the provincial math numeracy rubrics. These workshops were intended to introduce this assessment tool to new teachers and teachers who had not used the rubrics before. During the workshops, teachers were given the opportunity to complete some collaborative scoring.
- At one of our 2021/2022 School-Based Administrator Meetings, administrators were introduced to the SaskMATH resource. This provincial resource is intended to support teachers and leaders of mathematics in Saskatchewan to provide a framework of understanding around high quality instruction and assessment practices in Math. The goal of this session at our administrator meeting was to familiarize administrators with the resources so they could take it back to their school communities and introduce it to their teachers.



Intensive Supports Information:

- Schools submit student names and Inclusion and Intervention Plans (IIPs) to the division for submission to the Ministry each year around December 20 to be included in the Intensive Needs count.
- A Ministry outlined process guides our submissions with a focus on students with Intensive Needs – these student needs go beyond what is regularly provided in the course of a classroom, beyond a teacher differentiating instruction and beyond general academic support.

- Students included in the submission may or may not have a formal diagnosis (not required) and may be accessing supports such as:
 - Individual or small group instruction from the student support teacher
 - Support from a Speech Language Pathologist, Advocacy and Behaviour Consultant, or Psychologist employed by Prairie South
 - Support from other agencies for OT, PT
 - Support from an educational assistant ranging from 10 percent to 100 percent of the time

Administrative Challenges for Reading, Writing and Math

- We know that the COVID-19 pandemic created a varying degree of disruptions in learning for students.
- Continuing to ensure that reading, writing, and math are instructed and assessed using effective approaches and practices.
- Continuing to provide the level of supports and types of supports needed to intervene academically for students who are struggling with reading, writing and math.

Attendance Profile Background

- Attendance is a factor that impacts student success in school.
- Attendance rates for students from PreK to 12 vary between schools with a general increase in absenteeism moving into high school starting with grade 9 students.
- Some data is affected in the way attendance is recorded (AM/PM attendance vs Period attendance).
- No provincial data was collected in 2020-21 and information was inaccurate for 2019-20 due to students moving to supplemental learning on March 16, 2020.

2021-2022 Attendance Summary - clustered

K-12 Schools	91.53%
Elementary Schools	88.57%
High Schools	88.82%
Division Attendance	90.04%

Graduation Rates Background

- The ESSP adopted by all school divisions in the spring of 2015 included the requirement for monitoring, increasing and reporting on student graduation rates.
- Prairie South has developed a local Graduation Rate plan with strategies included for monitoring and increasing graduation rates for all students including those who are First Nations and Metis (FNM)
- **Growth Target:**
By 2020 Prairie South's on time graduation rate will be 90% and the extended graduation rate will be 92%. – This goal has continued with the implementation of the PEPIT.

- Graduation rates are skewed in 2019-20 due to credits earned when schools shut down in March.

PLEASE NOTE:

On-Time Graduation Rates means students completing grade 12 within 3 Years of 'starting' grade 10. Extended means that the student completed grade 12 over an extended period of time (4 or 5 years) after starting grade 10.

YEAR		On-time	Extended (4 yrs)
2019-20	PSSD	90.99	94.37
	Province	80.20	83.47
	PSSD FNM	79.49	84.62
	Province FNM	47.39	56.59
2020-21	PSSD	87.05	89.6
	Province	79.2	83.47
	PSSD FNM	64.7	72.3
	Province FNM	45.24	55.31
2021-22	PSSD	89.2	
	Province	75.59	
	PSSD FNM	68.75	
	Province FNM	39.56	

2021 Grad Rate Summary

Cluster	# Students	Grad Rate
North Cluster (Avonlea, Belle Plaine, Central Butte, Cornerstone, Chaplin, Craik, Eyebrow, Mortlach, Rouleau)	66	94.35
South Cluster (Bengough, Coronach, Glentworth, Ecole Gravelbourg, Kincaid, Lafleche, Mankota, Mossbank, Rockglen)	72	85.71
High Schools (Peacock, Central, Riverview, Assiniboia, Briercrest), Virtual School	350	86.7

Grad Support Program Summary

	PEAC	CCI	RVCI
Number of grade 12 students that were in the Grad Support Program that graduated.	8	4	4
Number of grade 12 students that were in the Grad Support Program that did not graduate but are continuing school.	0	1	3
Number of grade 12 students that were in the Grad Support Program that stopped attending.	0	0	1
Number of grade 11 students that were in the Grad Support Program that moved to green.	4	6	5
Number of grade 11 students that were in the Grad Support Program that remain in the yellow.	1	6	1
Number of grade 11 students that were in the Grad Support Program that moved into the red.	2	1	1
Number of grade 11 students that were in the Grad Support Program that stopped attending.	0	0	2
Number of grade 10 students that were in the Grad Support Program that moved to green.	5	3	6
Number of grade 10 students that were in the Grad Support Program that remain in the yellow.	3	4	2
Number of grade 10 students that were in the Grad Support Program that moved into red.	3	1	1
Number of grade 10 students that were in the Grad Support Program that stopped attending	1	2	2

Graduation Rates and Attendance Strategies

- Secondary students will develop and maintain a graduation and post-graduation plan.
- Schools will implement *My Student First Classrooms*.
- School will monitor individual student progress toward graduation and each student's story will be understood and consciously supported by several adults in the school.
- The Career Development Consultant provides resources and supports to students, parents, and schools to build pathways to successful adulthood and rewarding employment opportunities for our youth. Monthly Career Updates are distributed to high school students, teachers, and parents and well as numerous resources posted on the website.
- The Career Development Consultant provides service to all rural schools and Riverview Collegiate to ensure informed decisions are being made for career pathways. Services are delivered through group presentations and individualized face to face and online career counseling sessions.

- A division wide student tracking procedure has been established to track students through grade 10-12's.
- Continue to research possible pathways, schedules or programs that better meet the needs of students.
- Work with SCCs/parents on roles of parents in their child's attendance and education
- In 2021/2022 an Attendance Focus Group came together to review best practices and support processes.

Strategic Plan for First Nations and Métis students

- Respond to individual school needs to develop a more culturally responsive environment
- Track student academic achievement, engagement and interventions using our division student data system in order that effective communication and timely support systems can be created as needed.
- Continue support for teachers working with FNM students in regard to treaty teaching, the effect of Indian Residential Schools and curriculum outcomes that address First Nations' and Métis content, perspectives and ways of knowing. This support is provided through the Learning Consultants as well as Elders, Knowledge Keepers, and members of Wakamow Aboriginal Community Association (WACA).
- Elders, Knowledge Keepers, members of WACA and Learning Dept staff provide support and guidance for ceremonial events such as Smudging, Tipi Raising, Flag Raising and Cultural Feasts.
- Provide targeted support for FNM early learners through culturally appropriate reading materials and home support for reading.
- Create a network to flow information to and from each school regarding FNM education
- Increase the number of self-declared FNM by:
 - Providing a self-declaration brochure to parents to educate students/parents & staff
 - Work with MySchoolSask to hold info from year to year
 - Each school will host an event celebrating FNM culture at least once before Christmas and once after
- Create and distribute monthly attendance updates from the division.

