

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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January 9, 2024

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 December 5, 2023
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Human Resources Accountability Report
 - 5.2. First Quarter Financial Accountability Report
 - 5.3. Disposal of Records
 - 5.4. Discontinuation of Core French at Lindale School
 - 5.5. Monthly Tender Report
 - 5.6. Out of Province Excursion: Peacock Collegiate to Edmonton, Alberta
- 6. Delegations and Presentation – NONE**
- 7. Information Items**
 - 7.1. Core French Offered in Schools
- 8. Committee Reports**
 - 8.1. Business, Infrastructure and Governance
 - 8.2. Human Resources
 - 8.3. Partnerships and Teambuilding
 - 8.4. Student Outcomes
- 9. Provincial Matters**
- 10. Celebration Items**

11. Identification of Items for Next Meeting Agenda

11.1. Notice of Motions

11.2. Inquiries

12. Meeting Review

13. Adjournment

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL
DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office,
1075 9th Avenue North West, Moose Jaw, Saskatchewan on December 5, 2023 at 1:30 p.m.**

Attendance:

Mr. R. Bachmann; Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson; Ms. C. Froese; Mr. B. Hagan; 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. M. Jukes, Trustee; Ms. D. Pryor, Trustee

Delegation:

Cecette Brons Rhodes, Assiniboia Alternate School Year (1:32 pm)

Motions:

- | | | |
|-------------------|--|---------|
| 2023-12-05 – 3918 | Giselle Wilson took the chair and called the meeting to order at 1:31 p.m. | |
| 2023-12-05 – 3919 | That the Board adopt the agenda as presented.
- Froese | Carried |
| 2023-12-05 – 3920 | That the Board adopt the minutes of the November 7, 2023 Regular Board Meeting.
- Hagan | Carried |
| 2023-12-05 – 3921 | That the Board adopt the minutes of the November 21, 2023 Special Board Meeting.
- Bachmann | Carried |
| 2023-12-05 – 3922 | That the Board receive and file the 2022-2023 Facilities Accountability Report.
- Froese | Carried |
| 2023-12-05 – 3923 | That the Board approve the parameters for the 2024-2025 school calendars and direct administration to proceed with calendar development.
- Bachmann | Carried |

- | | | |
|-------------------|--|---------|
| 2023-12-05 – 3924 | 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.
- Hagan | Carried |
| 2023-12-05 – 3925 | That the Board receive and file the tender report as presented.
- Froese | Carried |
| 2023-12-05 – 3926 | That the Board approve Kincaid Central School's Grades 5-12 ski trip to Hidden Valley Ski Resort, Alberta on January 12, 2024 subject to date change based on weather.
- Davidson | Carried |
| 2023-12-05 – 3927 | 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.
- Bumbac | Carried |
| 2023-12-05 – 3928 | That the meeting be adjourned at 2:44 pm.
- Bumbac | Carried |

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

January 9, 2024 at 1:30 pm
Prairie South School Division, Moose Jaw

AGENDA ITEM

Meeting Date:	January 9, 2024	Agenda Item #:	5.1
Topic:	Human Resources Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Amy Johnson	December 20, 2023	Human Resources Accountability Report

Recommendation:

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

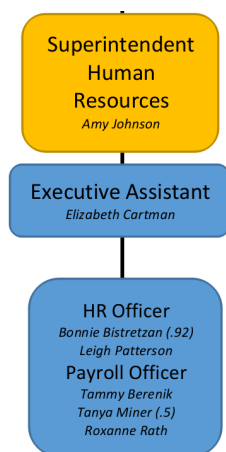
2022-2023 Human Resources Accountability Report

January 2024

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Department Structure



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

Staff Composition

Job Category	FTEs
Classroom Teachers	432.1
Principals, Vice-Principals	37.8
Other Educational Staff (educational psychologists, counsellors, social workers, speech language pathologists, speech language assistants, educational assistants, library associates, school-based administrative assistants, concession workers, informational technology staff)	261.66
Administrative & Financial Staff (administrative/management positions within the following departments: learning, student information, human resources and business & operations)	19.42
Plant Operations & Maintenance (facility operators and maintenance and administrative/management positions within the Facilities Department)	61.17
Transportation (school bus drivers, mechanics and administrative/management positions within the Transportation Department)	117.00
LEADS (Director of Education and Education Superintendents)	5.0
Total Full-Time Equivalents Staff (FTE) as of September 30, 2022	934.15
Total Staff (head count) as of September 30, 2022 (includes subs/casuals)	1284

Salary & Benefits

Financial Category	2022-23 Actual		2021-22 Actual	
Administration	\$2,413,787	2.5%	\$2,314,781	3%
Complimentary Services *	\$1,548,010	1.6%	\$1,386,938	2%
External Services **	\$2,843,560	3%	\$3,013,775	3%
Instruction (Teacher)	\$46,266,609	48%	\$45,075,819	50%
Instruction (Support)	\$10,250,130	11%	\$9,721,466	11%
Plant Operations & Maintenance	\$4,082,006	4%	\$4,192,166	5%
Transportation	\$3,654,980	4%	\$3,570,827	4%
Total % of Expenses	\$71,059,082	74%	\$69,275,772	77%

