

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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September 5, 2023

Immediately following the Organizational Meeting
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 June 6, 2023
 - 3.2. Special Board Meeting June 21, 2023
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Fourth Quarter Forecast and Finance Accountability Report
 - 5.2. Board Policy 7 Update
 - 5.3. Staff Absence and Substitute Usage Reports for February 1, 2023 to July 31, 2023
 - 5.4. Monthly Tender Report
- 6. Delegations and Presentation**
 - 6.1. Karysa Yeast, Transportation Appeal (2:00 pm)
- 7. Information Items**
 - 7.1. Organizational Chart
 - 7.2. Update to Administrative Procedure 220: Saskatchewan Distance Learning Corporation
- 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 June 6, 2023 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson; Ms. C. Froese; Mr. B. Hagan; 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. Olson, Superintendent of Learning; A. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Regrets:

Ms. Mary Jukes, Trustee

Delegation:

Voices To Encourage Change (VTEC) Students at 1:00 pm

Transportation Concern: Jerrod Hicks at 1:15 pm

Transportation Concern: Amanda Hixson at 1:30 pm

SSBA Presentation: Jaimie Smith-Windsor, President; Darren McKee, Executive Director; Robert Bachmann, Southern Constituency Representative at 2:00 pm

Motions:

- | | | |
|-------------------|---|---------|
| 2023-06-06 – 3844 | Giselle Wilson took the chair and called the meeting to order at 1:00 p.m. | |
| 2023-06-06 – 3845 | That the Board adopt the agenda as presented.
- Boyle | Carried |
| 2023-06-06 – 3846 | That the Board adopt the minutes of the May 2, 2023 Regular Board Meeting.
- Hagan | Carried |
| 2023-06-06 – 3847 | That the Board go into closed session at 1:19 pm
- Pryor | Carried |
| 2023-06-06 – 3848 | That the Board reconvene in open session at 2:02 pm
- Davidson | Carried |
| 2023-06-06 – 3849 | That the Board receive and file the Student Learning Accountability Report.
- Hagan | Carried |
| 2023-06-06 – 3850 | That the Board receive and file the Third Quarter Forecast and Finance Report.
- Froese | Carried |
| 2023-06-06 – 3851 | That the Board confirm the Director Evaluation Report and authorize the Board Chair to monitor progress on goals during the 2023-2024 school year.
- Pryor | Carried |

- | | | |
|-------------------|---|---------|
| 2023-06-06 – 3852 | That the Board confirm the 2023-2024 Board Annual Work Plan and updates.
- Davidson | Carried |
| 2023-06-06 – 3853 | That the Board approve the revised Central Collegiate School Community Council Constitution dated April 2023.
- Boyle | Carried |
| 2023-06-06 – 3854 | That the Board receive and file the tender report as presented.
- Bumbac | Carried |
| 2023-06-06 – 3855 | That the Board go into closes session at 3:25 pm.
- Pryor | Carried |
| 2023-06-06 – 3856 | That the Board reconvene in open session at 4:05 pm.
- Hagan | Carried |
| 2023-06-06 – 3857 | That the meeting be adjourned at 4:08 pm.
- Hagan | Carried |
| 2023-06-06 – 3858 | That the Board rescind the motion to adjourn the meeting.
- Hagan | Carried |
| 2023-06-06 – 3859 | <p>That the Board rescind the 2023-2024 budget that was presented in motion #2023-05-02 – 3836 which stated: <i>That the Board approve the 2023-2024 budget as presented with revenue of \$99,839,409, operating expenses of \$95,907,777 and capital purchases of \$11,987,990 subject to ministry change to the capital grant amount for the new joint use school and to community net revenue and expense. FUTHERMORE THAT senior administration revisit the previously approved budget and look for further efficiencies in reflection of the ministry announcement to increase funding for the 2023-2024 school year.</i></p> <p>- Froese</p> <p>Trustee Davidson requested motion #2023-06-06 – 3859 be a recorded vote.</p> <p><u>In favour of motion:</u> Bachmann, Boyle, Bumbac, Davidson, Froese, Hagan, Pryor, Wilson, Young</p> <p><u>Opposed to motion:</u> nil</p> | Carried |
| 2023-06-06 – 3860 | That the meeting be adjourned at 4:34 pm.
- Hagan | Carried |

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

September 5, 2023 at Prairie South School Division, Moose Jaw

**MINUTES OF THE SPECIAL 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 June 21, 2023 at 10:00 a.m.**

Attendance:

In-Person: Ms. C. Froese; Mr. B. Hagan; Ms. D. Pryor; Ms. G. Wilson; D. Huschi, Superintendent of School Operations; D. Swanson, Superintendent of School Operations; D. Teneycke, Superintendent of School Operations; A. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant
Via Teams: Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson; Mr. L. Young

Regrets:

Mr. R. Bachmann, Trustee; Ms. M. Jukes, Trustee

Motions:

- | | | |
|-------------------|---|---------|
| 2023-06-21 – 3861 | Giselle Wilson took the chair and called the meeting to order at 10:12 a.m. | |
| 2023-06-21 – 3862 | That the Board adopt the agenda as presented.
- Froese | Carried |
| 2023-06-21 – 3863 | That the Board approve the 2023-2024 budget as presented with revenue of \$108,114,020, operating expenses of \$95,841,724 and capital purchases of \$19,160,118 subject to minor changes from the ministry or change to the capital grant amount for the new joint use school.
- Froese | Carried |
| 2023-06-21 – 3864 | That the meeting be adjourned at 10:22 am
- Pryor | Carried |

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

AGENDA ITEM

Meeting Date:	September 5, 2023	Agenda Item #:	5.1
Topic:	Fourth Quarter Forecast and Finance Report		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:	The division prepares a 4 th quarter report for Board. In the past the ministry has requested the report to be filed with them prior to the end of September.
Current Status:	The report includes brief variance explanations associated with the report and Function level Income and Expense statement. No year-end reconciliations or accruals have been done yet so numbers will change for the financial statements. The forecast and narrative will be provided prior to the meeting.
Pros and Cons:	The Division has not yet started working on year end financials. It must be noted that this information is simply a forecast, and we will still have changes.
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 29, 2023	To be distributed prior to the meeting.

