

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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January 17, 2023

1:00 p.m.

Central Office, 1075 9th Avenue NW
Moose Jaw

AGENDA

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
 - 3.1. Regular Board Meeting December 6, 2022
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Human Resources Accountability Report 2021-2022
 - 5.2. First Quarter Financial Accountability Report
 - 5.3. Disposal of Records
 - 5.4. School Board By-Election – Mail-In Ballot Voting Option
 - 5.5. School Board By-Election – Polling Places
 - 5.6. Out of Province Excursion: Central Collegiate and Peacock Collegiate to Edmonton, Alberta
 - 5.7. Out of Province Excursion: Central Collegiate to Banff and Lake Louise, Alberta
 - 5.8. Monthly Tender Report
- 6. Delegations and Presentation – NONE**
- 7. Information Items – NONE**
- 8. Committee Reports**
 - 8.1. Business, Infrastructure and Governance
 - 8.2. Human Resources
 - 8.3. Partnerships and Teambuilding
 - 8.4. Student Outcomes
- 9. Provincial Matters**
- 10. Celebration Items**

11. Identification of Items for Next Meeting Agenda

11.1. Notice of Motions

11.2. Inquiries

12. Meeting Review

13. Adjournment

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on December 6, 2022 at 1:00 p.m.

Attendance:

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

Presentation:

Memorandum of Understanding Signing with New Southern Plains Métis Local 160 (1:00pm) with Darrell Hawman

Motions:

- 2022-12-06 – 3776 Giselle Wilson took the chair and called the meeting to order at 1:02 p.m.
- 2022-12-06 – 3777 That the Board add the following items to the agenda: Carried
- 5.12: Out of Province Excursion: Kincaid Central School to Hidden Valley, Alberta on January 13, 2023
 - 5.13: Renew Investment Account
 - 5.14: By-Election Information
- AND adopt the agenda as amended.
- Pryor
- 2022-12-06 – 3778 That the Board adopt the minutes of the November 1, 2022 Regular Board Meeting. Carried
- Froese
- 2022-12-06 – 3779 That the Board adopt the minutes of the November 22, 2022 Special Board Meeting. Carried
- Pryor
- 2022-12-06 – 3780 That we lift motion 2022-09-06 – 3732 from the table. Carried
- Davidson
- Tabled Motion 2022-09-06 – 3732:
That the Board table the review of the borrowing resolution motion.
- 2022-12-06 – 3781 That the Board pass the borrowing resolution as attached. Carried
- Pryor
- 2022-12-06 – 3782 That the Board receive and file the 2021-2022 Facilities Accountability Report. Carried
- Froese

2022-12-06 – 3783	That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2023: Greg Veillard, George Patterson, Claude Duke, John Livingston, Pam Ludwar, Ron Purdy, Mary Jukes, Jan Stewart, Al Kessler, Jeff Feeley and Patti Rodger. - Pryor	Carried
2022-12-06 – 3784	That the Board approve the parameters for the 2023-2024 school calendars and direct administration to proceed with calendar development. - Jukes	Carried
2022-12-06 – 3785	That the Board adopt Board Policy 17 as amended on December 6, 2022. - Davidson	Carried
2022-12-06 – 3786	That the Board ratify the CUPE 5512 Tentative Agreement with a term from September 1, 2022 to August 31, 2025 and direct the members of the negotiating team to sign the agreement on behalf of the Board of Education. - Froese	Carried
2022-12-06 – 3787	That the Board approve Lafleche Central School's Grade 5-12 Ski Trip to Hidden Valley, Alberta on January 13, 2023. - Jukes	Carried
2022-12-06 – 3788	That the Board approve Peacock Collegiate and Central Collegiate's Grade 9-12 Wrestling Trip to Medicine Hat, Alberta on January 6-7, 2023. - Hagan	Carried
2022-12-06 – 3789	That the Board approve Peacock Collegiate and Central Collegiate's Grade 9-12 Wrestling Trip to Edmonton, Alberta on January 27-29, 2023. - Hagan	Carried
2022-12-06 – 3790	That the Board approve Coronach School's Grade 9-12 Ski/Snowboard Trip to Asessippi Ski Area and Resort, Manitoba on February 9-10, 2023. - Jukes	Carried
2022-12-06 – 3791	That the Board receive and file the tender report as presented. - Bumbac	Carried
2022-12-06 – 3792	That the Board approve Kincaid Central School's Grade 5-12 Ski Trip to Hidden Valley, Alberta on January 13, 2023. - Davidson	Carried

- 2022-12-06 – 3793 That the Board of Education of Prairie South School Division No. 210 of Saskatchewan approve the attached Trading Authorization Resolution from Canaccord. Carried
- Pryor
- 2022-12-06 – 3794 That the Board appoint Heather Boese as Returning Officer for the By-Election in Subdivision #6 AND THAT the Board set the By-Election date as March 9, 2023 and the Nomination Day as February 2, 2023 to fill the vacancy in Subdivision #6. Carried
- Froese
- 2022-12-06 – 3795 That the meeting be adjourned at 2:15 pm. Carried
- Froese

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

January 17, 2023
Prairie South School Division, Moose Jaw

AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	5.1
Topic:	Human Resources Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In accordance with the Board's annual work plan, a Human Resources Accountability Report is to be presented to the Board at their regular Board Meeting in January.
Current Status:	The Human Resources Accountability Report is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Amy Johnson	January 4, 2023	Human Resources Accountability Report

Recommendation:

That the Board receive and file the Human Resources Accountability Report.

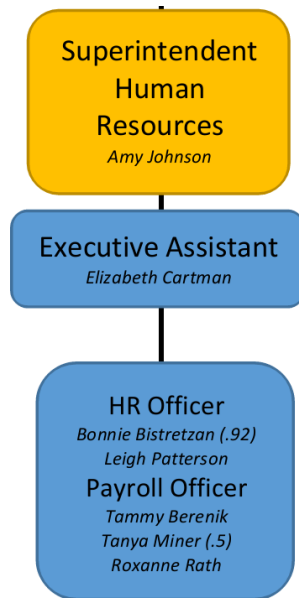
2021-2022 Human Resources Accountability Report

January 2023

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Department Structure



This report is to provide the Board information that demonstrates how the work of the Human Resources Department supports and contributes to the success of Prairie South Schools.

