

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

1:30 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 November 7, 2023
 - 3.2. Special Board Meeting November 21, 2023
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Facilities Accountability Report
 - 5.2. 2024-2025 Calendar Parameters
 - 5.3. Annual Bursary Fund Directorship Appointments
 - 5.4. Monthly Tender Report
 - 5.5. Out of Province Excursion: Kincaid Central School to Hidden Valley Ski Resort, Alberta
 - 5.6. Assiniboia Schools Alternate School Year Proposal
- 6. Delegations and Presentation**
 - 6.1. Cecette Brons Rhodes, Assiniboia Alternate School Year (1:45 pm)
- 7. Information Items**
 - 7.1. Inquiry: Saskatchewan Flags Displayed at Schools
 - 7.2. Update to Administrative Procedure 111: School Community Councils – Meetings and Elections
- 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 November 7, 2023 at 1:30 p.m.**

Attendance:

Mr. R. Bachmann (virtual); Mr. P. Boyle; Mr. J. Bumbac; Ms. C. Froese; Mr. B. Hagan; Ms. M. Jukes; Ms. D. Pryor; Ms. G. Wilson (virtual); 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:

Dr. S. Davidson, Trustee

Motions:

Giselle Wilson attended virtually so Vice-Chair Darcy Pryor chaired the meeting.

- | | | |
|-------------------|---|---------|
| 2023-11-07 – 3904 | Darcy Pryor took the chair and called the meeting to order at 1:30 p.m. | |
| 2023-11-07 – 3905 | That the Board adopt the agenda as presented.
- Hagan | Carried |
| 2023-11-07 – 3906 | That the Board adopt the minutes of the October 3, 2023 Regular Board Meeting.
- Jukes | Carried |
| 2023-11-07 – 3907 | That the Board receive and file the School and Division Improvement Accountability Report.
- Froese | Carried |
| 2023-11-07 – 3908 | That the Board receive and file the tender report as presented.
- Boyle | Carried |
| 2023-11-07 – 3909 | That the Board approve the revised Sunningdale School Community Council Constitution dated October 2023.
- Froese | Carried |
| 2023-11-07 – 3910 | That the Board approve Central Collegiate and Peacock Collegiate Grades 9-12 Band trip to Calgary, Alberta on March 1-3, 2024.
- Hagan | Carried |

2023-11-07 – 3911 That the meeting be adjourned at 2:03 pm.
- Bumbac

Carried

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Special Board Meeting:

November 21, 2023 at 10:30 am
Prairie South School Division, Moose Jaw

Next Regular Board Meeting:

December 5, 2023 at 1:30 pm
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 November 21, 2023 at 10:30 a.m.**

Attendance:

Mr. R. Bachmann; Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson (via teleconference); 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. Olson, Superintendent of Learning; A. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Presentations/Delegations:

Christie DiPaola, MNP LLP

Motions:

2023-11-21 – 3912 That the meeting be called to order at 10:33 a.m.
- Wilson

2023-11-21 – 3913 That the Board adopt the agenda as presented. Carried
- Pryor

Annual Report presented by Ryan Boughen, Amanda Olson, Darran Teneycke, Dustin Swanson, Derrick Huschi, and Amy Johnson.

Audited Financial Statements presented by Ron Purdy.

Christie DiPaola, MNP LLP presented to the Board in closed session.

2023-11-21 – 3914 That the Board go into closed session at 11:40 a.m. Carried
- Young

Christie DiPaola, MNP LLP met with the trustees only.

2023-11-21 – 3915 That the Board reconvene in open session at 12:07 p.m. Carried
- Boyle

2023-11-21 – 3916 That the Board accept the 2022-2023 Annual Report as presented, including the audited financial statements and direct administration to complete final editing as necessary and to submit the report in accordance with Ministry guidelines. Carried
- Froese

2023-11-21 – 3917 That the meeting be adjourned at 12:12 p.m. Carried
- Pryor

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting: December 5, 2023 Prairie South Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	December 5, 2023	Agenda Item #:	5.1
Topic:	Facilities Accountability Report 2022-2023		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Board's Annual work plan calls for the Board to receive the Facilities Accountability Report annually in December.
Current Status:	The 2022-2023 Facilities Accountability Report is attached and has been presented to the Business, Infrastructure and Governance Board Sub-Committee on November 21, 2023.
Pros:	
Cons:	
Financial Implications:	
Governance/Policy Implications:	Ongoing review of accountability reports is an opportunity for the Board to learn about and confirm direction of administration in a variety of areas.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darren Baiton	November 24, 2023	<ul style="list-style-type: none"> 2022-2023 Facilities Accountability Report

Recommendation:

That the Board receive and file the 2022-2023 Facilities Accountability Report.

2022-2023 Facilities Accountability Report

December 2023



Moose Jaw Joint Use School

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Introduction

The efficient and effective management of school division facilities continues to be a factor in student achievement, as these facilities provide the infrastructure for a positive learning environment. Additionally, careful maintenance and repair of division facilities is a significant fiscal management strategy that will allow for continued focus on student learning in future years. During the 2022-2023 year, Facilities staff strived to maintain excellent levels of service in the following areas:

1. Operations and Facility Organization
2. Custodial and Maintenance Operations
3. Health & Safety/Security
4. Infrastructure Projects
5. Energy Management

The Facilities Department utilizes efficient processes derived from LEAN to create and maintain efficiencies throughout all operational areas.

Operations and Facility Organization

Department Structure

The Facility Manager is responsible for the coordination of staffing; planning and monitoring of facility budget; prioritization of projects; monitoring of building conditions; overseeing of rental agreements; staff training; Asset Planner Management; safety code compliance and building security; Preventative Maintenance Renewal (PMR), Joint Use School Management; and department administration.

The Facilities Supervisor is responsible for maintenance and operation of schools, grounds, and additional buildings; Asset Planner ticket coordination; boiler automation; playground inspections; fleet management; and building / classroom moves, upholding OH&S standards in the workplace.

The Facilities Assistant supports invoice coding, Atrieve entries, Connect records, key distribution, alarm code distribution, community rentals, training records, PMR filing, and coordination of shipping and receiving, various administrative duties as required.

The Facilities Department collaborates indirectly with school-based administrators to effectively monitor and maintain a level of cleanliness across the system for staff and students in accordance with Public Health guidelines and Prairie South Administrative Procedures.

**Manager
Facilities**
Darren Baiton

**Facilities
Supervisor**
Trevor Payne
Carpenter
Chris Coghill
Ben Rogers
Plumber
Michael St. Laurent
Power Engineer
Josh Chow
Electrician
Catlin Nivon
**Maintenance
Worker**
Mark Bevan
Handyman
Gary Lewis
Brad Pagan
Dave Newton
Ian Hickox
Rob Carlson
James Findlay
Brian Butler
Brian Garner
**Facilities
Assistant**
Kim Couperthwaite

Facilities include school buildings as listed below as well as a variety of additional smaller buildings, one teacherage, building grounds, playgrounds, parking lots, and sports facilities. Our two oldest schools Empire and Central Collegiate are 114 years old, and the newest was in its first year of operation in 2016-2017; the average age of our schools is 67 years. Average space utilization in Prairie South Schools is 58%; twelve schools in the division are operating at less than 50% capacity and two schools are operating at over 100% capacity.

Utilization is based on a formula that uses current K-12 enrolment and a school capacity number. In schools where the Ministry funds Prekindergarten programming, as in past years those students were included in the utilization formula however the current formula does not consider Prairie South funded Prekindergarten programs, resulting in lower utilization rates in several schools.

Prairie South SD - 2022 School Capacity and Utilization Rates (based on Sept. 30 enrollments)

School Name	School Type	2022 Enrolment (FTE)	2022 Capacity (FTE)	2022 Utilization
Albert E. Peacock Collegiate	9-12	645	1022	63%
Assiniboia Composite High School	9-12	141	474	30%
Assiniboia Elementary School	5-8	190	266	71%
Assiniboia Seventh Avenue School	K-4	175	193	91%
Avonlea School	K-12	129	194	66%
Bengough School *	K-12	96	204	47%
Caronport Elementary School	K-8	173	196	88%
Central Butte School	K-12	137	312	44%
Central Collegiate	9-12	574	642	89%
Chaplin School *	K-12	37	158	23%
Coronach School	K-12	166	370	45%
Craik School *	K-12	62	244	25%
École Gravelbourg School	K-12	231	259	89%
Empire School	K-8	123	375	33%
Eye brow School	K-12	31	149	21%
Glentworth Central School	K-12	70	178	39%
Kincaid Central School	K-12	115	180	63%
King George School	K-8	384	359	107%
Lafleche Central School	K-12	105	137	76%
Lindale School	K-8	282	355	80%
Mankota School	K-12	39	195	20%
Mortlach School	K-12	75	234	32%
Mossbank School	K-12	123	261	47%
Palliser Heights School	K-8	598	684	87%
Prince Arthur Community School	K-8	195	352	55%
Riverview Collegiate Institute *	9-12	108	522	21%
Rockglen School	K-12	111	274	40%
Rouleau School	K-12	109	167	65%
Sunningdale School	K-8	421	408	103%
Westmount School	K-8	315	448	70%
William Grayson School	K-8	143	227	63%

* Riverview Collegiate utilizes additional office and classroom space

Facility Unfunded Space 2021-2022	Number of Outbuildings
9 th Avenue Facilities Office	5
9 th Avenue Office	1
Guthridge Field	5
John Chisholm	2
Lindale Warehouse	2
Moose Jaw Transportation Facility	3
Mankota Teacherage	
Assiniboia Transportation Facility	
Gravelbourg Facilities Office	2

Fleet/Equipment

For efficiency purposes, some equipment is shared in multiple locations within the school division. Examples include lifts, skid steer and V-blade attachment, grounds equipment, trailers, portable heater, and dump trailer.

