

	<p><i>Prairie South Schools</i></p> <p><b>BOARD OF EDUCATION</b></p>	
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**June 3, 2025**

1:30 p.m.

Central Office, 1075 9<sup>th</sup> Avenue NW  
Moose Jaw

**AGENDA**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
  - 3.1. Regular Board Meeting May 13, 2025
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
  - 5.1. Director of Education Evaluation
  - 5.2. Board Policy 17 Update
  - 5.3. Proposed 2025-2026 Budget
  - 5.4. 3<sup>rd</sup> Quarter Forecast and Finance Accountability Report
  - 5.5. Student Learning Accountability Report
  - 5.6. Board Annual Work Plan
  - 5.7. Monthly Tender Report
- 6. Delegations and Presentation**
  - 6.1. Voices To Encourage Change (VTEC) Students (1:30 pm)
  - 6.2. Saskatchewan Teachers' Federation Show Cause Hearing (1:50 pm)
  - 6.3. Sunningdale School Community Council – Walking Circle Concerns (3:00 pm)
- 7. Information Items**
  - 7.1. Administrative Procedures Renewal
  - 7.2. Schedule of Meeting Dates 2025-2026
- 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 9<sup>th</sup> Avenue North West, Moose Jaw, Saskatchewan on May 13, 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. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Board Assistant

Regrets:

Amanda Olson, Superintendent of Learning

Presentation:

South Hill Community Association Cheque Presentation to Coteau Hills Playground Fund: John and Geraldine Trodd; Lloyd and Lynann Pethick; Jan Smith; Crystal Froese (1:30 pm)

Delegation:

Michelle Wood, Transportation Concern (1:45 pm)

Motions:

- |                   |  |         |
|-------------------|--|---------|
| 2025-05-13 – 4096 | Giselle Wilson took the chair and called the meeting to order at 1:32 pm.  |         |
| 2025-05-13 – 4097 | That the Board add the following item to the agenda:<br>5.9 Termination of Teacher Contract<br>AND THAT THE BOARD adopt the agenda as amended.<br>- Davidson | Carried |
| 2025-05-13 – 4098 | That the Board adopt the minutes of the April 1, 2025 Regular Board Meeting as presented.<br>- Hagan   | Carried |
| 2025-05-13 – 4099 | That the Board approve the amendments for the Ministry 2025-2027 Preventative Maintenance Renewal Plan.<br>- Davidson  | Carried |
| 2025-05-13 – 4100 | That the Board approve the 2026-2028 Preventative Maintenance Renewal Plan.<br>- Hagan<br><br><i>Brett Hagan left the meeting at 1:45 pm.</i>                | Carried |
| 2025-05-13 – 4101 | That the Board go into closed session at 1:45 pm.<br>- Pryor   | Carried |

- |  |  |         |
|--|--|---------|
| 2025-05-13 – 4102                                      | That the Board reconvene in open session at 2:01 pm.<br>- Pryor  | Carried |
| <i>Brett Hagan returned to the meeting at 2:01 pm.</i> |  |         |
| 2025-05-13 – 4103                                      | That the Catchment Area Applications from the Rural Catchment Committee be approved as provided.<br>- Pryor  | Carried |
| 2025-05-13 – 4104                                      | That the Board adopt Board Policy 17 updated May 13, 2025.<br>- Pryor  | Carried |
| 2025-05-13 – 4105                                      | 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.<br>- Pryor   | Carried |
| 2025-05-13 – 4106                                      | That the Board receive and file the tender report as presented.<br>- Boyle   | Carried |
| 2025-05-13 – 4107                                      | That the Board approve the revised Eyebrow School Community Council Constitution dated April 2025.<br>- Jukes  | Carried |
| 2025-05-13 – 4108                                      | 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.<br>- Hagan | Carried |
| 2025-05-13 – 4109                                      | That the Board adopt the recommendation for the termination of the contract as presented by the Superintendent of Human Resources.<br>- Davidson   | Carried |
| 2025-05-13 – 4110                                      | That the meeting be adjourned at 2:33 pm.<br>- Hagan   | Carried |

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G. Wilson  
Chairperson

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R. Purdy  
Superintendent of Business

Next Regular Board Meeting:

June 3, 2025  
Prairie South School Division Office, Moose Jaw

## AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	5.1
<b>Topic:</b>	<b>Director of Education Evaluation</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	An evaluation process was completed during the Board Planning Meeting on April 29, 2025. During this meeting, the Board discussed the Director's performance related to the Role Expectation statements found in Board Policy 12.
<b>Current Status:</b>	A Director Evaluation Report was reviewed by the Board and the Director of Education, and a copy will be placed in his personnel file.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	Board Policy 2 requires the Board to make provision for the regular evaluation of the Director of Education and make provision for the regular review of Director of Education's compensation. Board Policy 12 includes provision for the next full performance appraisal of the Director of Education to occur in the spring of 2026.
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	May 26, 2025	n/a

### ***Recommendation:***

That the Board confirm the Director Evaluation Report and authorize the Board Chair to monitor progress on goals during the 2025-2026 school year.

# AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Board Policy 17 Update</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<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>
<b>Current Status:</b>	The updated Board Policy 17, Transportation with changes tracked is attached. The minor change is to 1.5.2.1 to include the proper address for the altered catchment at Prince Arthur School.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	All new or updated policies are available at <a href="http://www.prairiesouth.ca">www.prairiesouth.ca</a> once adopted by the Board of Education.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	May 26, 2025	• Board Policy 17 Updated June 3, 2025.

## **Recommendation:**

That the Board adopt Board Policy 17 updated June 3, 2025.

# 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 with 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 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 Transportation Committee.

Grades 1 to 8 students may be required to walk up to 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 2<sup>nd</sup> 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.

  - 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 East~~ and 4<sup>th</sup> Avenue ~~NWNE~~. Students can walk down 4<sup>th</sup> Avenue ~~NW NE~~ 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.

## **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.

## **3. Regular Student Transportation**

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

| ~~May 13, 2025~~ June 3, 2025

## AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Proposed 2025-2026 Budget</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	The Board of Education provides strategic direction during the budget development process and has reviewed the proposed budget for the 2025-2026 fiscal year. The Ministry asks for a motion that passes the budget subject to minor changes. We added subject to changes in the capital grant for the new school last year and should again this year. With the increase in grant, the Division was able to maintain services, add teachers and reduce the PTR and also reduce the cash draw to a point approaching balance.
<b>Current Status:</b>	The Ministry of Education requires that the Board of Education submit their 2025-2026 budget for approval by June 30, 2025.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	In accordance with <i>The Education Act 1995</i> , the Minister of Education must approve the School Division budget before it is implemented.
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	May 27, 2025	Budget schedule

### ***Recommendation:***

That the Board approve the 2025-2026 budget as presented with revenue of \$110,759,381, operating expenses of \$108,764,539, capital purchases of \$7,205,800 and a cash draw of \$435,867 subject to minor changes from the Ministry or change to the capital grant amount for the new joint use school.