Administrative Challenges for Graduation Rates and Attendance

- Graduation rates include students who start in Prairie South in grade 10 but move outside our division. We are tracking our data for students in Prairie South.
- FNM students are those who choose to self-identify as First Nations (Registered/Treaty/Status, Non-Status), Métis, Inuit. Non-FNM students are those who do not identify themselves to be FNM, and may include FNM students who choose not to self-identify. The difficulty is that some FNM students do not self-identify and therefore we do not have an accurate representation of the FNM numbers and our sample size is too small to make meaningful comparisons.
- Graduation rates were determined as of August 31 but the graduations rates are evergreen.

Governance Implications

- That the Board continue to support the work of the Provincial Education Plan as it is carried out in Prairie South Schools with respect to Reading, Writing and Math Achievement.
- That the Board continue to support the work of the Provincial Education Plan as it is carried out in Prairie South Schools with respect to Graduation Rates.

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	5.4
Topic:	SSBA Fall Assembly Ballot Information		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Saskatchewan School Boards Association (SSBA) Fall Assembly and Annual General Meeting (AGM) is scheduled for November 13-15, 2022 in Regina at the DoubleTree Hilton.
Current Status:	<p>SSBA is using electronic voting this year (Election Buddy). Voting delegates must attend in person and bring a device to connect to Election Buddy for voting for the AGM.</p> <p>For the AGM the SSBA is limiting voting delegates to 1-2 members per board for bylaw amendments and resolutions. Typically the voting representatives are the Board Chair and Board Vice-Chair.</p>
Pros and Cons:	
Financial Implications:	All costs associated with attending and participating in the SSBA Fall Assembly and AGM are covered through the school division governance budget.
Governance/Policy Implications:	Prairie South is a member board of the SSBA, and the AGM represents an opportunity to collaborate and set direction with trustees and Boards from around the province.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	September 26, 2022	<ul style="list-style-type: none"> 2022 SSBA Fall Assembly & AGM Email

Recommendation:

That the Board name Giselle Wilson and Darcy Pryor as voting representatives at the SSBA Annual General Meeting in November 2022.

MEMORANDUM

September 26, 2022

TO: Chief Financial Officers for Boards of Education

CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal

RE: **2022 Annual General Meeting**
Ballot Information Forms

Please find attached a Ballot Information form that we ask you to complete and return to this office by November 4, 2022. We will be using Election Buddy for voting. To facilitate effective electronic voting, boards are encouraged to LIMIT their number of accredited delegates for voting. Some important considerations:

- Your accredited delegate(s) cast ballots for bylaw amendments, resolutions, and elections as part of the AGM.
- Each voting delegate will need to attend the AGM in-person and bring a fully charged device to connect to Election Buddy for voting (e.g., mobile phone, tablet, or laptop).
- It is the responsibility of each board to provide the SSBA with accurate email/phone information for their accredited delegate(s). Changing/re-assigning voters while the AGM is underway will not be permitted.
- It is expected that your accredited delegate(s) be familiar with electronic voting. The SSBA will offer training prior to the AGM. (More details on the training to follow.)

Please provide an email address and/or mobile phone number **connected to a device your accredited delegate(s) will have access to at the Fall Assembly**, for which to receive the link with log-in information to participate in the voting. This information will enable us to prepare the electronic voting information for your board for the purposes of voting on bylaw amendments, resolutions, and elections at the annual general meeting to be held on November 14 and 15, 2022.

The Indigenous Constituency election is included in the positions up for election at this year's AGM. The Indigenous Constituency includes self-identified First Nations, Métis, or Inuit school board members. Indigenous Constituency members vote as individuals, not as an accredited delegate of their board. If you have an Indigenous school board member who has not self-identified to the SSBA, please contact Stephanie Shaw at sshaw@saskschoolboards.ca so that they can be added to the Indigenous Constituency list. Indigenous Constituency members who attend the Fall Assembly in-person are eligible to vote.

A copy of Bylaw No. 11, which provides for allocation of votes, is also attached for your information.

NOTE: If a board member who is listed as a "voting" delegate for your board is unable to attend the general meeting, your board chair or other person authorized by your board can have that board member's ballots allocated to another board member. To do this, please contact Krista Lenius at klenius@saskschoolboards.ca to make a change. It is important to do this prior to 9:30 a.m. on November 14, 2022, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.

BALLOT INFORMATION
2022 Annual General Meeting Voting Delegates

FOR: Board of Education of Prairie South School Division No. 210

Pursuant to Bylaw No. 11, section 4:

The number of votes to which your Board is entitled 24

(Based on your September 30, 2021 Projected Enrolments student count of 7,036.)

The board of education has determined that its votes will be cast by the following board members in the following numbers:

	<u>Board members - Voting Delegates</u>	<u># of Votes</u>
1.	_____ (Board member – voting delegate)	_____
	_____ (email address/mobile phone number for Board member – voting delegate)	
2.	_____ (Board member – voting delegate)	_____
	_____ (email address/mobile phone number for Board member – voting delegate)	
3.	_____ (Board member – voting delegate)	_____
	_____ (email address/mobile phone number for Board member – voting delegate)	

Signature of School Business Official

**PLEASE RETURN THIS FORM, TO THE ATTENTION OF
KRISTA LENIUS, TO THE SASKATCHEWAN SCHOOL BOARDS ASSOCIATION BY
EMAIL TO klenius@saskschoolboards.ca**

Thank you

For your information:

Ballot Voting

Association Bylaw No. 11 provides:

Bylaw No. 11: Delegates and Voting

1. School board members who register and pay the registration fee are delegates at the general meetings of the Association.
2. Every member shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the member on questions for which a formal ballot is used, and the number of votes each accredited delegate is authorized to cast.
3. Formal ballots shall be used for:
 - (a) election of members to the Executive;
 - (b) adoption of the Association budget;
 - (c) votes on bylaw amendments and resolutions; and
 - (d) approval to the Executive to petition the Legislative Assembly for changes to the Act incorporating the Association.
4. The number of votes to which each board of education is entitled when a formal ballot is used shall be determined in accordance with the following table using the student count of the board of education as of September 30 for the most recent year as provide by the Ministry of Education:

<u>Student Count</u>	<u>Number of Votes</u>
1 to 2000 students	6
2001 to 3000 students	9
3001 to 4000 students	12
4001 to 5000 students	15
5001 to 6000 students	18
6001 to 7000 students	21
7001 to 8000 students	24
8001 to 10,000 students	30
10,001 to 15,000 students	45
15,001 students and over	51

5. Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote.
6. Absentee voting shall not be allowed.
7. On matters where voting is by show of hands, such as motions on procedural matters, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.
8. Delegates who are not accredited delegates may participate in General Assembly and general meeting discussions and debate.