Recommendation:

That the Board receive and file the Fourth Quarter Forecast and Finance Report.

UPDATED 4TH QUARTER FINANCE REPORT AND PROJECTION

For the period ended August 31, 2023

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.

Overview:

Overall we are projected to be close to 1.2 million dollars over budget on expenditures. One million of that was expected in carryover of incomplete PMR projects from the previous year. The PMR total is still uncertain as vendors invoice at the end of the month and not all August invoices have been received. Revenue on operations is about \$720,000 over budget. Capital revenues are \$7,048,320 under budget as we are just beginning ground work for the start of construction on the new school.

Revenue:

Overall our operating revenues are \$720,000 over budget.

- Grant revenues look like they are significantly under budget. This is because of the capital funding. We are just starting the construction process for the new school so only received approval for \$2,201,860 in capital funding for this year vs the \$9,250,000 budgeted amount. We received 40K unbudgeted operating grant, 70K for French, 32K in small grants and donations and were cut 237K in PMR. We have also been asked to move Driver education revenue and expense to External Services. When these changes are requested we are not allowed to move the corresponding budget amounts.
- Our tuition and related fees revenue is little over budget. Tuition from school divisions is under budget but transportation fees were increased to recognize increasing costs. The net is an increase from budget.
- School Generated Funds are shown at budget. The actual will be calculated as part of the year-end process.
- Complementary revenue is approximately \$50,000 over budget due to an increase in ELIS funding.
- External Revenue is over budget. The associate schools had budget revenues cut but had to repay some of their costs above the grant. Driver Education revenue was moved to external and concession revenue was 10K over budget.
- Other revenue is over budget about \$720,000. Miscellaneous, rentals, investment income and gain on sale of capital assets revenues all exceeded budget.

Expenses:

Overall expenses are \$1.173 million dollars overbudget.

- Governance expense is projected to be under budget for PD and consulting fees.
- Administration is projected to be over budget. We are over budget on wages and benefits, building expenses (parking lot, air and sidewalk upgrades) and audit fees.
- Instruction is projected to be under budget, mainly in wages. We have adjusted average salaries used in the budget for next year to try correct. The remaining supplies/equipment student expense/pd codes would be over budget but we had to transfer 250K out to external for Driver Education so they are about 60K under.
- Facilities is projected to be significantly over budget because of the \$1 million carryover with PMR projects. We don't have August invoices yet for some of the projects so we have estimated that PMR will be fully spent but there are potentially \$650K of bills to pay still. The remaining expenses net out to zero with salaries and equipment costs under budget and building operating expense over budget. The budget for the current year was adjusted some for cost increases in this area.
- Transportation is basically at budget. It is was under budget for supplies and equipment but over in building expenses.
- School Generated Funds are shown at budget and are not actuals. They will be calculated as part of the year-end process.
- Complementary expenses are projected to be up a little on sub costs and the addition ELIS positions and related expenses that were added.
- External Expenses are projected to finish over budget. 250K of the variance is driver ed, moved from instruction, concessions were 40K over budget, and payments to the associate schools, 36K over budget and wages 30K.

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
	\$	\$	\$	\$
	(Note 15)			
REVENUES				
Grants	93,142,359	83,003,591	81,702,561	85,787,451
Tuition and Related Fees	285,500	257,401	246,193	297,401
School Generated Funds	1,297,533	1,297,533	1,182,727	1,297,533
Complementary Services (Note 12)	702,458	752,793	718,129	752,813
External Services (Note 13)	3,345,456	3,542,406	3,268,023	3,594,484
Other	535,000	1,011,404	618,553	1,254,198
Total Revenues (Schedule A)	99,308,306	89,865,128	87,736,186	92,983,880
EXPENSES				
Governance	410,866	376,436	358,211	387,534
Administration	2,782,252	3,112,500	2,821,601	3,108,009
Instruction	64,001,601	63,398,309	61,081,329	63,444,309
Plant	14,773,526	15,087,016	12,820,034	15,740,116
Transportation	7,637,856	7,452,301	6,733,625	7,648,030
Tuition and Related Fees	8,000	7,100	12,259	7,100
School Generated Funds	1,220,021	1,275,910	1,123,395	1,220,021
Complementary Services (Note 12)	1,589,586	1,688,399	1,519,957	1,688,399
External Services (Note 13)	3,373,032	3,728,070	3,371,781	3,729,090
Other Expenses	13,000	12,453	18,701	10,377
Total Expenses (Schedule B)	95,809,740	96,138,494	89,860,893	96,982,985
Operating Surplus (Deficit) for the Year	3,498,566	(6,273,366)	(2,124,707)	(3,999,105)

AGENDA ITEM

Meeting Date:	September 5, 2023	Agenda Item #:	5.2
Topic:	Board Policy 7 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 Board discussed changing their Regular Board Meeting start time to 1:30 pm, which would require an update to Board Policy 7 – Board Operations. Other minor changes have been made to reflect changes such as position title changes and order of business. All changes have been highlighted on the attached document.
Pros and Cons:	The adjusted policy is consistent with the outcomes of the Board’s 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	August 28, 2023	• Board Policy 7 Updated September 5, 2023

Recommendation:

That the Board adopt Board Policy 7 updated September 5, 2023.

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings at least six times per year as per *The Education Act*, 1995. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner. Respectful behaviour preserves the inherent dignity of everyone; therefore it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of trustees, staff and members of the public. The organization of the Board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect.