	<b>SCHOOL DIVISION: Prairie South School Division No. 210</b>				
			<b>CASH BUDGET</b>		
			<b>For the period ending August 31, 2026</b>		
				<b>Budget</b>	<b>Budget</b>
<b>Chart of Accounts</b>	<b>Description</b>		<b>2025-26</b>	<b>2024-25</b>	
<b>REVENUES</b>					
1-1-01-000-000	Property Taxes and Other Related		-	-	
1-1-02-000-000	Grants		103,167,209	107,290,958	
1-1-03-000-000	Tuition and Related Fees		328,000	314,000	
1-1-04-000-000	School Generated Funds		1,284,014	1,373,985	
1-1-07-000-000	Complementary Services		835,374	809,501	
1-1-08-000-000	External Services		4,296,884	3,958,663	
	Restructuring		-	-	
1-1-05-000-000	Other Revenue		847,900	783,000	
	<b>Total Revenues</b>		<b>110,759,381</b>	<b>114,530,107</b>	
<b>EXPENDITURES</b>					
1-2-10-000-000	Governance		454,067	474,044	
1-2-11-000-000	Administration		3,144,868	3,090,577	
1-2-12-000-000	Instruction		73,354,147	68,981,502	
1-2-13-000-000	Plant		16,203,453	14,803,092	
1-2-14-000-000	Transportation		7,997,624	7,841,835	
1-2-15-000-000	Tuition and Related Fees		-	-	
1-2-16-000-000	School Generated Funds		1,284,012	1,371,371	
1-2-21-000-000	Complementary Services		1,834,080	1,790,238	
1-2-22-000-000	External Services		4,468,288	4,097,887	
	Restructuring		-	-	
1-2-17-000-000	Other Expenses		24,000	20,000	
	<b>Total Expenditures</b>		<b>108,764,539</b>	<b>102,470,546</b>	
	<b>Excess (Deficit) for the year</b>		<b>1,994,842</b>	<b>12,059,561</b>	
<b>ADDITIONAL INFORMATION REQUESTED FROM THE SCHOOL DIVISIONS:</b>					
			<b>Budget</b>	<b>Budget</b>	
			<b>2025-26</b>	<b>2024-25</b>	
<b>Tangible Capital Assets (1):</b>					
(-) Purchases	<b>Schedule 1</b>		7,205,800	17,969,980	
(+) Proceeds from disposals	<b>Schedule 1</b>		-	-	
<b>Long Term Debt, including capital leases (2):</b>					
(-) Repayments of the year	<b>Schedule 2</b>		-	-	
(+) Debt issued during the year	<b>Schedule 2</b>		-	-	
<b>NON-CASH GAIN/EXPENSES (3):</b>					
(+) Amortization expense	<b>Schedule 1</b>		4,796,191	4,222,154	
(+) Accretion expense	<b>Data Entry- Chart of Accts</b>		-	-	
(-) Gain on disposals of tangible capital assets	<b>Schedule 1</b>		-	-	
(+) Employee Future Benefits expenses	<b>Actuarial Report</b>		319,600	295,900	
<b>OTHER CASH REQUIREMENTS:</b>					
(-) Employee Future Benefits expected payments	<b>Actuarial Report</b>		340,700	269,600	
<b>NET EXCESS (DEFICIT) CASH OF THE YEAR</b>			<b>(435,867)</b>	<b>(1,661,965)</b>	

## AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Third Quarter Forecast and Finance Report</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	Prairie South Schools is required to submit a 2024-25 3 <sup>rd</sup> Quarter Forecast to the Ministry by June 16, 2025.
<b>Current Status:</b>	The report will be distributed at the meeting. The third quarter does not conclude until May 31. We will finalize the report once the quarter has officially ended and share the report with you at the meeting.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	May 27, 2025	Distributed at the meeting.

### ***Recommendation:***

That the Board receive and file the 3<sup>rd</sup> Quarter Forecast and Finance Report.

## AGENDA ITEM

<b>Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	5.5
<b>Topic:</b>	<b>Student Learning II Accountability Report</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

<b>Background:</b>	The Board's annual report work plan calls for the Board to receive the Student Learning II Accountability Report annually in June.
<b>Current Status:</b>	
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	That the Board continue to support the work of the Provincial Education Plan as it is carried out in Prairie South Schools with respect to Mental Health and Wellbeing
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Amanda Olson	May 22, 2025	<ul style="list-style-type: none"> <li>Student Learning Accountability Report II</li> </ul>

***Recommendation:***

That the Board receive and file the Student Learning Accountability Report.

## 2024-2025 Student Learning Accountability Report II

### 1. Source Documents

The board's role as outlined in Policy 2:

Annually review the effectiveness of the School Division in achievement of student learning.

The director's role description as outlined in Policy 12:

1. (Education Leadership 2.2.1) Provides leadership in all matters relating to learning in the Division.
2. (Education Leadership 2.2.2) Ensures students in the Division have the opportunity to meet standards of learning set by the Minister
3. (Personnel Management 4.4.3) Ensures processes and structures are in place to supervise and support the improvement of the performance of all staff.

### 2. Evidence

Background – School LIPs related to Wellness

As per the Board's Strategic Plan focus on Student Outcomes including the strategies of:

- Learning Improvement Planning (LIP)
- Comprehensive Learning Framework
- Implementation of the OurSCHOOL survey
- Shared understandings with schools
- The Provincial Education Plan

### #YourPresenceMatters

As a leading school division in Saskatchewan, Prairie South Schools is committed to making student attendance a top priority. Research shows that poor school attendance can have significant negative impacts on a student's mental health, overall well-being and academic performance. Poor attendance can result in increased stress and anxiety, lower self-esteem, behaviour issues, family stress, and even depression.

This year, Prairie South launched a **#YourPresenceMatters** campaign. The campaign aims to send a clear message that we care about our students – **their presence matters** – and that we want students at school every day as school is the best place for children and youth to grow and learn. We want this message to spread throughout all our school communities because we strongly believe that if we all start talking about how important regular attendance is for students' mental health, well-being and academic performance, we can support students and families in building positive attendance habits.

Our message is spreading through decals on windows, vehicles and even a few Zambonis. We love sharing this message wherever we go and with whoever we meet as it is an important one – we care about our students – **their presence matters** – we want them at school every day!



