

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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May 13, 2025

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 April 1, 2025
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Preventative Maintenance Renewal Plan Amendment 2025
 - 5.2. Approval of the 2026-2028 Preventative Maintenance Renewal Plan
 - 5.3. Transportation Catchment Change Applications
 - 5.4. Board Policy 17 Update
 - 5.5. Show Cause Hearing – Confirm Motion
 - 5.6. Monthly Tender Report
 - 5.7. Eyebrow School Community Council Constitution Changes
 - 5.8. Sale of Empire and Westmount Schools
- 6. Delegations and Presentation**
 - 6.1. South Hill Community Association Presentation – Donation to New Playground Fund (1:30 pm)
 - 6.2. Transportation Concern: Michelle Wood (1:45 pm)
- 7. Information Items**
 - 7.1. Inquiry from Trustee Boyle: *What are the STF fees on a per member basis?*
 - 7.2. Letter from Glentworth Early Learning and Child Care Inc.
- 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 April 1, 2025 at 1:30 p.m.**

Attendance:

Mr. R. Bachmann; Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson; Mr. B. Hagan; Ms. J. Jukes; Ms. T. McLeod; Ms. D. Pryor; Ms. G. Wilson; Mr. L. Young; D. Huschi, Superintendent of School Operations; D. Swanson, Superintendent of School Operations; J. Prokopetz, 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; L. Patterson, Board Assistant

Motions:

- | | | |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 2025-04-01 – 4087 | Giselle Wilson took the chair and called the meeting to order at 1:32 pm. | |
| 2025-04-01 – 4088 | That the Board add the following item to the agenda:
5.6 Budget Planning
AND THAT THE BOARD adopt the agenda as amended.
- Davidson | Carried |
| 2025-04-01 – 4089 | That the Board adopt the minutes of the March 4, 2025 Regular Board Meeting as presented.
- Pryor | Carried |
| 2025-04-01 – 4090 | That the Board receive and file the Second Quarter Forecast and Finance Accountability Report.
- Boyle | Carried |
| 2025-04-01 – 4091 | That the Board adopt Board Policy 8 updated April 1, 2025.
- Bachmann | Carried |
| 2025-04-01 – 4092 | That the Board approve Assiniboia Composite High School's Grade 10-12 MUNA Trip to Winnipeg, Manitoba on May 2-3, 2025.
- Bumbac | Carried |
| 2025-04-01 – 4093 | That the Board receive and file the tender report as presented.
- Boyle | Carried |
| 2025-04-01 – 4094 | Once revenue from the Province of Saskatchewan for the 2025-2026 school year is known, THAT administration is to prepare a budget with a deficit not greater than two million dollars.
- Davidson | Carried |

Inquiry: Trustee Boyle – What are the STF fees on a per member basis.

2025-04-01 – 4095 That the meeting be adjourned at 2:05 pm.
- Jukes

Carried

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

May 13, 2025

Prairie South School Division Office, Moose Jaw

DRAFT

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.1
Topic:	Preventative Maintenance Renewal Plan Amendment 2025		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Ministry requires approval for amendment changes to the 3-year Preventable Maintenance Renewal Plan approved by the Board of Education. The 2024-26 PMR Plan was presented and approved by the Board of Education on May 7, 2024.
Current Status:	<p>Deferring the following projects</p> <ul style="list-style-type: none"> Rouleau Drainage \$150,000.00 9th Office Concrete post tender remaining funds \$100,000.00 AEP Roof section 6/7 \$450,000.00 AEP Elevator post tender remaining funds \$100,000.00 Assiniboia High Changeroom Upgrades \$300,000.00 Assiniboia Elementary Washroom upgrade \$300,000.00 <p>TOTAL: \$1,400,000.00</p> <p>Amendments to the PMR plan</p> <ul style="list-style-type: none"> King George shingles portables \$75,000.00 AEP Third Floor Air Conditioning \$565,000.00 RVC Meeting Room Air Conditioning \$101,000.00 Ecole Gravelbourg Air Conditioning \$571,000.00 Ecole Gravelbourg Gym Air Conditioning \$200,000.00 <p>TOTAL: \$1,512,000.00</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darren Baiton	April 1, 2025	• n/a

Recommendation:

That the Board approve the amendments for the Ministry 2026-28 PMR Plan.