Asset	Primary Location	Unit Year
Tool Cat	9 th Avenue Facilities Office	2019
Skid Steer	9 th Avenue Facilities Office	2019
1902 Cube Van	9 th Avenue Facilities Office	2019
1801 Cube Truck	9 th Avenue Facilities Office	2018
1520 Cube Van	Gravelbourg Facilities Office	2015
Genie Lift	9 th Avenue Facilities Office	2015
Boom Lift	9 th Avenue Facilities Office	2014
1311- Cube Truck	Gravelbourg Facilities Office	2013
Bucket Lift	Gravelbourg Facilities Office	2013
1201- Cube Van	Gravelbourg Facilities Office	2012
1202- Cube truck	9 th Avenue Facilities Office	2012
1203- 1/2 Ton Truck	9 th Avenue Facilities Office	2012
1204- Cube Truck	9 th Avenue Facilities Office	2012
1110- Cube Van (Mini)	9 th Avenue Facilities Office	2011
1120- 3/4 Ton Truck	9 th Avenue Facilities Office	2011
1121 Cube Truck	Gravelbourg Facilities Office	2011
0946- Cube Truck	9 th Avenue Facilities Office	2009
0820- 3/4 Ton Truck	Gravelbourg Facilities Office	2008
0821- Cube Truck	9 th Avenue Facilities Office	2008
0603- 3/4 Ton Truck	9 th Avenue Facilities Office	2006
Scissor Lift	9 th Avenue Facilities Office	2006
0501- Dump Truck	9 th Avenue Facilities Office	2005
0511- 1 Ton Sanding Truck	9 th Avenue Facilities Office	2005
0402- Cube Truck	9 th Avenue Facilities Office	2004
9206- Dump Truck	Gravelbourg Facilities Office	1992
Mowers/Tractors/Trailers/Sanders	All Zones	

Facilities Management

Asset Planner, our facility management software, is a web-based planning tool that helps us better understand the physical condition of our buildings and make informed decisions about capital expenditures. Asset Planner continues to be a useful tool for both the division and Ministry, with different modules currently being used to support PMR funding, management, and operational efficiencies. Asset Planner provides accurate data related to service requests for operational decision making. The Asset Planner mobile app allows for real-time data entry from all Prairie South sites for facilities administration and maintenance staff. The asset inventory tracking module assists in identifying needs for preventative maintenance on building and facility equipment and depreciation.

Strategic facilities planning allows projects to be in the queue in a logical sequence that provides effective service to schools, efficient allocation of resources, and high-quality workmanship through a variety of methods including bundling of service requests and work blitz strategies.

Learning Support Infrastructure

Facility	Elevator	Vertical Lift (stage)	Stair Lift	Auto Door Openers	Accessible Parking	Accessible Washrooms	Ceiling Track System
9th Office	no	n/a	partial	yes	yes	yes	n/a
A.E. Peacock	yes	yes	yes	yes	yes	yes	n/a
Assiniboia 7th	n/a	no	n/a	yes	yes	no	n/a
Assiniboia Elem	n/a	no	no	no	yes	yes	n/a
Assiniboia High	n/a	no	n/a	yes	yes	yes	n/a
Avonlea	n/a	n/a	n/a	Yes	yes	yes	n/a
Bengough	no	no	no	No	yes	yes	n/a
Caronport	n/a	yes	yes	Yes	yes	no	n/a
Central Butte	n/a	no	n/a	Yes	no	yes	n/a
Central Collegiate	yes	yes	n/a	Yes	yes	yes	n/a
Chaplin	n/a	no	n/a	No	yes	yes	n/a
Coronach	n/a	no	n/a	Yes	yes	yes	n/a
Craik	n/a	no	n/a	Yes	yes	yes	n/a
Gravelbourg	yes	no	n/a	yes	yes	yes	n/a
Empire	no	no	no	yes	yes	yes	n/a
Eyeblow	n/a	no	no	yes	yes	yes	yes
Glentworth	n/a	no	n/a	no	yes	yes	n/a
Kincaid	n/a	no	n/a	no	no	yes	n/a
King George	yes	n/a	n/a	yes	yes	yes	yes
Lafleche	n/a	no	n/a	no	yes	yes	n/a
Lindale	n/a	no	n/a	no	yes	no	n/a
Mankota	n/a	no	n/a	no	no	no	n/a
Mortlach	n/a	no	n/a	yes	yes	yes	n/a
Mossbank	n/a	no	n/a	no	no	yes	n/a
Palliser Heights	yes	no	yes	yes	yes	yes	yes
Prince Arthur	yes	no	n/a	yes	yes	yes	n/a
Riverview	yes	yes	n/a	yes	yes	yes	yes
Rockglen	n/a	no	n/a	yes	no	yes	n/a
Rouleau	n/a	no	no	yes	yes	yes	n/a
Sunningdale	n/a	no	no	no	yes	yes	n/a
Westmount	no	yes	yes	no	yes	yes	n/a
William Grayson	yes	on	no	yes	yes	yes	n/a

Facility Technology-Supported Custodial and Maintenance Operations

Cell phones for maintenance staff allow real-time communication for Facetime, Microsoft Teams, email, text, GPS, and other communication reducing travel time and offering a faster and more effective response to facilities issues. Examples include boiler maintenance and safety inspections, RTU and mechanical preventative maintenance logs, filter replacement tracking, mechanical and HVAC troubleshooting, safety, security and emergency response systems, asset information, playground inspections and COVID supply replenishment. Staff training is provided in mobile device use and safety guidelines.

Atrieve Absence Management System allows facility manpower to be efficiently utilized.

Technology continues to provide efficiencies in the following areas:

- Asset Planner Management
- Technical Safety Authority electronic documentation
- daily service request operations
- checklists for a variety of tasks and preventative maintenance
- live Facetime/Teams/Zoom communication to reduce travel time and costs
- utilization of live photos and videos for troubleshooting and ordering processes
- data retrieval
- weekly playground checks
- standardization of green cleaning products throughout the division
- electronic fleet safety logs and data entry
- grounds equipment logs and scheduled asset preventative maintenance processes
- targeted distribution of new and aging equipment using asset tracking and depreciation calculations

Annual Roof Assessments

Preventative roof inspections and warranty inspections are done annually on 1/3 of our facility roofs and repairs are completed to reduce future damage. Our buildings combined make up a million square feet of roofing. The following roof assessments were completed in 2022-2023

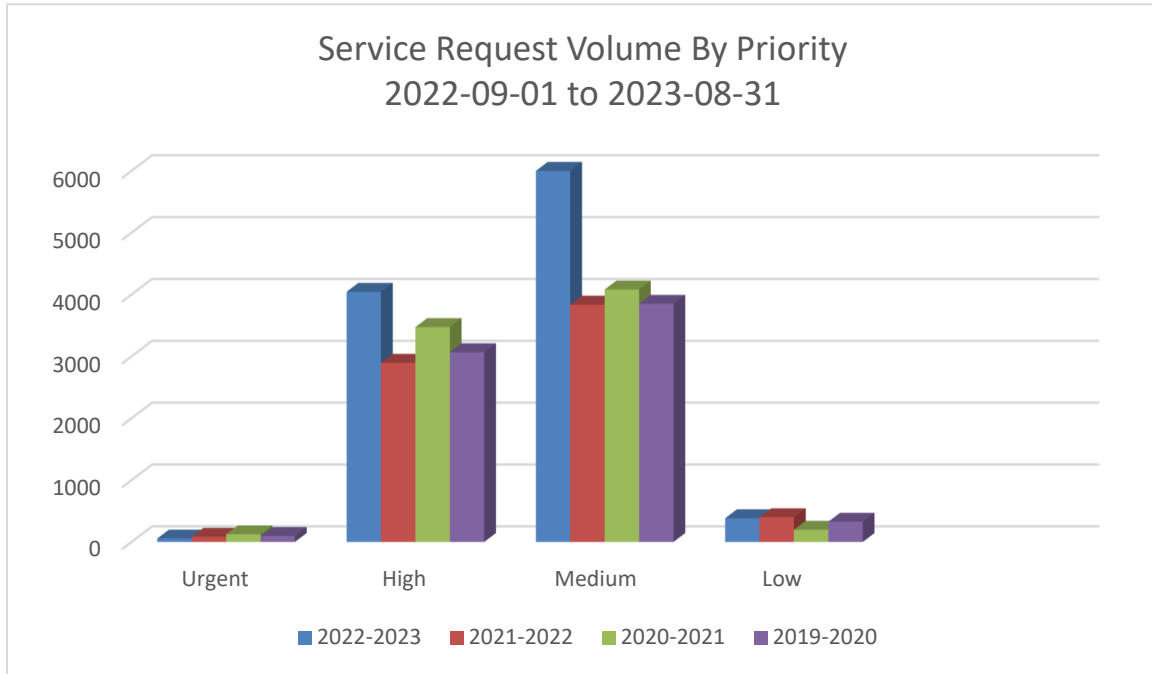
A.E. Peacock Collegiate	Chaplin School	John Chisholm School
Bengough School	Coronach School	King George School
Central Collegiate High School	Ecole Palliser Heights	Mortlach School

Inspections

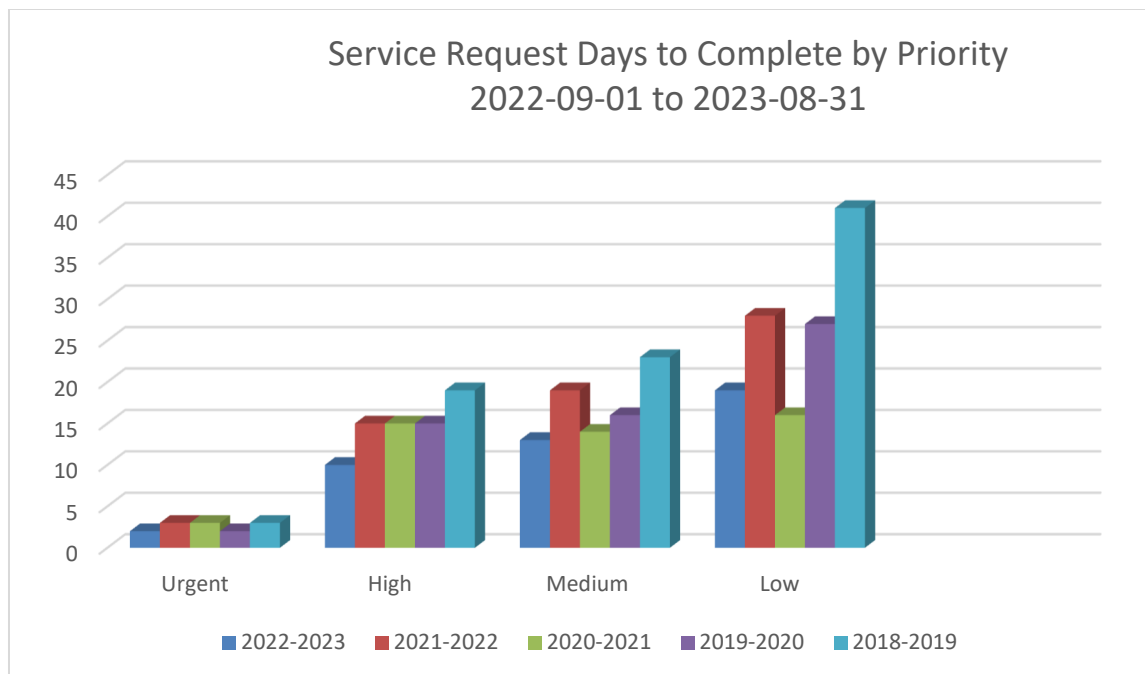
Several types of inspections are completed annually at all our schools and buildings. Inspections are completed both in house and contracted out to local business. The following inspection types were completed in 2022-2023.