Moose Jaw City Council



Kim Clairry, Autistic Occupational Therapist, speaker, consultant, author, and self-advocate



RTI Conference - Back Row: Mandy Barrett, Jenn Prokopetz, Amanda Olson, Paula Maeker, Nicole Dimich, Mike Mattos Front Row: Derrick Huschi, Luis F. Cruz

## Positive Sense of Belonging

As part of their annual learning improvement planning, many schools in Prairie South include a student well-being goal. During the 2024/2025 school year, several schools in Prairie South included a goal related specifically to student **Sense of Belonging**. The Provincial Education Plan also focuses on student well-being and belonging stating that “all students will be celebrated and acclaimed, able to be themselves and see themselves in their schools.” The Learning Bar defines sense of belong as:

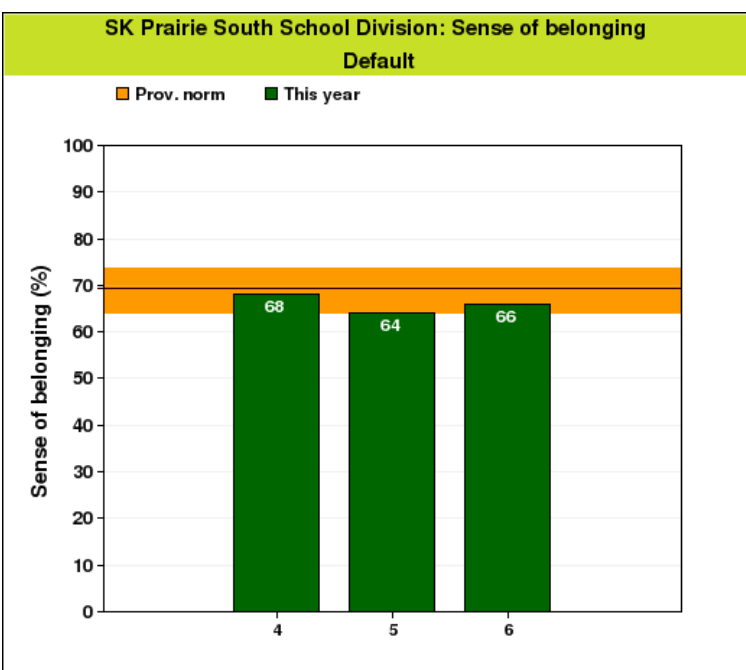
Sense of belonging reflects the degree to which an individual feels included, respected, accepted, and supported by others (Baumeister & Leary, 1995). Within a school context, a sense of



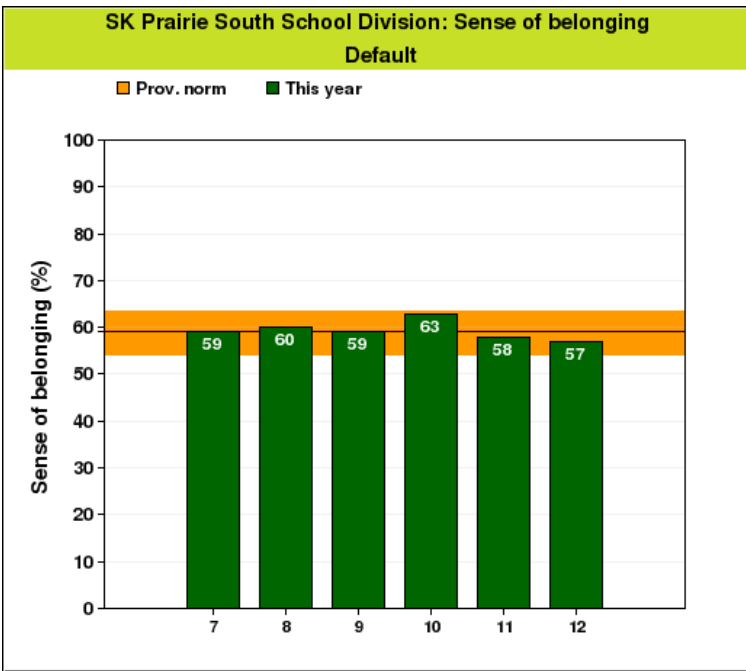
belonging results in an individual feeling proud to belong to their school (Goodenow, 1993). A positive sense of belonging is related to an individual's well-being (Juvonen, 2006), relationships among [peers] (Skaalvik & Skaalvik, 2011), and self-efficacy (Chan et al., 2008).

Data collected from the OurSCHOOL survey administered each spring is used to provide a basis for student wellness goals and to set the target for the coming school year. All students in Prairie South from grades 4-12 are invited to participate in the survey. This year, 1,267 students in grades 4-6 and 2,477 students in grades 7-12 participated.

Related OurSCHOOL survey results follow from the spring of 2025:



2020/2021 – 69.7%  
2021/2022 – 68%  
2022/2023 – 67%  
2023/2024 – 65.3%  
**2024/2025 – 66%**



2020/2021 – 61.2%  
 2021/2022 – 61.3%  
 2022/2023 – 60%  
 2023/2024 – 59%  
 2024/2025 – 59.3%

## Positive Teacher Student Relationships

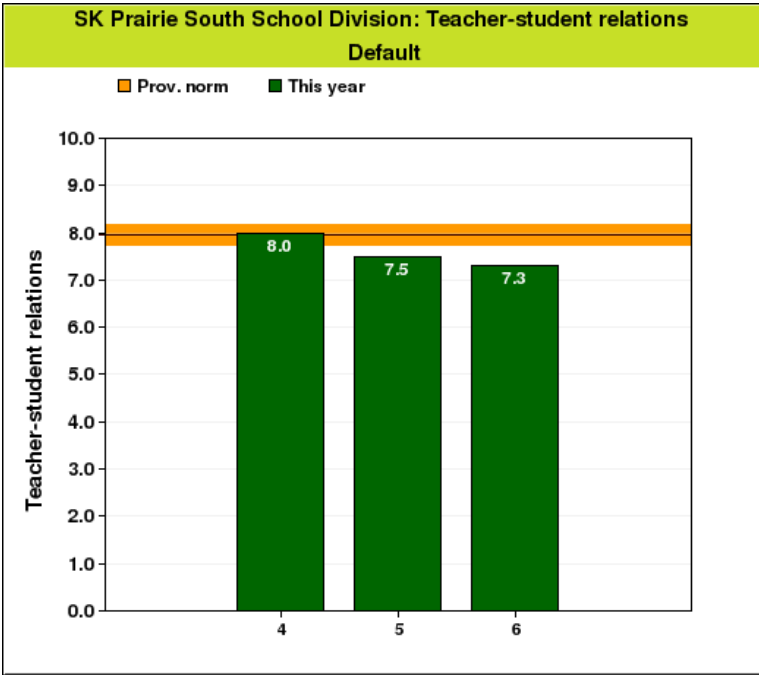
The Learning Bar shares the following research:

Positive teacher-student relations refer to the extent to which students experience both fair and supportive interactions with their teachers. Positive teacher-student relations are closely related to quality instruction and school climate, as teachers have the opportunity to support students both academically and socially (Baker, Grant, & Morlock, 2008).