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

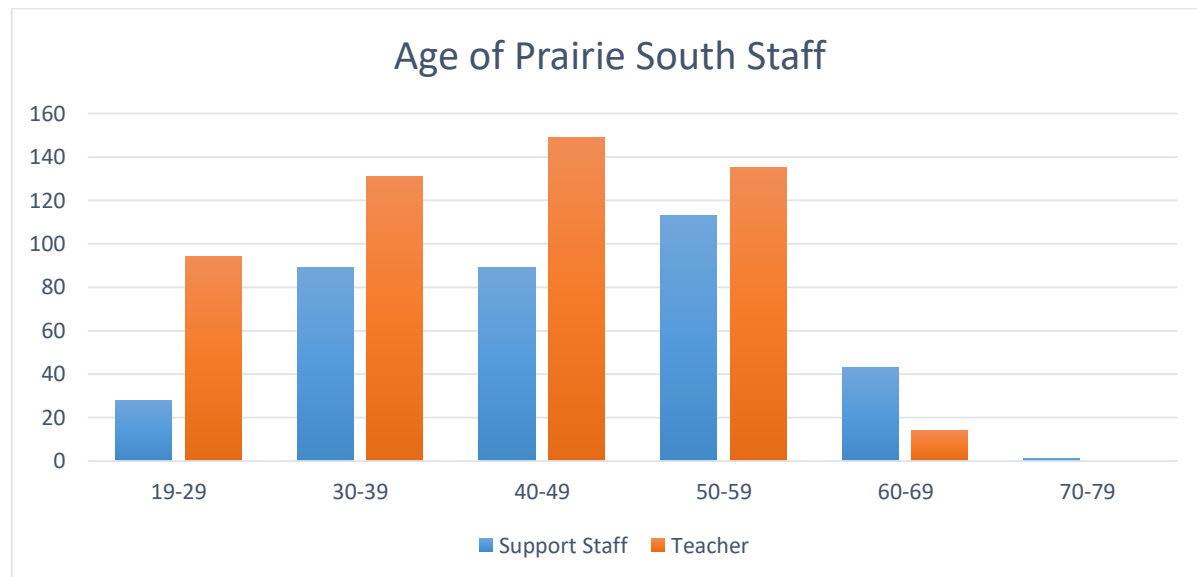
** External Services includes concessions at Riverview Collegiate, A.E. Peacock Collegiate and Central Collegiate. Professional teaching staff pursuant to the agreements related to the operations of Briercrest Christian Academy and Cornerstone Christian School are also included.

Central Administrative Council (CAC) – Leadership Portfolios

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

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

Demographics



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

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

Recruitment & Retention

Position Type	2022-23		2021-22	
	Retirement	Resignation	Retirement	Resignation
Teachers	17	14	20	15
Support Staff	9	18	25	19
Total	26	32	45	34

Position Type	# of Postings	
	2022-23	2021-22
Central Office	6	10
Facilities	35	29
Support Staff	85	116
School Administration	5	9
Teacher	96	84
Transportation	26	44
Total	253	292

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

Training & Development

Professional development is necessary to support excellent performance and improve teaching. In addition to self-directed learning, sessions are arranged that target specific priorities. In addition to these offerings, school administration may request targeted professional learning opportunities for their staff connected to their Learning Improvement Plan goals for their school or when an emergent need arises. Offerings during the 2022-23 school year include:

Teachers

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

Support Staff

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

Tuition Reimbursement

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

Employee Type	# Employees	# of Courses	Total Cost
Teachers	44	82	\$75,680.25
Support Staff	31	63	\$36,144.91

Performance Management

All supervision models include formal and informal observations.

Supervision & Evaluation Model

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

Out-of-Scope Staff

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

Central Administrative Council (CAC)

The Director of Education conducts a collaborative performance review process with each CAC member once every three years. The purpose of the review is to provide documented evidence of the superintendent's performance. The process is as follows:

- Review and discuss the superintendent's position description.
- Ensure the position description aligns with the Performance Review document.
- Discuss the 360 feedback portion of the review and collaboratively determine the feedback questions and the direct reports who will be involved in the 360.
- Conduct the 360 interviews.
- Discuss the superintendent's completed performance review document and 360 feedback.
- Provide the superintendent with a written summary of their performance review and 360 feedback.