AGENDA ITEM

Meeting Date:	October 4, 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 August 31, 2022 to September 28, 2022. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> • A tender was issued for a lighting upgrade for Caronport School. The tender was awarded to Arnil Construction for a cost of \$89,000 before taxes. • A tender was issued for school camera upgrades at Ecole Gravelbourg, Assiniboia High and Assiniboia Elementary Schools. The tender was awarded to Pro-Tec Electric for a cost of \$42,150 before taxes. • A tender was issued for washroom upgrades at Bengough School. The tender was awarded to Arnil Construction for a cost of \$314,600 before taxes.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	September 28, 2022	• n/a

Recommendation:

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

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	5.6
Topic:	Missed Meetings		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>All trustees on the Board of Education meet for regularly scheduled public meetings and for regularly scheduled Committee of the Whole Planning and Inservice sessions.</p> <p>At the September 6, 2022 Organizational Meeting the Board passed the following motion:</p> <p><i>That for the 2022-2023 fiscal year, any trustee may miss up to one regular Board Meeting or Committee of the Whole Planning and Inservice Session yearly without adjustment to remuneration. Missed meetings in excess of one day shall result in a reduction in remuneration of \$150 for every half day meeting missed thereafter, whether a Board Meeting or a Committee of the Whole Planning and Inservice Session, with the exception of meetings that are rescheduled after Board approval of the yearly continuous agenda.</i></p>
Current Status:	<p>The trustees met and discussed this motion at their Committee of the Whole Planning Meeting on September 27, 2022. The following motion was recommended to replace the motion made on September 6, 2022:</p> <p><i>That during the 2022-2023 fiscal year, any trustee may miss up to 4 (four) half days from regular Board Meetings or Committee of the Whole Planning Meetings and Inservice Sessions yearly without adjustment to remuneration. Missed meetings in excess of 4 (four) half days shall result in a reduction in remuneration of \$150 for every half-day meeting missed thereafter, whether a Board Meeting or Committee of the Whole Planning Meeting and Inservice Session, with the exception of meetings that are rescheduled after the Board approval of the yearly continuous agenda.</i></p>
Pros and Cons:	
Financial Implications:	The recommended motion is consistent with current practice.
Governance/Policy Implications:	<i>The School Division Administration Regulations, 2017</i> describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education.

Legal Implications:
Communications:

Prepared By:	Date:	Attachments:
Ryan Bough	September 28, 2022	n/a

Recommendation:

That during the 2022-2023 fiscal year, any trustee may miss up to 4 (four) half days from regular Board Meetings or Committee of the Whole Planning Meetings and Inservice Sessions yearly without adjustment to remuneration. Missed meetings in excess of 4 (four) half days shall result in a reduction in remuneration of \$150 for every half-day meeting missed thereafter, whether a Board Meeting or Committee of the Whole Planning Meeting and Inservice Session, with the exception of meetings that are rescheduled after the Board approval of the yearly continuous agenda.

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	5.7
Topic:	Board Policy 5 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:	<p>At the October 2021 Board Meeting the Board made a motion to include an additional trustee on the Executive Committee. However, after discussions at the Board Planning Meeting on September 27, 2022 it was recommended that the Board remove the additional trustee on the Executive Committee. The Executive Committee will consist of the Director of Education, Superintendent of Business, Board Chair and Board Vice-Chair. Board Policy 5 requires an update to reflect this change.</p>
Pros and Cons:	The adjusted policy is consistent with the outcomes of the facilitated self-evaluation and planning session.
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	September 29, 2022	• Board Policy 5 Updated October 4, 2022

Recommendation:

That the Board adopt Board Policy 5 updated October 4, 2022.

Policy 5

ROLE OF THE BOARD CHAIR

The Board believes that its ability to discharge its obligation is enhanced when leadership and guidance is forthcoming from its membership.

The Board, at the Organizational Meeting and thereafter at any time as determined by the Board, shall elect one of its members to serve as Board Chair, to hold office at the pleasure of the Board.

The Board delegates to the Chair the following powers and duties:

1. Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act and the policies and procedures as established by the Board and where those are silent, Robert's Rules of Order.
2. Prior to each Board meeting, confer with the other members of the Executive Committee which consists of the Director of Education, Superintendent of Business, Board Chair and Board Vice-Chair.
 - 2.1 ~~The Executive Committee shall consist of the Director of Education, Superintendent of Business, Board Chair, Board Vice-Chair, and one additional Board member.~~
 - 2.2 ~~The additional Board member shall be in place for one term only.~~
 - 2.3 ~~The first term shall be defined as September to the end of January, and the second term shall be defined as February to the end of August.~~
 - 2.4 ~~The additional Board member shall follow a rotation determined by the Board Chair.~~
 - 2.5 ~~The rotation will consider trustees' past executive committee experience, trustees' desire to be involved, and capacity building for individual trustees and the Board.~~
3. Perform the following duties during Board meetings:
 - 3.1 Preside over all Board meetings and ensure that such meetings are conducted in accordance with the Education Act, the policies and procedures as established by the Board and Robert's Rules of Order;
 - 3.2 Maintain the order and proper conduct and decorum of the meeting so that motions may be formally debated;
 - 3.3 Ensure that all issues before the Board are well-stated and clearly expressed;
 - 3.4 Display firmness, courtesy, tact, and impartiality;
 - 3.5 Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed and a corporate decision reached;
 - 3.6 Ensure that debate is relevant. The Chair, in keeping with his/her responsibility to ensure that debate must be relevant to the question, shall, when s/he is of the opinion that the discussion is not relevant to the question, remind members that they must speak to the question;

- 3.7 Decide questions of order and procedure, subject to an appeal to the rest of the Board. The Chair may speak to points of order in preference to other members;
 - 3.8 Submit motions or other proposals to the final decision of the meeting by a formal vote;
 - 3.9 Extend hospitality to other trustees, officials of the Board, the press, and members of the public.
4. Keep informed of significant developments within the Division.
 5. Keep the Board and the Director of Education informed in a timely manner of all matters coming to his/her attention that might affect educational opportunities in the Division.
 6. Be in regular contact with the Director of Education to maintain a working knowledge of current issues and events.
 7. Convey directly to the Director of Education such concerns as are related to him/her by trustees, parents, students or employees which may affect the administration of the Division.
 8. Provide counsel to the Director of Education, when requested to do so.
 9. Bring to the Board all matters requiring a decision of the Board.
 10. Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.
 11. Act as an ex-officio (non-voting) member of all committees appointed by the Board.
 12. Act as a voting member of any committee specifically appointed to by Board resolution.
 13. Act as a signing officer for the Division.
 14. Represent the Board, or arrange alternative representation, at official meetings or other public functions.
 15. Review and approve the Director of Education's monthly expense claim, vacation entitlement report and sick leave report in accordance with the Director of Education's contract provisions, and the Vice-Chair's monthly expense claim in accordance with Board policy.
 16. Review and sign-off trustee expense claim for the Vice-Chair and submit his own trustee expense claim to the Chair of the Business, Infrastructure and Governance Committee for review and sign-off.
 17. Ensure the Director of Education's contract provisions are administered appropriately.
 18. Name trustees to serve on standing and ad hoc committees.
 19. Address inappropriate behaviour on the part of a trustee.
 20. Receive any harassment complaints that involve the Director of Education.