Annual Sprinkler Inspections	Filter Inspections	Playground Inspection
Asbestos Inspections	Fire, Security Annual Inspections	Sump Pumps
Crawl Space	Gym Inspections	Roof Inspections
Elevator Inspections	HVAC Inspections	Water Heaters
Emergency Lighting	Lift Inspections	

Service Request Volume by Priority



Year	Urgent Call first, submit service request	High Affects daily routine	Medium Standard Maintenance	Low Cosmetic	Total
2022-2023	56	4045	6000	383	10484
2021-2022	84	2897	3838	400	7219
2020-2021	123	3474	4082	197	7876
2019-2020	95	3068	3850	328	7341
2018-2019	113	3099	3067	295	6594



Days to Complete by Priority

Year	Urgent Call first, submit service request	High Affects daily routine	Medium Standard Maintenance	Low Cosmetic
2022-2023	2	10	13	19
2021-2022	3	15	19	28
2020-2021	3	15	14	16
2019-2020	2	15	16	27
2018-2019	3	19	23	41

Maintenance Ticket History

Year	Submitted	Closed	Pending	Work in Progress	Denied/ Duplicate	PM Asset Tasks
2022-2023	10467	9857	36	478	96	1748
2021-2022	8620	8207	48	267	98	2005
2020-2021	8247	7472	123	572	80	1941
2019-2020	7341	6681	35	559	63	1849
2018-2019	6595	6195	222	122	56	1831
2017-2018	6295	5913	299	18	65	158

Health & Safety/Security

The Facilities Department strives to send all staff home safe every day. Facilities ensures staff are given the opportunity to increase their knowledge in safe work practices and professional development opportunities as they become available. Multiple training platforms are used to achieve learning, including but not limited to Saskatchewan Construction Safety Association Online and Instructor Led Training, and Canadian Playground Safety Institute.

Facility Training Modules		
Scaffolds	Confined Space	Power Mobile Equipment
Skid Steer	Respirator	Mould Training
WHMIS	Fall Protection	Playground Inspection
Boom lift	Scissor lift	Asbestos Awareness

- ✓ Fire extinguishers and sprinklers are inspected annually by an external vendor in bulk with security systems to reduce costs of travel in rural areas. All annual fire inspections were completed in 2022-2023 Moose Jaw fire hoses are capped to reduce hose replacement and inspection costs.
- ✓ Monthly safety/toolbox meetings are held, and documentation is filed in Connect.
- ✓ Safety stations are in the shop and maintenance fleet is supplied with first aid kits and fire extinguishers.
- ✓ GPS locator app monitors staff location for safety and efficiency.
- ✓ Air, chlorine, and water quality inspections are performed as required. Some rural locations receive more regular inspections due to unique circumstances.
- ✓ Electronic or manual entries and site boiler inspections at all facilities are completed. (Daily Asset Planner entries for Technical Safety Authority log).

School Defibrillator Locations		
9 th Avenue Office	Central Collegiate	Eyebrow School
9 th Maintenance Shop/ South Maintenance Shop	Chaplin School	King George School
A.E. Peacock Collegiate	Cornerstone Christian School	Lindale School
Assiniboia Composite High	Coronach School	Mankota School
Assiniboia Elementary	Craik School	Mossbank
Bengough School	École Gravelbourg School	Riverview Collegiate
Caronport Elementary School	École Palliser Heights School	Sunningdale School
Central Butte School	Empire School	Westmount School

Network Infrastructure

Network Bandwidth	
Assiniboia Services Office – 10 Mbit	Belle Plaine Colony – 50 Mbit
Mankota Central School – 50 Mbit	Assiniboia Elementary School – 50 Mbit
Avonlea School – 100 Mbit	Bengough School – 50 Mbit
Caronport Elementary School – 100 Mbit	Central Butte School – 100 Mbit
Chaplin School – 50 Mbit	Coronach School – 100 Mbit
Craik School – 50 Mbit	Eyeblow School – 50 Mbit
Glentworth Central School – 50 Mbit	Kincaid Central School – 100 Mbit
Lafleche Central School – 100 Mbit	Mortlach School – 50 Mbit
Mossbank School – 50 Mbit	Rockglen School – 50 Mbit
Rouleau School – 50 Mbit	Assiniboia 7 th Avenue School – 100 Mbit
Assiniboia Composite High School – 100 Mbit	Ecole Gravelbourg School – 200 Mbit
Ecole Palliser Heights School – 100 Mbit	Empire School – 100 Mbit
King George School – 100 Mbit	Lindale School – 100 Mbit
Moose Jaw (Paul Drive) Bus Shop – 100 Mbit	Prince Arthur Community School – 100 Mbit
Sunningdale School – 100 Mbit	Westmount School – 100 Mbit
William Grayson School – 100 Mbit	Central Collegiate Institute – 1 Gbit
Peacock Collegiate Institute – 1 Gbit	Riverview Collegiate Institute – 1 Gbit

9th Avenue Division Office (Core Network)

- ✓ 2 Gbit CNET connection to service all inbound and outbound internet traffic for every location in the division (huge upgrade to double the speed in 22-23)
- ✓ 1 Gbit LANSPAN connection that connects all urban (Moose Jaw) schools to the 9th Avenue core network
- ✓ 300 Mbit SaskTel InfiNet SIP trunk into our core (core VoIP system)
- ✓ 600 Mbit Infinite connection servicing BYOD Student wireless traffic for all schools in the division

Network Switches / Routers	
Cisco Catalyst 9300	50
Cisco Catalyst 2960x	105
Cisco Catalyst 3650	1
Cisco Catalyst 9200L	31
Unifi Edge switch (IP Camera switches)	17
HP 5700 iSCSI (core server switches)	1
Aruba 8360 (DR Server network switch)	1
Aruba 8320 iSCSI (core server network switches)	2
Palo Alto 3020 firewalls (high availability, core network firewall)	2
Aruba 8320 iSCSI (Disaster Recovery site firewall)	1

Cisco 2911 and Cisco 2921 CME (VoIP) routers in various locations	19
Cisco ASA (DR firewall)	1

There are currently 237 network switches and routers total dispersed across 39 geographically separate locations in our environment

Wireless Access Points	
Cisco 2702 access points	3
Ruckus R610 access points	226
Ruckus R710 access points	157
Ruckus R750	55
Ubiquiti NanoBeam 5AC Gen2 access points	2
Cisco WLC 5508 wireless controllers (HA configuration)	2
Ruckus SZ124 wireless controllers (HA configuration)	2

There are currently 438 wireless access points total dispersed across 39 geographically separate locations in our environment

IP Cameras	
Hikvision security cameras	142
91 Unifi security cameras	156

There are currently 298 IP security / surveillance cameras dispersed across 16 geographically separate locations in our environment

Phone Systems	
Nortel VOIP BCM	4
Cisco 29xx Series	18
Cisco 43x Series	3
Cisco 83xx Series	2

Infrastructure Processes

- ✓ Capital assets and budgets are closely monitored to ensure the budget is being used effectively and efficiently to minimize costs
- ✓ Update 3-year Preventative Maintenance Renewal plan
- ✓ Develop and submit Ministry Major Capital Plan annually
- ✓ Coordinate in-house work with skilled labour to reduce dependency on external contractors and complete projects in an efficient manner
- ✓ Completed planned infrastructure projects
- ✓ Accelerated pace of PMR backlog remediation

Infrastructure Projects			
School	Project	Details	2022-23 Cost
Assiniboia Elementry School	IT	Security Alarm -Camera	23,739
Assiniboia Elementry School	Renovation	Washorrom Upgrade	3,656
Assiniboia Composite High School	Renovation	Flooring Upgrades	144,760
Assiniboia Composite High School	IT	Security Alarm -Camera	24,309
Avonlea School	Renovation	Crawlspace Pile Repairs	70,450
Avonlea School	HVAC	Building Management Automation Upgrade	87,361
Avonlea School	Plumbing	Sewer Piping Replacement	94,544
Bengough School	Renovation	Washroom Upgrades	447,237
Caronport Elementry School	HVAC	Building Management Automation Upgrade	8,504
Caronport Elementry School	Electrical	LED Lighting Upgrade	103,440
Central Butte School	HVAC	Building Management Automation Upgrade	66,572
Central Butte School	Grounds	Concrete Replacement	60,714
Chaplin School	HVAC	Building Management Automation Upgrade	4,556
Coronach School	Renovation	Dust Collection	31,890
Coronach School	Renovation	Acessability Washroom Upgrade	31,498