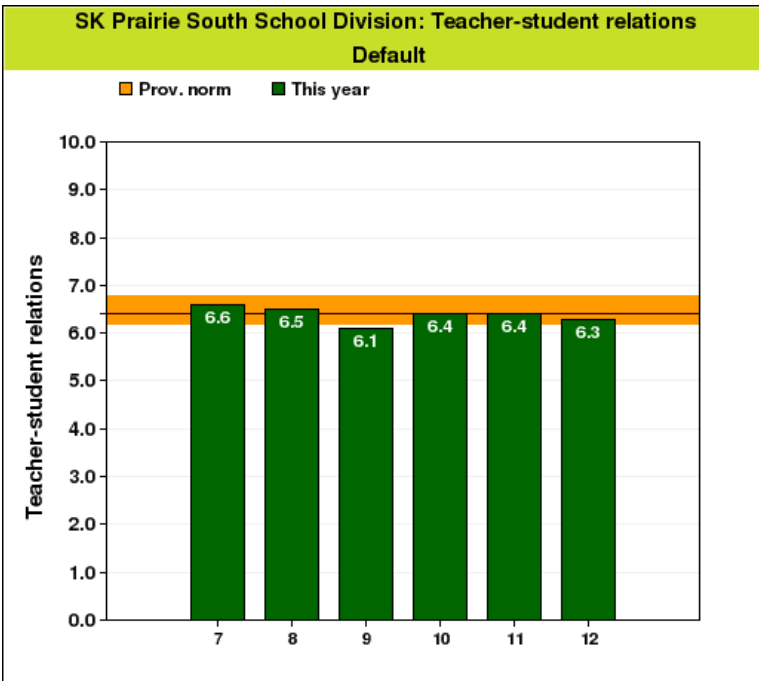
Positive teacher-student relations are related to students' academic achievement and well-being:

- Students with positive teacher-student relations have a greater motivation to perform well academically compared with those who have poor teacher-student relations (Hughes, Cavell, & Willson, 2001).
- Teacher-student relations have strong positive correlations with gains in intellectual engagement (Dunleavy, Milton, & Willms, 2012).
- Schools vary in their level of positive teacher-student relations. Students in schools where teacher-student relations are poor are more likely to have low levels of engagement (OECD, 2013).

It is our goal in Prairie South to make sure that teacher student relationships are positive and that all students have at least one positive adult connection in their school. Prairie South wants students to say, “This is my favourite school! I am having fun, enjoying learning, and I like my teacher.” Using our self-created assessment tool, we will gather K-12 data on this during the 2025-26 school year.



2020/2021 – 83%  
 2021/2022 – 81.7%  
 2022/2023 – 80%  
 2023/2024 – 76.3%  
**2024/2025 – 76%**



2020/2021 – 74.7%  
 2021/2022 – 73.2%  
 2022/2023 – 65%  
 2023/2024 – 63.6%  
**2024/2025 – 63.8%**

## Anxious Feelings (and Mental Health Wellness)

Prairie South Schools is committed to mental health wellness awareness and prevention. During the 2024/2025 school year we:

- focused on sharing the [resources](#) that are available in our communities,
- continued to update our [Mental Wellness Room](#) and put the shortcut on all Prairie South desktops,
- promoted the Integrated Youth Services Hub, [HOMEBASE](#),
- shared information about [Rapid Access Counselling](#) with students, caregivers and staff,
- started the [Mental Health Capacity Building Program](#) at Peacock Collegiate,
- participated in the provincial mental health and well-being subcommittee, which is part of the Provincial Education Plan,
- hosted parent information sessions on the [Anxious Generation](#),
- offered the Incredible Years Parenting Program,
- partnered with HOMEBASE to offer a Parenting Lunch and Learn series,
- utilized Little Spot in many of our primary classrooms,
- utilized our Occupational Therapist to provide tier 1 supports in classrooms.



In addition to sharing the resources that are available in our communities, we maintained and built partnerships with key stakeholders – The Saskatchewan Health Authority, Moose Jaw Family Services, HOMEBASE, The Community Based Coalition Networking Group, HUB, Partners Against Violence, and more.

Prairie South continues to train staff in Mental Health First Aid, Applied Suicide Intervention Skills Training, Non-Violent Crisis Intervention, LivingWorks Start Training, and Violent Threat Risk Assessment.

On December 13, 2024, River Street Promotions hosted a Nashville Concert for students. Over 800 students from eighteen different schools listened to the artists perform and tell their stories about their personal mental health wellness and journeys in life and the music business. Many inspirational messages were shared including but not limited to:

- Accept yourself exactly as you are today and every day.
- Do the right thing when no one else is watching.
- Work hard and dream big.
- Be authentic. Always stay true to who you are.
- You never know what people are going through. Check in on your friends.

Hosted by the Community Wellness Collaborative and sponsored by River Street Promotions, Journey to Hope and the Moose Jaw Transition House, a Student Mental Health Wellness Youth Conference was offered to all grade 6-8 students in Prairie South and Holy Trinity School Division. On May 13th and 14th, hundreds of students had the opportunity to listen to Alison Springer's keynote address - *Mirror, Mirror. Mirror, Mirror* was an entertaining and powerful message that was meant to inspire students to lead by embracing who they are. Alison helped students expose the 'lying mirrors' in their lives by addressing the value and worth they put on themselves and others, how to deal with hurtful things that people say and shifting their perspective from focusing on their weaknesses to seeing the beauty of their strengths and weaknesses combined. Students learned positive and helpful ways to protect their dignity and the dignity of others.



Prairie South School Division is very fortunate to have access to a **Mental Health Wellness Grant Match Initiative** through River Street Promotions. School Community Councils who are collaborating with their school administrators and staff to plan a student focused Mental Health Wellness initiative can apply for matching funds. RSP Mental Health Wellness funding may be

made available up to a 50/50 basis with fundraising done by school communities or other external donations and grants to a maximum of \$1,500. During the 2024/2025 school year, 15 initiatives were approved within Prairie South. Some examples of these initiatives include:

### **Prince Arthur School - #YourPresenceMatters**

Prince Arthur's School Community Council aligned its wellness initiative with the division's strategic imperative. To help promote awareness of the importance of regular attendance, the school and School Community Council sent home a **#YourPresenceMatters** decal with each student. They also purchased **#YourPresenceMatters** t-shirts to be used as prizes for a monthly attendance draw.

### **Mossbank School – Seven Sacred Teachings Guest Speaker**

Mossbank School has been focusing on the Seven Sacred Teachings. The Seven Sacred Teachings, also known as the Seven Grandfather Teachings, are a set of guiding principles deeply rooted in some Indigenous cultures. The guiding principles include Love, Respect, Courage, Honesty, Wisdom, Humility and Truth. Each teaching provides a lens through which mental health and wellness can be approached with a sense of harmony, community, and balance. As part of the Seven Sacred Teachings at Mossbank School, the school had Whitney Ogle from Wood Mountain Lakota First Nation in to share her knowledge.

### **Mankota and Glenworth School – Mental Health and Addictions Keynote**

Mankota School and Glentworth School came together for a keynote address and workshop by Brad Siroski. Brad Siroski is a dedicated mental health and addictions counselor, advocate, and public speaker based in Saskatoon, Saskatchewan. Drawing from his personal experiences with addiction and mental health challenges, he has committed his life to supporting others facing similar struggles. Brad's own battles with addiction and mental health have profoundly shaped his mission to assist others. He utilizes his story to inspire hope and resilience, emphasizing that recovery is attainable. Through public speaking engagements, he addresses topics such as mental health awareness, and the importance of holistic healing.