Reference: The School Division Administration Regulations, 2017, Sections 14 and 39

~~October 5, 2021~~ October 4, 2022

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	7.1
Topic:	Class Size Report		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	<p>At the December 11, 2012 Board Meeting, the following motion passed: "That on an ongoing basis, the Board receive reports at the October and February regular Board meetings detailing Prairie South School Division classes that have in excess of 28 students."</p> <p>At the February 10, 2015 Board Meeting, the following motion was passed: "That the second reporting period for the Class Size Report be received at the regular March Board meeting rather than the regular February Board Meeting."</p>
Current Status:	Please refer to attachments.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Dustin Swanson	September 23, 2022	1) Classes with More Than 28 Students- September 16, 2022 2) Summary Class Size over 28 Students- September 16, 2022 3) Classes with 10 or Fewer Students- September 16, 2022 4) Summary of Classes with 10 or Fewer Students by School- September 16, 2022

Recommendation:

Information only.

Classes with more than 28 students September 16, 2022

School	Grade	Individual Classes	Students	Total
Assiniboia Composite High School	11	History 20	29	2
Assiniboia Composite High School	11	Financial Literacy 20	29	
Avonlea School	5/6	All Subjects	29	1
Bengough School	3/4/5	Science	29	4
Bengough School	3/4/5	Phys Ed	29	
Bengough School	3/4/5	Health	29	
Bengough School	3/4/5	Art	29	
Caronport Elementary School	2/3	Art/Phys Ed/Writers Workshop	29	1
Central Butte School	1/2	Science/Social/Phys Ed	29	2
Central Butte School	9/10/11/12	Phys Ed 20/30	31	
Central Collegiate	9	Science 90	29	17
Central Collegiate	9	Phys Ed	33	
Central Collegiate	9	Health 90	30	
Central Collegiate	10	Wellness 10	33	
Central Collegiate	10	ELA	30	
Central Collegiate	10	Science 10	31	
Central Collegiate	10	History 10	31	
Central Collegiate	10	Math 10 FPC	30	
Central Collegiate	10	Tourisme 10	30	
Central Collegiate	11	ELA 20	30	
Central Collegiate	11	History 20	29	
Central Collegiate	11	Traitement de L'info	29	
Central Collegiate	11	Financial Literacy	29	
Central Collegiate	11	Math 20 PC	30	
Central Collegiate	12	ELA B30	30	
Central Collegiate	12	Psychologie 30	30	
Central Collegiate	12	ELA A30	30	
Cornerstone Christian School	10	Math W&A 10	29	7
Cornerstone Christian School	10	Phys Ed	30	
Cornerstone Christian School	10	Science 10	29	
Cornerstone Christian School	10	Christian Ethics 10	29	
Cornerstone Christian School	10	History 10	29	
Cornerstone Christian School	10	ELA A10	29	
Cornerstone Christian School	10	Wellness 10	31	
Coronach School	1/2	Art	29	10
Coronach School	1/2	Health	29	
Coronach School	1/2	Phys Ed	29	
Coronach School	3/4	Art	29	
Coronach School	3/4	Health	29	
Coronach School	3/4	Phys Ed	29	
Coronach School	7/8	Art	32	
Coronach School	7/8	Health	32	
Coronach School	7/8	Phys Ed	32	
Coronach School	7/8	Careers	32	
Ecole Palliser Heights School	8	Mirela Rotaru	29	1
Lafleche Central School	7/8/9	Health	30	2
Lafleche Central School	7/8/9	Phys Ed	30	
Lindale School	6	Homeroom	30	1

Peacock Collegiate	9	Phys Ed 90	29	7
Peacock Collegiate	11	ELA 20	29	
Peacock Collegiate	11	Foundations 20	29	
Peacock Collegiate	12	ELA A30	30	
Peacock Collegiate	12	ELA B30	29	
Peacock Collegiate	12	Law 30	30	
Peacock Collegiate	12	Pre-Calc 30	31	
Prince Arthur School	4/5	Arts Ed	41	6
Prince Arthur School	7/8	ELA	31	
Prince Arthur School	7/8	Phys Ed	31	
Prince Arthur School	7/8	Social	30	
Prince Arthur School	7/8	Science	30	
Prince Arthur School	7/8	Arts Ed	39	
Rockglen School	K/1/2	Phys Ed	30	2
Rockglen School	9/10/11/12	Phys Ed	30	

Total Classes with more than 28 students	63
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Summary of classes with more than 28 students September 16, 2022

School	Grade(s)	# of Classes
Assiniboia Composite High School	11	2
Avonlea School	5, 6	1
Bengough School	3, 4, 5	4
Caronport Elementary School	2, 3	1
Central Butte School	1, 2, 9, 10, 11, 12	2
Central Collegiate	9, 10, 11, 12	17
Cornerstone Christian School	10	7
Coronach School	1, 2, 3, 4, 7, 8	10
Ecole Palliser Heights School	8	1
Lafleche Central School	7, 8, 9	2
Lindale School	6	1
Peacock Collegiate	9, 11, 12	7
Prince Arthur School	4, 5, 7, 8	6
Rockglen School	K, 1, 2, 9, 10, 11, 12	2

Total Classes with more than 28 students	63
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Classes with 10 or fewer students September 16, 2022

School	Grade	Individual Classes	Students	Total
Assiniboia 7th Avenue	1/2/3/4	Christian Ethics	7	1
Avonlea School	K	All Subjects	10	
Avonlea School	11	ELA 20	8	
Avonlea School	11/12	Foundations 20/Pre-Calc 30	10	
Avonlea School	11/12	Physical Science	10	4
Bengough School	K	All Subjects	9	
Bengough School	6	ELA	6	
Bengough School	7/8	PAA	8	
Bengough School	11/12	Information Processing	8	4
Briercrest Christian Academy	9	Math 9	9	
Briercrest Christian Academy	9	PAA 9	9	
Briercrest Christian Academy	9	Arts Ed 9	8	
Briercrest Christian Academy	9/10/11/12	Choral	10	9
Briercrest Christian Academy	10	Photography	7	
Briercrest Christian Academy	10	ELA A10	9	
Briercrest Christian Academy	11/12	Leadership 20/30	10	
Briercrest Christian Academy	11	Financial Literacy 20	9	
Briercrest Christian Academy	12	CWEX 30	5	
Central Butte School	8	PAA	10	
Central Butte School	5	Math	9	
Chaplin School	3/4/5	All Subjects	8	2
Chaplin School	7/8	All Subjects	6	
Chaplin School	9/10/11	Math 9/10/21	7	
Chaplin School	9/10/11	ELA 9/10A/20	7	
Chaplin School	9/10/11	Health 9/Career9/Psychology 30	7	7
Chaplin School	9/10/11/12	Art 9/10/20/30	9	
Chaplin School	9/10/11/12	Science 9/10/21/Physics 30	9	
Cornerstone Christian School	11	Math W&A 20	4	
Cornerstone Christian School	11	Math Pre-Calc 20	10	
Cornerstone Christian School	12	Law 30	8	4
Cornerstone Christian School	12	Pre-Calc 30	7	
Coronach School	11	W20/F20	7	
Craik School	K/1/2/3	All Subjects on non K days	9	3
Craik School	9	Health	5	
Craik School	9/10	All Other Subjects	7	
Ecole Gravelbourg School	K	Maternelle	6	1
Eyebrow School	K	On K Days	2	
Eyebrow School	1/2	All Subjects Non K Days	8	
Eyebrow School	3/4/5/6	All Subjects	10	5
Eyebrow School	7/8/9	All Subjects	6	
Eyebrow School	10/11/12	All Subjects	7	
Glentworth School	K	K in PM	3	
Glentworth School	11/12	W&A 20/30	9	
Glentworth School	11/12	Enviro Sci 20	8	3
Kincaid Central School	K	All Subjects	9	
Kincaid Central School	10	Math/History/PAA	8	2
Lafleche Central School	K	All Subjects	3	