Craik School	Roof	Roof Replacement Section 2	165,576
Eyebrow School	Electrical	LED Lighting Upgrade	44,530
Gravelbourg School	IT	Security Alarm -Camera	28,335
Lafleche School	Renovation	Crawlspace Remediation	19,641
Lafleche School	Grounds	Concrete -Front Entry	22,565
Lindale School	HVAC	Building Management Automation Upgrade	108,127
Mortlach School	HVAC	Building Management Automation Upgrade	7,717
Mortlach School	Renovation	Home Ec Lab Upgrade	170,808
Mortlach School	HVAC	Gym Roof Top Unit	123,886
Mossbank School	Renovation	Washroom / Changeroom Upgrades	482,939
Rockglen School	Renovation	Dust Collection	8,909
Rockglen School	HVAC	HVAC Upgrade	26,468
Rockglen School	Renovation	Windows / Doors	80,082
Rouleau School	HVAC	Building Management Automation Upgrade	136,746
Central Collegiate High School	Elevator	Key Card System	6,453
Central Collegiate High School	Roof	Roof Replacement Section 2, 7, 13	320,870
King George School	Elevator	Key Card System	6,453
Palliser Heights School	Grounds	Asphalt Staff Parking	260,860
A. E. Peacock Collegiate School	Elevator	Key Card System	6,543
A. E. Peacock Collegiate School	Renovation	Home Ec Lab Upgrade	21,753
A. E. Peacock Collegiate School	Roof	Roof Replacement Section 2	303,592
A. E. Peacock Collegiate School	Grounds	Sidewalk Repairs	39,825
Riverview Collegiate	Renovation	Washroom / Changeroom Upgrades	386,177

Office -Central Moose Jaw	HVAC	Air Conditioning Upgrades	38,841
Office -Central Moose Jaw	Grounds	Asphalt Staff Parking	149,667
Guthridge Field	HVAC	Roof Replacment / Roof Top Unit	177,739
Total			4,348,332

Energy Management

- ✓ Upgraded Automated Building Management systems (BMS) software to provide reduction in consumption as well as enhanced occupant comfort.
- ✓ Energy utility data in Asset Planner Energy Module used to manage projects with the goal of reduced consumption within the division.
 - Facility footprint comparisons
 - usage reports
 - comparison reports
- ✓ Upgraded HVAC equipment (soft start motors, heat recovery wheels) reduce energy costs.
- ✓ HVAC automation provides daily savings to the division with temperature setbacks when building zones are unoccupied.
- ✓ Additional roof insulation will reduce energy costs.
- ✓ Five-year natural gas bulk purchase contract ends in November 2026.
- ✓ Goal to share utility information with administration to work in partnership towards a common goal of energy savings.



Completed In House

BLA Building Limited Automation

Facility	Zone	Building Management System	Gym Lighting T-5 and LED Retrofits	Exterior LED Lighting Retrofits	Gym LED Tube Retrofit	School LED Tube Retrofit	Project Retrofit
9th Avenue Maintenance Shop	Central	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A
9th Avenue Office	Central	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A
Albert E. Peacock Collegiate	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Assiniboia Composite High	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAIF	<input checked="" type="checkbox"/>	CAIF 2020
Assiniboia Elementary School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assiniboia Office	South	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>	N/A		N/A
Assiniboia Seventh Avenue School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	N/A
Avonlea School	North	BLA					CAIF 2021
Bengough School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Needs Project
Caronport Elementary School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Central Butte School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAIF 2020
Central Collegiate	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Chaplin School	North	BLA		In progress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coronach School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAIF 2021
Craik School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	N/A
Empire School	Central	BLA					
Eyeбrow School	Central	BLA					<input checked="" type="checkbox"/>
Glentworth Central School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	N/A
Ecole Gravelbourg High School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Facility	Zone	Building Management System	Gym Lighting T-5 and LED Retrofits	Exterior LED Lighting Retrofits	Gym LED Tube Retrofit	School LED Tube Retrofit	Project Retrofit
Guthridge	Central Field	☑	N/A	☑	N/A	N/A	N/A
John Chisholm Alternate School	Central	BLA	N/A	☑	N/A		
Kincaid Central School	South	☑	☑	☑	☑	☑	N/A
King George School	Central	☑	☑	☑	☑	☑	N/A
Lafleche Central School	South	☑	☑	☑	☑	☑	N/A
Lindale School	Central	☑	☑	☑	☑	80%	N/A
Mankota School	South	BLA				☑	N/A
Mortlach School	North	☑	☑	☑	☑	☑	N/A
Mossbank School	South	☑	☑	☑	☑	☑	N/A
Palliser Heights School	Central	☑	☑	☑	☑	☑	☑
Prince Arthur Community School	Central	☑	☑	☑	☑	☑	N/A
Riverview Collegiate Institute	Central	☑	☑	☑	☑	☑	N/A
Rockglen School	South	☑		☑	☑	☑	N/A
Rouleau School	North	☑	☑	☑	☑	☑	☑
Sunningdale School	Central	☑	☑	☑	☑	☑	N/A
Transportation (Bus) Shop Moose Jaw	Central	☑	N/A	☑	N/A	☑	N/A
Transportation shop Assiniboia	south	☑	N/A	☑	N/A	☑	N/A
Westmount School	Central	BLA					
William Grayson School	Central	☑		☑	☑	☑	N/A



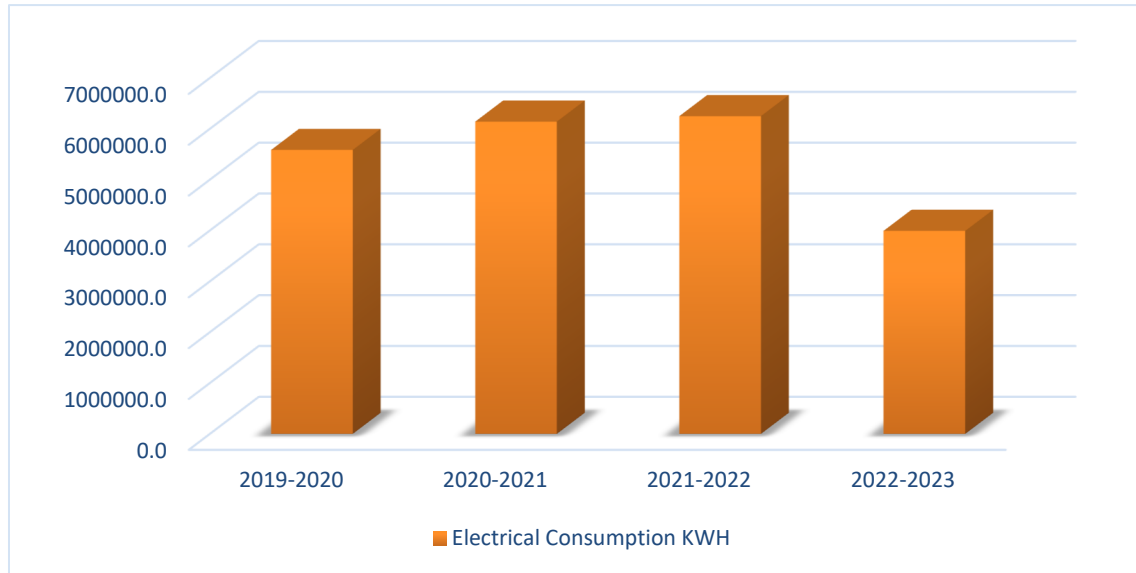
Completed In House

BLA

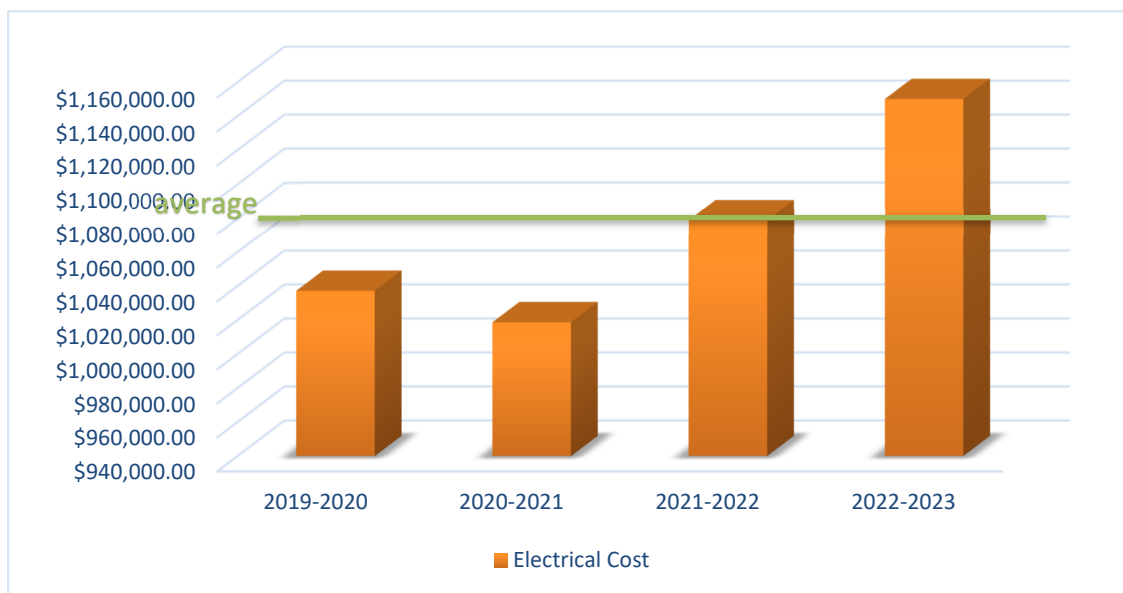
Building Limited Automation

Utility Consumption

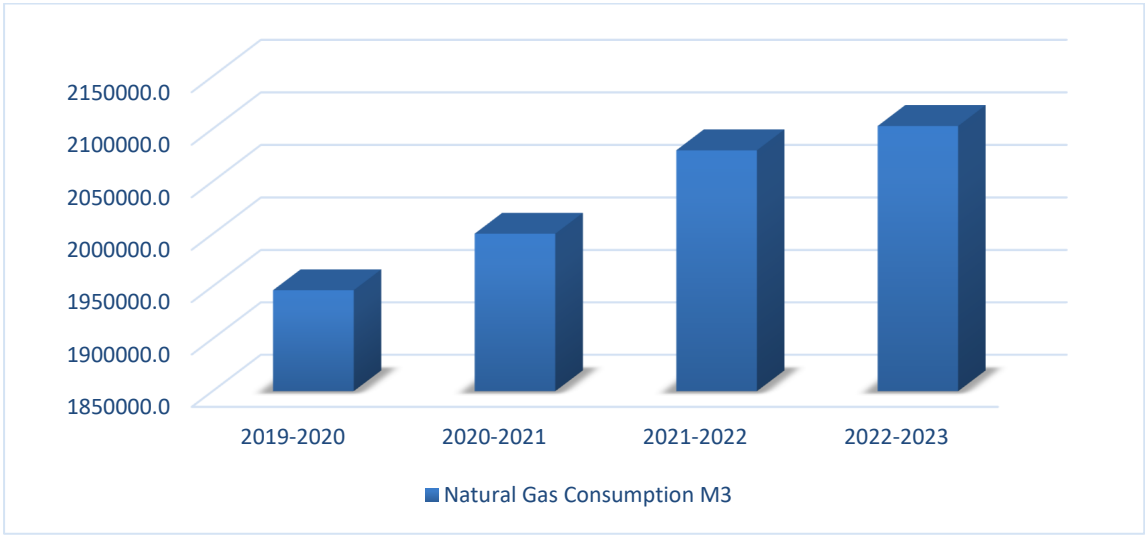
Total Consumption Electrical
2020-10-01 to 2023-09-30