Employee Health & Safety

Workplace Injuries for Employees Covered Under WCB

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

	2023*	2022	2021	2020
Claims Accepted	10	18	26	17
Time Loss Claims	3	13	13	12
Time Loss Days **	257	364	717	997
WCB Costs (Compensation & Medical) ***	\$106,957	\$111,742	-\$173,673	-\$114,630
WCB Base Premium	\$232,019	\$236,105	\$217,205	\$202,269
WCB Premium Surcharge/Discount	-\$69,794	\$9,223	\$100,656	\$125,214

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

*2023 Data as of November 30, 2023 Experience Summary

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

***Total Capped Costs. Costs for individual claims are limited to the maximum assessable wage each year for the purpose of calculating Experience Rates.

Attendance

When our employees are healthy and at work our students and our school division benefit. Research indicates that short, frequent, and unplanned absences are more disruptive than longer absences.

The formal Prairie South Schools Attendance Support Program initiated in 2014/15 was suspended beginning in 2020-21 due to on-going Pandemic Response and continued through 2022-23. Individual employees with short, frequent, and unplanned absences recognized by supervisors or human resources were addressed on an as required basis. Review of the Saskatchewan Health Authority public records indicate that respiratory illness remained consistent with 2021-22 levels, which continued to occur at a high-rate in the general population. ([Community Respiratory Illness Surveillance Program](#))

Teachers (All Employees with a Teacher Certificate)

	2022-23	2021-22	2020-21	2019-20
Prairie South Directed	4.0	3.3	1.0	2.0
Collective Agreement/Legislated	6.7	7.3	7.6	3.7
Illness Leave	9.9	9.7	7.4	5.9
Medical & Dental Leave	2.5	2.4	2.2	1.6
Total Average Days/Employee	23.2	22.7	18.2	13.2

Classroom Teachers

	2022-23	2021-22	2020-21	2019-20
Prairie South Directed	2.5	2.1	0.7	1.3
Collective Agreement/Legislated	6.0	6.5	6.7	3.1
Illness Leave	9.1	9.0	6.5	5.6
Medical & Dental Leave	2.3	2.2	2.0	1.3
Total Average Days/Employee	20.0	19.8	15.9	11.3

Support Staff – CUPE

	2022-23	2021-22	2020-21	2019-20
Prairie South Directed	.4	0.2	0.1	0.2
Collective Agreement/Legislated	4.9	6.7	8.2	3.9
Illness Leave	13.2	12.1	10.5	6.9
Medical & Dental Leave	2.0	2.0	2.1	1.4
Total Average Days/Employee	20.5	21.0	20.9	12.4

Support Staff – Out of Scope

	2022-23	2021-22	2020-21	2019-20
Prairie South Directed	1.1	0.3	0	0.5
Collective Agreement/Legislated	2.1	2.4	4.0	1.7
Illness Leave	11.3	8.6	6.2	6.5
Medical & Dental Leave	1.1	1.5	1.1	1.2
Total Average Days/Employee	15.6	12.8	11.3	9.9

Bus Drivers

	2022-23	2021-22	2020-21	2019-20
Prairie South Directed	0	0	0	0
Collective Agreement/Legislated	7.0	6.2	6.1	6.2
Illness Leave	4.7	4.9	3.6	2.5
Medical & Dental Leave	1.0	0.9	1.4	0.8
Total Average Days/Employee	12.7	12.0	11.1	9.5

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

Employee & Labour Relations

Progressive Discipline

	Teachers	Support Staff
Letters of Clarification/Verbal Warning	6	4
Letters of Discipline (Warning, Reprimand)	3	5
Suspensions	0	3
Workplace Investigations *	2	2
Mutual Termination/Removal of Duties	0	0
Involuntary Termination (Terminated or Frustration of Contract)	0	3

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

Dispute Resolution

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

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

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

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

Collective Bargaining

Collective Agreements	Contract Expiry	Details
Saskatchewan Teachers' Federation (STF): Teachers	August 31, 2023	No bargaining occurred during this year.
Local Initiative Negotiating Committee (LINC): Teachers	July 31, 2024	No bargaining occurred during this year.
CUPE Local 5512: In-Scope Support Staff	August 31, 2025	An amicable interest-based process between the parties concluded our collective agreement negotiations in a few days. General wage increases of 3%, 2.5% and 2.5% in each respective year of the agreement.
Conditions of Employment: Non-Union Employees	Annual Review	Small cross-functional team of OOS support employees and the Superintendent of HR Some updates from the group implemented for the start of the 2023-24 school year. A 3% general wage increase was approved for the 2022-23 year.

Human Rights Complaints

There was one human rights complaint filed by student (guardian) during the 2022-23 year.