Lafleche Central School	12	Workplace Math 20	1	2
Mankota School	1/2	All Subjects Non K Days	10	
Mankota School	3/4/5	Math/ELA/Social	4	
Mankota School	3/4/5/6	Science	6	
Mankota School	3/4/5/6/7/8	Art/Phys Ed/Health/ELA	10	
Mankota School	6/7/8	ELA/Math/Social	6	
Mankota School	7/8	PAA/Science	4	
Mankota School	9/10	ELA/Science/Math/History 10	6	
Mankota School	7/8/9/10	Art	10	
Mankota School	11/12	Physical Science/History/ELA	10	
Mankota School	11/12	Math	7	10
Mortlach School	9/10/11/12	ELA 9/A10/20	10	
Mortlach School	9/10/11/12	Comm Media 10	8	2
Mossbank School	K	All Subjects - every 2nd day	7	
Mossbank School	7	ELA	9	
Mossbank School	7	Math	9	3
Rouleau School	3	Math	10	
Rouleau School	4	Math	9	
Rouleau School	5	Math	10	
Rouleau School	7	Math	9	
Rouleau School	8	Math	10	
Rouleau School	10	Math	9	
Rouleau School	11	Physical Science 20	6	
Rouleau School	11/12	Foundations 20	7	
Rouleau School	11/12	Phys Ed 20/30	9	
Rouleau School	11/12	Health Science 20	10	10
Virtual School	2	Grade 1/2 - All Subjects	4	
Virtual School	3/4	Grade 3/4 - All Subjects	7	2

Total Classes with 10 or fewer students

75

Summary of classes with 10 or fewer students September 16, 2022

School	Grade(s)	# of Classes
Assiniboia 7th Avenue	7	1
Avonlea School	K, 11, 12	4
Bengough School	K, 6, 7, 8, 11, 12	4
Briercrest Christian Academy	9, 10, 11, 12	9
Central Butte School	5, 8	2
Chaplin School	3, 4, 5, 7, 8, 9, 10, 11, 12	7
Cornerstone Christian School	11, 12	4
Coronach School	11	1
Craik School	K, 1, 2, 3, 9, 10	3
Ecole Gravelbourg School	K	1
Eyebrow School	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	5
Glentworth School	K, 11, 12	3
Kincaid Central School	K, 10	2
Lafleche Central School	K, 12	2
Mankota School	3, 4, 5, 6, 7, 8, 9, 10, 11, 12	10
Mortlach School	9, 10, 11, 12	2
Mossbank School	K, 7	3
Rouleau School	3, 4, 5, 7, 8, 10, 11, 12	10
Virtual School	2, 3, 4	2

Total Classes with 10 or fewer students	75
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AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	7.2
Topic:	Board Committee and SCC Appointments		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The Board Chair assigns trustees to committees and School Community Councils (SCCs) on an annual basis.
Current Status:	A list of Board appointments on Committees and SCCs for 2022-2023 is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	September 19, 2022	<ul style="list-style-type: none"> 2022-2023 Board Appointments on Committees & School Community Councils

Recommendation:

That the Board review the information provided.

22/23 Committee	Mandate, Accountability Reports, Members, and Staff Support
Student Outcomes	<p>Mandate: To examine issues related to increasing student literacy and achievement, promoting academic achievement for all students while closing achievement gaps and enhancing student outcomes. Begin the review process during the November Committee Meeting and conclude the review by the February Committee Meeting and provide recommendations to the Board in March.</p> <p>Annual Project: Prekindergarten; The Prairie South Classroom Composition Committee.</p> <p>AR: Student Achievement I (October), School and Division Improvement (November), Early Learning (March), Student Achievement II (June)</p> <p>Trustees: John, Brett, Mary, Lew Staff: Ryan, Derrick, Amanda, Sr. Admin Team as Required</p>
Business, Infrastructure and Governance	<p>Mandate: To examine issues related to business, public accountability, stewardship, the advancement of public education including effective utilization of human resources, finance, transportation, and facilities.</p> <p>Annual Project: Future Opportunities for the Prairie South Virtual School.</p> <p>AR: Facilities (December), 1st Quarter Business (January), Transportation (February), 2nd Quarter Business (April), 3rd Quarter Business (June)</p> <p>Trustees: Robert, John, Shawn, Crystal Staff: Ryan, Ron, Sr. Admin Team as Required</p>
Human Resources	<p>Mandate: To examine issues related to school staffing, recruitment and retention, performance management and employee and labour relations.</p> <p>Annual Project: Advance Human Resources Initiatives.</p> <p>AR: Human Resources (January)</p> <p>Trustees: Shawn, Brett, Darcy, Giselle Staff: Ryan, Amy, Sr. Admin Team as Required</p>
Partnerships and Teambuilding	<p>Mandate: To examine issues related to advocacy and networking and enhanced relationships with all stakeholders.</p> <p>Annual Project: Staff Satisfaction and Engagement; Renewal of Advocacy Activities.</p> <p>AR: n/a</p> <p>Trustees: Robert, Crystal, Todd, Mary Staff: Ryan, Amy, Sr. Admin Team as Required</p>
Transportation Committees	<p>Mandate: BP 17 Issues (ad hoc)</p> <p>Trustees: 5 Rural or 5 Urban Staff: Ryan, Ron, Lonny</p>
Communications Committee	<p>Mandate: BP 17 Issues (ad hoc)</p> <p>Trustees: Crystal, Todd, Mary, Darcy, Giselle Staff: Ryan, Dustin, Heather</p>
Committee of the Whole	<p>Mandate: 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 Provincial Education Plan (PEP).</p> <p>Trustees: All Trustees Staff: Ryan, Sr. Admin Team as Required</p>
Executive Committee	<p>Mandate: As assigned by the Board of Education</p> <p>Trustees: Chair, Vice-Chair, one other Trustee Staff: Ryan; Sr. Admin Team as Required</p>

School Community Councils – Board Reps 2022-2023

Bengough: Giselle Wilson
Coronach: Giselle Wilson
Rockglen: Giselle Wilson

Glentworth: Shawn Davidson
Gravelbourg: Shawn Davidson
Kincaid: Shawn Davidson
Lafleche: Shawn Davidson
Mankota: Shawn Davidson

Central Butte: Darcy Pryor
Chaplin: Darcy Pryor
Craik: Darcy Pryor
Eyebrow: Darcy Pryor
Mortlach: Darcy Pryor

Avonlea: Robert Bachmann
Caronport: Robert Bachmann
Lindale: Robert Bachmann
Rouleau: Robert Bachmann

Assiniboia 7th Ave: John Bumbac
Assiniboia Elementary: John Bumbac
Assiniboia Composite High: John Bumbac
Mossbank: John Bumbac

Central Collegiate: Todd Johnson, Lew Young
Peacock Collegiate: Brett Hagan, Mary Jukes
Riverview Collegiate: Crystal Froese, Lew Young

Empire: Crystal Froese, Mary Jukes
King George: Crystal Froese, Brett Hagan
Palliser Heights: Todd Johnson, Lew Young
Prince Arthur: Brett Hagan, Todd Johnson
Sunningdale: Brett Hagan, Mary Jukes
Westmount: Mary Jukes, Lew Young
William Grayson: Crystal Froese, Todd Johnson

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	7.3
Topic:	September 30, 2022 Student Enrolments		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Information will be distributed at the meeting.
Current Status:	
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	September 27, 2022	n/a – will be distributed at the meeting

Recommendation:

Information only, which will be distributed at the meeting.