The Board's fundamental obligations are to preserve and enhance excellence and the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. All decisions of the Board, with the exception of those precluded in legislation or board policy, are made in public session.

The Board believes there are times when public interest is best served by private discussion of specific issues in closed session. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation. Additional committee meetings, including Committee of the Whole meetings, provide the opportunity for trustees to learn about the administrative work of the school division.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

The Board also believes that public forums dealing with specific educational topics and held in various communities within the Division can enhance communications and the effectiveness of the Board.

1. Electoral Boundaries and Elections

Pursuant to Orders-in-Council 85/2005, 021/2005-06, 017/2005/06, 052/2005-06, Corrections to Order 020 2005-06, and 115/2006-06 Prairie South was created through the amalgamation of seven legacy school divisions. The Orders provided for the nomination and election of trustees within the Division by subdivisions as follows:

- 1.1 All subdivisions shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The total number of trustees to be elected shall be ten (10); one (1) for each of the five (5) rural subdivisions, referred to as subdivisions 1,2,3,4 and 5 and five (5) trustees elected at large from the City of Moose Jaw (subdivision 6).

- 1.3 The provisions of the Local Government Election Act respecting the election of trustees shall apply to every election in each subdivision. The Board is to review the subdivision boundaries at least every five years.
- 1.4 At least one month prior to the nomination date, the Board will publish an announcement of the election, giving nomination and election dates and qualifications required by the candidates and electors.
- 1.5 The Board in its announcement will encourage electors to present themselves for the office of school trustee.
- 1.6 The Board is to provide a Trustee Election packet of information for candidates containing:
 - The most recent Annual Report of the Board.
 - The most recent Auditor's Report.
 - The Saskatchewan School Boards Association Handbook.
 - Appropriate excerpts from *The Local Government Election Act*.
 - A copy of the nomination form.

2. Organizational Meeting

- 2.1 The Organizational Meeting of the Board in each calendar year shall be held at the Division Office not later than November 30 in accordance with Section 14 of *The School Division Administration Regulations, 2017*. In an election year, the Organizational Meeting of the Board shall be held at the Division Office within 30 days of the election.
- 2.2 The Director of Education will give notice of the Organizational Meeting to each trustee as if it were a special meeting.
- 2.3 The Director of Education shall call the meeting to order, and in an election year, read the return from the Elections Clerk certifying the election of members.
- 2.4 In an election year, the Director of Education shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 71 of *The Education Act, 1995*.
- 2.5 The Director of Education shall proceed to conduct the election of the Board Chair.
 - 2.5.1 Nominations shall be made by the trustees for the office of Chair and need not be seconded.
 - 2.5.2 The Director of Education shall make three (3) calls for nomination.
 - 2.5.3 A vote upon the nominees shall be taken by secret ballot.
 - 2.5.4 The nominee who receives the majority of votes of the trustees present shall therefore be declared elected.
 - 2.5.5 Where, on the addition of the votes, two (2) or more candidates for the position of Board Chair have an equal number of votes, the returning officer shall follow the tie vote procedure specified in *The Local Government Election Act*.
 - 2.5.6 In the event that only one (1) trustee has indicated willingness to serve as Board Chair, that trustee shall be declared elected by acclamation.

- 2.6 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair following the procedure noted above.
- 2.7 The newly elected Board Chair shall then proceed with the agenda as presented by the Director of Education and adopted by the Board.
- 2.8 The Organizational Meeting shall, in addition include, but not be restricted to, the following:
 - 2.8.1 Create such standing committees of the Board as are deemed appropriate, and appoint members;
 - 2.8.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
 - 2.8.3 Establish trustee indemnity and vehicle rates;
 - 2.8.4 Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
 - 2.8.5 Appoint the Division's appraisal, solicitor, architectural, banking and auditing firms;
 - 2.8.6 Designate those with signing authority, and provide borrowing authority; and
 - 2.8.7 Other organizational items as required.

3. Trustee Remuneration

- 3.1 The remuneration and expense schedule set at the Organizational meeting may recognize service and expenses incurred in the following areas:
 - 3.1.1 Attendance at Board determined meetings.
 - 3.1.2 Attendance at meetings as an official representative of the Board.
 - 3.1.3 Attendance at seminars, conventions, and meetings for trustee development.
- 3.2 The schedule is to provide for payment such that payments are timely and understood clearly by the public.
- 3.3 Questions arising out of the processing of Board member claims for payment are to be referred to the Superintendent of Business ~~and Operations~~.

4. Regular Meetings

- 4.1 Regular Board meeting dates and times shall be established in the annual Board Work Plan. The Board shall review and approve the Board Annual Work Plan including its annual schedule of meetings and prior to May 15 in each year for the period August 1 to July 31.
 - 4.1.1 Regular public meetings will ordinarily be held at the Prairie South Division Office on the first Tuesday of every month beginning at ~~4:00~~ 1:30 pm.
 - 4.1.2 Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.
- 4.2 All trustees shall notify the Board Chair or the Director of Education if they are unable to attend a Board meeting.

- 4.3 A majority of members of the Board constitutes a quorum. The vote of the majority of the quorum is valid and binding on the division.
- 4.4 All trustees who are absent from three (3) consecutive regular meetings shall:
 - 4.4.1 Obtain authorization by resolution of the Board to do so; or
 - 4.4.2 Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.

Failure to attend may result in disqualification from the Board.
- 4.5 If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
- 4.6 Regular meetings of the Board will not be held without the Director of Education in attendance, unless the Director of Education's contract is being discussed or the board is dealing with a Trustee or Director of Education disciplinary issue.