Learning Support Services

		Referrals/Caseload		
Service Provider	# of FTE	2022-2023	2021-2022	2020-21
Psychologist	4*	118	102	91
Speech/Language Pathologist	6.3	235	246	217
Speech/Language Pathologist Assistant	4			
Family Support Worker (South)	1	20 + 5	30 + 9	32 + 37
Advocacy & Behaviour Consultants	6.5	276 + 27	267 + 47	219 + 46
Student Support Consultants	4	See Description Below		
Learning Consultants	4.0*	See Description Below		
Career Development Consultant	1	See Description Below		
Coordinators	2	See Description Below		

*Not at full capacity during the 2022/2023 year due to leaves

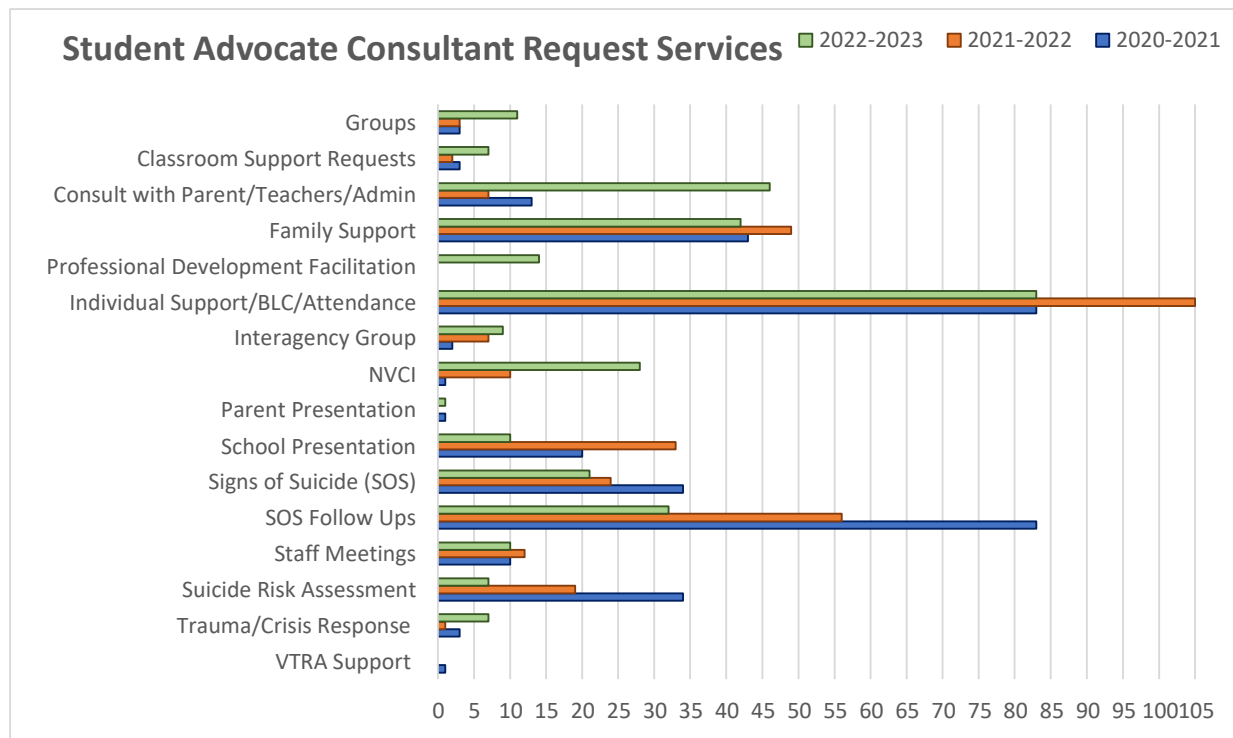
Psychologists provide consultation and assessment for students demonstrating learning and/or behavioral challenges.

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

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

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

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



Some Additional Considerations/Information:

- Suicide Risk Assessment (5 low, 1 medium, 1 high).
- SOS follow ups have decreased year over year.
- Individual/BLC/Attendance are all clumped into one because they are essentially all individualized support. The breakdown is as follows:
 - Individual: 49
 - BLC: 8
 - Attendance: 26
- 8 staff members participated in Behaviour Learning Cycle Training.

- 28 staff members were certified in Non-Violent Crisis Intervention.
- 83 students participated in Hydro Outreach which was coordinated and overseen by our Advocacy and Behaviour Consultants & Student Support Consultants.
- 12 students participated in Art Outreach which was coordinated and overseen by our Advocacy and Behaviour Consultants & Student Support Consultants.
- 17 students participated in Kin Outreach which was created and facilitated by one of our Advocacy and Behaviour Consultants.
- The Learning Department now has 2 Advocacy and Behaviour Consultants trained to facilitate Applied Suicide Intervention Skills Training (ASIST). During the 2022-2023 school year, they facilitated 2 training sessions and certified 28 Prairie South staff members and 3 Holy Trinity staff members.
- The Learning Department now has an Advocacy and Behaviour Consultant trained to facilitate Mental Health First Aid (MHFA). During the 2022-2023 school year, she facilitated 2 training sessions and certified 11 Prairie South Staff members and 13 School Community Council members.