AGENDA ITEM

Meeting Date:	October 4, 2022	Agenda Item #:	7.4
Topic:	Provincial Auditor of Saskatchewan (PAS) Letter of Involvement		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The Provincial Auditor of Saskatchewan (PAS) annually selects school divisions where the PAS is involved directly in the yearly financial audit process. School divisions not selected in a given year have their audits monitored by the PAS in collaboration with the school division auditor.
Current Status:	During the audit of the 2021-2022 school year in the fall of 2022, the Provincial Auditor of Saskatchewan will be involved in a monitoring capacity.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	The Provincial Auditor of Saskatchewan corresponded with the Board of Education through the Board Chair, who acknowledged receipt of the PAS intentions on behalf of the Board.

Prepared By:	Date:	Attachments:
Ron Purdy	September 21, 2022	• Audit Involvement Letter

Recommendation:

Information Only. That the Board review the materials provided.



PROVINCIAL AUDITOR
of Saskatchewan

September 23, 2022

Giselle Wilson, Chair
Board of Education
Prairie South School Division No. 210
1075 9th Avenue N.W.
Moose Jaw, SK S6H 1V7

(via Email)

Dear G. Wilson:

Re: Planned Involvement in Annual Audit of Prairie South School Division No. 210 for the Year Ended August 31, 2022

The attached describes our planned involvement in the annual audit of Prairie South School Division No. 210 for the year ended August 31, 2022. The plan reflects an understanding with Deloitte LLP on the objectives and scope of the audit work they will perform so we can rely on their work.

We plan to use a cyclical approach for our direct involvement in the audits of the school divisions. Under this approach, we will annually select certain school divisions in which we expect to be involved in the key steps of the audits. We have selected the following school divisions for the year ended August 31, 2022:

Horizon School Division No. 205
Northwest School Division No. 203
Prairie South School Division No. 210
Regina Roman Catholic Separate School
Division No. 81
Regina School Division No. 4

Holy Trinity Roman Catholic Separate School
Division No. 22
Prairie Spirit School Division No. 206
Saskatoon School Division No. 13
St. Paul's Roman Catholic Separate School
Division No. 20

We would be pleased to answer any questions concerning our involvement in the annual audit or other planned work. If there are matters you would like to discuss, please contact me at 306-787-6317 or wog@auditor.sk.ca or contact Victor Schwab, Deputy Provincial Auditor directly at 306-787-6375 or schwab@auditor.sk.ca.

Please confirm your understanding of our planned audit involvement by signing the bottom of this letter and emailing a copy of the signed letter to us via saskauditor@auditor.sk.ca. We look forward to meeting with you and your Committee.

Yours truly,

Kevin Wog, CPA, CMA
Manager

Attachment

cc: See Distribution List

We read and understood the attached audit involvement plan.

Date

Chair, Board of Education

Confidentiality notice: This may contain confidential information exempt from disclosure under *The Provincial Auditor Act*. We issue final documents (plans and reports) electronically using the Office's secure file-share program. Please whitelist the email account saskauditor@auditor.sk.ca to ensure it is not blocked or sent to junk.

Distribution list: (via Email)

R. Boughen, Director of Education, Prairie South School Division No. 210
R. Purdy, Chief Financial Officer, Prairie South School Division No. 210
V. Watson, Partner, Deloitte LLP
C. Bayda, Acting Provincial Comptroller, Ministry of Finance
D. Johnson, Deputy Minister, Ministry of Education
R. Jensen, Assistant Deputy Minister, Ministry of Education

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Prairie South School Division No. 210

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1.0 OBJECTIVES AND SCOPE

The objectives of this annual audit, as communicated to and agreed with the appointed auditor, Deloitte LLP, are to form the following opinions, and report the results of the audit to the Legislative Assembly:

- An opinion on the effectiveness of Prairie South School Division No. 210's control related to the following objectives:
 - To safeguard public resources
 - To prepare reliable financial reports
 - To conduct its activities following laws, regulations, and policies related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing (See **Appendix A**)
- An opinion on Prairie South School Division No. 210's compliance with its governing authorities related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing (See **Appendix B**)
- An opinion on the reliability of Prairie South School Division No. 210's financial statements

This audit will cover Prairie South School Division No. 210's controls, compliance, and its financial statements for the year ended August 31, 2022. The appointed auditor will conduct the audit work.

In addition to the above opinions, *The Provincial Auditor Act* requires we report any other matters that come to our attention during the audit we think should be reported to the Legislative Assembly (See **Appendix C**).

Our involvement will consist of:

- Reviewing the appointed auditor's detailed audit plan and agreeing with it before it is presented to management or the Board/audit committee



- Reviewing the appointed auditor's working papers to establish a basis for our reliance
- Discussing all draft reports with the appointed auditor and agreeing on their contents before the reports are issued
- Discussing the relevant chapter of our Report to the Assembly, if any, with the appointed auditor and the agency, and seeking agreement on its contents before it is issued
- Accompanying the appointed auditor to key meetings with management and the audit committee to discuss the audit objectives, significant issues, audit findings, the appointed auditor's reports and the management or constructive services letter
- Performing the following direct procedures (review of Board and relevant committee minutes (including attachments), review of accounting policies, review of legislation, any required procedures concerning the summary financial statements consolidation schedules, etc.)

Our planned involvement helps ensure we discharge responsibilities as set out in *The Provincial Auditor Act* without duplicating work performed by the appointed auditor.

We will preserve confidentiality with respect to all matters that come to our knowledge in the course of our duties under *The Provincial Auditor Act*, and will not communicate those matters to any person, other than when required to do so under *The Provincial Auditor Act* or by a court of law. For additional information, please see **Appendix D—Independence and Confidentiality**.

Any working papers and files, other materials, reports and work created, developed or performed by our office during the course of the audit is the property of the Provincial Auditor.

We issue final draft chapters, if any, electronically using the Office's secure file-share program. Please whitelist the email account saskauditor@auditor.sk.ca to ensure it is not blocked or sent to junk.

2.0 BACKGROUND

The authority to engage an appointed auditor for Prairie South School Division No. 210 is contained in section 85 of *The Education Act, 1995*. The Prairie South School Division has appointed Deloitte LLP.