### **Riverview Collegiate – Art Club - Belonging and Mental Wellness through Creativity**

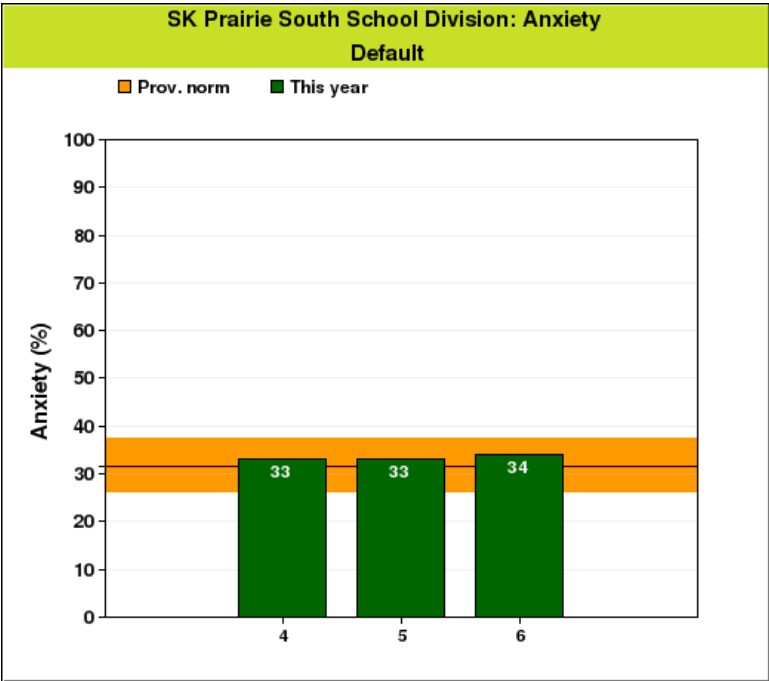
Riverview Collegiate runs an after-school Art Club. The goals of the art club are:

- to provide a healthy outlet for stress and emotions
- promote mindfulness
- work on present moment thinking
- enhance critical thinking and problem-solving skills
- teamwork
- communication
- belonging
- collaboration

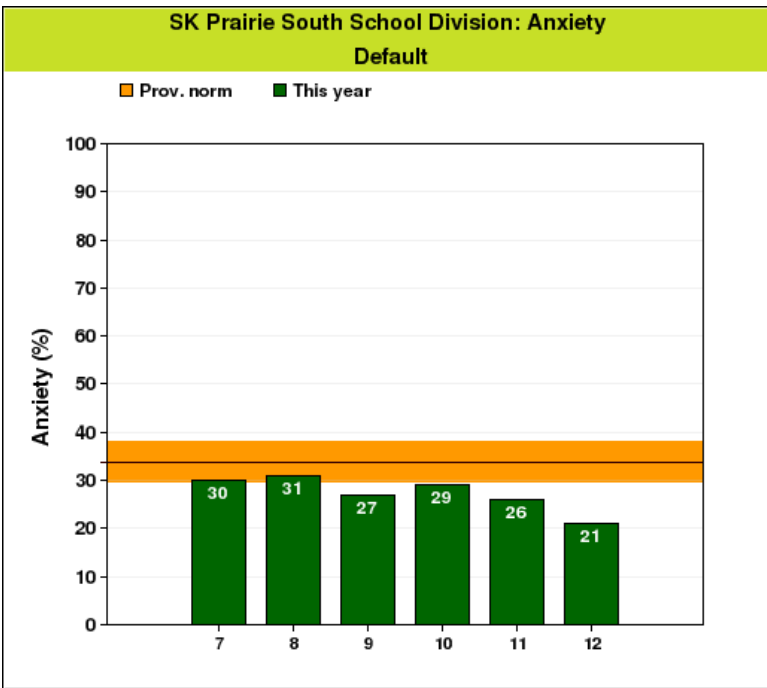
With River Street Promotions support, the Riverview Collegiate Art Club was able to purchase a 3D printer that students had expressed interest in. 3D printing will allow students to create sculptures, jewelry, and functional items.

**Students with moderate or high levels of anxiety (*anxious feelings*)**

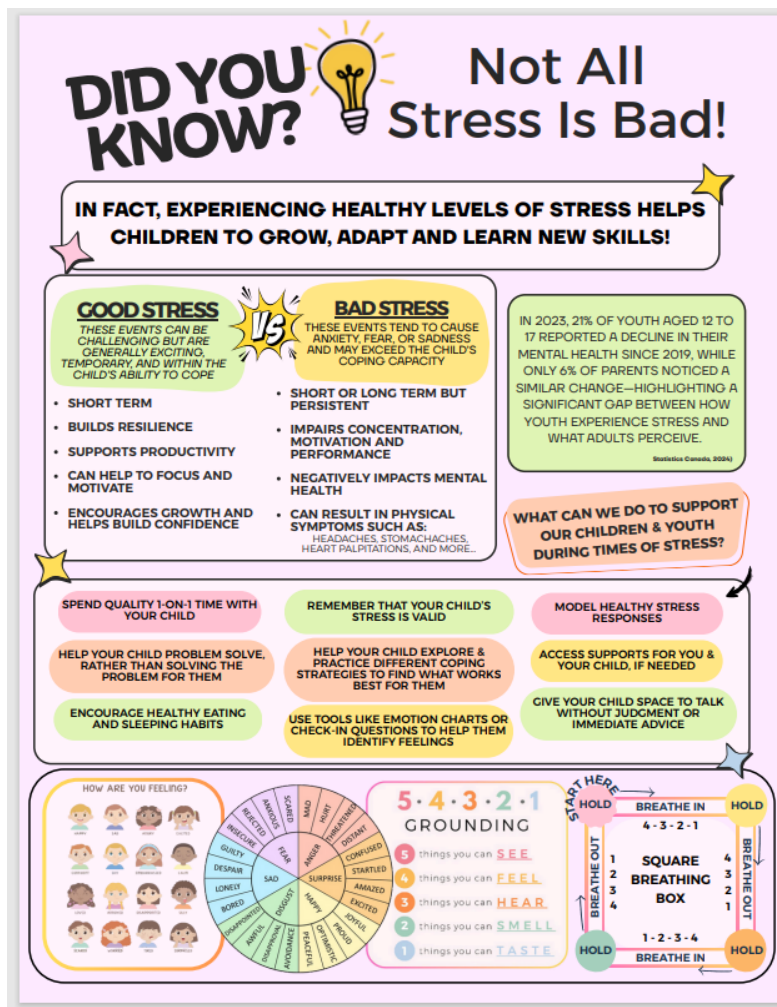
The language used in the OurSCHOOL survey does not align with the language used in school divisions across the province and is something the Provincial Education Plan Mental Health and Well-being team is working to change. Instead of saying that this data is telling us the percentage of students with moderate to high levels of anxiety, we would say the data is telling us about the percentage of students who experience moderate to high levels of anxious feelings or stress. Questions that are asked to determine this data set are questions like, I worry about my teacher asking me a question and I worry about what other students think about me.