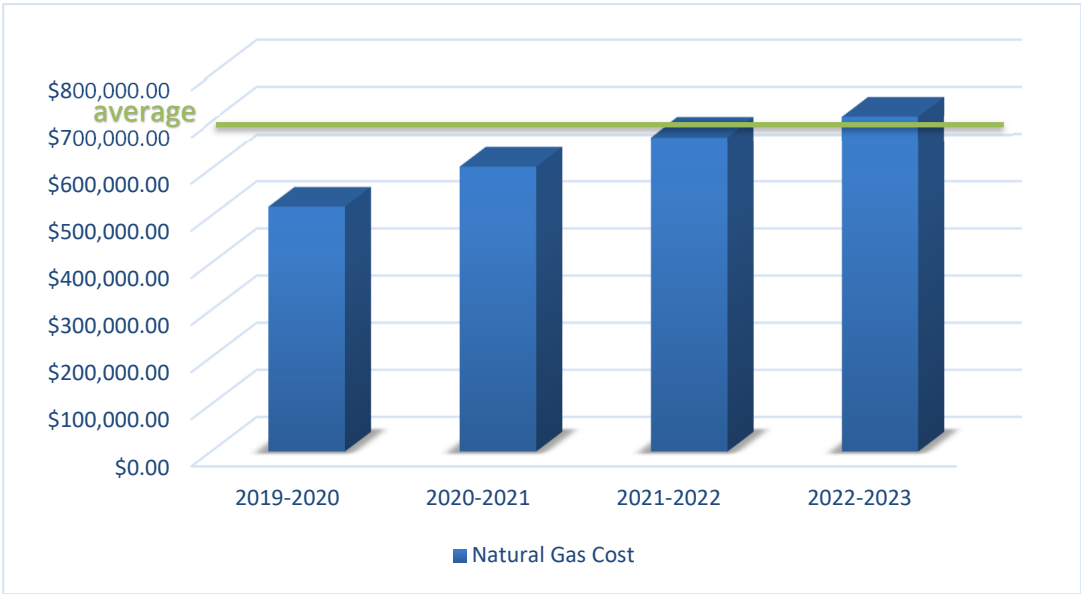
Total Cost Electrical
2019-10-01 to 2023-09-30



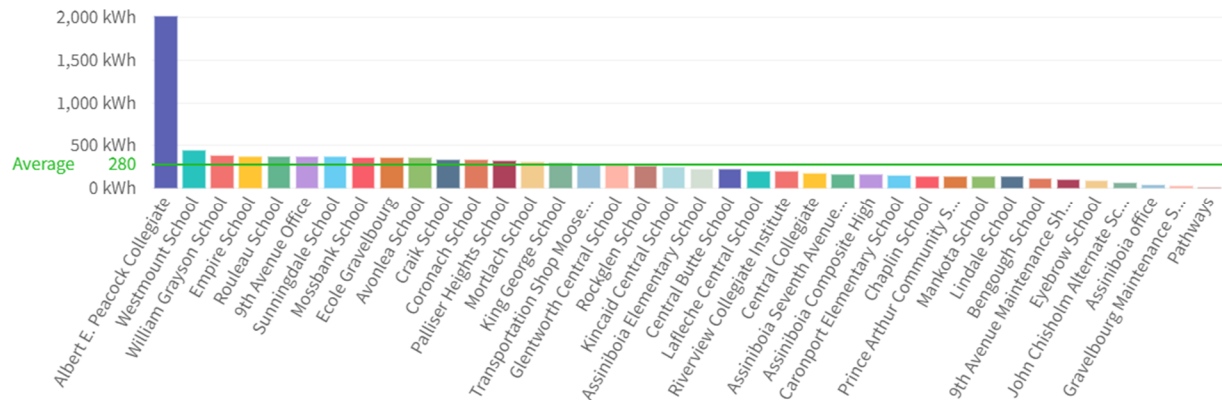
Total Consumption Natural Gas
2019-10-01 to 2023-09-30



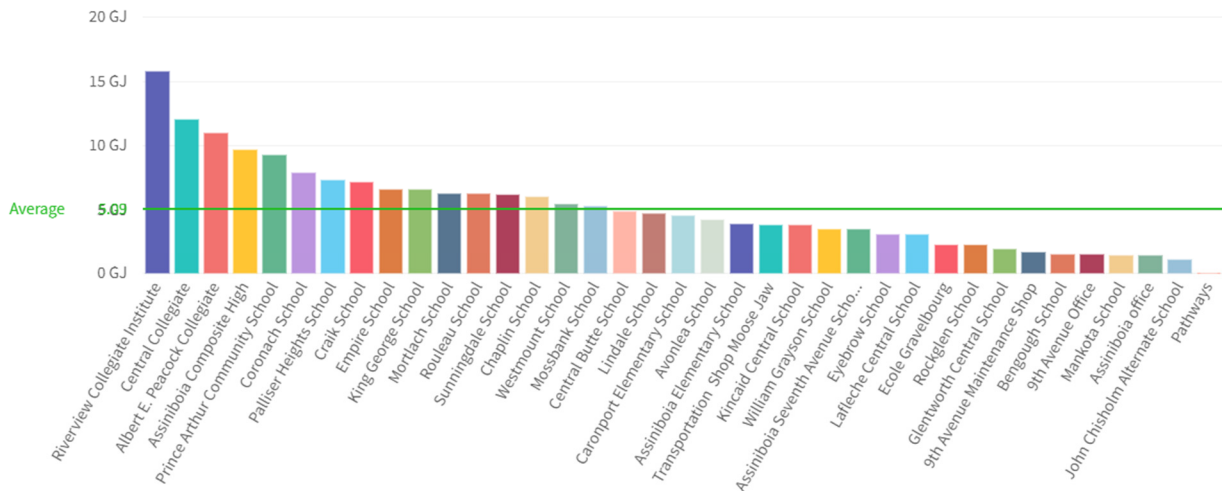
Total Cost Natural Gas
2019-10-01 to 2023-09-30



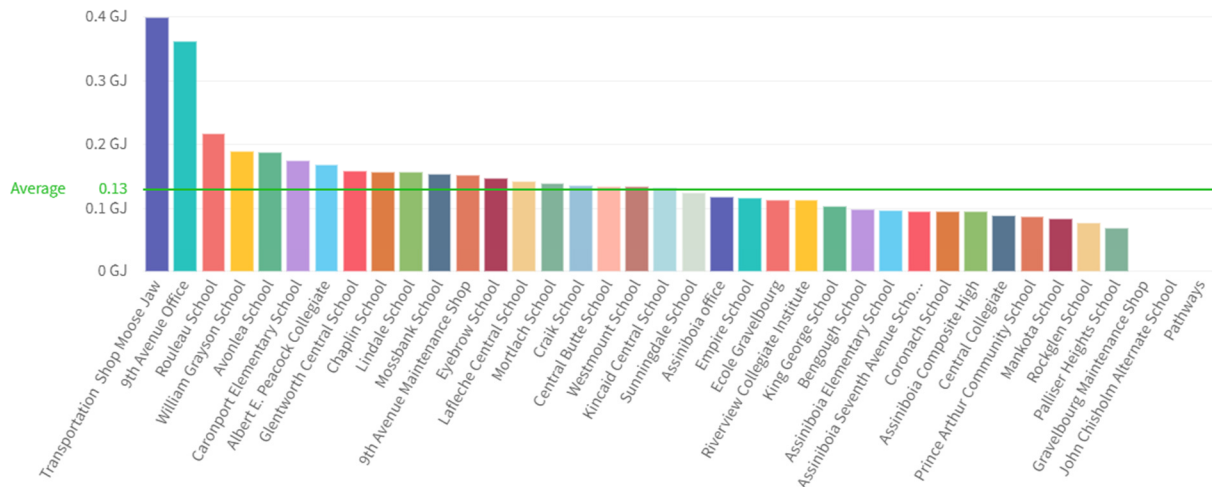
Total Electricity Consumption per Day 2022-09-01 to 2023-08-31



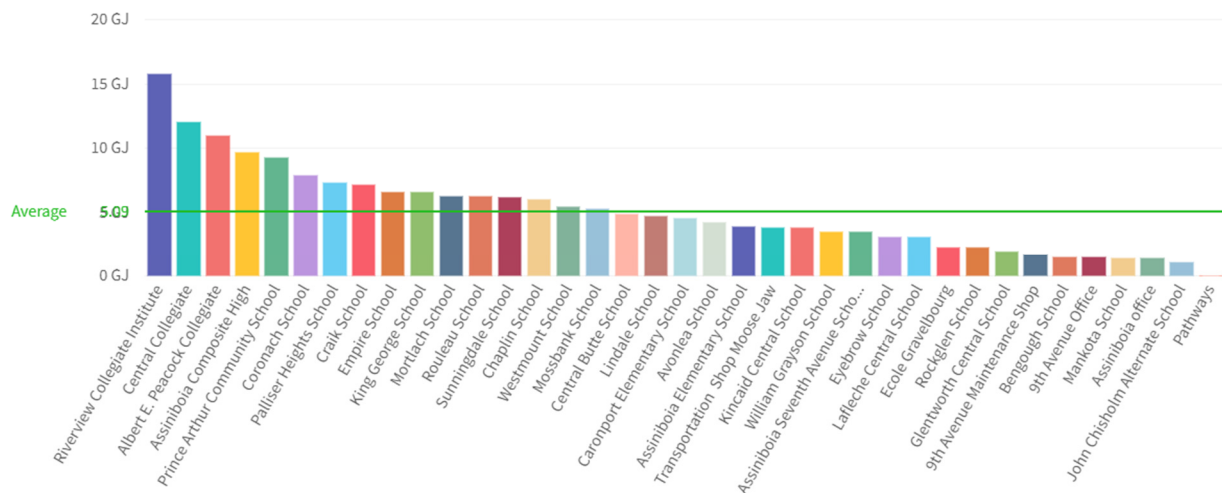
Total Natural Gas Consumption per Day 2022-09-01 to 2023-08-31