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.2
Topic:	Approval of the 2026-2028 Preventative Maintenance Renewal Plan		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Prairie South manages a multi-year Preventative Maintenance Renewal (PMR) Plan. The Ministry requires that an annual updated plan, approved by the Board of Education, be submitted by May 31 st .
Current Status:	The 2026-2028 PMR Plan was presented to the Building Infrastructure & Governance Board Committee on March 25, 2025. Any amendments to the current plan require Board approval prior to submitting the revised amendment form.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darren Baiton	April 1, 2025	<ul style="list-style-type: none"> 2026-2028 Preventative Maintenance Renewal Amendment Plan

Recommendation:

That the Board approve the 2026-2028 Preventative Maintenance Renewal Plan.

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR004884	641.001		2251304	921001	Albert E. Peacock Collegiate	Asphalt and (Concrete cap)	Site	2026-09-01	\$400,000
FR005743	620.002		2210311	921007	Caronport Elementary School	Asphalt Repairs	Site	2026-09-01	\$300,000
FR005744	219.002	69	510251	921003	Assiniboia Elementary School	Flooring upgrade (Asbestos Removal)	Architectural Systems - Interior Finishes	2026-09-01	\$200,000
FR013238	971.001	69	510251	921003	Assiniboia Elementary School	Assiniboia Elementary Washroom Upgrade (North) Project	Mechanical Systems - HVAC	2026-09-01	\$300,000
FR013239	972.001		510262	921002	Assiniboia Composite High	Assiniboia Composite High Flooring upgrade Phase 2 (asbestos)	Architectural Systems - Interior Finishes	2026-09-01	\$200,000
FR013241	973.001		610713	921020	Lafleche Central School	Lafleche Security Cameras and Wiring	Electrical Systems - Specialty	2026-09-01	\$18,000
FR013242	974.001		2251402	921009	Central Collegiate	Central Security Camera Replacement 2026	Electrical Systems - Specialty	2026-09-01	\$18,000
FR013243	975.001		510813	921024	Mossbank School	Mossbank Security Cameras and Wiring 2026	Mechanical Systems - Specialty	2026-09-01	\$18,000
FR013244	976.001		2210913	921023	Mortlach School	Mortlach Security Cameras and Wiring 2026	Electrical Systems - Specialty	2026-09-01	\$18,000
FR013245	977.001		2210711	921021	Lindale School	Lindale Security Camera Upgrade	Electrical Systems - Specialty	2026-09-01	\$6,000
FR013246	978.001		2251402	921009	Central Collegiate	Central Collegiate Phase 1 Air Conditioning 2026	Mechanical Systems - HVAC	2026-09-01	\$500,000
FR013247	979.001		2251304	921001	Albert E. Peacock Collegiate	Peacock Air Conditioning Phase 1 (third floor)	Mechanical Systems - HVAC	2026-09-01	\$625,000
FR006381	744.001		2210913	921024	Mossbank School	Flooring Upgrade- Gym	Architectural Systems - Interior Finishes	2026-09-01	\$100,000
FR012016	945.001		2251304	921001	Albert E. Peacock Collegiate	Peacock Roof Section 8	Architectural Systems - Roofing	2026-09-01	\$450,000
								Total:	\$3,153,000

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR010246	871.001		510262	921002	Assiniboia Composite High	Assiniboia Composite High Paving / Concrete Replacement	Site	2027-09-01	\$300,000
FR013618	1006.001		2250701	921025	Palliser Heights School	Security Camera Upgrade 2027	Electrical Systems - Specialty	2027-09-01	\$20,000
FR013619	1007.001		2251201	921032	William Grayson School	Security Camera Upgrade 2027	Electrical Systems - Specialty	2027-09-01	\$20,000
FR013620	1008.001		2250601	921019	King George School	Camera Upgrade King George 2027	Electrical Systems - Specialty	2027-09-01	\$20,000
FR013621	1009.001		3110413	921012	Craik School	Security camera upgrade Craik (and other rural schools)	Electrical Systems - Specialty	2027-09-01	\$55,000
FR013250	981.001		3110613	921014	Eyebrow School	Eyebrow Security Cameras and Wiring	Electrical Systems - Specialty	2027-09-01	\$5,000
FR013255	984.001		2250601	921019	King George School	Roof Replacement sec 2/7 King George	Architectural Systems - Roofing	2027-09-01	\$400,000
FR013276	985.001		510251	921003	Assiniboia Elementary School	Phase 1 Air Conditioning AES 2027	Mechanical Systems - HVAC	2027-09-01	\$450,000
FR013277	986.001		410113	921006	Bengough School	Phase 1 Air Conditioning Bengough 2027	Mechanical Systems - HVAC	2027-09-01	\$450,000
FR013278	987.001		3110413	921012	Craik School	Phase 1 Air Conditioning Craik 2027	Mechanical Systems - HVAC	2027-09-01	\$450,000
FR013279	988.001		410313	921011	Coronach School	Phase 1 Air Conditioning Coronach 2027	Mechanical Systems - HVAC	2027-09-01	\$450,000
FR006371	734.001		2251402	921009	Central Collegiate	Flooring Upgrades Central	Architectural Systems - Interior Finishes	2027-09-01	\$150,000
FR006391	753.001		410513	921028	Rockglen School	Rockglen Washroom Upgrade -Hall	Architectural Systems - Interior Finishes	2027-09-01	\$200,000
								Total:	\$2,970,000