5. Special Meetings

- 5.1 Occasionally, unanticipated or emergent issues require immediate Board attention and/or action. A special meeting may be scheduled by
 - 5.1.1 The Board passing a motion at a legally constituted meeting of the Board.
 - 5.1.2 The Chairperson or any three members of the Board giving at least six clear days notice to each member by registered, certified, special delivery , or electronic mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence who shall state explicitly the reason therefore.
 - 5.1.3 The Board by unanimous consent waiving notice in accordance with Section 16 of *The Education Administration Regulations, 2017*. Such consent is to be subscribed to in writing by each member of the Board and recorded in the minutes of the meeting and shall be recorded in the minutes of the meeting in the form required by that section.
- 5.2 If an additional meeting of the Board is to be held, the Director of Education shall send a written notice of such a meeting as prescribed by the Education Act and shall set forth therein the business to be transacted or to be considered thereat, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.

Special meetings of the Board will not be held without the Director of Education in attendance, unless the Director of Education's contract is being discussed or the board is dealing with a Trustee or Director of Education disciplinary issue.
- 5.3 Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

6. Closed Sessions

The Board may, by resolution, recess a meeting in progress for the purpose of meeting in closed session or schedule a closed session at a time or place agreeable to the Board. Such

resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director of Education. The reason for the closed session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 6.1 Individual students;
- 6.2 Individual employees;
- 6.3 Matters related either directly or indirectly to collective bargaining;
- 6.4 Litigation issues;
- 6.5 Negotiations for purchase, lease or other acquisition of property;
- 6.6 Sensitive matters that a majority of the trustees present feel should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed session. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of the discussions at such sessions.

All rules of the Board shall be observed in closed session as far as applicable. The number of times a trustee may speak on any question shall be determined at the discretion of the Board Chair.

The Board shall, during the closed session, adopt only a resolution to rise and report to the open public Board meeting.

7. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas.

The Board Chair and Vice-Chair are responsible for establishing the agenda for Board meetings in consultation with the Director of Education and Superintendent of Business ~~and Operations~~, in accordance with legislation and Board policy.

Agendas shall include all the data and background, information, rationale and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.

7.1 The order of business at a regular meeting shall generally be as follows:

- 7.1.1 Call to Order;
- 7.1.2 Adoption of Agenda;
- ~~7.1.3~~ Adoption of Minutes of previous meeting(s);
- ~~7.1.3~~ ~~7.1.4~~ Declarations of Conflict of Interest
- ~~7.1.4~~ ~~7.1.5~~ Decision/Discussion/~~Action~~ Items;
- ~~7.1.5~~ ~~7.1.6~~ Delegations and Special Presentations;
- ~~7.1.6~~ ~~7.1.7~~ Board Committee Reports;
- ~~7.1.8~~ Information Items;
- ~~7.1.9~~ Committee Reports

~~7.1.7~~ 7.1.10 **Provincial Matters**

~~7.1.8~~ 7.1.11 Celebration Items;

~~7.1.9~~ 7.1.12 Trustee inquiry and notices of motions; OR Items for next agenda;

~~7.1.10~~ 7.1.13 Meeting Review;

~~7.1.11~~ 7.1.14 Adjournment.

- 7.2 Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation and indicate author of the report.
- 7.3 Items may be placed on the agenda in one of the following ways:
- 7.3.1 By notice of motion at the previous meeting of the Board.
 - 7.3.2 As a request from a committee of the Board.
 - 7.3.3 Although the Board seeks to minimize items being added without proper notice, issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
- 7.4 Materials for Board meetings will be distributed to each trustee and the Director of Education by the Wednesday prior to the meeting. The Director of Education is responsible for distribution and posting.
- 7.5 The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

8. Electronic Meeting

- 8.1 The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.
- 8.2 At least one of the following persons must be present at the Board Office during the meeting:
- 8.2.1 A member of the Board
 - 8.2.2 The Director of Education
 - 8.2.3 The Superintendent of Business ~~and Operations~~.
- 8.3 Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 8.4 A Board member may participate from a location to which the public does not have access.

9. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

- 9.1 The minutes shall record:
- 9.1.1 Date, time and place of meeting;

- 9.1.2 Type of meeting;
- 9.1.3 Name of presiding officer;
- 9.1.4 Names of those trustees and senior administration in attendance;
- 9.1.5 Approval of preceding minutes;
- 9.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- 9.1.7 Names of trustees making the motion;
- 9.1.8 Points of order and appeals;
- 9.1.9 Appointments;
- 9.1.10 Attached reports of committees;
- 9.1.11 Recording of the vote on a motion (when requested pursuant to the Education Act); and
- 9.1.12 Trustee declaration of conflict of interest pursuant to the Education Act.
- 9.2 The minutes shall:
 - 9.2.1 Be prepared as directed by the Director of Education;
 - 9.2.2 Be reviewed by the Director of Education prior to submission to the Board;
 - 9.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
 - 9.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 9.3 The Director of Education shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 9.4 The Director of Education shall establish a codification system identifying resolutions determined by the Board which will:
 - 9.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 9.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 9.4.3 Establish and maintain a file of all Board minutes.
- 9.5 As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director of Education to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 9.6 The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director of Education is responsible to distribute and post the approved minutes.
- 9.7 Each standing or special committee will appoint a recording secretary to take and distribute the record of the proceedings which will be presented for approval at their next meeting.

- 9.8 All committees of the Board, unless otherwise directed, shall prepare and submit written reports of meetings to the Board. All recommendations for action will be brought forward via the decision/discussion template.

10. Motions

Motions do not require a seconder.

10.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

10.2 Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.

A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any trustee, including the Board Chair.

10.3 Speaking to the Motion

The mover of a motion may speak first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

The Chair will normally speak just prior to the last speaker who will be the mover of the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information once a motion is moved.

Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.

Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

10.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

10.5 Entitled Votes

All trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 11 of *The School Division Administration Regulations*.

While all trustees are encouraged to vote on all motions, except in the case of conflict of interest, a trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.