Electricity Consumption per Area (Sq. M) 2022-09-01 to 2023-08-31



Natural Gas Consumption per Area (Sq. M) Between 2022-09-01 and 2023-08-31



Administrative Priorities

- ✓ Scheduling, staff absences
- ✓ Daily prioritization of work between Pathways School, DLC Virtual School planned maintenance
- ✓ Ongoing balance between pro-active efficiencies and regular maintenance
- ✓ Seasonal grounds priorities and low priorities cosmetic requests puts a strain on the department for public perception of facility upkeep
- ✓ Asset preventative maintenance work continues to increase
- ✓ Increased emphasis on PMR projects, Joint Use School, and Project Management
- ✓ Increased emphasis on staff safety/reduction of workplace incidents
- ✓ Increased time commitment to staff training
- ✓

AGENDA ITEM

Meeting Date:	December 5, 2023	Agenda Item #:	5.2
Topic:	2024-2025 Calendar Parameters		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

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

In accordance with subsection 4.1 of *The Education Act, 1995*, when Labour Day occurs on or after September 5, the minister may, by order, set a date in September that is earlier than Labour Day as the first instructional day of the year.

Labour Day in September 2024 is on the 2nd.

In accordance with *The Education Regulations, 2019* the Ministry reviews board-approved school calendars to ensure they adhere to the prescribed requirements. Board-approved calendars for 2024-2025 are due at the Ministry by May 1, 2024.

A calendar committee will be established in the new year to create calendar options that align with these parameters.

Current Status:

Proposed 2024-2025 school calendar teaching and instructional day parameters are:

- In accordance with *The Education Regulations, 2019* subsection 22, the school year provides at least 950 instructional hours for Grades 1 to 12 and 475 instructional hours for kindergarten.
- Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours. In accordance with Article 16 of the Teachers' Provincial Collective Bargaining Agreement it stipulates teachers' assigned time shall not exceed 1044 hours within the school year.
- In accordance with *The Education Regulations, 2019* subsection 18, the following vacation periods are to be observed:

	<ul style="list-style-type: none"> ○ a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2 ○ a spring vacation consisting of not more than 5 consecutive school days • 11 non-instructional days include: <ul style="list-style-type: none"> ○ 1.0 school-based organizational day at the start of the year ○ 1.0 division-wide professional learning day at the start of the year ○ 1.0 school improvement day (0.6 LIP & 0.4 LIT) at the start of the year ○ 1.0 teacher prep day at the start of the year ○ 1.0 LIT day throughout the year (5 x 0.2) ○ 4.0 teacher prep days throughout the year (5 x 0.8) ○ 1.6 school-based organizational day at the end of the year ○ 0.4 LIT day at the end of the year
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Authority for the Board to set the yearly calendar is established in Board Policy 2.
Legal Implications:	
Communications:	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board and Ministry.

Prepared By:	Date:	Attachments:
Ryan Boughen	November 29, 2023	2023-24 School Year Calendars

Recommendation:

That the Board approve the parameters for the 2024-2025 school calendars and direct administration to proceed with calendar development.

AGENDA ITEM

Meeting Date:	December 5, 2023	Agenda Item #:	5.3
Topic:	Annual Bursary Fund Directorship Appointments		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>Directorships for the Moose Jaw School District No. 1 Bursary Fund Inc. are appointed by the Board of Education on an annual basis. The fund is a separate legal entity established by the Moose Jaw School Division No. 1 to collect and invest money donated to provide scholarships to deserving students. The Prairie South Board of Education is now the sole member of the fund and as such has the duty to appoint directors. The appointments to the board are done annually and the recommended appointments below would be for the calendar year 2024.</p> <p>The Bursary Fund has registered the business name of Prairie South Schools Bursary Fund so the fund can be seen as more than just a City of Moose Jaw fund. The dollars held in trust by the school division for scholarships have been transferred to the Bursary Fund. It is important to understand that the transfer of funds does not change anything for any individual scholarship except where the money is housed and accounted for and the return it earns.</p>
Current Status:	<p>The following people served as board members for 2023: Greg Veillard, George Patterson, Claude Duke, John Livingston, Pam Ludwar, Ron Purdy, Mary Jukes, Jan Stewart, Al Kessler, Jeff Feeley and Patti Rodger.</p> <p>The following Bursary Fund board members have resigned : Patti Rodger, Jan Stewart, Claude Duke and John Livingston.</p> <p>The Prairie South Board needs to appoint the Bursary Fund Board for the 2024 calendar year.</p> <p>The Bursary Fund does not pay an indemnity for attendance at meetings or mileage and other expenses for travel to meetings.</p>
Pros and Cons:	
Financial Implications:	There are no financial implications for the Board.
Governance/Policy Implications:	
Legal Implications:	

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	December 5, 2023	n/a

Recommendation:

That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2024:

Jeff Feeley, Mary Jukes, Al Kessler, Aline Kirk, Pam Ludwar, Doreen Majeran, Darcy Dumont, Amanda Olson, George Patterson, Ron Purdy, and Greg Veillard.

AGENDA ITEM

Meeting Date:	December 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:	<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 1, 2023 to November 28, 2023. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> The Caretaking Contract with Beaton Enterprises at Assiniboia Elementary School was extended for 2 years for a total of \$153,185. The Caretaking Contract with Macaranas at Assiniboia 7th Avenue School was extended for 2 years for a total of \$162,216.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	November 28, 2023	• n/a

Recommendation:

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

AGENDA ITEM

Meeting Date:	December 5, 2023	Agenda Item #:	5.5
Topic:	Out of Province Excursion – Kincaid Central School to Hidden Valley Ski Resort, Alberta		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Kincaid Central School's Grades 5-12 ski trip to Hidden Valley Ski Resort, Alberta on January 12, 2024.
Current Status:	See attached application form.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	November 20, 2023	<ul style="list-style-type: none"> Out of Province Excursion Application Form

Recommendation:

That the Board approve Kincaid Central School's Grade 5-12 ski trip to Hidden Valley Ski Resort, Alberta on January 12, 2024.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: <u>Shane Onraet</u>	School: <u>Kincaid</u>
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular <input checked="" type="checkbox"/> High Risk Activity <u>Ski Trip</u>	
Grade Level: <u>5-12</u>	Number of Students: <u>30-40</u>
Destination: <u>Hidden Valley Ski Resort</u>	Trip Date: <u>January 12, 2024</u>
Number of School Days (Partial/Full): <u>Non Instructional Friday</u>	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: <u>Charter Bus</u> <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____	
Number of Teachers, Parents, Chaperones: _____	
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
<input checked="" type="checkbox"/> Parent consent forms and medical information including the Health Card Number will be obtained. <input checked="" type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals. <input checked="" type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input checked="" type="checkbox"/> Access to cellular or satellite phone or other communication device. <input checked="" type="checkbox"/> A list of emergency telephone numbers will be formulated. <input checked="" type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input checked="" type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. <input checked="" type="checkbox"/> Male and Female Chaperones for a co-ed activity. <input type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

C. BUDGET
❖ Anticipated Budget <u>\$ 5000</u> - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources _____ ❖ Out of Pocket Cost per Participant <u>\$ 150</u>

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

D. LEARNING OBJECTIVES

See Attached

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

a) Pre-Excursion Learning

b) Excursion Learning

c) Post-Excursion Learning

} See attached

F. SCHEDULE OF ACTIVITIES

See attached

Teacher Signature

Date

Nov 20/23

Principal Signature

Date

Nov 20/23

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

Kincaid School Ski Trip

D. Learning Objectives:

Students will demonstrate the desire to participate in vigorous physical activities.

Students will demonstrate an understanding of how one's level of personal fitness is related to their overall well-being.

Students will display an understanding of the terminology, rules, safety concepts, mechanical principles and current developments that apply to outdoor pursuits.

Students will display increased self-confidence, self-sufficiency and individual initiative.

Students will develop an awareness of the potential of the natural environment for worthwhile lifetime outdoor pursuits in all seasons.

Students will develop an appreciation and respect for the natural environment.

Students will develop social skills that promote acceptable standards of behaviour and positive relationships with each other and the environment.

Students will develop the ability to identify and pursue a variety of fitness-related activities that complement selected outdoor pursuits.

Students will develop an appreciation of the role of outdoor pursuits in the achievement and maintenance of personal fitness.

Students will identify, assess and respond to physical hazards encountered in the natural environment.

Students will identify, assess and respond to physiological and psychological factors often associated with outdoor experiences.

Students will select appropriate personal and group gear for outdoor activities.

E. Learning Activities:

a). Pre-Excursion Learning

- ski hill safety (ie: identifying symbols which mark the degree of difficulty for each run)
- skier responsibilities (ie: do not stop abruptly in front of another skier)
- appropriate dress for the ski hill (ie: no long scarves or loose clothing items)
- basic instruction for using the various lifts.

b). Excursion Learning:

- mandatory lessons conducted by qualified instructors
- safety video and instruction provided by the ski hill
- demonstration and practice using the triple chair and t-bar
- skier's responsibilities on the ski hill

c). Post Excursion Learning:

- discussion of the importance of safety and mandatory lessons
- review of the need for appropriate dress
- reflection of progress made by skiers following a day of skiing

F. Schedule of Activities:

6:15- Meet at school

6:30- Depart

9:30- Arrive at ski hill
-mandatory lessons

4:30- Ski hill closes

5:30 - depart Hill

7:30- Supper at Pizza Hut (Swift Current)

10:00- Arrive home

AGENDA ITEM

Meeting Date:	December 5, 2023	Agenda Item #:	5.6
Topic:	Assiniboia Schools Alternate School Year Proposal		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Assiniboia Schools' SCCs are requesting permission to move to an alternate calendar beginning the fall of 2024.
Current Status:	Currently all Assiniboia Schools follow the traditional school year calendar.
Pros and Cons:	The Assiniboia Schools' SCCs outlined a series of benefits that they believe will be achieved in their community if they move to an alternate calendar. Research does not show a significant difference in educational attainment with either calendar format.
Financial Implications:	
Governance/Policy Implications:	Prairie South calendars for the 2024-2025 school year will be approved by the Board and the Ministry of Education by May of 2024.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darran Teneycke	November 28, 2023	<ul style="list-style-type: none"> Assiniboia Schools' SCCs ASY Proposal

Recommendation:

That the Board approve the Assiniboia Schools' SCCs Alternate School Year Proposal effective the 2024-2025 school year and direct administration to complete a follow-up review in the spring of 2026.