As provided for in *The Provincial Auditor Act*, we previously relied on the work and reports of Deloitte LLP to discharge our statutory responsibilities. For the year ended August 31, 2022, we will review the planning and reach an understanding with Deloitte LLP on the objectives and scope of the audit work they will perform. This should enable us to rely on their work and reports.

3.0 KEY AUDIT AREAS

As part of our planning process, we use a risk-based approach. We identify those areas we think are critical in nature or have a higher degree of inherent risk.

To date, we have identified the following key audit areas in addition to those identified in Deloitte's audit plan provided to the Board:

Confidentiality notice: This may contain confidential information exempt from disclosure under *The Provincial Auditor Act*.

- Accounting for capital and operating transfers provided to school divisions, preventative maintenance grants, and any P3 arrangements for new schools

As the audit progresses, we will promptly inform management about any additional issues.

4.0 RESOURCES

Kevin Wog, Manager will be our lead person and will also consult with staff having expertise in specific areas, as necessary. The following staff will be involved:

Name and Title	Role	Phone # / Email
Victor Schwab, CPA, CA, CITP, CISA Deputy Provincial Auditor	Deputy in Charge	306-787-6375 schwab@auditor.sk.ca
Kevin Wog, CPA, CMA Manager	Assigned Lead Reviewer	306-787-6317 wog@auditor.sk.ca

Victor Schwab, Deputy Provincial Auditor, reviews the appointed auditor's opinions before they are issued.

5.0 PROJECTED TIMING

To fulfill our responsibilities as the group auditor of the Government of Saskatchewan Summary Financial Statements (SFS), we require final audited financial statements and audited SFS consolidation schedules, and audited SFS subsequent events schedule following the timelines included in the table below.

Based upon our initial discussions with the appointed auditor and management, we propose the following tentative schedule:

	Date Available	Completion Date
Review detailed planning	October 2022	October 2022
Review internal control and legislative compliance audit file	October 2022	October 2022
Review financial statement audit file	November 2022	November 2022
Resolve issues resulting from file review	---	November 16, 2022
Agree on draft reliance reports, audit findings report, and draft management or constructive services letter	---	November 16, 2022
Agree on draft financial statements to be sent for format approval	---	November 16, 2022
Attend Board meeting to discuss audit findings	---	November 2022
Audit SFS intervening period schedules ¹	March 2023	March 2023

¹The Ministry of Finance provides detailed consolidation procedures and schedules to each agency.

This is our preliminary plan and changes may be required because of unforeseen circumstances. We will discuss any required changes with the appointed auditor and management.



APPENDIX A—STANDARD WORDING FOR THE EXPRESSION OF AN OPINION ON INTERNAL CONTROL (CSAE 3001)

INDEPENDENT PRACTITIONERS' REASONABLE ASSURANCE REPORT

To: The Provincial Auditor of Saskatchewan

We have undertaken a reasonable assurance engagement of Prairie South School Division No. 210's operating effectiveness of internal controls as of August 31, 2022 to express an opinion as to the effectiveness of its internal controls related to the following objectives:

- To safeguard public resources. That is, to ensure its assets are not lost or used inappropriately; to ensure it does not inappropriately incur obligations; to establish a financial plan for the purposes of achieving its financial goals; and to monitor and react to its progress towards the objectives established in its financial plan.
- To prepare reliable financial statements.
- To conduct its activities following laws, regulations, and policies related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing.

CPA Canada defines control as comprising those elements of an organization that, taken together, support people in the achievement of the organization's objectives. Control is effective to the extent that it provides reasonable assurance that the organization will achieve its objectives.

Prairie South School Division No. 210's management is responsible for effective internal controls related to the objectives described above. Our responsibility is to express an opinion on the effectiveness of internal controls based on our audit.

We used the control framework included in COSO's *Internal Control—Integrated Framework* to make our judgments about the effectiveness of Prairie South School Division No. 210's internal controls. We did not audit certain aspects of internal controls concerning the effectiveness, economy, and efficiency of certain management decision-making processes.

We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements (CSAE) 3001, *Direct Engagements*. This standard requires that we plan and perform this engagement to obtain reasonable assurance as to the effectiveness of Prairie South School Division No. 210's internal controls related to the objectives stated above. The nature, timing and extent of procedures performed depends on our professional judgment, including an assessment of the risks of material misstatement, whether due to fraud or error, and involves obtaining evidence about the effectiveness of internal controls. An audit includes obtaining an understanding of the significant risks related to these objectives, the key control elements and control activities to manage these risks, and examining, on a test basis, evidence relating to control.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists.

Our audit on the effectiveness of Prairie South School Division No. 210's internal controls related to the above objectives does not constitute an audit of internal control over financial reporting performed in conjunction with an audit of financial statements in *CPA Canada Handbook—Assurance*, Section 5925, An Audit of Internal Control over Financial Reporting that is Integrated with an Audit of Financial Statements.

Confidentiality notice: This may contain confidential information exempt from disclosure under *The Provincial Auditor Act*.

Control can provide only reasonable and not absolute assurance of achieving objectives reliably for the following reasons. There are inherent limitations in control including judgment in decision-making, human error, collusion to circumvent control activities, and management overriding control. Cost/benefit decisions are made when designing control in organizations. Because control can be expected to provide only reasonable assurance and not absolute assurance, the objectives referred to above may not be achieved reliably. Also, projections of any evaluation of control to future periods are subject to the risk that control may become ineffective because of changes in internal and external conditions, or that the degree of compliance with control activities may deteriorate.

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

In our opinion, subject to the limitations noted above, Prairie South School Division No. 210's internal controls were operating effectively, in all material respects, to meet the objectives stated above as of August 31, 2022 based on COSO's *Internal Control—Integrated Framework*.

[If control is not effective in all material respects, describe the risk or significant deficiency, and indicate which objective is affected. The report should state whether the deficiency resulted from the absence of control procedures or the degree of compliance with them.]

This report is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of Prairie South School Division No. 210, its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of information contained in this report, or any reliance or decisions based on such information, is the responsibility of such third parties.

We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on information contained in this report.

We have complied with the ethical requirements of the Chartered Professional Accountants of Saskatchewan—*Rules of Professional Conduct*, founded on fundamental principles of integrity, objectivity, professional competency and due care, confidentiality, and professional behaviour.

We apply the *Canadian Standard on Quality Control 1* issued by CPA Canada and, accordingly, maintain a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Chartered Professional Accountants
Regina, Saskatchewan
Date



APPENDIX B—STANDARD WORDING FOR THE EXPRESSION OF AN OPINION ON COMPLIANCE WITH SPECIFIED AUTHORITIES (CSAE 3001, 3531)

INDEPENDENT PRACTITIONERS' REASONABLE ASSURANCE REPORT ON COMPLIANCE

To: The Provincial Auditor of Saskatchewan

We have undertaken a reasonable assurance engagement of Prairie South School Division No. 210's compliance with the provisions of the following legislative and related authorities pertaining to its financial reporting, safeguarding of assets, spending, revenue raising, borrowing, and investment activities during the year ended August 31, 2022:

(List all legislative and related authorities covered by this report. This list must include all governing authorities).