10.6 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of all trustees and whether each trustee voted for or against the matter or abstained.

10.7 Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

10.8 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

11. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board.

11.1 Delegations wishing to appear before the Board are required to give notice, in writing, to the Board Chair at least seven full days before the meeting at which they are to be heard. The Director of Education and Chair have the authority to waive the time requirement.

11.2 When scheduling an appointment, delegations should:

11.2.1 State the nature of the subject that they intend to bring before the Board,

11.2.2 Provide a written submission prior to the presentation,

11.2.3 Identify the spokesperson for the group,

11.2.4 Provide an estimate of the number of people who will be in attendance,

11.2.5 Be prepared to speak to, as opposed to reading, the submission.

11.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.

11.4 The Board reserves the right to invite delegations to appear before the Board.

- 11.5 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- 11.6 Normally delegations will be given a maximum of 10 minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
- 11.7 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall s/he, by any statement, commit the Board to any specific course of action.
- 11.8 Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- 11.9 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

12. Audio/Video Recording Devices

Anyone wanting to use recording devices at a public Board meeting shall seek permission of the Board Chair.

13. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence of the residents of the Division placed in its Board and in its trustees. The trustee:

- 13.1 Is expected to be conversant with Sections 11, 12 and 27 of The School Division Administration Regulations, 2017 and with the conflict of interest provisions of Board Policy 4 – Trustee Code of Conduct.
- 13.2 Is responsible for declaring him/herself to be in possible conflict of interest.
- 13.3 Shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 13.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

14. Board Facilitated Self-Evaluation

- 14.1 The annual Board facilitated self-evaluation process will be carried out as described in the document entitled *Board Self-Evaluation Process, Criteria and Timelines*.
- 14.2 The purpose of the Board facilitated self-evaluation is to answer the following questions:

- 14.2.1 How well have we fulfilled each of our defined roles as a Board this past year?
- 14.2.2 How do we perceive our interpersonal working relationships?
- 14.2.3 How well do we receive input and how well do we communicate?
- 14.2.4 How well have we adhered to our annual work plan?
- 14.2.5 How would we rate our Board-Director relations?
- 14.2.6 How well have we adhered to our governance policies?
- 14.2.7 What have we accomplished this past year? How do we know?
- 14.3 The principles upon which the Board facilitated self-evaluation is based are as follows:
 - 14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 14.3.2 A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board and fosters an excellent Board-Director relationship.
 - 14.3.3 An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation.
- 14.4 The components of the Board facilitated self-evaluation are:
 - 14.4.1 Review of Board Role Performance.
 - 14.4.2 Review of Board Chair Performance.
 - 14.4.3 Monitoring Interpersonal Working Relationships.
 - 14.4.4 Monitoring Board Community Engagement.
 - 14.4.5 Review of Annual Work Plan Completion.
 - 14.4.6 Monitoring Board-Director Relations.
 - 14.4.7 Review of Board Motions.
 - 14.4.8 Review of Board Governance Policies.
 - 14.4.9 Creating a Positive Path Forward.

15. Saskatchewan School Boards Association

15.1 Membership and Participation

The Board

- 15.1.1 Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 15.1.2 Supports active participation of its trustee membership in the Association at the section, constituency and provincial levels.
- 15.1.3 Establishes a remuneration and expense schedule at its Organizational Meeting, to recognize expenses incurred by trustees attending SSBA sponsored meetings, seminars, workshops and conventions.

15.2 SSBA Voting Delegates

- 15.2.1 The Board is to determine on or before November of each year, which of the trustees delegated to Convention are voting delegates.
- 15.2.2 The Board is to apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws.
- 15.2.3 Each trustee attending as a voting delegate is apportioned at least one (1) vote.
- 15.2.4 Any votes remaining un-apportioned are to be divided equally as possible in whole numbers among trustees attending Convention.
- 15.2.5 When registering delegates, the SSBA is to be informed of the voting delegate and the number of votes apportioned to each.

16. Special Meeting of Electors

- 16.1 A special meeting of electors may be held at any time.
- 16.2 The Superintendent of Business ~~and Operations~~ is to call a special meeting when required to do so by:
 - 16.2.1 The Board
 - 16.2.2 The Minister of Education
 - 16.2.3 Request in writing by twenty-five or more electors of the school division.
- 16.3 The Superintendent of Business ~~and Operations~~ is to give notice of the meeting in accordance with the provisions of *The Local Government Election Act*.
- 16.4 Only business that is set out in the notice of meeting is to be considered at the meeting.

Reference: *The Education Act, 1995*, Sections 71, , 80, , 87.
Local Authorities Freedom of Information and Protection of Privacy Act
Local Government Election Act
The School Division Administration Regulations, 2017, Sections 11, 12, 14, 16, 17, 18, 19, 20, 21, 22, 23, 25, 41.

~~February 5, 2019~~September 5, 2023

AGENDA ITEM

Meeting Date:	September 5, 2023	Agenda Item #:	5.3
Topic:	Staff Absence and Substitute Usage Reports		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	At the February 1, 2022 Board Meeting, trustees decided to receive the staff absence and substitute usage summaries twice a year instead of monthly. The Board would receive these reports in September for the period February 1-July 31 and again in March for the period August 1-January 31.
Current Status:	Information for the period February 1, 2023 to July 31, 2023 are presented to the Board.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Amy Johnson	August 24, 2023	<ul style="list-style-type: none"> Staff Absence Summaries

Recommendation:

That the Board receive and file the Staff Absence and Substitute Usage Reports from February 1, 2023 to July 31, 2023 as presented.