Staff Composition

Job Category	FTEs
Classroom Teachers	431
Principals, Vice-Principals	38.4
Other Educational Staff (educational psychologists, counsellors, social workers, speech language pathologists, speech language assistants, educational assistants, library associates, school-based administrative assistants, concession workers, informational technology staff)	249.72
Administrative & Financial Staff (administrative/management positions within the following departments: learning, student information, human resources and business & operations)	20.42
Plant Operations & Maintenance (facility operators and maintenance and administrative/management positions within the Facilities Department)	58.86
Transportation (school bus drivers, mechanics and administrative/management positions within the Transportation Department)	117.00
LEADS (Director of Education and Education Superintendents)	5.0
Total Full-Time Equivalents Staff (FTE) as of September 30, 2021	920.40
Total Staff (head count) as of September 30, 2021 (includes subs/casuals)	1272

Salary & Benefits

Financial Category	2021-22 Actual		2020-21 Actual	
Administration	\$2,314,781	3%	\$2,255,697	2%
Complimentary Services *	\$1,386,938	2%	\$1,335,324	1%
External Services **	\$3,013,775	3%	\$2,848,703	3%
Instruction (Teacher)	\$45,075,819	50%	\$44,472,105	49%
Instruction (Support)	\$9,721,466	11%	\$9,237,969	10%
Plant Operations & Maintenance	\$4,192,166	5%	\$4,163,164	5%
Transportation	\$3,570,827	4%	\$3,529,852	4%
Total % of Expenses	\$69,275,772	77%	\$67,842,814	75%

* Complimentary Services includes ministry funded Pre-K and nutrition programming.

** External Services includes concessions at Riverview Collegiate, A.E. Peacock Collegiate and Central Collegiate. Professional teaching staff pursuant to the agreements related to the operations of Briercrest Christian Academy and Cornerstone Christian School are also included.

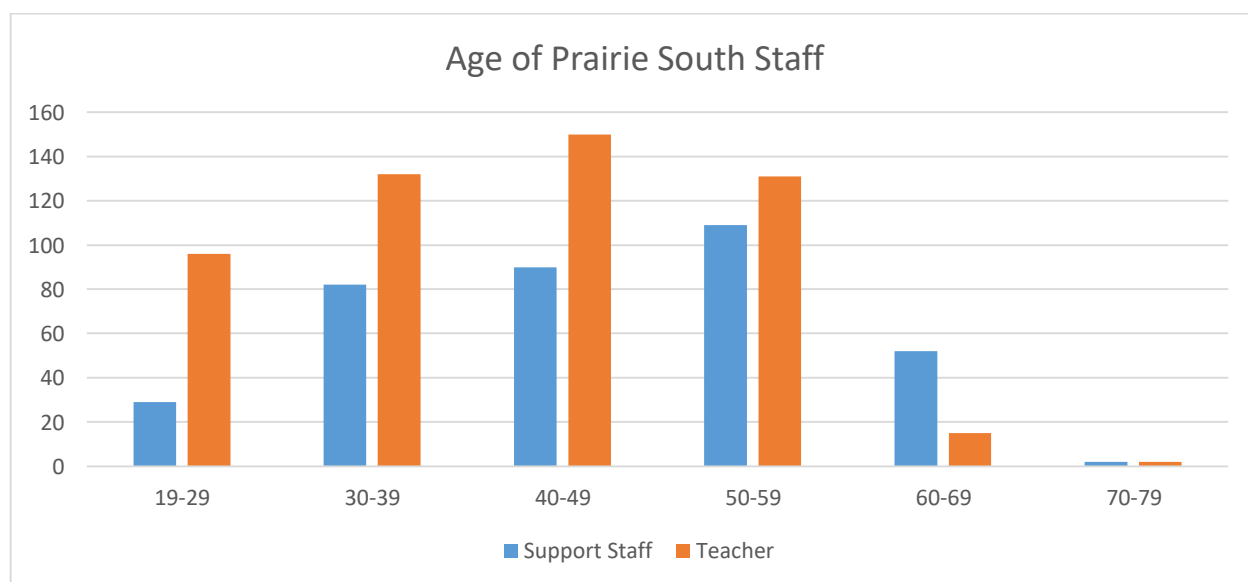
Central Administrative Council (CAC) – Leadership Portfolios

Ryan Boughen	Director of Education
Strategic and Operational Support: All Areas. Portfolio Areas: Central Administration Support; Governance Support; Strategic Plan Implementation; Reporting and Improvement Planning; Communications; School-Based Administrator Professional Learning; Teacher Staffing Formula; School Year Calendar; Staff Satisfaction Data Synthesis; Staff Recognition; COVID-19 Response Board Committee Support: All Committees	
Derrick Huschi	Superintendent of School Operations
Direct Operational Support: Assiniboia Composite, Avonlea, Briercrest Christian Academy, Central Butte, Central Collegiate, Chaplin, Cornerstone Christian, Craik, Eyebrow, Huron Colony, Mortlach, Peacock Collegiate, Riverview Collegiate, Rouleau. Portfolio Areas: School Staffing Lead; Driver Education; Teacher Accreditation; Extra-Curricular Programming; VTEC Support; Student Attendance; Student Information System; Safety; Graduation Coach Programming; New Admin Orientation; Home-Based Education; Joint Use Agreement Board Committee Support: Student Outcomes and others as required	
Dustin Swanson	Superintendent of School Operations
Direct Operational Support: Bengough, Coronach, Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota, Mossbank, Prairie South Virtual School, Rockglen, Rose Valley Colony, Vanguard Colony. Portfolio Areas: School Staffing; Teacher Internship Placement & Support; Enrolment Data; Asynchronous and Synchronous Learning Support, WCLN Leadership; School-Based Admin Performance Management Lead, Information Technology; School Websites; Branding, Connections & Celebrations Board Committee Support: Communications and others as required	
Jennifer Prokopetz	Superintendent of School Operations
Direct Operational Support: Assiniboia Elementary, Assiniboia 7 th Avenue, Baildon Colony, Belle Plaine Colony, Caronport, Empire, King George, Lindale, Palliser Heights, Prince Arthur, Sunningdale, Westmount, William Grayson. Portfolio Areas: School Staffing; School Community Councils; Colonies Lead; Libraries; Band; Outcome Based Reporting, Wellness Board Committee Support: As required	
Amanda Olson	Superintendent Learning
Direct Operational Support: Curriculum, Instruction, Assessment, Student Services. Portfolio Areas: Professional Learning Coordination; Early Learning; Nutrition; Second Language Coordination; Indigenous Coordination; Career Development; Partnerships; Scholarship Selection; New Teacher Orientation; CBC and HUB Support; Student Outcome and Perceptual Data Synthesis, Reporting and Improvement Planning; Teacher Performance Management Lead, Provincial Education Plan Support, South Hill School Planning Board Committee Support: Student Outcomes and others as required	

Ron Purdy	Superintendent of Business
Direct Operational Support: Business. Portfolio Areas: Budget Planning and Implementation; Scholarship Funding and Renewal; Governance Support; Ministry Reporting and Coordination Board Committee Support: Business, Infrastructure, and Governance, Transportation and others as required	
Amy Johnson	Superintendent of Human Resources
Direct Operational Support: Human Resources. Portfolio Areas: Staff Attendance Support: School & Division Staffing; Support Staffing Lead; Performance Management; Staff Support Orientation; Collective Agreements; Labour Relations; Projection Data; Staff Recruitment and Recognition; Workplace Safety (WCB), Wellness Board Committee Support: Human Resources, Partnerships and Teambuilding and others as required	

In accordance with Administrative Procedure 451, the CAC is comprised of Superintendents and Director of Education. The CAC's purpose is to assist the Director of Education to effectively and efficiently administer the Division and to make the Board's will a reality.