2020/2021 – 32.6%  
2021/2022 – 35.3%  
2022/2023 – 33%  
2023/2024 – 33.7%  
**2024/2025 – 33.3%**



2020/2021 – 29.7%  
 2021/2022 – 30.7%  
 2022/2023 – 30%  
 2023/2024 – 29%  
 2024/2025 – 27.3%





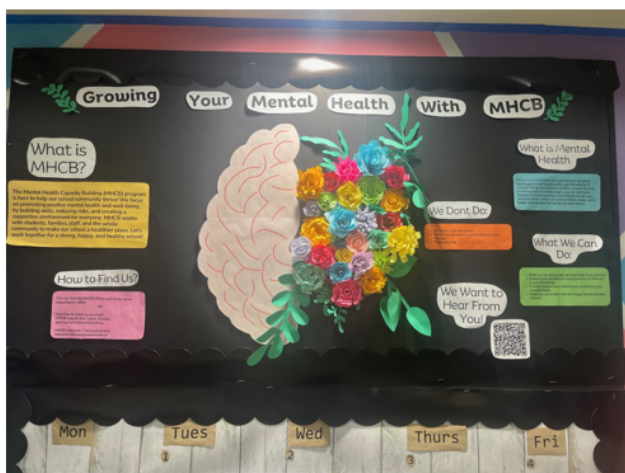
When we review this data, we need to remember that experiencing healthy levels of stress helps our children and youth grow, adapt and learn new skills. Good stress is short-term builds resilience, supports productivity, can help us to focus and motivate, encourages growth, and helps build confidence.

## **The Mental Health Capacity Building Program**

The Mental Health Capacity Building (MHCB) program focuses on promoting positive mental health and well-being by enhancing protective factors and reducing preventable risk factors for mental illness. It achieves this by fostering a school community that actively supports and sustains mental health for everyone. The program empowers students, families, caregivers, staff, and communities to collaborate in creating a healthy and supportive school environment.

The vision of the MHCB program is to establish a culture and environment that values and prioritizes positive mental health and well-being. Its mission is to build capacity within school settings by promoting mental health initiatives that enhance protective factors while minimizing risk factors, benefiting students, families, and the broader community.

The MHCB program is located in one building at a time and is currently located in Peacock Collegiate. In a short amount of time, the MHCB program at Peacock made remarkable strides, laying a strong foundation for lasting impact. Through extensive efforts to strengthen relationships within the school community, they successfully organized a Mental Health Fair, connecting students with several community mental health programs and resources. A celebration of World Kindness Day was another highlight early in the year, featuring the delivery of student-created kindness-grams that spread positivity and built meaningful connections among students and staff. Additionally, the MHCB staff have worked tirelessly alongside school-based staff to cultivate an inclusive and welcoming environment that supports both learning and professional growth. During the second half of the school year, the team intensified their focus on mental health literacy, equipping students and staff with the knowledge and tools to foster resilience and prioritize well-being. Recently they introduced both students and staff to HOMEBASE and continued promoting Rapid Access Counselling.



### Administrative Challenges/Suggestions

- As a division, continue with a strategic focus on a culture of wellness.
- Support student wellness through the four Provincial Education Plan action priorities.
- Continue to focus on awareness and prevention when it comes to mental health wellness and help students and families navigate external supports when needed.
- Schools continue to use the Ministry's perceptual survey as one method of data to target student wellbeing.
- Utilize the Mental Health Capacity Building staff and networking opportunities to dive deeper into the data and researched practices.
- The Board's 4-year strategic plan has a strategic focus on belonging and connection.

## AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	5.6
<b>Topic:</b>	<b>Board Annual Work Plan</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	On an annual basis, the Board of Education confirms a Board Annual Work Plan as an appendix to Board Policy 2.
<b>Current Status:</b>	The Board has reviewed time commitments, accountability report requirements and areas of focus for 2025-2026. Approval of the Board Annual Work Plan will provide initial direction for administration as planning for 2025-2026 continues.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	Board Policy 2, Role of the Board, provides Board direction related to governance responsibilities in Prairie South, and the Annual Work Plan emerges from this direction.
<b>Legal Implications:</b>	Governance responsibilities are described in <i>The Education Act, 1995</i> , <i>The Education Regulations, 2019</i> and <i>The School Division Administration Regulations, 2017</i> .
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	May 26, 2025	<ul style="list-style-type: none"> <li>Board Policy 2 and Appendix A: Board Annual Work Plan</li> </ul>

### ***Recommendation:***

That the Board confirm the 2025-2026 Board Annual Work Plan and updates.

## BOARD ANNUAL WORK PLAN

### SEPTEMBER

#### **Regular Board Meeting Agenda Items**

- Organizational Meeting – Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, approve missed meetings resolution, set per diems and trustee honorariums and authorize borrowing resolution
- Chair completes Committee Appointments
- Consider nomination of a program for the Premier's Award For Innovation
- Approve Board Engagement Plan

#### **Events/Action**

- SSBA Board Chairs' Council Meeting
- Begin Work On/Review Strategic Plan
- Review Strategic Plan
- Share Strategic Plan Goals/Direction for the Year
- Trustee Competencies Self-Assessment
- Public Section Executive Meeting
- Discuss Board Development Plan, if appropriate
- Receive Staff Celebration/Recognition List (10, 20, 30 year)
- Consider School Tours and Related Planning Days

#### **Budget Considerations**

- Review proposed Capital Plan
- Receive enrolment numbers (first day and mid-month)

### OCTOBER

#### **Regular Board Meeting Agenda Items**

- Approve Resolutions (if any) for SSBA Fall General Assembly
- Review Student Achievement (I) Accountability Report
- Receive September 30<sup>th</sup> enrolment
- Appoint Voting Delegates and allocate votes for the SSBA Fall General Assembly

#### **Events/Action**

- SSBA Board Chairs' Council Meeting
- Education Week
- Receive SCC Chair information (final)
- Approve Board Engagement Plan
- SCC Inservices

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## **NOVEMBER**

### ***Regular and Special Board Meeting Agenda Items***

- ~~Organizational Meeting — Elect Board Chair, Vice Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, approve missed meetings resolution, set per diems and trustee honorariums and authorize borrowing resolution~~
- ~~Chair completes Committee Appointments~~
- Review School and Division Improvement Accountability Report
- ~~Appoint Voting Delegates and allocate votes for the SSBA Fall General Assembly~~
- Approve Annual Report for submission to Ministry of Education
- Approve Annual Financial Statements
- Review audit report and management letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Review PEP, if applicable

### ***Events/Action***

- SSBA Board Chairs' Council Meeting
- ~~School Board Election~~
- SSBA Fall General Assembly and AGM
- Public Section General Meeting