Teacher Absences & Substitute Usage					
Date Range:	January 31, 2023 - June 30, 2023 (Semester 2)				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	116.59	2.18%	83.08	71.26%	0.28%
Competition Leave	2	0.04%	1	50.00%	0.00%
Convocation Leave	46.33	0.86%	24.73	53.38%	0.11%
Earned Day Off	509.21	9.50%	425.65	83.59%	1.22%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	32.67	0.61%	16.65	50.96%	0.08%
Executive Leave	19.83	0.37%	8.2	41.35%	0.05%
Prep Time	924.53	17.25%	894.71	96.77%	2.22%
Pressing Leave	139.5	2.60%	113.88	81.63%	0.34%
PSTA	1	0.02%	1	100.00%	0.00%
Leave Without Pay	61.81	1.15%	53.04	85.81%	0.15%
SUB TOTAL	1853.47	34.58%	1621.94	87.51%	4.46%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	3.51	0.07%	2.93	83.48%	0.01%
Illness	1311.22	24.47%	1022.6	77.99%	3.15%
Illness - Long Term	567	10.58%	0	0.00%	1.36%
Medical/Dental Appt	589.56	11.00%	506.17	85.86%	1.42%
Paternity/Adoption Leave	7	0.13%	6.6	94.29%	0.02%
Quarantine	0	0.00%	0	0.00%	0.00%
Secondment	4	0.07%	4	100.00%	0.01%
STF Business - Invoice	17.77	0.33%	14.65	82.44%	0.04%
Unpaid Sick Leave	25.3	0.47%	23.43	92.61%	0.06%
SUB TOTAL	2525.54	47.12%	1580.38	62.58%	6.07%
Prairie South					
Extra/Co-curr Teach	157.24	2.93%	131.51	83.64%	0.38%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	210.18	3.92%	166.48	79.21%	0.51%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	157.63	2.94%	135.23	85.79%	0.38%
PD DEC Teachers	293.27	5.47%	247.28	84.32%	0.71%
School Operations Meet/PD	162.02	3.02%	138.45	85.45%	0.39%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	980.34	18.29%	818.95	83.54%	2.36%
Total Absences	5359.35	100.00%	4021.27	75.03%	12.89%

Teachers (FTE)
433.18

of teaching Days
96

Possible Days
41585.28

Long Term Illness: When a temporary contract is issued for an illness leave of 20+ days.

Bus Driver Staff Absences & Casual Usage 2022-2023

Date: February 1, 2023 - July 31, 2023

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	12.00	1.50%	5.00	41.67%	0.12%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	5.00	0.62%	0.00	0.00%	0.05%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	1.00	0.12%	0.00	0.00%	0.01%
Family Responsibilities	20.00	2.50%	14.00	70.00%	0.21%
Illness - Support	291.50	36.39%	131.00	44.94%	3.02%
Leave Without Pay	369.50	46.13%	320.00	86.60%	3.83%
Med/Den Appt Support	64.50	8.05%	34.50	53.49%	0.67%
Parenting/Caregiver	23.00	2.87%	11.00	47.83%	0.24%
Pressing Leave	14.50	1.81%	5.50	37.93%	0.15%
SUB TOTAL	801.00	100.00%	521.00	65.04%	8.30%
Employment Act					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Prairie South					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Total Absences	801.00	100.00%	521.00	65.04%	8.30%

Possible Days

February 1, 2023 - July 31, 2023

Days

91.00

Staff

106.00

Total Days

9646.00

*** WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

CUPE Staff Absences & Casual Usage 2022-2023

Date: February 1, 2023 - July 31, 2023

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	17.01	0.50%	4.65	27.34%	0.05%
Bereavement Leave	58.27	1.73%	40.9	70.19%	0.17%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	29.02	0.86%	23.33	80.39%	0.08%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	3.5	0.10%	2.5	71.43%	0.01%
CUPE Business	60.69	1.80%	50.41	83.06%	0.17%
Earned Day Off	30.72	0.91%	23.34	75.98%	0.09%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	68.65	2.04%	46.51	67.75%	0.20%
Illness - Support	1709.92	50.74%	908.96	53.16%	4.86%
Leave Without Pay	185.71	5.51%	128.05	68.95%	0.53%
Med/Den Appt Support	313.11	9.29%	206.58	65.98%	0.89%
Parenting/Caregiver	121.22	3.60%	65.1	53.70%	0.34%
Pressing Leave	102.33	3.04%	51.86	50.68%	0.29%
Service Recognition Days	44.07	1.31%	30.38	68.94%	0.13%
TIL Support	50.91	1.51%	13.13	25.79%	0.14%
SUB TOTAL	2795.13	82.94%	1595.7	57.09%	7.94%
Employment Act					
Court/Jury Duty	2	0.06%	2	100.00%	0.01%
Paternity Leave	2	0.06%	0	0.00%	0.01%
Vacation Support	390.23	11.58%	181.15	46.42%	1.11%
Workers Compensation	106.13	3.15%	4.63	4.36%	0.30%
SUB TOTAL	500.36	14.85%	187.78	37.53%	1.42%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	5.93	0.18%	1.43	24.11%	0.02%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	1	0.03%	0	0.00%	0.00%
LRNG Meet/PD	0.51	0.02%	0	0.00%	0.00%
PD DEC In Province Support Staff	65.27	1.94%	55.33	84.77%	0.19%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	1.9	0.06%	1.47	77.37%	0.01%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	74.61	2.21%	58.23	78.05%	0.21%
Total Absences	3370.10	100.00%	1841.71	54.65%	9.58%