Demographics



Teachers are eligible to retire with no reduction if the teacher's age plus eligibility service equals at least 85 and they are a minimum of 55 years old; or 30 years' eligibility service regardless of age; or 20 years' eligibility service at age 60 or older; or one year or more of eligibility service at age 65.

Support Staff who contribute to the Municipal Employees' Pension Plan (MEPP) are eligible to retire with no reduction if the employee's age plus eligibility service equals at least 80; or if the employee reaches 65 years of age.

Recruitment & Retention

A position is posted if a vacancy will be longer than a certain term; a minimum of 60 working days for support staff and 20 working days for teachers is a general guideline, however individual context may necessitate some flexibility. A vacant position may become available to replace an employee on a leave of absence (e.g. maternity/parental, medical, etc.), when an existing employee moves to another position, leaves Prairie South Schools or a new position is created.

Position Type	# of Postings
Central Office	10
Facilities	29
Support Staff	116
School Administration	9
Teacher	84
Transportation	44
Total	292

	Retirement	Resignation
Teachers	20	15
Support Staff	25	19
Total	45	34

Training & Development

Professional development is necessary to support excellent performance and improve teaching. In addition to self-directed learning, sessions are arranged that target specific priorities. In addition to these offerings, school administration may request targeted professional learning opportunities for their staff connected to their Learning Improvement Plan goals for their school or when an emergent need arises. Offerings during the 2021-22 school year include:

Teachers

Workshop	Required Attendance
New Administrator Orientation	All new Administrators
New Teacher Orientation	All new Prairie South Teachers
Early Learning Workshops	Pre-K Teachers
Employee Safety Orientation	All staff
WHMIS	All new staff
Four Seasons of Reconciliation	All staff

Support Staff

Workshop	Required Attendance
Annual Transportation In-Service	Bus Drivers
Employee Safety Orientation	All staff
Fall Protection, Confined Space, Power Mobile Equipment	All maintenance staff
NVCI Training	Educational Assistant IIs
Transferring Lifting Repositioning (TLR)	Educational Assistant IIs
WHMIS	All new staff
Four Seasons of Reconciliation	All Staff

Tuition Reimbursement

Employees who are upgrading their qualifications are eligible to apply for tuition and book reimbursement each year. Their applications are assessed in accordance with the respective collective bargaining agreement.

Employee Type	# Employees	# of Courses	Total Cost
Teachers	43	92	\$81,246.97
Support Staff	26	45	\$24,591.42

Performance Management

All supervision models include formal and informal observations.

Supervision & Evaluation Model

	Teachers & School Administration	Support Staff (CUPE)
Track 1	1 st and 2 nd Year Teacher/Administrator	Probationary Employees (60 working days)
Track 2	4 Year Cycle of Supervision	3 Year Cycle of Supervision
Track 3	Annual Professional Growth Plan	On Review – As Required
Track 4	Not Demonstrating Proficiency	---

Out-of-Scope Staff

Each department head is responsible for the supervision and evaluation of their respective staff through a model that meets individual department needs. Human Resources provides support on an as needed and on-request basis.

Central Administrative Council (CAC)

The Director of Education conducts an evaluation on members of the CAC every three years. The purpose of the Professional Growth Cycle Summary is to provide documented evidence of the superintendent's performance. The process includes:

- Professional Planning Conversations: yearly at the beginning of the school year to discuss goals and plans for growth; yearly at the end of the school year to discuss accomplishments and review progress.
- Evidence: Yearly at the end of March to document perceptions of school-based administrators.
- Written Summary: Yearly by the end of June to synthesize all data sources and provide feedback in a summative format.

Employee Health & Safety

Workplace Injuries for Employees Covered Under WCB

Workers' compensation is a mandatory insurance system for workplace injuries funded by employers. It is a no-fault system and protects employers from lawsuits. All employees, including substitute teachers, in Prairie South Schools are covered under WCB with the exception of teachers employed under a contract.

	2022*	2021	2020	2019
Claims Accepted	22	40	18	32
Time Loss Claims	12	21	12	16
Time Loss Days **	250	758	998	802
WCB Costs (Compensation & Medical) ***	\$79,909	-\$173,673	-\$114,630	\$94,754
WCB Base Premium	\$231,146	\$200,989	\$202,270	\$196,055
WCB Premium Surcharge/Discount	\$9,029	\$93,141	\$ 125,214	\$237,947

Note: Data is reported based on a calendar year to match WCB Reporting and includes cost relief adjustments. Successful appeals on older claims result in cost relief being applied in the current year. Therefore, this can result in negative overall WCB Costs.

*2022 Data to November 30, 2022

** Time loss days and compensation/medical costs include claims accepted in previous years.

***Total Capped Costs 2022 \$79,909. Costs for individual claims are limited to the maximum assessable wage each year for the purpose of calculating Experience Rates

Attendance

When our employees are healthy and at work our students and our school division benefit. In the 2014/15 school year, Prairie South Schools implemented an Attendance Support Program that uses the Bradford Formula to measure absenteeism as it relates to illness and medical leaves. The theory is that short, frequent, and unplanned absences are more disruptive than longer absences.

The formal Prairie South Schools Attendance Support Program was initially suspended for 2020-21 due to on-going Pandemic Response and continued through 2021-22. Individual employees with short, frequent, and unplanned absences recognized by supervisors or human resources were addressed on an as required basis.

Teachers (All Employees with a Teacher Certificate)

	2021-22	2020-21	2019-20	2018-19
Prairie South Directed	3.3	1.0	2.0	4.6
Collective Agreement/Legislated	7.3	7.6	3.7	7.1
Illness Leave	9.7	7.4	5.9	7.1
Medical & Dental Leave	2.4	2.2	1.6	2.2
Total Average Days/Employee	22.7	18.2	13.2	21.0

Classroom Teachers

	2021-22	2020-21	2019-20	2018-19
Prairie South Directed	2.1	0.7	1.3	3.1
Collective Agreement/Legislated	6.5	6.7	3.1	6.1
Illness Leave	9.0	6.5	5.6	6.4
Medical & Dental Leave	2.2	2.0	1.3	1.8
Total Average Days/Employee	19.8	15.9	11.3	17.4

Support Staff – CUPE

	2021-22	2020-21	2019-20	2018-19
Prairie South Directed	0.2	0.1	0.2	0.7
Collective Agreement/Legislated	6.7	8.2	3.9	6.3
Illness Leave	12.1	10.5	6.9	9.3
Medical & Dental Leave	2.0	2.1	1.4	1.7
Total Average Days/Employee	21.0	20.9	12.4	18.0

Support Staff – Out of Scope

	2021-22	2020-21	2019-20	2018-19
Prairie South Directed	0.3	0	0.5	0.7
Collective Agreement/Legislated	2.4	4.0	1.7	1.8
Illness Leave	8.6	6.2	6.5	6.2
Medical & Dental Leave	1.5	1.1	1.2	1.5
Total Average Days/Employee	12.8	11.3	9.9	10.2

Bus Drivers

	2021-22	2020-21	2019-20	2018-19
Prairie South Directed	0	0	0	0
Collective Agreement/Legislated	6.2	6.1	6.2	8.1
Illness Leave	4.9	3.6	2.5	4.5
Medical & Dental Leave	0.9	1.4	0.8	2.1
Total Average Days/Employee	12.1	11.1	9.5	14.7

Note: Employees on Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included.