Request	Project	Audit	Facility #	IBN	Facility Name	Summary	Activity Type	Construction Start	Cost
FR010267	874.001		410313	921011	Coronach School	Home Ec Lab Upgrade	Architectural Systems - Interior Construction	2028-09-01	\$200,000
FR013612	999.001		2251402	921009	Central Collegiate	Home Ec Lab Upgrade 2028 CCI	Architectural Systems - Interior Construction	2028-09-01	\$75,000
FR013613	1000.001		2251502	921027	Riverview Collegiate Institute	Roof replacement RVCI section 5	Architectural Systems - Roofing	2028-09-01	\$150,000
FR013614	1001.001		2251201	921032	William Grayson School	Roof Replacement Section 5 2008	Architectural Systems - Roofing	2028-09-01	\$225,000
FR013615	1002.001			921017	Ecole Gravelbourg	Air Conditioning -Main Chiller Ecole Gravelbourg	Mechanical Systems - HVAC	2028-09-01	\$600,000
FR013616	1003.001			921017	Ecole Gravelbourg	Air Conditioning Gym Air Handler 2028	Mechanical Systems - HVAC	2028-09-01	\$200,000
FR013617	1004.001		2310123	921008	Central Butte School	Office Relocation 2028	Architectural Systems - Interior Construction	2028-09-01	\$100,000
FR013240	941.001		2210711	921021	Lindale School	Lindale Crawlspace Remediation	Architectural Systems - Building Envelope	2028-09-01	\$500,000
FR013248	980.001		2251502	921027	Riverview Collegiate Institute	RVCI Phase 1 Air Conditioning / Admin Offices	Mechanical Systems - HVAC	2028-09-01	\$100,000
FR013251	982.001		610513	921015	Glentworth Central School	Glentworth Crawlspace Remediation 2028	Architectural Systems - Building Envelope	2028-09-01	\$100,000
FR006341	715.001		2251304	921001	Albert E. Peacock Collegiate	Roof Replacement Section 4 Peacock	Architectural Systems - Roofing	2028-09-01	\$450,000
FR013254	983.001	56	610713	921020	Lafleche Central School	Crawlspace Remediation Project 2027	Architectural Systems - Building Envelope	2028-09-01	\$250,000
FR006372	735.001		410313	921011	Coronach School	Flooring Upgrades	Architectural Systems - Interior Finishes	2028-09-01	\$100,000
								Total:	\$3,050,000

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.3
Topic:	Transportation Catchment Area Applications		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Those individuals wishing to change their school catchment area allowing for transportation to another school must make an application to do so.
Current Status:	The Transportation Manager and Routing Support Officers met with the Rural Catchment Committee on April 29 to review all the requests received to change a rural catchment area. Please refer to the attached list of Applications to Change a Rural Catchment Area.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Todd Johnson	April 30, 2025	• List of Applications

Recommendation:

Recommendation from the Rural Catchment Committee:

That the Catchment Area Applications from the Rural Catchment Committee be approved as provided.

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.4
Topic:	Board Policy 17 Update		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide direction and guidelines for the action of the Board, Director of Education, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division.</p> <p>Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board. The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with <i>The Education Act, 1995</i> and other provincial and federal legislation.</p>
Current Status:	The updated Board Policy 17, Transportation is attached. Changes to the policy are tracked on the attached document. The changes include adding the hazardous areas resulting in busing exceptions as well as the distance students can walk to a bus stop.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	All new or updated policies are available at www.prairiesouth.ca once adopted by the Board of Education.

Prepared By:	Date:	Attachments:
Ryan Boughen	April 11, 2025	• Board Policy 17 Updated May 13, 2025.