### ***Budget Considerations***

- Review implications of Audited Financial Statements on budget planning

## **DECEMBER**

### ***Regular Board Meeting Agenda Items***

- Review Facilities Accountability Report
- Establish Calendar Parameters

### ***Events/Action***

- ~~SSBA Fall General Assembly and AGM~~
- SSBA Board Chairs' Council Meeting
- Staff Christmas Luncheon

## **JANUARY**

### ***Regular Board Meeting Agenda Items***

- Approval of budget assumptions
- Review Progress, Board Advocacy Plan and Board Development Plan
- Review Legal Update of any outstanding cases
- Review Human Resources Accountability Report
- Review First Quarter Financial Accountability Report

### ***Events/Action***

- SSBA Board Chairs' Council Meeting

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**Budget Considerations**

- Review Budget Work Plan including dates
- Draft Budget Assumptions/Priorities

**FEBRUARY****Regular Board Meeting Agenda Items**

- Review initial projected enrollment for next year
- Review draft school year calendar
- Review Transportation Accountability Report

**Events/Action**

- SSBA Board Chairs' Council Meeting
- Public Section Executive Meeting
- Staff Appreciation Week
- Receive retirement celebration list (initial)

**Budget Considerations**

- Review school level staffing

**MARCH****Regular Board Meeting Agenda Items**

- Approve school year calendar
- Review Early Learning Accountability Report
- ~~Engage with VTEC Student Group~~

**Events/Action**

- SSBA Board Chairs' Council Meeting
- Provincial Budget
- Review teaching/staffing formula

**Budget Considerations**

- Review funding from Ministry

**APRIL****Regular Board Meeting Agenda Items**

- Review Second Quarter Financial Accountability Report

**Events/Actions**

- SSBA Board Chairs' Council Meeting
- SSBA Spring Assembly Meeting
- Public Section Executive Meeting
- SCC Elections
- Conduct and approve Director annual evaluation
- Review PMR Strategic Plan

**Budget Considerations**

- Mid-year review and realignment
- Review draft budget

**MAY****Regular Board Meeting Agenda Items**

- Budget (or June)
- Transportation catchment requests
- PMR Plan

**Events/Action**

- SSBA Board Chairs' Council Meeting
- ~~SCG Inservices~~
- Graduation ceremonies
- Alignment of planning for upcoming year
- Administrative Procedures Renewal
- ~~Reflect on Strategic Plan~~
- Review/Participate in a facilitated Board self-evaluation and approve a positive path forward
- Engage with YES Canada Students

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**JUNE****Regular Board Meeting Agenda Items**

- Budget (or May)
- Review Third Quarter Financial Accountability Report
- Review Student Achievement (II) Accountability Report
- Approve Board Revisions to Annual Work Plan
- Director Evaluation and Board Self-Evaluation
- Engage with VTEC Student Group

**Events/Action**

- SSBA Board Chairs' Council Meeting
- Public Section General Meeting
- Graduation ceremonies
- SHSAA General Meeting
- Receive SCC Chair information (initial)
- Receive retirement celebration list (final)
- Retirement Celebration Banquet
- Reflect on Strategic Plan

**ONGOING**

- Consider new developments and directions from Ministry of Education

- Attend meetings as determined by the Board
- Engage in individual trustee development approved by the Board
- Engage in celebration/recognition of students, staff and community
- Attend School Community Council meetings as scheduled and upon invitation
- Attend Board Committee meetings as assigned
- Complete other duties as described in Board Policy
- Budget considerations – review operations and priorities
- Receive Director's message to staff when published
- Receive principals' directory when published
- Consider a Board Policy Review every other year.



# AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	5.7
<b>Topic:</b>	<b>Monthly Tender Report</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<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"> <li>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.</li> <li>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.</li> </ul>
<b>Current Status:</b>	<p>This tender report covers the period from May 8, 2025 to May 31, 2025. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> <li>Prairie South Schools signed on to the Regina Catholic School Division's new school furniture tender. The following orders were issued based on this agreement: <ul style="list-style-type: none"> <li>Concept3 Business Int for \$117,609</li> <li>HBI Office Plus for \$82,800</li> <li>Spaces inc for \$330,279</li> </ul> </li> <li>A February quote price was extended for Interactive TVs, and an additional order was placed with Matrix Video Communications Corp for \$25,820.</li> </ul>
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	May 26, 2025	• n/a

## Recommendation:

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

## AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	7.1
<b>Topic:</b>	<b>Administrative Procedures Renewal</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	On a yearly basis, administration reviews school division Administrative Procedures (APs) to ensure they are current, consistent with Board Policy and expectations from the Ministry of Education.
<b>Current Status:</b>	On May 20, 2025, the Administrative Procedures document was reviewed by teams made up of CAC, School Administrators, Learning Department Staff, and Trustees. As a result of this review, minor updates were made to several APs. Copies of revised Administrative Procedures are attached.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	Prairie South Administrative Procedures are consistent with relevant legislation and regulations for education in Saskatchewan and are in alignment with policies of the Board of Education.
<b>Legal Implications:</b>	
<b>Communications:</b>	APs will be formally implemented in September 2025 after they are added to the Prairie South website over the summer.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	May 21, 2025	<ul style="list-style-type: none"> <li>• AP Changes Updates Summary</li> <li>• 100s: 105AppA, 112AppA, 140 AppA, 141AppA, 157</li> <li>• 200s: 206. 217</li> <li>• 300s: 316</li> <li>• 400s: 404, remove 419</li> <li>• 500s: 500, 501, 516, 518, 521, 522, 522AppA, 542, 542AppA, 542AppB, 554, 555, 557</li> </ul>

***Recommendation:***

That the Board review the materials provided.

## **ADMINISTRATIVE PROCEDURE (AP) UPDATES SUMMARY**

### **June 3, 2025**

The APs listed below have been updated. Changes on each AP have been highlighted.

105 (Appendix A) – Decision Making (Matrix)  
112 (Appendix A) – SCC Professional Development Application  
140 (Appendix A) – Staff Acceptable Use of Technology  
141 (Appendix A) – Prairie South Employee Cell/Smart Phone Administrative Practice  
157 – Air Quality

206 – Family Life and Sex Education  
217 – Volunteerism 30 Credit (**NEW**)

316 – Gender and Sexual Diversity

404 – Employee Use of Drugs and Alcohol  
419 – Teacher Accreditation (**REMOVE**)

500 – Budget  
501 – Budget Carry Over  
516 – Accounting Standards  
518 – Payment of Accounts  
521 – Sponsorship by the School Division  
522 – Advertising and Corporate Sponsorship  
522 (Appendix A) – Fundraising for Specific Project Form (**NEW**)  
542 – Community Use of School Facilities  
542 (Appendix A) – Schedule of Fees – effective September 1, 2024  
542 (Appendix B) – Schedule of Fees – effective March 1, 2026  
554 – Special Use of Buses  
555 – Transportation in Private Vehicles  
557 – Allowance In Lieu of Bus Service