COVID Absences – 2021-22 (CUPE, Bus Drivers and OOS average days is based on FTE not head count)**

	All Teachers	CUPE	Bus Drivers	OOS
COVID Close Contact	108.26	57.0	20.5	0
Quarantine Leave	320.9	228.2	74.0	13.1
Special Vaccination Leave	2.14	4.0	0	0.3
Total Days Away for COVID-19	431.3	289.2	94.5	13.4
Total Average Days/Employee	1.0	1.1	0.9	0.3

COVID Close Contact – used when employees were required to self-isolate by Public Health due to a close contact with a positive case of COVID-19, symptoms/investigation for COVID-19. Some employees were able to provide meaningful work from home during this time; replacement employees may or may not have been required.

Quarantine Leave – used when employees were required to self-isolate by Public Health due to symptoms/investigation for COVID-19, or positive test result of COVID-19. Most employees were not able to provide meaningful work from home during this time; replacement employees were required.

Special Vaccination Leave – March 18, 2021 amendments to the Occupational Health and Safety Regulations, 2021 (section 6-22.1, Special Vaccination Leave) established that during the pandemic, workers are entitled to up to three consecutive hours of leave to receive a COVID-19 vaccination on one occasion.

Employee & Labour Relations

Progressive Discipline

	Teachers	Support Staff
Letters of Clarification/Verbal Warning	6	6
Letters of Discipline (Warning, Reprimand)	0	7
Suspensions	1	5
Workplace Investigations *	1	0
Mutual Termination/Removal of Duties	0	0
Involuntary Termination (Terminated or Frustration of Contract)	0	4

* Workplace investigations do not include the process of progressive discipline that leads to termination

Dispute Resolution

STF			
Grievances Filed	Grievances Resolved or Withdrawn	Show Cause Hearings	Referrals to Board of Reference
0	0	0	0

S.213 & S.215 *The Education Act* - A teacher may apply for an opportunity to attend a meeting of the board to show cause why their contract should not be terminated or amended.

CUPE		
Grievances Filed	Grievances Resolved or Withdrawn	Referrals to Arbitration, Mediation or Labour Board
1	*2	0

A grievance exists when there is a dispute or difference in the interpretation or application of the collective bargaining agreement.

*1 of 2 Grievances resolved filed in 2019-20

Collective Bargaining

Collective Agreements	Contract Expiry Date	Details
Saskatchewan Teachers' Federation (STF): Teachers	August 31, 2023	No bargaining occurred during this year.
Local Initiative Negotiating Committee (LINC): Teachers	July 31, 2024	No bargaining occurred during this year.
CUPE Local 5512: In-Scope Support Staff	August 31, 2022	No bargaining occurred during this year.
Conditions of Employment: Non-Union Employees	Annual Review	No changes to the agreement occurred during this year. A 3% general wage increase was approved for the 2021-22 year.

Human Rights Complaints

There were no human rights complaints filed during the 2021-22 year.

Learning Support Services

		Referrals/Caseload		
Service Provider	# of FTE	2021-22	2020-21	2019-20
Psychologist	4	102	91	77
Speech/Language Pathologist	6.3*	246	217	262
Speech/Language Pathologist Assistant	4.5*			
Family Support Worker (South)	1	30 + 9	32 + 37	11
Advocacy & Behaviour Consultants	7	267 + 47	219 + 46	64
Student Support Consultants	4	See Description Below		
Learning Consultants	3.3	See Description Below		
Career Development Consultant	1	See Description Below		
Coordinators	2	See Description Below		

*Not at full capacity during the 2021/2022 year due to leaves

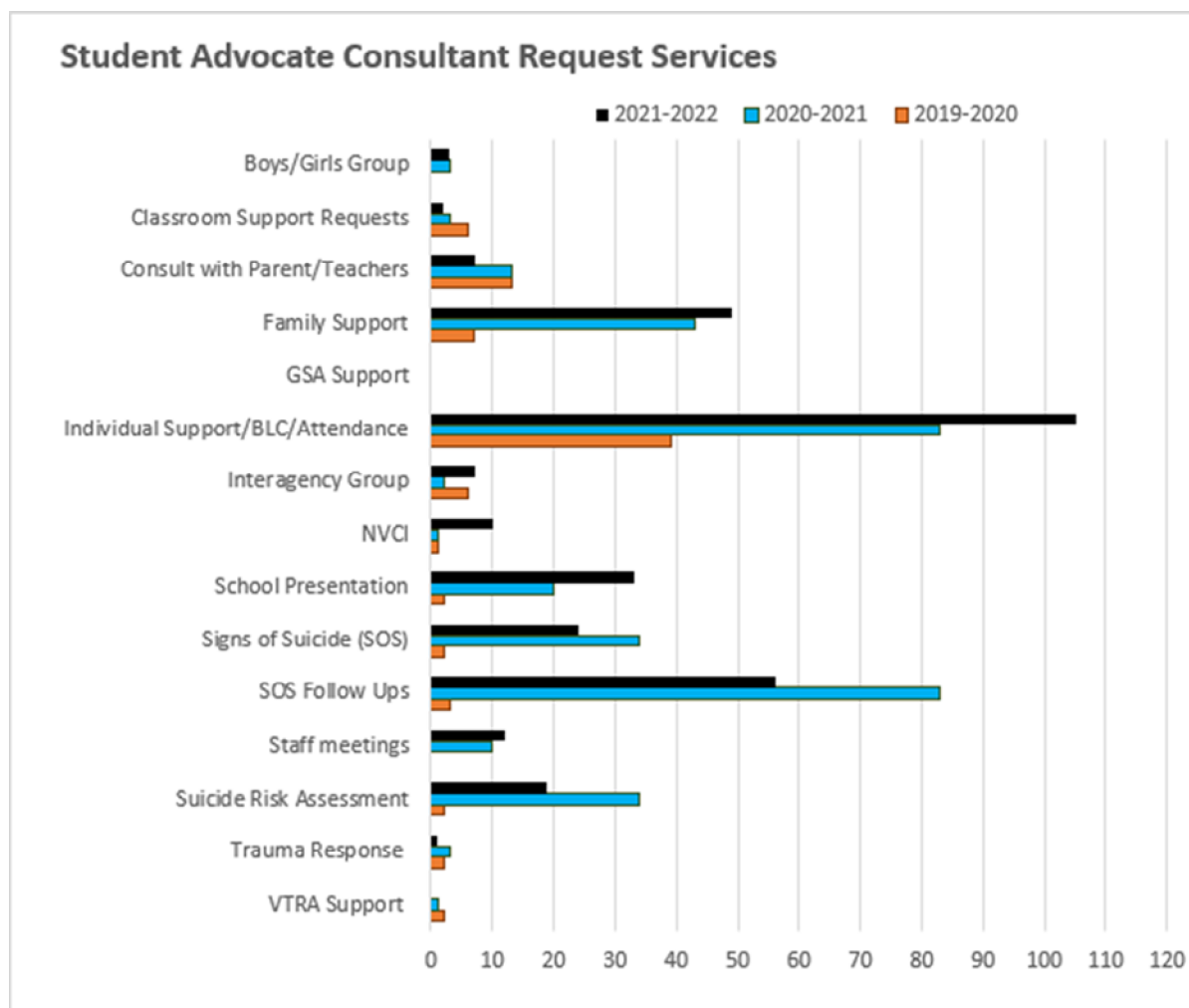
Psychologists provide consultation and assessment for students demonstrating learning and/or behavioral challenges.