Assiniboia 7th Avenue School, Assiniboia Elementary School, Assiniboia Composite High School – Alternate School Year Proposal 2024-25 School Year

Assiniboia Schools Community Councils (SCC) is applying to participate in the Alternate School Year (ASY) Program beginning in the Fall of 2024. Upon witnessing the success that many schools in our surrounding communities have had with the program, our councils determined it would be beneficial for both our school and community to pursue the option as well. The idea was brought forward by parents in our community in April of 2023, which led to an Alternate School Year committee being formed with members from all three SCCs (Assiniboia 7th Ave, Assiniboia Elementary, Assiniboia Composite).

Rationale and Benefit for Assiniboia Schools Students

Our goal in moving to an Alternate School Year Calendar is to increase student attendance and student/family satisfaction. We believe this model will also allow for an increase in the amount of instructional time spent on Curriculum.

The following list includes some of the benefits we have identified for our students and families in our community:

- 14 fewer days on the bus equalling less time on the bus
- Increased opportunities for family commitments, including helping on the family farm
- Increased opportunities for students to take part in extra-curricular activities on non-school Fridays without missing school, as most surrounding schools are on an ASY and have events beginning before 3:30 on non-school Fridays
- Students' absences reduced due to non-school based activities on Fridays such as dance, hockey, music lessons, baseball
- The alternative calendar provides opportunities for students and their families to become more involved in community activities
- Increased opportunities for high school students to work full days on Fridays, as well as complete extra CWEX hours
- Downtime for students in general: A large majority of our students are involved in extra-curricular activities. We are finding that especially for the rural children, the extra travel time for these activities along with maintaining

a high level of academic standing is difficult for their mental health and wellness

- Opportunities to attend medical appointments outside of our rural community without missing instructional time

Administration Benefits

- Increased teacher/staff recruitment/retention, for short- or long-term contracts
- Less days where we our schools need to find substitute EAs, Teachers, AAs, and Bus Drivers: With three schools in the community, it can be challenging at times to find substitutes to cover these positions
- Increased opportunities for staff to improve mental health, such as stress, anxiety and fatigue
- Increased family time for staff
- More opportunities for extra-curricular involvement by staff members.
- Reduced noon hour supervision demands
- Reduced teacher/support staff absences for PD, illness, and medical appointments

Community Consultation Process

The SCC began the consultation process by creating an Alternate School Committee which included representatives from all three schools SCCs. The committee created an Alternate School Year Facebook page where they would share what the ASY would look like and promote the two parent information nights. All three schools were invited by direct email via administrators and through the Facebook page to attend the first of two information nights in May. Other community members were invited via our Facebook page and word of-mouth.

Delegates present at the community meeting were the Director of Education – Ryan Boughen, Division Trustee – John Bumbac, Superintendent – Derrick Huschi and Darran Teneycke.

Director Ryan Boughen and Superintendents began the presentations by discussing the parameters set for the Alternate School Year. He compared both the Traditional and Alternate School Year calendars and explained how they differ. He then referred to the SELU report that compared traditional and non-traditional school learning results and noted that there was no evidence identified supporting or refuting either model in terms of quality of education. He discussed that the ASY model is grounded in its practicality and preference for communities.

Michelle Marcenko, Principal of Rockglen School, shared her perspective as a school staff that has experienced the ASY since the fall of 2015.

Director Ryan Boughen discussed the effects of moving to the Alternate School Year from the perspective of Prairie South Schools and indicated that the school board doesn't specifically endorse either calendar. Instead, the board feels that whichever calendar is best suited to the needs of the community should be used.

The evening in May ended with a question-and-answer session, all of which was live-streamed via the PSSD IT team and uploaded for future watches to YouTube, with the link posted on our ASY Facebook page.

The second information night, on October 16th, occurred at Seventh Avenue School. It was also shared via email and the Facebook page. At this information night, Director Ryan Boughen shared information from the SELU report again and shared the same message from the May meeting. Information that had already been shared on the Facebook page was re-explained (comparing a traditional to ASY calendar, voting information, and the process of what happens after the votes are collected). The preliminary timetables were also shown by each school so that the community would have a rough idea what the days would look like if the ASY was approved for the 2024/25 school year. The information portion of this evening was live-streamed and saved for re-watching directly on the ASY Facebook page.

Voting Procedures

The ASY committee decided to allow one vote per household because of the unique circumstances of some families having multiple students attending the different Assiniboia schools. It was also agreed upon after consultation with the Director and the Superintendents, the targets set for the vote would be an 80% turnout rate with 75% of those votes in favour for families. This was shared with the families of each school via the Facebook page and an email sent directly from administration. Community members and staff could vote, but their votes were not included in the targets mentioned.

A voting ballot was created online through a website called Election Buddy. When informing the parents of the text and email they were about to receive via Election Buddy, the schools sent home a paper reminder, email, and similar posts on the ASY Facebook page were shared. When the voting process started, a text and email were sent out to families with a direct link and unique username and password to vote with on October 23rd with reminders sent out three times throughout the week of Oct 23rd- Oct 29th, as well as daily reminders on the ASY Facebook page. Parents could vote “for” or “against” the calendar. Similarly, staff (including teachers, Educational Assistants, Admin Assistants, Library Technicians, and Bus Drivers) were also emailed and texted a link via Election Buddy and were invited to cast their “for” or “against” vote between Oct 23rd and Oct 29th. Community members were invited to come to Assiniboia Elementary School during school hours of the voting week and vote on a paper ballot with “for” or “against” as the two options.

Voting Results

Category	Votes Cast	For	Against	Percent For
Family	256	171	85	66.8%
Staff	53	43	10	81.1%
Community	69	59	10	85.5%

The family voter turnout for the week resulted in 256 families out of 314 families submitting a vote for a total of 81.5%. The ASY SCC Committee group considers this to be a good turnout as we exceeded our target of 80%. Of the 256 families that voted, 171 voted for and 85 voted against resulting in 66.8% of families in

favour. Although this is below the 75% target, the ASY SCC Committee still feels this shows support as twice as many families voted in favour than the families that voted against.

The staff and community votes also garnered very positive results with 81.1% of staff in favour of the ASY, and 85.5% of the community members who voted in favour of a change to an ASY.

Enclosed in our report are examples of other schools in the Prairie South School Division to highlight the unique position that Assiniboia schools are in with a much larger student body than other rural schools that voted through an ASY. Even though our number of votes cast are over 4 times higher than the next highest amount, we feel our results are still on par with these schools.

School	Votes Cast	For	Against	Percent For	Voter Turnout %
Assiniboia Schools	256	171	85	66.8%	256/313 (81.7%)
Avonlea (June 2018)	60	44	16	73%	60/83 (72%)
Central Butte (Dec 2016)	46	31	15	67.4%	46/61 (75.4%)
Chaplin (Dec 2017)	14	13	1	92.8%	14/18 (77.8%)
Craik (Dec 2017)	14	11	3	78.6	14/26 (53.8%)
Mossbank (Dec 2017)	40	32	8	80%	40/60 (66.7%)
Mortlach (March 2018)	41	33	8	80%	33/41 Voter turnout not shared
Rouleau (June 2018)	57	45	12	78.9%	57/71 (80%)

Proposed Calendar

The calendar will be created in conjunction with the Prairie South School calendar committee meeting. We are requesting a two-year trial period for the 2024/25 and 2025/26 school years with a review scheduled after two years.

Provincial Guidelines

Currently the Alternate School Year Calendar adheres to 171 instructional days consisting of 336 minutes of instruction per day. There are also 12 non-instructional days, which complete the 183 teacher days.

Request for Approval

As a result of the data we have collected, the Assiniboia SCC's are now seeking Board approval for this application for Assiniboia 7th Avenue School, Assiniboia Elementary School, and the Assiniboia Composite High School to implement the Alternate School Calendar in 2024-25.

Sherri Sand (AES)

Jody Payant (7th Ave)

Nicki Auser (ACHS)

Assiniboia ASY Chairs

AGENDA ITEM

Meeting Date:	December 5, 2023	Agenda Item #:	7.1
Topic:	Wilson Inquiry: Sask Flags Displayed at Schools		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	<p>At the November 7, 2023 Regular Meeting of the Board of Education, Trustee Wilson made the following inquiry:</p> <p><i>"How many of our schools do not have the Saskatchewan Flag on display inside and outside the school as per the new Bill 137? What will the cost be to display these flags at all our schools?"</i></p> <p style="text-align: right;">-Wilson</p>
Current Status:	We surveyed our schools and 31 out of 34 of our schools do <u>not</u> have the Saskatchewan Flag on display outside the school and 14 out of 34 schools do <u>not</u> have the Saskatchewan Flag on display inside the school.
Pros and Cons:	
Financial Implications:	<p>The approximate cost is below. The cost will vary depending on whether the school needs a roof mount pole or an in-ground pole.</p> <ul style="list-style-type: none"> • Flag: \$80 each • In-ground pole: \$10,000 each • Roof mount pole: \$300 each
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi and Darren Baiton	November 29, 2023	<ul style="list-style-type: none"> • n/a

Recommendation:

That the Board review the information provided.

AGENDA ITEM

Meeting Date:	December 5, 2023	Agenda Item #:	7.2
Topic:	Update to Administrative Procedure 111: School Community Councils – Meetings and Elections		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Changes to our current AP 111 and applicable appendices are required to align with <i>The Education Act</i> .
Current Status:	The update aligns with <i>The Education Act</i> .
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	The updated Administrative Procedure and Appendices will be placed on our website.