Recommendation:

That the Board adopt Board Policy 17 updated May 13, 2025.

Policy 17

TRANSPORTATION

Transportation Services

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

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

Procedures

1. Eligibility For Transportation

Students will be provided transportation based on the following criteria:

- 1.1 Urban (City of Moose Jaw boundaries) Students (Prek-8)
 - 1.1.1 Grade 1-8 students who reside within the school catchment area of the school they are attending, and live outside a one kilometer radius from the school;
 - 1.1.2 Prekindergarten and kindergarten students who reside within the school catchment area of the school they are attending, and live outside a ~~200~~ 500 meter radius from the school; [Parents/Guardians of prekindergarten and kindergarten students are required to accompany their child\(ren\) to the bus stop for pick up and drop off.](#)
 - 1.1.3 Students are required, by the division, to attend a school other than their home school;
 - 1.1.4 Students whose walking route to school is considered to be hazardous, with hazardous areas to be determined by the [Director of Education Transportation Committee](#).

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

- 1.3.2 In Assiniboia grade PreK-8 students will only be bused from the area located west of 2nd Street West. Grades 9 to 12 students will not be bused in Assiniboia;
- 1.3.3 Students who are required to attend a designated program housed at a school other than their home school.

1.4 Transportation Boundaries (School Catchment Areas) relating to transportation services are to be recommended by the Director of Education and approved by resolution of the Board.

1.5 Hazardous Areas Resulting in Busing Exceptions

The list below includes all the hazards in the school division which result in students being bused to school rather than having to walk to school.

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1.5.1 Craik School Catchment

1.5.1.1 The town of Craik has multiple railway crossings. We bus students to Craik School who live on the opposite side of the tracks from where the school is located.

1.5.2 Prince Arthur School Catchment

1.5.2.1 An alternated catchment area is in place due to the railway tracks on Caribou Street West and 4th Avenue NW. Students can walk down 4th Avenue NW to Athabasca and go under the tracks which adds more time. The walking catchment has been adjusted to take this into consideration for students walking in the area between.

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2. Provision of Services

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

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3. Regular Student Transportation

- 3.1 The Director of Education Transportation Manager is responsible for bus scheduling and routing in consultation with the Chief Financial Officer Director of Education:

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- 3.1.1 Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
- 3.1.2 Yard service may be approved if the access road is of all weather construction, and there is a clear area to enable the bus to turn around without backing up.
- 3.1.3 Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal

conditions buses will wait no longer than two minutes at any one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than twenty minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location. Buses depart from the school ten minutes after dismissal time.

- 3.1.4 The Board strives to ensure bus ride times of less than 90 minutes from pick-up to arrival at school and also from departure from school to drop-off. The board shall receive a report annually documenting ride times of 90 minutes or more by catchment area.
- 3.1.5 Variations in scheduling or routes are to be communicated to parents.
- 3.2 There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases the Director of Education may make special arrangements in consultation with the appropriate superintendent.

4. Guest Riders

- 4.1. Definition – a student who does not ordinarily ride that bus on which they are the guest rider.
- 4.2. Students who reside outside their designated school catchment area may be accommodated as guest riders providing that:
 - 4.2.1 Space is available on the bus, understanding that permission to ride could be rescinded if space becomes an issue.
 - 4.2.2 There is no diversion from approved routing, and the drop-off or pick-up is on a regularly scheduled stop.
 - 4.2.3 There is no additional cost to the division.
 - 4.2.4 School administration receives the request from the student's parent/guardian.
 - 4.2.5 The rider follows the rules of the bus (violation of bus rules may result in denial of future requests).
 - 4.2.6 It is not within the city of Moose Jaw.
- 4.3. Parents are not permitted to be guest riders. Parents approved as coaches and chaperones are not considered guest riders.

5. French Immersion Program

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

6. Conveyance Allowance

The daily maximum limit for authorized conveyance allowance is outlined in Administrative Procedure 556: Conveyance Allowance.

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

| [February 4, 2025](#)[May 13, 2025](#)

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.5
Topic:	Show Cause Hearing – Confirm Motion		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Board's deliberations took place in closed sessions.
Current Status:	
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	May 13, 2025	• n/a

Recommendation:

That the Board confirm motion #2025-02-04 – 4073 for the reasons set out in the report of the Board Chair dated May 13, 2025.