Speech and Language Pathologists (SLPs) provide consultation, assessment and treatment for students demonstrating speech and/or language challenges.

Speech and Language Pathologist Assistants (SLPAs) provide assistance to students demonstrating speech and/or language challenges that are determined by the Speech-Language Pathologist (SLP) responsible for supervising the SLPA.

Family Support Worker (south) provides support and advocacy for families who may otherwise be referred to social services. The work is intense and often occurs outside of regular working hours. The position is partially funded by the Ministry of Social Services (approximately 90% is funded by Prairie South).

Advocacy & Behaviour Consultants provide a range of responses to the requests for service including:



Some Additional Considerations/Information:

- Suicide Risk Assessment (16 low, 2 medium, 1 high).
- Individual/BLC/Attendance all clumped into one because they are essentially all individualized support. They breakdown as follows:
Individual: 60
BLC: 5
Attendance: 40
- 36 staff members participated in Behaviour Learning Cycle Training.
- 56 staff members were certified in Non-Violent Crisis Intervention.
- 53 students participated in Hydro Outreach which was coordinated and overseen by our Advocacy and Behaviour Consultants & Student Support Consultants.

Student Support Consultants and **Learning Consultants** work with classroom teachers and teams on an informal request basis thus the numbers are not tracked in the same fashion.

The **Student Support Consultants** work closely with other Consultants and the Coordinators in the implementation of the Behaviour Learning Cycle.

The **Learning Consultants** provide support for the implementation of MySchoolSask and outcomes-based reporting on an as requested basis. In addition, they provide in-service and support for reading, writing, and math achievement and respond to individual requests for support in planning, implementing, and assessing in a variety of grades and subject areas. Support for beginning teachers, FNM initiatives, early learning classrooms and newcomers are also delivered through this group.

The **Career Development Consultant** works collaboratively with school administration, students, staff, and parents to advise students on educational programming, transitioning to post-secondary education and/or career pathways.

Within the Learning Support Team, Prairie South has two **Coordinators**. The Coordinator of Student Support Services oversees and administers the support services provided by Student Support Consultants and Advocacy and Behaviour Consultants. The Curriculum Coordinator oversees and administers the support provided by Learning Consultants including the Early Years Consultant, and the Career Development Consultant.

Human Resource Initiatives

Not Myself Today

In 2021-22 Prairie South Schools partnered with the Prairie South Teachers Association to bring **Not Myself Today** to all staff as another tool to address workplace mental health wellness. Not Myself Today is the Canadian Mental Health Association's flagship workplace mental health initiative. It is a safe, evidence-informed initiative that aligns with the National Standard of Psychological Health and Safety by addressing common psychosocial factors. Through the program, tools were shared in a multitude of ways, including online access for all staff, activities and information shared through bi-weekly emails, staff meetings. A program that was meant to support employees in their overall health, we were also excited to learn some of the concepts, activities and tools made their way into student learning as well.

BCL Consulting

In May 2017, Prairie South Schools entered into a service agreement with BCL Consulting Group Inc. The consultants do a historical review of our WCB history of claims for possible savings. The service is provided on a contingency basis in accordance with the following sliding scale:

50% of the first \$50,000 of actual, total savings identified/realized;

40% of the second \$50,000; and

35% thereafter.

Where an administrative error by WCB has resulted in additional costs to an employer's cost experience, the employer shall receive cost relief and have their experience rating reviewed. During the 2021-22 year, BCL was successful in achieving \$225,144 in cost relief, applied during the years of 2020, 2021 and 2022. The contingency fee paid to BCL Consulting Group Inc. was \$78,790 with an adjustment to fees for actual payroll assessment of \$3,045. A total of \$85,927 inclusive of GST was paid to BCL; still a significant savings of **\$139,217**.

Our Experience Rating surcharge for previous years was also revised during this reporting period. Due to the historical time frame, Prairie South's surcharge for 2022 was assessed at \$.05 per \$100 in assessable payroll, a significant cost savings for the 2022. In addition, these savings impact future Experience Ratings, resulting in 2023 surcharge of -\$.37 per \$100 in assessable payroll. A huge savings comparatively to past years.

The industry premium rate means the rate applied to all employers within a rate code expressed as a dollar amount for every \$100 of assessable payroll. As noted above, WCB applied a surcharge to our industry premium rate due to our claims history, albeit a small amount. Going into the 2023 calendar year, the surcharge in the negative allows our organization to pay less than the industry premium rate.

Appendix A: 2021-22 Total Absences (In Days)

	Classroom Teachers	All Teachers	CUPE	Out of Scope	Bus Drivers
Prairie South Directed					
Extra/Co-curricular Leave	199.25	228.2	11.21	0	0
Internship Seminar Leave	2.0	2.0	n/a	n/a	n/a
Meetings/PD - Business & Operations	31.15	344.69	3.62	12.5	0
Meetings/PD - Learning	279.35	312.31	0	0	0
Meetings/PD - School Operations	124.6	164.74	4.21	3.0	0
Professional Development (School Determined)	271.14	350.59	38.75	0	2.0
	907.49	1402.53	57.79	15.5	2.0
Collective Agreement/Legislated					
Compassionate Care Leave	75.69	83.22	69.6	2.8	15.0
Bereavement Leave	119.21	121.29	123.0	35.9	24.0
Competition Leave	5.26	5.26	0	0	1.0
Convocation Leave	38.65	41.05	10.5	2.0	1.0
Court/Jury	0	0	0	0	0
COVID Close Contact	97.68	108.26	57.0	0	20.5
Earned Day Off	523.54	631.59	36.3	n/a	n/a
Education Leave	0	0	n/a	n/a	n/a
Emergency/Hazardous/Acts of God Leave	87.27	96.83	62.6	0	1.0
Executive/Community Service Leave	4.78	12.02	0	2.0	0
Family Responsibilities Leave	n/a	n/a	226.7	0	54.0
Leave Without Pay	98.96	100.41	332.2	7.9	410.5
Parenting/Caregiver Leave	n/a	n/a	302.6	30.7	38.0
Parenting/Adoption Leave	8.83	9.91	0	0	0
Prep Time Leave	1151.88	1302.85	n/a	n/a	n/a
Pressing Leave	221.92	244.45	150.5	22.2	23.0
PSTA or CUPE Leave	2.58	2.58	123.8	n/a	n/a
Quarantine Leave	293.94	320.90	228.2	13.1	74.0
Secondment	16.54	18.84	n/a	n/a	n/a
Service Recognition Leave	n/a	n/a	45.3	n/a	n/a
Special Vaccine Leave	1.70	2.14	4.0	0.3	0
STF Business	23.74	29.64	n/a	n/a	n/a
Time In Lieu	n/a	n/a	55.6	n/a	n/a
	2772.2	3131.2	1827.7	116.8	662.0
Illness Leave (paid and unpaid)	3876.81	4156.56	3284.01	414.04	519.5
Medical & Dental Leave	943.24	1024.83	548.42	71.87	100.0