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

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

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

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

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

Human Resource Initiatives

Not Myself Today

In 2021-22 Prairie South Schools partnered with the Prairie South Teachers Association to bring **Not Myself Today** to all staff as another tool to address workplace mental health wellness. In 2022-23, CUPE Local 5512 was added as an additional partner and our corporate subscription was renewed. *Not Myself Today* is the Canadian Mental Health Association's flagship workplace mental health initiative. It is a safe, evidence-informed initiative that aligns with the National Standard of Psychological Health and Safety by addressing common psychosocial factors. In 2022-23, we continued to share the tools with our staff through a bi-weekly "Wellness Wednesday" email and all staff continued to have online access to the program tools. The goal of maintaining access to this program was to help support employees in their overall health, we were pleased that our educators also continued to use the well-researched content, concepts, activities, and tools in the classroom with student learning as well.

BCL Consulting

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

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

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

35% thereafter.

Where an administrative error by WCB has resulted in additional costs to an employer's cost experience, the employer shall receive cost relief and have their experience rating reviewed. Significant cost relief has been realized for the years of 2020, 2021 and 2022. The contingency fee paid to BCL Consulting Group Inc. was \$112, 243 for cost relief (three years previous) and claim adjustments for 2023. A significant savings of **\$189,567**.

Through the engagement of BCL Consulting, we have achieved a significant decrease in our Experience Rating to the point of the maximum discount of 30% applied to our *industry premium rate. In 2023 Prairie South received a discount of $-\$.37$ per \$100 in assessable payroll.

*The industry premium rate means the rate applied to all employers within a rate code expressed as a dollar amount for every \$100 of assessable payroll.

Privacy Officer Update

There was one complaint filed with the Office of the Saskatchewan Information and Privacy Commissioner (OIPC) in 2022-23. The complaint was investigated by the Privacy Officer for Prairie South Schools and a thorough report was submitted to the OIPC auditor. The report was accepted as no Breach of Privacy occurring and some recommendations were made to ensure clarity in the disclosure statement included on our Private Information Authorization form. The recommendation was carried out immediately and the Sask OIPC was informed the recommendation was implemented.

Appendix A: 2022-23 Total Absences (In Days)

	Classroom Teachers	All Teachers	CUPE	Out of Scope	Bus Drivers
Prairie South Directed					
Extra/Co-curricular Leave	207.9	232.01	10.21	0	0
Internship Seminar Leave	12.5	12.5	n/a	n/a	n/a
Meetings/PD - Business & Operations	0	0	0	7.5	0
Meetings/PD – Human Resources	18.33	407.59	1.0	18.62	0
Meetings/PD - Learning	371.47	417.72	2.14	6.0	0
Meetings/PD - School Operations	180.22	224.82	3.36	19.0	0
Professional Development (School Determined)	308.91	449.56	88.11	0	0
	1099.33	1744.20	104.82	51.12	0
Collective Agreement/Legislated					
Bereavement Leave	122.15	138.65	92.44	17.0	16.0
Compassionate Care Leave	92.92	110.07	64.61	13.0	11.0
Competition Leave	3.08	3.08	0	0	0
Convocation Leave	45.25	52.49	3.5	6.5	1.0
Court/Jury	2.00	3.51	4.0	0	0
Earned Day Off	641.50	740.19	43.13	n/a	n/a
Education Leave	2.83	2.83	n/a	n/a	n/a
Emergency/Hazardous/Acts of God Leave	105.21	114.10	59.5	0	0
Executive/Community Service Leave	13.40	25.39	0	3.0	0
Family Responsibilities Leave	n/a	n/a	120.85	0	39.0
Leave Without Pay	83.17	92.35	340.92	5.02	602.0
Parenting/Adoption Leave	7.00	7.00	6.0	30.9	0
Parenting/Caregiver Leave	n/a	n/a	267.4	0	43.5
Prep Time Leave	1201.25	1338.32	n/a	n/a	n/a
Pressing Leave	220.37	254.56	180.13	20.57	29.0
PSTA or CUPE Leave	4.16	4.16	93.87	n/a	n/a
Secondment	4.00	4.00	n/a	n/a	n/a
Service Recognition Leave	n/a	n/a	70.28	n/a	n/a
STF Business	31.24	36.59	n/a	n/a	n/a
Time In Lieu	n/a	n/a	66.78	n/a	n/a
	2579.50	2927.30	1413.41	96.0	741.5
Illness Leave (paid and unpaid)	3955.75	4300.47	3777.97	527.88	493.5
Medical & Dental Leave	1010.90	1099.11	587.22	51.78	104.5

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

AGENDA ITEM

Meeting Date:	January 9, 2024	Agenda Item #:	5.2
Topic:	First Quarter Financial Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Ron Purdy	January 1, 2023	First Quarter Financial Accountability Report

Recommendation:

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

1ST QUARTER FINANCE REPORT

For the period ended November 30, 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.