Possible Days

February 1, 2023 - July 31, 2023

Days

123.00

FTE

286.13

Total Days

35193.99

** WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

Out of Scope Staff Absences & Casual Usage 2022-2023

Date: February 1, 2023 - July 31, 2023

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	1	0.12%	0	0.00%	0.02%
Bereavement Leave	8	1.00%	0	0.00%	0.14%
Community Service	3	0.37%	0	0.00%	0.05%
Compassionate Care	7.73	0.96%	0	0.00%	0.14%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	5.5	0.68%	0	0.00%	0.10%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	246.44	30.68%	0	0.00%	4.45%
Leave Without Pay	2.32	0.29%	0	0.00%	0.04%
Med/Den Appt Support	26.36	3.28%	0	0.00%	0.48%
Parenting/Caregiver	13.66	1.70%	0	0.00%	0.25%
Pressing Leave	13.99	1.74%	0	0.00%	0.25%
SUB TOTAL	328	40.83%	0	0.00%	5.92%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	449.47	55.96%	0	0.00%	8.12%
Workers Compensation	4.91	0.61%	0	0.00%	0.09%
SUB TOTAL	454.38	56.57%	0	0.00%	8.21%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	4	0.50%	0	0.00%	0.07%
FACI Meet/PD	6	0.75%	0	0.00%	0.11%
HUMA Meet/PD	8.87	1.10%	0	0.00%	0.16%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	2	0.25%	0	0.00%	0.04%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
PD Out of Province	0	0.00%	0	0.00%	0.00%
SUB TOTAL	20.87	2.60%	0	0.00%	0.38%
Total Absences	803.25	100.00%	0	0.00%	14.51%

Possible Days

February 1, 2023 - July 31, 2023

Days

123.00

FTE

45.02

Total Days

5537.46

** WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

AGENDA ITEM

Meeting Date:	September 5, 2023	Agenda Item #:	5.4
Topic:	Monthly Tender Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

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:

- 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:

This tender report covers the period from June 1, 2023 to August 31, 2023. The following competitive bids were awarded during the reporting period:

- A tender was issued for Asphalt Play Surface in Gravelbourg. The tender was awarded to Adrien Boire for \$264,703 plus taxes.
- A tender was issued for Snow Removal Services at various Moose Jaw locations. The tender was awarded to Strictly Fences.
- Quotes were obtained by 1080 Architecture for Home Ec Cabinet upgrades at Peacock Collegiate. The project was awarded to C&S Builders for \$16,716 plus taxes.
- A quote was obtained from Wild Rose Sports flooring to have the Peacock gym floor sanded/lines painted for \$60,710 plus taxes.
- A tender was issued for the construction of the new Joint Use School. The tender was awarded to Graham Construction for \$52,090,342.46 excluding taxes.
- A tender was issued for Westheath Phase 5 & 6A Projects (underground and Roadways). The Tender was awarded to ASL Construction for \$8,020,246.38 plus taxes to be

<p>split between the city and school divisions. The School Divisions' share is \$5,696,502.68 plus tax.</p> <ul style="list-style-type: none"> • Quotes were received for Cisco switches and awarded to Horizon Computer solutions for \$59,419 plus taxes. • Quotes were received for Servers for the 2023/24 school year and awarded to Lenovo for \$44,926 plus taxes. • A tender was issued for Computer Hardware. The tender was awarded and split between: Access Group for Chromebooks for \$203,412 plus taxes, Elco Systems for Monitors for \$10,814, GenX for Chrome Licenses, PC's and Charging Carts for \$97,804 and PC Corp for Notebook Computers for \$39,171 plus taxes. • Quotes were received for renewal of Palo Alto Firewall and to IBM Canada for \$51,338 plus taxes. • Quotes were received for the supply and install of Basketball backboards at Lindale School and awarded to Royal Stewart for \$20,356 plus taxes. • Quotes were received for the upgrade of the Sound and Video system in the Division Boardroom and awarded to Inland Audio Video for \$21,164 plus taxes. • Quotes were received for the supply and install of an outdoor digital sign at Assiniboia Elementary school and awarded to Genoptics for \$48,956 plus taxes. • Quotes were received for Welding tables for Peacock Collegiate and awarded to Fab-Cut Systems for \$21,293 plus taxes. 	
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 29, 2023	• n/a

Recommendation:

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

AGENDA ITEM

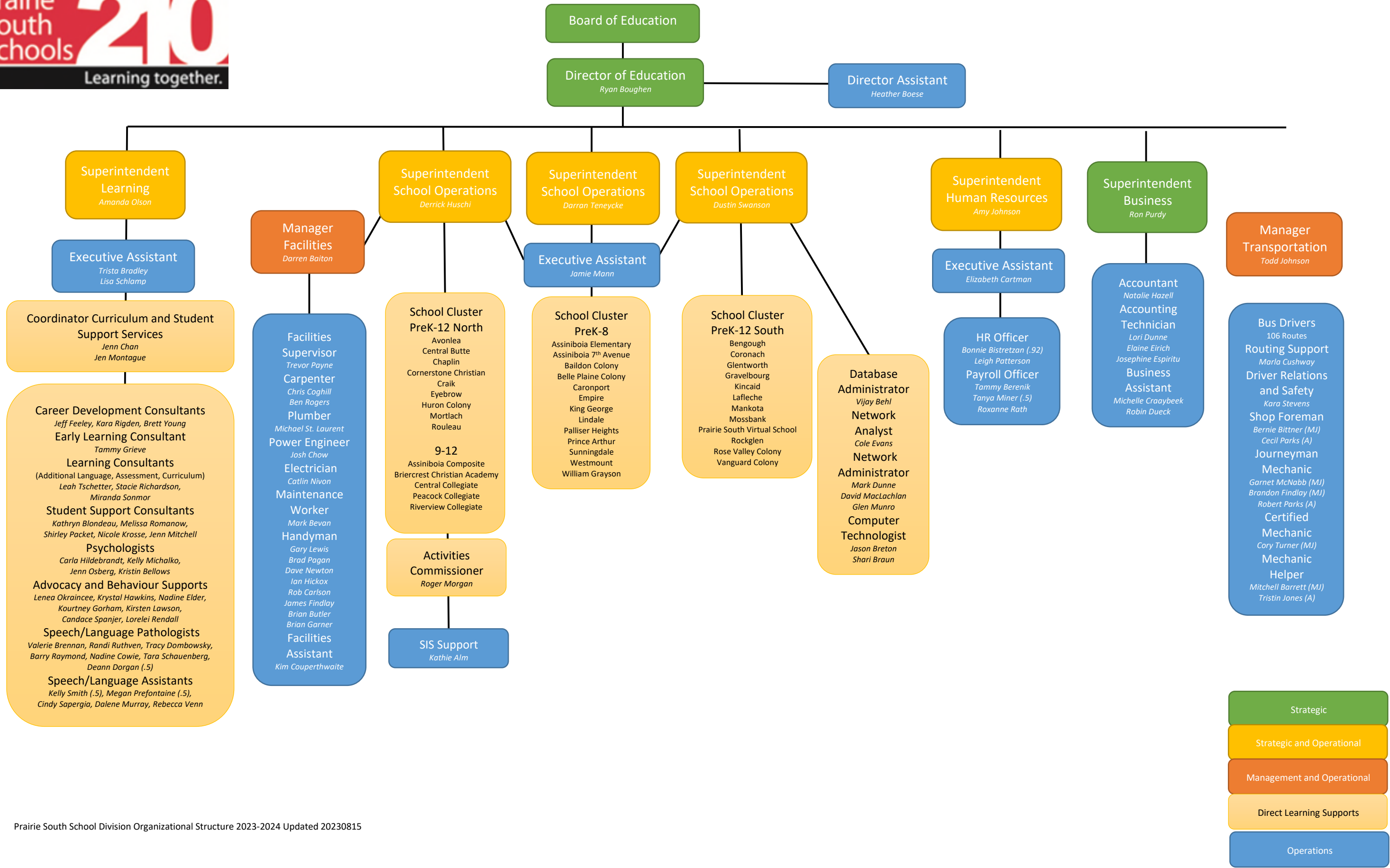
Meeting Date:	September 5, 2023	Agenda Item #:	07.1
Topic:	Organizational Chart		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The organizational chart is a shared responsibility between the Director and the Board and is determined on a yearly basis as a component of the budgeting process.
Current Status:	The final organizational chart for 2023-2024 is provided for Board review.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	August 28, 2023	• 2023-2024 Organizational Chart

Recommendation:

That the Board review the information provided.



AGENDA ITEM

Meeting Date:	September 5, 2023	Agenda Item #:	07.2
Topic:	Update to Administrative Procedure 220: Saskatchewan Distance Learning Corporation		
Intent:	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		

Background:	The Saskatchewan Distance Learning Corporation (SDLC) was created this school year. Changes to our current AP 220 are required.
Current Status:	The update aligns with provincial direction given to school divisions.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	The updated Administrative Procedure will be placed on our website.

Prepared By:	Date:	Attachments:
Dustin Swanson	August 28, 2023	• AP 220

Recommendation:

That the Board review the information provided.

SASKATCHEWAN DISTANCE LEARNING CORPORATION

Background

While schools have the responsibility to provide instructional programs that ensure students will have an opportunity to meet the provincial graduation requirements and be prepared for entry into the workplace or post-secondary studies, the Division recognizes that situations may arise where students may not be able to take desired courses from the school. The Division, therefore, supports the delivery of distance learning programming to Prairie South School Division through the Saskatchewan Distance Learning Corporation (SDLC) ~~when circumstances dictate~~. Although all students can access the SDLC courses, it is intended for students in Prairie South who are not able to access a specific course at their home school, may have a timetable conflict, or has other extenuating circumstances that prevent the student from completing the course in their home school.

Procedures

1. Prairie South School Division Students

- 1.1 Students who are registered at their attendance boundary school will remain registered if they are taking at least one class. Students who are not taking any face-to-face courses will follow the registration process of the SDLC. For students who are registered entirely in the SDLC they will remain in MSS as a secondary association at their attendance boundary school.
- ~~1.2~~ Students who are based in a face-to-face school at their attendance boundary home school and wish to register for a course with the SDLC require the approval of the school principal or designate.
- ~~4.21.3~~ Parents may request courses directly from the SDLC to register their child if school approval is not possible.
- ~~4.31.4~~ The home school Principal, or designate, will arrange for the registration, and continue to oversee graduation plans for any support, monitoring, and guidance at the school for these students enrolled in any SDLC courses.
- ~~4.41.5~~ Students who are registered part time in the SDLC and attached to an attendance boundary school SDLC students with access to textbooks and technology as available. A refundable caution fee may be requested.
- ~~1.6~~ Take a maximum of two (2) SDLC courses per semester if also attending face-to-face learning at a home attendance boundary school.
- ~~4.51.7~~ Students and families should direct any questions regarding the SDLC directly to the SDLC.

2. Access to Prairie South School Division Services

- 2.1 The Division will provide SDLC with access to common educational resources,

such as libraries, provided they do not interfere with school-based operations.

- 2.2 The Division will provide SDLC students with access to Driver Education through the student's attendance boundary school.
- 2.3 Upon request of the SDLC student support team, the Division may provide additional professional services by division employed Professional Service Providers if such services are necessary. (Example, Ed Psych)
- 2.4 Extra-curricular programming is available to SDLC at the attendance boundary school following the policies and procedures outlined by the school administrator. For high schools in Moose Jaw, participation in extra-curricular programs requires an application to the Superintendent of Operations and placement will be determined by the Superintendent of Operations.
- 2.5 Students must meet the Ministry of Education student enrollment requirements. A student may attend graduation ceremonies at their attendance boundary school by notifying the Principal by March 1.

Reference: Section 85, 87, 176 of the Education Act
Section 30 Education Regulations

Updated: ~~June 6, 2023~~ September 5, 2023