Note: Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included

AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	05.2
Topic:	First Quarter Financial Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In accordance with the Board's annual work plan, a quarterly financial accountability report is to be presented to the Board at the end of each quarter.
Current Status:	The First Quarter Financial Accountability Report is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	January 4, 2023	First Quarter Financial Accountability Report

Recommendation:

That the Board receive and file the First Quarter Financial Accountability Report.

Source Documents

Policy 12 Section 3. Fiscal Responsibility

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

1. Revenue/Expense notes for the period September 1, 2022 to November 30, 2022:

Revenue:

Overall our actual revenue is at 23.22% of budget:

- Normally we would be a little under 25% of grant revenue at this point because PMR funding of ~\$2.6 million comes in the spring. The percentage is lower this year because there is \$9.25 million of funding budgeted for the new school which could start construction in late spring/early summer as well as a budgeted amount of roughly \$520K for community net that the ministry pays on our behalf.
- In December we received our grant update and it is a reduction of \$145,000. Prairie South will receive an increase of ~\$30,000. The associate schools lose ~\$175,000.
- Tuition is a higher than 30% percent as tuition is paid at the start of the semester. We have also received the full year of tuition for our foreign students through the YES program.
- SGF is just a percentage of budget
- In Complementary 100% of both the ELIS and nutrition grants have been received for the year which makes the percentage of budget higher than 25%.
- External is slightly higher than budget at the end of November but will be less by year-end as the grant change took effect in December.
- In other revenue is higher than budget because SSBA provided an insurance rebate from the General Insurance Pool of \$60K and interest revenue is higher than budget due to increased rates.

Expenditure:

Overall our expenditures are at 28.05% of budget which is around where we expect to be at the end of the 1st quarter with most expenses paid over 10 months:

- Governance is slightly over because of the timing of payment of SSBA dues.
- Administration is higher than 25% for the first quarter as expenses reflect full payment for our annual software licenses and audit and the paving stone along the road.
- Instruction is approaching 30%. There are some expenses here that are weighted more heavily towards the end of the year such as special events/trips, and ROS days for teachers that should make costs a little less than 30% at this point. Also many teachers would have maxed out on CPP and EI and not be paying those amounts in the fall.
- Plant is 22% for the first quarter. Much depends on how our PMR projects do, how cold our winter is and the impact of the carbon tax increases. Heat bills are more heavily

weighted in the winter and the clean fuel standard and carbon tax increase will have an impact. Some of the PMR projects we are waiting for will likely not start until spring. We do need to be on top of getting contracts out for the remaining funds in that area.

- Transportation is less than 30%. Special trips are normally more weighted towards the end of the year which would impact fuel and repairs which are also both below budget. Fuel has been less expensive so far this fall than it was last spring so we may have budgeted too much if that continues. The carbon tax increase and clean fuel standard will impact the total fuel bill.
- Complementary is close to 29% and would be similar to instruction in that CPP and EI amounts will go up with the 2023 calendar year due to staff being maxed out by the fall.
- External is at 27%. It would also have the impacts of CPP and EI but also will be down because associate school enrolment is down. Grant transfers to them will be reduced as a result.
- Other expense looks like it will be a little over budget at this point which is okay. That means we are having more online payments in our school generated funds.

Overall we would project to be about \$900,000 over budget with the numbers to date. One million of that would be PMR project carryovers from the previous year. If we adjust for that then we are about \$100,000 under budget. Given that it is very early in the year and that several of the numbers could still vary fairly significantly because of outside factors, we should be careful to not put too much weight on these numbers.

Prairie South School Division No. 210
Statement of Operations
For the Period Ended Estimate August 31, 2023

	2023 Budget	2023 Actual	2022 Actual	2023 Forecast	Pct of Budget
	\$	\$	\$	\$	
REVENUES	(Note 15)				
Grants	93,142,359	20,951,187	\$1,702,561	93,193,755	22.49%
Tuition and Related Fees	285,500	166,425	246,193	273,765	58.29%
School Generated Funds	1,297,533	389,260	1,182,727	1,297,535	30.00%
Complementary Services (Note 12)	702,458	259,742	718,129	752,770	36.98%
External Services (Note 13)	3,345,456	1,052,927	3,268,023	3,131,233	31.47%
Other	535,000	235,011	618,553	623,287	43.93%
Total Revenues (Schedule A)	99,308,306	23,054,552	87,736,186	99,272,345	23.22%
EXPENSES					
Governance	410,866	105,737	358,211	394,476	25.74%
Administration	2,782,252	885,259	2,821,601	2,821,075	31.82%
Instruction	64,001,601	18,826,097	61,081,329	64,444,819	29.42%
Plant	14,773,526	3,243,393	12,820,034	15,764,371	21.95%
Transportation	7,637,856	2,076,048	6,733,625	7,361,434	27.18%
Tuition and Related Fees	8,000	3,000	12,259	3,000	37.50%
School Generated Funds	1,220,021	366,006	1,123,395	1,220,021	30.00%
Complementary Services (Note 12)	1,589,586	458,198	1,519,957	1,590,884	28.82%
External Services (Note 13)	3,373,032	907,351	3,371,781	3,119,904	26.90%
Other Expenses	13,000	4,949	18,701	16,497	38.07%
Total Expenses (Schedule B)	95,809,740	26,876,038	89,860,893	96,736,481	28.05%

AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	5.3
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Board Policy is that records be retained for the duration specified in the Saskatchewan Learning Records Retention and Disposal Schedule. They are to be retained and disposed of in accordance with the directives of the Education Act 1995, The Local Government Election Act and The Archives Act. The Local Authority and Freedom of Information and Protection of Privacy Act also requires that we not keep records with personal information any longer than the purpose for which the information was collected. The Acts require that the Board approve the disposal of public records. They do not give instruction on non-public records. This Board has chosen to approve the disposal of all records.
Current Status:	A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule is attached. The record of disposal of records, i.e. the attached list, is a permanent record that must be retained permanently. The student and personnel records contain personal information and will not be offered to Saskatchewan Archives. We require Board approval for the disposal.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	January 10, 2023	2023 Records for Destruction

Recommendation:

That the Board approve the disposal of records listed on the attached which are at or past their retention by shredding.