Compliance with the provisions of the stated legislative and related authorities is the responsibility of management of Prairie South School Division No. 210. Management is also responsible for such internal control as management determines necessary to enable the Prairie South School Division No. 210's compliance with the specified requirements.

Our responsibility is to express a reasonable assurance opinion on Prairie South School Division No. 210's compliance based on the evidence we have obtained.

We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements (CSAE) 3531 *Direct Engagements to Report on Compliance*. This standard requires that we plan and perform this engagement to obtain reasonable assurance whether Prairie South School Division No. 210 complied with the criteria established by the legislation and related authorities referred to above, in all significant respects. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about the entity's compliance with the specified requirements. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of significant non-compliance, whether due to fraud or error.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists.

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

In our opinion, for the year ended August 31, 2022, Prairie South School Division No. 210 has complied, in all significant respects, with the provisions of the aforementioned legislative and related authorities.

We do not provide a legal opinion on the Prairie South School Division No. 210's compliance with the aforementioned legislative and related authorities.

(The report should provide adequate explanation with respect to any reservation contained in the opinion together with, if relevant and practicable, the monetary effect.)

This report is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of Prairie South School Division No. 210, its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of information contained in this report, or any reliance or decisions based on such information, is the responsibility of such third parties.

Confidentiality notice: This may contain confidential information exempt from disclosure under *The Provincial Auditor Act*.

We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on information contained in this report.

We have complied with the ethical requirements of the Chartered Professional Accountants of Saskatchewan—*Rules of Professional Conduct* founded on fundamental principles of integrity, objectivity, professional competency and due care, confidentiality, and professional behaviour.

We apply the *Canadian Standard on Quality Control 1* issued by CPA Canada and, accordingly, maintain a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.

Chartered Professional Accountants
Regina, Saskatchewan
Date

APPENDIX C—STANDARD WORDING FOR REPORTING OTHER MATTERS PURSUANT TO SECTION 12 OF *THE PROVINCIAL AUDITOR ACT* (CSRS 4460)

REPORT ON SUPPLEMENTARY MATTERS ARISING FROM AN AUDIT ENGAGEMENT

To: The Provincial Auditor of Saskatchewan

In accordance with Section 12(1) of *The Provincial Auditor Act*, we are required to report the details of reservations of opinion, if any, made in an audit report and to identify any instances we consider to be of significance and of a nature that should be brought to the attention of the Legislative Assembly, including any cases in which we observe situations as noted in Section 12(1) (the "other reporting responsibility") in which:

- a) Any officer or employee has wilfully or negligently omitted to collect or receive any public money belonging to the Crown
- b) There has been a deficiency or loss to the Crown through the fraud, default or mistake of any person
- c) Any expenditure was made for which there was no authority or which was not properly vouchered or certified

We have audited the financial statements of Prairie South School Division No. 210 for the year ended August 31, 2022 and have issued our report thereon dated [Date]. We have audited the effectiveness of internal controls of Prairie South School Division No. 210 as of August 31, 2022 related to safeguarding public resources, preparing reliable financial statements, and conducting its activities following laws, regulations, and policies related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing, and have issued our report to you dated [Date]. We have also audited Prairie South School Division No. 210's compliance with specified legislative and related authorities pertaining to its financial reporting, safeguarding of assets, spending, revenue raising, borrowing and investing activities for the year ended August 31, 2022, and have issued our report to you dated [Date].

This report has been prepared in accordance with Canadian Standards on Related Services (CSRS) 4460. Our responsibility is to report on the supplementary matter. This standard requires us to comply with ethical requirements and to plan and perform procedures to address the other reporting responsibility. The procedures were selected based on our professional judgment to enable us to form a basis for this report. The procedures vary in nature from, and are less extent than for, those required when providing an audit opinion or a review conclusion. Users are cautioned that the procedures performed may not be suitable for their purposes.



Accordingly, we do not express an audit opinion or a review conclusion on this supplementary matter.

In response to the other reporting responsibility, [explain the details of reservations of opinion, if any, made in an audit report. Explain details of any instances we consider to be of significance and of a nature that should be brought to the attention of the Legislative Assembly, including any cases in which we observe situations as noted in Section 12(1).]
OR [we have nothing to report.]

This information is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of Prairie South School Division No. 210, its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of this information, or any reliance or decisions based on such information, is the responsibility of such third parties.

We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on this information.

Chartered Professional Accountants
Regina, Saskatchewan
Date

APPENDIX D—INDEPENDENCE AND CONFIDENTIALITY

Independence

We are independent, and are unaware of any relationships between the Prairie South School Division No. 210 and our audit team that, in our professional judgment, may reasonably be thought to bear on our independence and objectivity. We complied with the ethical requirements of the CPA Saskatchewan's *Rules of Professional Conduct* founded on fundamental principles of integrity, objectivity, professional competency and due care, confidentiality, and professional behaviour.

The Office uses the following processes to maintain and confirm our independence consistent with professional and legislative requirements.

The Office applies the *Canadian Standard on Quality Control 1* issued by CPA Canada and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements. We provide additional details about our quality control processes on our website at auditor.sk.ca/about/audit-quality.

The Provincial Auditor Act creates an independent Officer of the Legislative Assembly called the Provincial Auditor. The Act gives the Provincial Auditor the responsibility to audit all government agencies and report the results of the audits to the Legislative Assembly.

The Act ensures the Provincial Auditor is independent from elected and appointed officials including the Legislative Assembly's committees and boards. The Standing Committee on Public Accounts (PAC), an all-party committee that does not include cabinet ministers, unanimously recommends to the Legislative Assembly the appointment of the Provincial Auditor for an eight-year term, and can suspend the Provincial Auditor, in certain circumstances with a unanimous decision. The Legislative Assembly must pass an order to appoint, suspend, or remove the Provincial Auditor, and can only suspend or remove the Provincial Auditor for cause.

Confidentiality notice: This may contain confidential information exempt from disclosure under *The Provincial Auditor Act*.

The Act sets the Provincial Auditor's salary and benefits. Each year, PAC recommends to the Standing Committee on House Services the amount of resources for the Provincial Auditor's Office. The Act gives the Provincial Auditor administrative independence to decide what audit work to do, how to do that work, which employees to hire, and for how much.

Office policies require all employees to confirm annually whether they have any relationships with agencies we examine that could be perceived to influence their independence and objectivity. Also, our policies require us to consider whether any significant threats to our independence exist. If a significant threat exists, we must apply adequate safeguards to reduce the threat to an acceptable level.

Confidentiality

The Act and Office policies require all employees to preserve confidentiality with respect to all matters that come to their knowledge in the course of their duties under *The Provincial Auditor Act* and not to communicate those matters to any person, other than when required to do so under the Act or by a court of law.

This letter and attached report are intended solely for the use of those to whom it is addressed; it should not be used or distributed for any other purposes. This communication is considered confidential in accordance with *The Provincial Auditor Act*.

The Prairie South School Division No. 210 should consult with the Office of the Provincial Auditor if it receives any requests for information under *The Local Authority Freedom of Information and Protection of Privacy Act* related to correspondence or documents of the Office prior to the Prairie South School Division No. 210 responding to such requests.