1. Revenue/Expense notes for the period September 1, 2023 to November 30, 2023:

Revenue:

Overall our actual revenue is at 20.9% of budget:

- Normally we would be a little under 25% of grant revenue at this point because PMR funding of ~\$2.4 million comes in the spring. The percentage is lower this year because construction on the new school is just starting and we have not received any funding in the current year. As well a budgeted amount of roughly \$584K for community net that the ministry pays on our behalf comes later in the year.
- In December we received our grant update and it is an increase of \$975,000. The associate schools have an additional increase of \$314,000.
- Tuition and related fees are over budget as we had 4 international students not with the Yes program, we have received the full year of tuition for our current students through the YES program and anticipate some additional students in the second semester.
- SGF is just a percentage of budget
- In Complementary 50% of the ELIS funding and 100% of nutrition grants have been received for the year which makes the percentage of budget higher than 25%.
- External is slightly higher than budget at the end of November as we ran money through our books for a provincial conference.
- Other revenue is slightly above budget as miscellaneous revenue is a little over budget so far.

Expenditure:

Overall our expenditures are at 28.71% of budget which is around where we expect to be at the end of the 1st quarter with most expenses paid over 10 months:

- Governance is slightly over 25% because of the timing of payment of SSBA dues.
- Administration is higher than 25% for the first quarter as expenses reflect full payment for our annual software licenses and audit.
- Instruction is approaching 30%. There are some expenses here that are weighted more heavily towards the end of the year such as special events/trips, and ROS days for teachers that should make costs a little less than 30% at this point. Also, many teachers would have maxed out on CPP and EI and not be paying those amounts in the fall.
- Plant is 22.75% for the first quarter. Much depends on how our PMR projects and other maintenance projects do, how cold our winter is and the impact of the carbon taxes.

- Transportation is just under 29%. Most expenses are over 10 months but special trips are normally more weighted towards the end of the year and buses continue to be serviced in the summer so we should be under 30% at this point. The carbon taxes will impact the total fuel bill. At this point repairs will be over budget.
- Complementary is at 33% and would be similar to instruction in that CPP and EI amounts will go up in the new year. The overage is a combination of annual fees paid in full, sub costs being over, deferred nutrition revenue being spent and some overage in salaries.
- External is at 31.5%. It would also have the impacts of CPP and EI. The associate schools staff beyond our formula so are always over budget on that line. They will need to either spend the extra \$314,000 in grant or we will need to pay it to them as an expense. This will make external over budget. Concessions are also a little ahead of budget so far.
- Other expense looks like it will be a little over budget at this point which is okay. That means we are having more online payments in our school generated funds.

Overall we would project to be about \$400,000 over budget with the numbers to date for expenses and \$1,500,000 over on revenue. Of the \$400,000 in expense, roughly \$85,000 is the overage for Prairie South. This would produce a cash draw of \$1,457,277. It is very early in the cycle so the projections are less certain than at a later point in the year. There are some things that are uncertain that could change the projection:

- If the province does not collect the carbon tax on heat for school divisions and we are not still liable for it that would save us \$240,000 for a full school year. As this is starting in January the savings would be in the \$175,000 range for the remainder of the school year, maybe less if it stays mild. Currently the federal government owes us a little more than \$975,000 for the last three years that has not been refunded, as well as this year's remittances.
- If the winter continues to be this mild we will have a fairly significant savings on heat and carbon tax costs.
- Revenues will depend on construction progress on the school as to whether they are on, over or under budget. Most of the road construction costs will come this summer. These are larger numbers.
- Fuel prices are lower right now. If they stay there they could bring down the transportation total cost.