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.6
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 April 1, 2025 to May 7, 2025. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> A tender was posted to SaskTenders for Lafleche School flooring replacement. The tender was awarded to Leeville Construction for \$98,668. A tender was posted to SaskTenders for the PSSD210 Sidewalk Upgrade at the Division Office. The tender was awarded to Leeville Construction for \$151,892. A tender was posted to SaskTenders for the supply and installation of playground equipment at the Joint Use School. The tender was awarded to Madera Playscapes for \$365,053 split 50/50 with Holy Trinity. Playground equipment purchased for \$20,474 for Sunningdale School. Pieces purchased through Madera Playscapes/Blue Imp as parts attached directly to existing structure. A request for proposals was issued to replace our current copier fleet. The contract ends August 31. The contract was awarded to Success Office Systems with 364.6 points.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	May 7, 2025	• n/a

Recommendation:

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

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.7
Topic:	Eyebrow School Community Council Constitution Changes		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<i>The Education Act (1995)</i> requires that School Community Councils maintain an updated constitution. Board Policy 16 requires that updates to SCC constitutions be approved by the Board of Education.
Current Status:	The Eyebrow School Community Council has completed a review of their constitution.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	The April 2025 Eyebrow School Community Council Constitution is in alignment with <i>The Education Act (1995)</i> and Board Policy 16.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Jennifer Prokopetz	May 5, 2025	<ul style="list-style-type: none"> Eyebrow School SCC Constitution April 2025

Recommendation:

That the Board approve the revised Eyebrow School Community Council Constitution dated April 2025.



Eyebrow School

Our mission and vision: ***"Guiding life-long learners"***
"Empowering students to recognize their potential"

Principal: Mrs. Éleese Aitken



PO Box 130 Eyebrow, Saskatchewan S0H1L0

Phone: (306)-759-2110

Principal e-mail: aitken.eleese@prairiesouth.ca Secretary e-mail: martinot.amandine@prairiesouth.ca

April 28, 2025

Prairie South School Division
15 Thatcher Drive East
Moose Jaw, Sask. S6J 1L8

Dear Board Members:

I am writing on behalf of the Eyebrow School Community Council. At our recent election/annual meeting on April 15, 2025 we have fluctuating interest in council positions. Thus, resulting in the following motion from the council.

The motion passed at our meeting is to ask the Prairie South School Division Board to accept an amendment to our constitution. The motion is as follows: Brian made the motion to amend our constitution to match the division constitution in regards to the number of members, changing our constitution from 7 members to 5 - 9 members.

We presently state in our constitution the following:

Representative Membership

The School Community Council will have the following Representative Members:

- (6) parent and community members elected at the Annual General Meeting
- (2) secondary student(s)

Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher
- List other Permanent Members below (if applicable)

We would like to approve this motion and amend our constitution at your next meeting. With the amendment our constitution will read as follows:

Representative Membership

The School Community Council will have the following Representative Members:

- (5-9) parent and community members elected at the Annual General Meeting
- (2) secondary student(s)

Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher
- List other Permanent Members below (if applicable)

Thank you to your prompt attention to this letter.

Sincerely,

Brandie Gardner - Chairperson
Eyebrow School Community Council



Council Constitution
2013-2014 Revised: April 2025

Mission

Eyebrow School Community Council Mission

To Promoting Positive School Community Relations

School Community Councils may wish to refer to the description of the purpose of School Community Councils in Section 1.2.1 of the Handbook for support.

Guiding Principles

Eyebrow School Community Council Guiding Principles

- To support the school and serve as a liaison between the community and the school while providing positive representation of the students attending School and the school.

School Community Councils may wish to refer to the “School Community Councils Guiding Principles” outlined in Section 1.3.2 of the Handbook for support.

Membership

Representative Membership

The School Community Council will have the following Representative Members:

- ~~(6) parent and community members elected at the Annual General Meeting~~ (5-9) parent and community members elected at the Annual General Meeting
- (2) secondary student(s)

Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher

- List other Permanent Members below (if applicable)

Structure and Officers

Eyebrow School Community Council Roles and Responsibilities of Officers

The Chairperson will:

- Chair meeting
- Develop agenda with Secretary
- Call meetings of necessity (special meeting)
- Designate Jobs
- Sign Expense claim forms

The Vice-Chairperson will:

- Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- Perform responsibilities assigned by the Chairperson

The Secretary will:

- Take minute at School Community Council meetings;
- Receive and send correspondence on behalf of the School Community Council;
- Take charge of an official records of the School Community Council; and
- Ensure that appropriate notice is given for all meetings of the school Community Council

The Treasurer will:

- Manage the finances of the School Community Council using procedures outlined in the School Community Council Funds: Operations and Procedures Manual

Other Officers and their role and responsibilities:

- Student Representatives

Liaison between students at school and School Community Council.