Files fro Shredding January 2023

File Type	School	Location	Start Year	End Year	Retention
Student CUM Files - birth year		Empire	1997	1997	retain until student turns 25
Learning Student Files - birth year		Empire	1997	1997	retain until student turns 25
Personnel Files - employees who ended employment before 2020	Office	Board Office		2020	3 years

AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	5.4
Topic:	School Board By-Election – Mail-In Ballot Voting Option		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Local Government Election Act section 92 states Boards may pass a resolution to establish a mail-in ballot voting system. It is recommended that the Board pass a motion to use a mail-in ballot voting system. For the November 2020 election we allowed mail-in ballots to be used in all subdivisions.
Current Status:	
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	Mail-in Ballot information will be posted on our website with instructions on how to request to vote using the mail-in ballot system.

Prepared By:	Date:	Attachments:
Ron Purdy	January 4, 2023	The Local Government Elections Act, section 92

Recommendation:

That the Board allow mail-in ballots to be used for the By-Election for Subdivision #6 on March 9, 2023.

Mail-in ballot

92(1) Notwithstanding any other provision of this Act but subject to subsection (2) and any regulations made for the purposes of this section, a council, by bylaw, or a board, by resolution, may establish a mail-in ballot voting system for the purpose of receiving ballots in an election.

(2) A bylaw or resolution mentioned in subsection (1):

(a) must not extend the period for the receipt of mail-in ballots beyond the closing of the polls on election day; and

(b) must provide that mail-in ballots received after the closing of the polls on election day:

(i) are deemed to be spoiled ballots; and

(ii) are to be dealt with by the deputy returning officer in the manner set out in subsection 118(2).

2015, c.L-30.11, s.92; 2019, c 10, s19.

AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	5.5
Topic:	School Board By-Election – Polling Places		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Local Government Elections Act, section 22 states that boards shall name polling places for each polling area in elections.
Current Status:	For the By-Election coming up on March 9, 2023 for Subdivision #6, we have set three polling places within the City of Moose Jaw as follows: #1: Riverview Collegiate, 650 Coteau Street West #2: A.E. Peacock Collegiate, 145 Ross Street East #3: Sunningdale School, 530 Wood Lily Drive All three of these locations are accessible to all persons.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	Notice of Poll advertisement will be placed in the local Moose Jaw Express paper, posted on social media and throughout school division offices and schools.

Prepared By:	Date:	Attachments:
Ron Purdy	January 4, 2023	The Local Government Elections Act 22

Recommendation:

That the Board name the following polling places for the By-Election for Subdivision #6 in the City of Moose Jaw:

- #1: Riverview Collegiate, 650 Coteau Street West
- #2: A.E. Peacock Collegiate, 145 Ross Street East
- #3: Sunningdale School, 530 Wood Lily Drive

PART III Polling Places

Determination of polling areas and places

22(1) If a school division is situated wholly or substantially within a municipality, the council shall:

- (a) in accordance with section 25, divide the municipality and school division into as many polling areas as it considers necessary for the convenience of voters; and
- (b) name the polling place for each polling area.



(2) Subject to subsection (3), if a school division is not situated wholly or substantially within a municipality:

(a) in the case of a by-election or a vote pursuant to Part IX held at a time other than a general election, the council of the municipality or the board of the school division with respect to which a by-election is to be held shall:

- (i) in accordance with section 25, divide the municipality or school division into as many polling areas as the council or board considers necessary; and
- (ii) name the polling place for each polling area.

(b) in the case of a general election or a vote pursuant to Part IX held at the same time as a general election, the public school board shall:

- (i) in accordance with section 25, divide the public school division and any separate school division and municipalities within the public school division into as many polling areas as it, in consultation with the councils of the municipalities, considers necessary; and
- (ii) name the polling place for each polling area.

(3) If a school division to which subsection (2) applies includes a city within its boundaries, subsection (1) applies, with any necessary modification, to that portion of the school division located within the city.

(4) Polling areas established pursuant to subsections (1), (2) and (3) must be numbered consecutively by the council or public school board.

(5) In the case of a school division described in subsection (3), the board shall consult with the council of the city to ensure that, if possible, polling areas in the school division are numbered consecutively.

(6) If a school division is required by an order made pursuant to section 23 to conduct a school board election, the school division shall establish a polling station in each municipality affected by the order.

Criteria for polling areas and places

25(1) Subject to sections 27 to 30 and 124, in a school division and in a municipality other than a rural municipality, polling areas must be established and polling places must be named in such a way that:

- (a) all polling areas contain, as nearly as possible, an equal number of voters;
 - (b) each voter may vote at one polling place on all matters on which he or she is entitled to vote;
 - (c) there is at least one polling place situated within or close to each polling area;
 - (d) a polling place is located, if possible, in a place allowing convenient access to persons who have a disability;
 - (e) if practical, a polling place is located in each municipality; and
 - (f) if wards are established, each polling area is within only one ward.
- (2) One polling place may be used as the polling place for two or more polling areas.
- (3) A polling place for one or more polling areas may be used in addition to polls established pursuant to subsection (1) and may be located anywhere in the municipality.

2015, c.L-30.11, s.25.

<p>Polling Area for Subdivision #6 = City of Moose Jaw Polling Place = voting location within the Polling Area</p>
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AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	05.6
Topic:	Out of Province Excursion – Central Collegiate and Peacock Collegiate to Edmonton, Alberta		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:	Central Collegiate and Peacock Collegiate's Grade 9-12 Band Trip to Edmonton, Alberta on March 10-12, 2023.
Current Status:	See attached application form.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	December 7, 2022	<ul style="list-style-type: none"> Out of Province Excursion Application Form

Recommendation:

That the Board approve Central Collegiate and Peacock Collegiate's Grade 9-12 Band Trip to Edmonton, Alberta on March 10-12, 2023.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Paul McCorriston	School: Central/Peacock
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <u>Band Trip</u> <input type="checkbox"/> High Risk Activity _____	
Grade Level: 9-12	Number of Students: 52
Destination: Edmonton	Trip Date: March 10-12, 2023
Number of School Days (Partial/Full): 1	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: <u>South Sask Bus Lines</u> <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____ _____	
Number of Teachers, Parents, Chaperones: 3	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

B. SAFETY GUIDELINES
<p>xParent consent forms and medical information including the Health Card Number will be obtained.</p> <p>xEvacuation Plan is in place and will be communicated to appropriate individuals.</p> <p>xDesignated supervisor has access to emergency vehicles at all times.</p> <p>xAccess to cellular or satellite phone or other communication device.</p> <p>xA list of emergency telephone numbers will be formulated.</p> <p><input type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.</p> <p><input type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines.</p> <p>xMale and Female Chaperones for a co-ed activity.</p> <p><input type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.</p>