Prairie South School Division #210						
2023-24 1st Quarter Forecast						
	Budget	Projected	1st Quarter	1st Quarter	Variance	
Description	2023-24	2023-24	2023-24	2022-23	Difference	%
REVENUES						
Grants	101,360,135	102,335,247	20,527,558	20,951,187	975,112	5%
Tuition and Related Fees	277,500	425,016	217,191	166,425	147,516	68%
School Generated Funds	1,373,985	1,373,990	412,197	389,260	5	0%
Complementary Services	754,292	772,613	252,797	259,742	18,321	7%
External Services	3,445,108	3,843,695	919,256	1,052,927	398,587	43%
Other Revenue	903,000	927,095	245,908	235,011	24,095	10%
Total Revenues	108,114,020	109,677,656	22,574,907	23,054,552	1,563,636	7%
EXPENDITURES						
Governance	423,689	432,408	114,926	105,737	8,719	8%
Administration	2,953,618	2,938,373	836,099	885,259	(15,245)	-2%
Instruction	64,040,914	63,947,451	18,964,979	18,826,097	(93,463)	0%
Plant	14,316,677	14,163,965	3,258,461	3,243,393	(152,712)	-5%
Transportation	7,647,266	7,762,664	2,202,739	2,076,048	115,398	5%
Tuition and Related Fees	0	-	-	3,000	-	-
School Generated Funds	1,288,761	1,288,761	386,629	366,006	-	0%
Complementary Services	1,603,613	1,707,022	530,275	458,198	103,409	20%
External Services	3,548,186	3,981,861	1,117,797	907,351	433,675	39%
Other Expenses	19,000	23,360	7,008	4949	4,360	62%
Total Expenditures	95,841,724	96,245,865	27,418,913	26,876,038	404,141	1%
Excess (Deficit) for the year	12,272,296	13,431,791	(4,844,006)	(3,821,486)	1,159,495	-24%
New School Budget	16,422,128	16,422,128				
Deficit	(4,149,832)	(2,990,337)				
	Budget	Projected	1st Quarter	1st Quarter		
	2023-24	2023-24	2023-24	2022-23		
Tangible Capital Assets (1):						
(-) Purchases	19,157,128	19,157,128	2,176,099	214,431		
(+) Proceeds from disposals	-	-	-			
NON-CASH GAIN/EXPENSES (3):						
(+) Amortization expense	4,221,860	4,221,860	1,055,465	1,026,152		
(-) Gain on disposals of tangible capital assets	-	-	-			
(+) Employee Future Benefits expenses	296,100	296,100	74,025	44,725		
OTHER CASH REQUIREMENTS:						
(-) Employee Future Benefits est. payments	249,900	249,900	62,475	38,825		
NET CASH FOR THE YEAR	(2,616,772)	(1,457,277)	(5,953,090)	(3,003,866)		

AGENDA ITEM

Meeting Date:	January 9, 2024	Agenda Item #:	5.3
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Ron Purdy	December 20, 2023	2024 Records for Destruction

Recommendation:

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

Files fro Shredding January 2024

File Type	School	Location	Start Year	End Year	Retention
Student CUM Files - birth year		Empire	1998	1998	retain until student turns 25
Learning Student Files - birth year		Empire	1998	1998	retain until student turns 25
Personnel Files - employees who ended employment before 2021	Office	Board Office		2021	3 years

AGENDA ITEM

Meeting Date:	January 9, 2024	Agenda Item #:	5.4
Topic:	Discontinuation of Core French at Lindale School		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	As outlined in the <i>Education Act, 1995</i> the Board has the right to approve the location and grade levels for language learning offerings. Administrative Procedure 215 requires Board approval for the discontinuation of a language in any school.
Current Status:	Lindale School offers Core French to grades 1-8.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darran Teneycke	December 19, 2023	<ul style="list-style-type: none"> Lindale School's Request for the discontinuation of Core French

Recommendation:

That Core French at all grade levels be discontinued at Lindale School effective the 2024-2025 school year.



LINDALE SCHOOL

Principal – E. Campbell

Vice Principal – D. Roney

Tel: (306) 692-4926

Fax: (306) 694-4955

<https://schools.prairiesouth.ca/lindale>

November 27th, 2023

To whom it may concern,

Please accept the information below as part of Lindale school's request to discontinue French language instruction. The sections below are all in response to **Admin Procedure 215 – Additional Language Learning – Other than French.**

5.1 AP 215

Learning the French language is optional in Saskatchewan schools. Our Lindale Staff and School Community Council (SCC) formally request removing Core French from our learning program. Our teaching staff discussed removing Core French at staff meetings held on Jan. 11/23, throughout the spring staff meetings of 2023 and on Aug 29/23. Highlights of these conversations include: our teachers struggle to teach French effectively, our elementary and middle years teachers' instruction is not at the level we expect from all other subjects, this instruction is very similar to the French instruction provided in the opening activities in our primary grades. The time used for teaching French is not growing the understanding of our students. It is not the most effective use of instructional time. French teachers are extremely hard to find as most French teachers work in French immersion schools like Ecole Palliser Heights. We believe that any of our French language-passionate families have already chosen to send their children to Palliser, which is a great option. Our school goals encompass reading, writing, math and student mental health and well-being. Our teachers wish to use this time to focus on these areas instead of teaching French.

School administration introduced the idea of removing core French at Lindale School with members of our SCC. Alana Noble, our SCC Chair, shared the following statement: *"The SCC discussed the potential removal of French language teaching off and on for the last couple of years. In January last year, we began discussing the pros and cons of these changes. During our meetings, the SCC members and our principal went through how the time currently dedicated to French instruction could be replaced with reading, writing, math or mental health and well-being lessons. After looking at our school learning data and considering our options, the entire SCC believes the removal of French would be a positive change for Lindale. The parent data that was collected also shows that most families agree with this change. With all this in mind, the SCC believes that teaching French at Lindale is not a priority and that time should be spend on our current school learning goals."*

5.2 AP 215

After obtaining support from staff and SCC, the Lindale administration sent a message to our Lindale families through our October 2023 newsletter to share our intent to remove Core French from our learning program. We provided a google form survey that outlines our plan and asked families to share their opinion. By November 23, 2023, we have 36 responses to the question, "Do you support removing French as a subject taught at Lindale?" 66.7% responded yes, 19.4% responded no and 13.9% are indifferent. We asked families to contact the administration if they had concerns. School administration did not receive any concerns (written or verbal) from parents. Currently, we believe we have significant parent and staff support for this change. This information has been shared with our teaching staff and the SCC. We plan to phase out our French program at the end of the 2023-24 school year. As of September 2024-25, we would no longer offer Core French. This will allow for the least impact on students, staff and the community.