Channels of communication with Community and School

Schedule of Meetings

Recognizing that Councils are required to meet at least 5 times annually as well as hold an Annual Meeting, and keeping their mission in mind Councils may wish to ask themselves:

Eyebrow School Community Council Schedule of Meetings

- Five (5) Times Annually
- Annual meeting

Eyebrow School Community Council Provision for Special Meetings

- When issues arise that requires immediate attention.

School Community Councils may wish to refer to Section 3.2.2 and 3.2.3 of the Handbook for support.

Means of Public Consultation

Eyebrow School Community Council Means of Public Consultation

- Personal Interviews
- Public Meetings
- Workshops re: volunteerism

School Community Councils may wish to refer to Appendix B, Section 1.1 of the Handbook for support.

Means of Public Communication

Eyebrow School Community Council Means of Public Communication

- written –flyers (admail, email, web page)

School Community Councils may wish to refer to Section 3.2.3 of the Handbook for support.

Council Code of Conduct

Code of Conduct Eyebrow School Community Council

1. The Eyebrow School Community Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the School Community Council who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the Confidentiality of the people involved.
3. A parent who accepts a position as a member of a Eyebrow School Community Council:
 - a) Upholds the constitution and bylaws, policies, and procedures of the School Community Council.
 - b) Performs his/her duties with honesty and integrity.
 - c) Works to ensure that the well-being of students is the primary focus of all decisions.
 - d) Respects all rights of all individuals.
 - e) Takes direction from all members ensuring that the representation processes are in place.
 - f) Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
 - g) Works to ensure that issues are resolved through due process.
 - h) Strives to be informed and only passes on information that is reliable and correct.
 - i) Respects all confidentiality information
 - j) Supports public education

Decision-Making Processes

Eyebrow School Community Council Decision-making processes

The Eyebrow School Community Council will use the “majority vote” decision-making process. When possible the council will try to reach consensus on the decision to be made then take a vote, and record the vote in the minutes of the meeting.

Complaints and Concerns Procedures

Eyebrow School Community Council Complaints and Concerns Procedures

Process for dealing with Council complaint and/or concern that falls under Council responsibility/authority.

The Eyebrow Community Council will follow formal and informal methods for complaints that they receive. Council members will use the procedures in the School Community Council handbook as guidelines.

If a complaint comes to a council member the member will assess it and decide how to procedure with the complaint. Documentation will be taken.

The Eyebrow Community Council will follow protocol.
Complainant must talk to the person they have issues with. If nothing can be solved then the complainant needs to talk to the principal. If nothing solved by following these procedures then it needs to be taken to the next step and involve the division board.

For more information related to creating Council complaints/concerns procedures see Section 3.2.7.1 of the Handbook for more support.

Handling Complaints or Concerns

Complaints or Concern about an Individual Student or Staff Member

Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Board of Education Administrative Policy No. 408 Student and Parent Complaints and Grievances, included as Appendix B, outlines the appropriate procedure to resolve complaints or concerns.

Complaints or Concerns about School Community Council Initiatives or Activities

- a. Informal Complaints or Concerns

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about S.C.C. initiatives or activities expressed informally to members of the School Community Council may be addressed immediately by the Member. If a member is unsure of the appropriate response, s/he should say so but indicate that s/he will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint or concern, the Member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the School Community Council in a more formal manner.

b. Formal Complaints or Concerns

Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the School Community Council at an upcoming meeting. The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

Methods for Evaluation of Council Operations

By evaluating its operations an organization helps members focus on what will allow them to fulfill their mission, what they are doing well, and what they may improve upon. When considering what methods they wish to use to evaluate their operations Councils may wish to ask themselves:

- What formal methods do we wish to use to evaluate our day-to-day operations and determine if we are meeting our goals and achieving our mission?
- What more informal methods do we wish to use to evaluate our day-to-day operations and determine if we are meeting our goals and achieving our mission?

Eyebrow School Community Council Formal Evaluation Methods

We are from rural background and everyone knows everyone on the Council so we choose to use the informal evaluation methods.

Eyebrow School Community Council Informal Evaluation Methods

- We will assess ourselves at each meeting by discussion on what we have done, how it was working or what should be done to make things better, how well things are working or plan on doing.