C. BUDGET
<p>❖ Anticipated Budget \$17200</p> <p style="padding-left: 20px;">- Budget breakdown (be sure to include cost of substitute staff)</p> <p>❖ Description of Funding Sources <u>Students to pay out of pocket</u></p> <p>❖ Out of Pocket Cost per Participant \$330</p>

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

D. LEARNING OBJECTIVES

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

a) Pre-Excursion Learning

b) Excursion Learning

c) Post-Excursion Learning

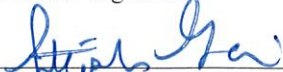
F. SCHEDULE OF ACTIVITIES



Teacher Signature

Dec 2nd / 2022

Date



Principal Signature

Dec. 5, 2022

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

Expenses

Bus	4,200
Hotel	11,000
Honourarium	500
Laserquest	700
Total	16,400
Sub Costs	800
Grand Total	17,200

AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	05.7
Topic:	Out of Province Excursion – Central Collegiate to Banff and Lake Louise, Alberta		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:	Central Collegiate's Grade 9-12 Ski Trip to Banff and Lake Louise, Alberta on April 6-9, 2023.
Current Status:	See attached application form.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	December 7, 2022	<ul style="list-style-type: none"> Out of Province Excursion Application Form

Recommendation:

That the Board approve Central Collegiate's Grade 9-12 Ski Trip to Banff and Lake Louise, Alberta on April 6-9, 2023.

Division Office Administration Approval Required

C. BUDGET	
❖ Anticipated Budget _____	
3 days in Banff and Lake Louise Downhill Skiing/Snowboarding Experience	
• Mount Royal Hotel (16 rooms - \$149.00 per night for 3 nights)	\$9000.00

• Transportation (Coach from South Sask Bus Lines)	\$5500.00
• Winter Activities (3 days at Lake Louise Ski Resort)	\$13000.00
- Alpine skiing/snowboarding	
- 1.5 hour lesson each day, lift pass and equipment	
• Bus Driver Accommodations	\$400.00
• Total	\$27900.00
❖ Description of Funding Sources	
- Individual fundraising and donations	
❖ Out of Pocket Cost per Participant - \$625.00	

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

D. LEARNING OBJECTIVES

- ❖ *I can respect nature and develop a stronger spiritual understanding of self, other and the environment connected to the Wellness/Physical Education curriculums while enhancing my mental health*
- ❖ *I can develop life- long skills related to fitness, physical activity and skillful movement within the activities of alpine skiing/snowboarding*
- ❖ *I can develop meaningful and respectful relationships with others during movement activities within nature*
- ❖ *I can identify safety measures that need to be put in place to ensure safe winter activities*
- ❖ *I can demonstrate proper dressing of winter attire to promote safe winter sports*
- ❖ *I can demonstrate improved movement skill while alpine skiing or snowboarding*
- ❖ *I can demonstrate core strength and medium to high levels of fitness while participating in physical activity for a prolonged period of time*
- ❖ *I can demonstrate leadership and caring characteristics that promote life-long learning and life-long physical activity*

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

a) Pre-Excursion Learning

- Winter safety skills: proper dress, sun/wind safety, mountain skiing/boarding safety – ski with a buddy, know your terrain, know your limits
- Trail Reading
- How to pack and what to pack
- Assessing the risk
- Hydrating and fueling yourself with healthy foods and drinks

b) Excursion Learning

- Students can describe environmental impact of skiing/snowboarding on natural terrain
- Students can articulate a historical understanding of the region
- Inspecting of ski/snowboard equipment and proper binding setting
- Students will be assessed in three days of skiing/snowboarding lessons and will be provided differentiated instruction based on their individual needs
- Students will develop a relationship with self/peers and nature so that they can be encouraged to maintain a life-long physically active lifestyle and a connection with nature
- Students will develop strength/fitness levels while gaining respect of their own awareness of personal physical limitations (understanding when one is fatigued can prevent risk of injury)
- Students will learn how to read trail maps and access basic orienteering skills

- Students will learn how to set up safety plans: ex. Ski with a buddy, identify ski patrol and ski volunteers and creating a cell phone contact list
- Students will be engaged in planning of meals/snacks during an outdoor excursion
- Students will have opportunity to experience alternative methods of healing/recovery

F. SCHEDULE OF ACTIVITIES

Thursday April 6, 2023

- Depart after school (approx. 3:30 p.m.)
- Supper in Medicine Hat (approx. 6 p.m.)
- Arrive in Banff at Mount Royal Hotel (approx. 11 p.m.)

Friday April 7, 2023

- 7:00 a.m. – Pre-planned breakfast at hotel
- 7:30 a.m. – Board bus for Lake Louise
- 8:30 a.m. – Arrive at Lake Louise Ski Resort
- 9:00 a.m. – Lessons begin
- 10:30 a.m. – Meeting with ski chaperones and group ski
- 12:30 p.m. – Group lunch in main chalet
- 1:30 p.m. – Group skiing
- 4:00 p.m. – Last ski run for the day
- 4:30 p.m. – Board bus for Banff
- 6:00 p.m. – Supper in downtown Banff
- 9:30 p.m. – Room Check
- 10:30 p.m. – Lights Out

Saturday April 8, 2023

- 7:00 a.m. – Pre-planned breakfast at hotel
- 7:30 a.m. – Board bus for Lake Louise
- 8:30 a.m. – Arrive at Lake Louise Ski Resort
- 9:00 a.m. – Lessons begin
- 10:30 a.m. – Meeting with ski chaperones and group ski
- 12:30 p.m. – Group lunch in main chalet
- 1:30 p.m. – Group skiing
- 4:00 p.m. – Last ski run for the day
- 4:30 p.m. – Board bus for Banff
- 6:00 p.m. – Supper in downtown Banff
- 9:30 p.m. – Room Check

10:30 p.m. – Lights Out

Sunday April 9, 2023

7:00 a.m. – Pre-planned breakfast at hotel

7:30 a.m. – Board bus for Lake Louise

8:30 a.m. – Arrive at Lake Louise Ski Resort

9:00 a.m. – Lessons begin

10:30 a.m. – Meeting with ski chaperones and group ski

12:30 p.m. – Group lunch in main chalet

1:30 p.m. – Group skiing

3:00 p.m. – Last ski run for the day

3:30 p.m. – Board bus for Moose Jaw

7:00 p.m. – Supper in Medicine Hat

11:00 p.m. – Arrive at Central Collegiate

Teacher Signature

Principal Signature

Director/Superintendent Signature

Date

Date

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	January 17, 2023	Agenda Item #:	5.8
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 November 29, 2022 to January 4, 2023. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> A tender was issued for sewer pipe replacement at Avonlea School. The tender was awarded to Prairie Mechanical Services for a cost of \$70,820 before taxes.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	January 4, 2023	• n/a

Recommendation:

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