5.3 AP 215

The time traditionally allocated to learning the French language will be utilized by focusing on our school's LIP goals - reading, writing, math, and student mental health and well-being. The 30-60 minutes a week typically spent on French would provide more time for classroom instruction and learning interventions for areas like reading, writing and math. This change would also require less overall planning for teachers and planning time could be spent in other, more impactful areas. The Lindale school LIP goals are aligned with both PSSD initiatives and the provincial education plan 2020-2030.

5.4 AP 215

We understand and appreciate that we may have some students wanting to continue to learn the French language. Our primary teachers will continue to include basic French language and commands during their opening activities. Counting, colours, food, greetings and calendar work is already integrated in our opening activities and will provide some connection to French with very little time lost. We will also explore forms of technology which may be implemented independently or interactively in a group setting on special event days. Events like Carnaval de Quebec or resources like Rocket Languages, Duolingo and Rosetta Stone are options for including French in our learning at Lindale.

Thank you for considering our request.

Eric Campbell and Dave Roney

AGENDA ITEM

Meeting Date:	January 9, 2024	Agenda Item #:	5.5
Topic:	Monthly Tender Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>The Board has requested a monthly update regarding tenders awarded. AP 513 details limits where formal competitive bids are required. The procedure is as follows:</p> <ul style="list-style-type: none"> The Board has delegated responsibility for the award of tenders to administration except where bids received for capital projects exceed budget. In this case the Board reserves the authority to accept/reject those tenders. A report of tenders awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting. Competitive bids will be required for the purchase, lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized under the Education Act 1995 exceeding \$200,000.
Current Status:	<p>This tender report covers the period from December 1, 2023 to December 31, 2023. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> Quotes were obtained for Network Switches from four separate vendors and was awarded to Horizon Computer Solutions for \$76,032. Quotes were requested from three separate vendors for the supply and install of a new Air Compressor at Peacock Collegiate. One vendor declined to provide a quote, one did not respond, and one quote was provided. The situation became emergent and was awarded to Discount Plumbing and Heating for \$30,500 including taxes.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	January 2, 2024	• n/a

Recommendation:

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

AGENDA ITEM

Meeting Date:	January 9, 2024	Agenda Item #:	5.6
Topic:	Out of Province Excursion – Peacock Collegiate to Edmonton, Alberta		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Peacock Collegiate's Grade 9-12 Wrestling trip to Edmonton, Alberta on February 1, 2024
Current Status:	See attached application form.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	December 15, 2023	<ul style="list-style-type: none"> Out of Province Excursion Application Form

Recommendation:

That the Board approve Peacock Collegiate's Grade 9-12 Wrestling trip to Edmonton, Alberta on February 1, 2024.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Sophie Rosso	School: Peacock Collegiate
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular Wrestling Tournament <input type="checkbox"/> High Risk Activity _____	
Grade Level: 9-12	Number of Students: approx. 20
Destination: Edmonton AB	Trip Date: Feb. 1-3
Number of School Days (Partial/Full): 1.5	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): TBD _____	
Number of Teachers, Parents, Chaperones: Lindsay Ross (PSSD employee)	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input 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 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 type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input 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 2 days of EA sub costs, 1-2 nights of hotel/meals, entry fee - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources club fees/school decentralized _____ ❖ Out of Pocket Cost per Participant ___parents will pay_____

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

D. LEARNING OBJECTIVES

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

- a) Pre-Excursion Learning
- b) Excursion Learning
- c) Post-Excursion Learning

F. SCHEDULE OF ACTIVITIES

Friday - novice tournament for new wrestlers
Saturday - elite tournament for experienced
wrestlers
* Multiple team building activities planned

Teacher Signature

Date

Principal Signature

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	January 9, 2024	Agenda Item #:	7.1
Topic:	Core French Offered in Schools		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	At the December 5, 2023 Board Meeting a request was made asking for information on which schools currently offer Core French and the grades they are offered.
Current Status:	<p>The following schools currently offer Core French:</p> <ul style="list-style-type: none"> • Gravelbourg: Grades 1-6 • Kincaid: Grades 1-6 • Empire School: Grades 1-8 • King George School: Grades 1-8 • Westmount School: Grades 1-8 • Lindale School: Grades 1-8
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darran Teneycke	January 2, 2024	• n/a

Recommendation:

That the Board review the information provided.