- We will listen to comments of parents school staff, students, community members and Board of Education Members.
- Council members will strive to be respectful of parents, and community members, take what they have to say into consideration but always make our decisions in the best of interests of all students an their learning.

For more information related to evaluating Council operations see Section 3.2.9, Chapter 4, and Appendix A, Section 7.0 of the Handbook for support.

Committees

The School Community Council will act in a coordination role for committees operating in support of the SCC and the school program.

The following committees will be established by the School Community Council.

We will all work together on all projects and divide into committees roles and then respond as needed.

Amending the Constitution

The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	5.8
Topic:	Sale of Empire and Westmount Schools		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Construction of Coteau Hills Elementary School is scheduled for completion this fall. When the school is operational, Empire and Westmount schools become surplus. When schools become surplus, Boards must get approval from the Minister to sell them. The sale is normally required to be through a public tender or auction. If approval is given, for net funds raised through the sale, 90% must be put into a reserve for future capital expenditures. The Ministry must approve their use. The remaining 10% the Board can use according to its own priorities. When schools become surplus, funding also ceases. We want to dispose of them as quickly as possible to minimize costs of maintaining the buildings.
Current Status:	A letter was sent to the Minister on April 7, 2025 requesting permission to sell the schools. At that time, we also requested permission to use a real-estate agent to facilitate the sale. We believe the use of a real-estate agent will reach a broader market and produce a greater net return. As of the preparation of this template, we have not received a response from the Minister. We are asking the Board to approve the sale of the schools pending approval from the Minister and according to any instructions he may issue. This way if approval is received between Board Meetings we can proceed to sale as quickly as possible via any means prescribed by the Minister.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	May 5, 2025	• n/a

Recommendation:

That the Board direct administration to begin the process to sell Empire and Westmount Schools upon receipt of approval from the Minister and according to any instructions he may issue.

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	7.1
Topic:	Inquiry: Saskatchewan Teachers' Federation (STF) Fees		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	At the April 1, 2025 Board Meeting, Trustee Boyle made the following inquiry: <i>What are the STF fees on a per member basis?</i>
Current Status:	See attached information from the STF.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Amy Johnson	April 8, 2025	<ul style="list-style-type: none"> STF Membership Fees Overview

Recommendation:

That the Board review the information provided.

OVERVIEW

Membership

All persons employed as teachers in schools organized, or continued or receiving or eligible to receive grants pursuant to *The Education Act, 1995* are members of the STF as a condition of their employment.

Employers shall deduct membership fees from the salary of the member and remit to the Saskatchewan Teachers' Federation. For information on remittance deadlines, please see the Introduction Chapter, *When Are Remittances to be Submitted?*, page 2.

Current Membership Fees

Membership fees are set annually at the STF Annual Meeting of Council. For the 2024-2025 school year (July 1, 2024, to June 30, 2025) the fees are as follows:

Percentage of days worked in the 197-day school year	Fees charged
Less than 10%	$\frac{\text{No. of days worked based on a 197-day school year}}{197} \times \text{Annual Fee (\$983 per year)}$ Plus an additional 0.52% of annual salary (Contingency Fee)
10% or more but less than 45%	$\frac{1}{2} \text{ annual fee}$ $(1/2 \text{ of } \$983 = \$491.50 \text{ per year})$ Plus an additional 0.52% of annual salary (Contingency Fee)
45% or more	Full annual fee $(\$983 \text{ per year})$ Plus an additional 0.52% of annual salary (Contingency Fee)

Notes:

- Deductions should be made on a 10-month basis (September to June) for teachers receiving salary on a 12-month basis.
- The calculation of membership fees is based on the number of days approved by the Minister of Education in a school year. Therefore, the conversion of the school days to a 197-day basis should be used when determining the STF annual fees.
- Fees for substitute teachers are pro-rated. For substitute teacher deductions, see the Contracts and Calculations Chapter, page 12.

For examples of calculations of membership and contingency fee deductions, premiums, and pension contributions, please refer to the Contracts and Calculations Chapter.

AGENDA ITEM

Meeting Date:	May 13, 2025	Agenda Item #:	7.2
Topic:	Letter from Glentworth Early Learning and Child Care Inc.		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The Board made a motion at their March 4, 2025 Regular Board Meeting to discontinue the Prekindergarten program in Glentworth. The motion read: <i>That the Board discontinue the Prekindergarten programming in Glentworth and approve Rockglen and Caronport's request for Prekindergarten programming.</i>
Current Status:	See attached letter.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Dustin Swanson and Amanda Olson	April 24, 2025	<ul style="list-style-type: none"> Letter from Glentworth Early Learning and Child Care Inc.