Prepared By:	Date:	Attachments:
Darran Teneycke	November 29, 2023	<ul style="list-style-type: none"> • AP 111 • AP 111 – Appendix A • AP 111 – Appendix D • AP 111 – Appendix F

Recommendation:

That the Board review the information provided.

Administrative Procedure 111

SCHOOL COMMUNITY COUNCILS – MEETINGS AND ELECTIONS

Background

School Community Councils (SCCs) hold regular meetings as set out in their constitutions and hold an Annual General Meeting (AGM) each April. During the AGM, an election determines the future members of the SCC.

Procedures

1. Regular Meetings

- 1.1 Each School Community Council shall hold regular meetings on a schedule according to their constitution.
- 1.2 Minutes of regular meetings of School Community Councils are to be forwarded to the Director of Education, Superintendent of School Operations and the Subdivision Trustee(s) as soon as practicable after each meeting.

2. Roles and Responsibilities of School Community Council Officers

- 2.1 The Chair will:
 - 2.1.1 conduct meetings of the School Community Council;
 - 2.1.2 ensure that all members have input to discussion and decisions;
 - 2.1.3 prepare meeting agendas in consultation with other School Community Council Members and the Principal;
 - 2.1.4 oversee operations of the School Community Council;
 - 2.1.5 establish networks that support the School Community Council; and,
 - 2.1.6 act as the spokesperson for and the representative of the School Community Council.
- 2.2 The Vice-Chair will:
 - 2.2.1 support the Chair in his/her duties, taking over when the Chair is unable to attend; and,
 - 2.2.2 perform responsibilities assigned by the Chair.
- 2.3 The Secretary will:
 - 2.3.1 take minutes at School Community Council meetings;
 - 2.3.2 receive and send correspondence on behalf of the School Community Council;
 - 2.3.3 take charge of any official records of the School Community Council; and,
 - 2.3.4 ensure that appropriate notice is given for all meetings of the School Community Council.
 - 2.3.5 Send minutes of all meetings to Director of Education, Superintendent of School Operations and Subdivision Trustee(s) after each meeting.

3. Annual General Meeting (AGM)

- 3.1 Each School Community Council shall hold an AGM in April.
 - 3.1.1 The Annual Meeting will be advertised in the school newsletter a minimum of 30 days prior to the meeting. The notice will set out the time, place and purpose of the meeting. This will include the presentation of the SCC Annual Report and the Level Three Strategic Improvement Plan, the election of ~~Representative~~ Parent and Community Members, and other business as determined by the School Community Council.
 - 3.1.2 The school principal shall act as Election Supervisor at the annual general meeting.
 - 3.1.3 Minutes of annual general meetings of School Community Councils are to be forwarded to the Director of Education, Superintendent of School Operations and the Subdivision Trustee(s) as soon as practicable after each meeting.

4. Membership

- 4.1 ~~Representative-Elected~~ Parent and Community Members
 - 4.1.1 Eligibility to run to become an ~~an Representative-Elected~~ Parent and Community Member is defined as:

“Parents of students who are enrolled in the school (including parents who do not reside within the attendance area of the school) and electors that reside within the school attendance area. These provisions specifically do not limit or restrict the election or participation in voting of parents of students who may be employed by the School Division and work in the particular school.”
 - 4.1.2 The constitution of each School Community Council outlines the number of ~~Representative-Elected~~ Parent and Community Members. The number of ~~Representative-Elected~~ Members range from 5 to 9 persons, of which the majority must be parents of students attending the school.
- ~~4.2 Representative Secondary Students~~
 - ~~4.2.1 For schools offering a Grade 10, 11 and 12 program, individual SCC constitutions outline the number of Student members (1 or 2) and the selection process.~~
- ~~4.34.2 Permanent-Appointed~~ Members
 - ~~4.3.14.2.1~~ The school principal is an appointed member of the School Community Council.
 - ~~4.2.2~~ The teacher member will be appointed by the principal.
 - ~~4.3.24.2.3 One or two students from grade 10-12 (if applicable).~~
- ~~4.44.3~~ Other ~~Permanent-Appointed~~ Members
 - ~~4.4.14.3.1~~ The constitution of the SCC may outline “Other ~~Permanent-Appointed~~ Members” as suggested by the School Community Council and approved by the Board of Education.

In the event of SCC vacancies during the year, SCCs may recommend members who may be appointed by the Board of Education.

References: Part V of The Education Regulations
Board Policy 16

~~May 3, 2024~~ December 5, 2023

Administrative Procedure 111 – Appendix A

ELECTION PROCEDURES FOR ~~REPRESENTATIVE-ELECTED~~ PARENT AND COMMUNITY MEMBERS

Annual Meeting

~~Representative-Elected~~ Parent and Community Members are elected at an Annual Meeting.

Public Notice

The Annual Meeting will be advertised in the school newsletter. The notice will set out the time, place and purpose of the meeting and indicate where information regarding school catchment areas and any policies or procedures developed by the board of education respecting the election of the school community council can be reviewed. The purpose of the meeting is for the School Community Council to present its Annual Report, elect one-half of the ~~Representative-Elected~~ parent and Community Members and conduct other business as determined by the School Community Council.

Agenda of the Annual Meeting

1. Elections

The Returning Officer will facilitate the selection of an individual to chair the elections portion of the Annual Meeting. The chair may be anyone who is not seeking nomination as an ~~Representative-Elected~~ Parent and Community Member. The chair will call for nominations for ~~Representative-Elected~~ Parent and Community Members. Individuals can be nominated by another individual or volunteer to stand for election. All nominees must identify whether they are standing for election as a parent or a community member when completing the nomination form.

Nominations will be received by the Returning Officer until a motion is passed that nominations cease. Nominees may withdraw their nominations until a motion is passed that nominations cease and the chair calls for a secret vote.

If an election is necessary, the chair of the Annual Meeting will call upon the Returning Officer.

Duties of the Returning Officer:

- Announce who is eligible to vote: Parents of students who are enrolled in the school (including parents who do not reside within the catchment area of the school) and electors (all persons 18 years of age or older who reside within the school catchment area).
- As individuals are nominated or volunteer, display their names and whether they are standing as a parent or community member on chart paper or use some other display method (chalkboard, video display etc).
- Distribute and collect ballots.
- Count ballots with the chair of the Annual Meeting in attendance.
- Since parents must make up the majority of the ~~Representative-Elected~~ Parent and

Community Members, ensure that the majority of members are parents. For example, if there are 5 positions, the first 3 parents with the greatest number of votes will be elected even though a community member may be in the top 3 according to the vote count. The remaining positions will be filled by individuals with the next highest vote count. It is possible that 5 parents may obtain the highest vote count and, accordingly, all 5 positions would be filled by parents.

- One-half of the members will be elected annually. The Returning Officer must ensure that there continues to be a majority of parents.
- If there is a tie between candidates, the Returning Officer will break the tie by flipping a coin.
- Announce the outcome of the election. The number of votes obtained by each candidate and the number of spoiled ballots shall be reported.
- The Returning Officer will email the results of the election to the Superintendent of School Operations who oversees School Community Councils.

Contested Election

If there is a dispute about the outcome of the election, the Returning Officer shall refer the matter to the Director of Education. The Director of Education will investigate the election process and make a ruling.

2. School Community Council: Election of Officers

Each School Community Council shall select its officers from among its elected Parent and Community and Student Members (if applicable) within three weeks of the Annual Meeting. The principal shall act as chairperson until the chairperson is selected in cases where the existing chairperson is no longer on the council.

The principal shall provide the Director of Education with a complete list of all members of the School Community Council and its officers once they are selected.

3. Annual Report

4. Other Business as established by the School Community Council

5. Open Discussion





6. Adjournment

~~June 6, 2023~~ December 5, 2023

Administrative Procedure 111 – Appendix D

Sample Ballot for a SCC Election

~~Representative~~ Elected Parent and Community Members

 <p>School Community Council</p> <p>Representative <u>Elected</u> Parent and Community Members Ballot</p> <p>Please write the names of _____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>	 <p>School Community Council</p> <p>Representative <u>Elected</u> Parent and Community Members Ballot</p> <p>Please write the names of _____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>
 <p>School Community Council</p> <p>Representative <u>Elected</u> Parent and Community Members Ballot</p> <p>Please write the names of _____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>	 <p>School Community Council</p> <p>Representative <u>Elected</u> Parent and Community Members Ballot</p> <p>Please write the names of _____ individuals</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p>

Administrative Procedure 111 – Appendix F

Sample School Community Council Constitution

1. Membership
 - 1.1 ~~Representative-Elected~~ Membership
 - 1.1.1 The School Community Council will have the following ~~Representative-Elected~~ Members:
 - 5 – 9 parent and community members elected at the Annual General Meeting
 - ~~1 – 2 secondary student(s)~~
 - 1.2 ~~Permanent-Appointed~~ Members
 - 1.2.1 The School Community Council will have the following ~~Permanent-Appointed~~ Members:
 - The School Principal,
 - A teacher and
 - Additional members as recommended by the SCC and approved by the Prairie South School Division Board of Education.
 - 1 – 2 secondary student(s)
2. Officers
 - 2.1 The following School Council Officers will be elected annually from among the Members:
 - Chair,
 - Vice-Chair and
 - Secretary
 - 2.2 The Chair and Vice-Chair shall be ~~Representative-Elected~~ Members.
3. School Community Council Meetings
 - 3.1 The School Community Council will have a minimum of five meetings per year, plus one annual meeting in April.
 - 3.2 Voting
 - 3.2.1 On matters requiring a formal vote, all members of the SCC with the exception of the Principal may vote.
 - 3.3 Quorum
 - 3.3.1 A quorum of the School Community Council shall be a majority of the ~~Representative-Elected~~ Members.
4. Public Consultation and Communication
 - 4.1 The School Community Council will consult and communicate with the school community through but not limited to the following strategies:
 - Bulletin Board
 - Website
 - Newsletters
 - Office SCC area
 - Minutes of SCC meetings
 - Social Media
5. Amend the Constitution
 - 5.1 The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.