Recommendation:

That the Board review the information provided.



**GLENTWORTH
EARLY LEARNING AND
CHILD CARE INC.**

GLENTWORTH ELCC
BOX 114
GLENTWORTH SK SOH 1V0
board@glentworthchildcare.com

April 22, 2025

To: Prairie South School Division Board of Education

Subject: Closure of Glentworth's Pre-K program

Dear Board members,

We would like to formally express our disappointment in your recent decision to close the Glentworth Pre-K program. We met with Amanda Olson, Dustin Swanson, and Shawn Davidson in March hoping to have the decision reconsidered. However, we quickly learned that the closure was a Board decision, and was very unlikely to be reversed as the vote was nearly unanimous (we were relieved to learn that our own representative voted against the closure).

Your decision was made without any community consultation whatsoever. Beyond that, we had no idea that the closure was even being considered. We as a Board, along with many in our community who have used or were planning to use Glentworth Pre-K, are struggling to accept this decision as we feel the process leading to it was flawed. Amanda explained that there are regular reviews of Pre-K programs in the division, with a focus on current and projected enrollment, as well as attendance. These are hard numbers. But your Board missed the story behind these numbers by not conducting any consultation with the communities affected.

If there was an attendance or enrollment issue by your metrics, you must consider why. There is currently no daycare service in Glentworth for children to go to once their morning at Pre-K is finished. Parents who work, and even those who don't but live far from Glentworth, would have found it very challenging to coordinate picking their kids up from Pre-K and delivering them to another location for childcare (be it daycare in Ferland, grandparents, or otherwise).

A solution to this issue would be to have daycare available in Glentworth. We were shocked to learn that Shawn, and likely the entire Board, was unaware that we have been allocated daycare spaces by the Ministry of Education and are working hard to have a daycare facility opened adjacent to the Glentworth School by January 2026. This would likely solve a large part of both the enrollment and attendance issues.

You may wonder why we are so concerned about losing Pre-K when we will soon have a daycare in Glentworth. Given our small population, daycare classes are often of mixed age groups. The result of this is that teaching and monitoring becomes difficult due to such varied skill levels. However, with a Pre-K program, teaching and monitoring is much more focused and



**GLENTWORTH
EARLY LEARNING AND
CHILD CARE INC.**

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board@glentworthchildcare.com

behavioural or learning problems can be identified more easily. Pre-K teachers also have higher levels of training and certification to identify issues that may be missed by daycare teachers.

It seems the Board also did not consider the distances required to travel for Pre-K programs. By closing the Glentworth Pre-K, there is now no similar option for families from west of Mankota and south to the US border as the distance to travel is more than 100 km. The distance for Wood Mountain Lakota First Nations families to travel is also doubled. The distance between Rockglen and Coronach, now both having Pre-K programs, is only about 35 km.

If you fail to consider these nuances when making decisions around education in our mostly rural school division, Glentworth will always lose. We want to see our communities grow and thrive, and decisions like this one hinder all of our best efforts.

We would like to address an additional matter. The way that our communities learned that the Glentworth Pre-K program would be closed was disrespectful. We understand after talking with Amanda and Dustin that they did not know that the reporter for the Moose Jaw Herald would publish anything related to the meeting the night before, and especially not the very next day. However, it would have gone a long way to maintaining trust had we and other community members been contacted as soon as the Board or Administrators learned of the article.

We had intended to send a Delegation to your May 6 Board Meeting. However, given that Pre-K enrollment for Rockglen is already open, we are certain that the decision will not be reversed. We would formally request that the Board incorporate the following items into their decision making regarding Pre-K in the Prairie South School Division:

1. Formal community consultation when changes are being considered
2. Greater span of time between decision date and Pre-K enrollment
3. Review of distances to travel among the different Pre-K programs

We hope this letter has served to increase your awareness of our frustration and disappointment with your decision to close Glentworth's Pre-K program.

Sincerely,

Glentworth Early Learning and Child Care Inc. Board of Directors

Kyla McLean – President
Brianna Barr – Vice President
Tessa Anderson – Secretary
Tammi Baldock – Treasurer

Maggi Tetreau – Member at Large
Cresenthia Bender – Member at Large
Carlie Henheffer – Member at Large