## DECISION MAKING (MATRIX)

<b>Budget: Operating</b>	<b>Central Office</b>	<b>School</b>
a. Administration of salary rates	X	
b. Service levels and standards	X	
c. Allocation of funds	X	
d. Raise revenues (eg. Rentals, utilities)	X	
e. Deployment and expenditure of school funds		X
<b>Budget: Capital</b>		
a. Identification of major capital projects	X	X
b. Confirmation of division priorities	X	
c. Allocation and deployment of funds to capital projects	X	
d. Allocation of funds for new equipment	X	X
e. Deployment of funds for new equipment	X	X
<b>Facilities: Planning/Capital Developments</b>		
a. Based on program needs, learning standards, and educational specifications. Develop to ensure stability, flexibility and efficiency within schools	X	
b. Overall Division plan for space utilization	X	
<b>Facilities: Maintenance</b>		
a. Provision of maintenance services	X	
b. Supervisor determines priorities based on school input	X	
<b>Facilities: Operations</b>		
a. Daily operations of the school (eg. Cleaning requirements)		X
b. Resolution of unusual or emergency requirements	X	X
c. Rentals		X
<b>Facilities: Facility Operators</b>		
a. Training	X	
b. Selection	X	
c. Evaluation	X	X
d. Deployment	X	
<b>Transportation</b>		
a. Students	X	

Safety	Central Office	School
a. Implementation of safety standards of operations	X	X
b. Monitoring of implementation of standards	X	X
<b>Personnel</b>		
a. Allocation of staff levels to schools	X	
b. Establishment of personnel practices	X	
c. Recruitment of staff	X	X
d. Selection of staff from applicants	X	X
e. Appointment of staff	X	
f. Deployment of staff within the school		X
g. Implementation of evaluation criteria as defined standards set by Board	X	
h. Reassignment of staff within the Division	X	
i. Provision of staff development activities	X	X
<b>Programs: What Students will Learn</b>		
a. Exit or significant outcomes (goals)	X	
b. Program outcomes	X	
c. Personalized Learning goals		X
d. Program, course and subject objectives	X	X
e. Locally-developed programs	X	X
f. Program modifications (intensive needs)	X	X
g. Internet use	X	X
<b>Programs: How Students Will Learn</b>		
a. Design and delivery of programs		X
b. Student assessment and reporting	X	X
c. Organization and grouping		X
d. Facilities modification planning	X	X
e. Intensive needs program modification	X	X
f. Division/regionalized programs	X	
<b>Programs: Program Support</b>		
a. Staff development	X	X
b. Staff development support services	X	
c. Program development and implementation	X	X
d. Program support	X	
e. School initiated planning and accreditation		X
<del>f. Accreditation support</del>	<del>X</del>	
<del>g-f.</del> Student needs screening/identification and special class placement	X	X
<del>h-g.</del> Students with intensive needs support services	X	X
<b>Programs: Program Evaluation</b>		
a. General program effectiveness	X	
b. School program effectiveness	X	X

School Operations	Central Office	School
a. Student Governance		X
b. Admission of students		X
c. Class size	X	X
d. Hours of operation	X	X
e. Student Supervision and safety	X	X
f. Community Consultation	X	X
g. Student records	X	X
h. Administration of Medication	X	X

[Updated: June 3, 2025](#)

## Administrative Procedure 112 – Appendix A



## School Community Council

### PROFESSIONAL DEVELOPMENT APPLICATION

Name:	
Date submitted:	
PD Opportunity:	
Date(s):	

**Estimated costs of event:**

Registration cost:	
Travel: <i>50/km Current rate</i>	
Meals: <i>(receipt must be submitted)</i>	
Accommodations: <i>(receipt must be submitted)</i>	
<b>Approximate Total Costs:</b>	

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Approved: Yes/No

Date approved: \_\_\_\_\_

SCC Chairperson:

\_\_\_\_\_ (signature)

Administrator:

\_\_\_\_\_ (signature)

~~Director of Education~~ Superintendent of Operations

\_\_\_\_\_ (signature)

Comments: \_\_\_\_\_

GL Code :

Mann.jaime@prairiesouth.ca

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## **PRAIRIE SOUTH SCHOOL DIVISION**

### **Staff & Authorized Non-Employees Acceptable Use of Technology**

#### **Part I: Staff Conditions of Use**

It is important for staff members to be aware of the operational conditions under which computers and computer networks are made available to them. The following information applies to teachers and support staff.

- a) Access to and use of Division computers and the computer networks may be monitored.
- b) Files or electronic communications involving the use of Division computers or computer networks are not considered private.
- c) Computers and Division computer networks are available only to users who act in an ethical, responsible, legal and professional manner.
- d) Computers and Division computer networks are provided for acceptable and work related purposes as per table 1.
- e) A breach of the conditions of use or guidelines may result in a temporary or permanent suspension of computer privileges or other sanctions.
- f) Computers and Division networks . . . table 1 (see table)

#### **Part II: Staff Guidelines**

It is expected that staff will utilize Division computers in a professional manner with due regard to the following:

- a) Preservation of the privacy of login (ID) and passwords.
- b) Preservation of the security of systems, material, and information to the highest degree possible.
- c) Reporting of known security breaches to a supervisor or network administrator.
- d) Sending or perusing rude or offensive material.
- e) Honoring copyright laws and all license agreements.
- f) Making unjustifiable demands on the Community Net infrastructure, or the school or Division networks, servers, or computers (i.e., online games or streaming media).
- g) Recognition that the content of any and all uploaded material reflects on the image of the school division.
- h) Forfeiture of the right to use Division infrastructure for personal financial gain.
- i) Required notification and approval of the network administrator prior to making any changes to the setup of school computers.

I have read and understood the conditions of use and the guidelines of this Staff Acceptable Use of Technology.

Staff Signature:

Date:



**Table 1: Examples of Acceptable/Incidental/Unacceptable Usage**

ACCEPTABLE		INCIDENTAL		UNNACCEPTABLE		
Acceptable	Acceptable/Incidental	Acceptable	Incidental/Unacceptable	Unacceptable	Contravenes Other Policies	Illegal
Looking for lesson plans on the Internet.	Viewing online streaming media with students for a curricular purpose.	Preparing a roster for your child's hockey team over lunch hour.	Preparing a roster for your child's hockey team, tying up the computer when a co-worker needs access.	Walking away from a computer while still logged on and <b><u>NOT</u></b> locking the computer ( <b><i>Ctrl+Alt+Delete</i></b> )	Excessive personal use of the computer (i.e. hours of work).	Running pirated/unlicensed version of software.
Accessing Sask Ministry of Education Website for resources.	Sending an e-mail to a colleague that deals with work and the schedule for your up-coming lacrosse tournament.	Sending e-mails to coworkers/others with birthday and holiday wishes.	Installing a 3 <sup>rd</sup> party computer program.	Sending division wide e-mails with 'puppies 4 sale' type messages.	Excessive personal use of the Internet (i.e. hours of work).	Making a libelous statement about a co-worker or student in an e-mail.
Sending a group e-mail with minutes from a meeting attached.	Downloading and installing software with prior authorization.	Browsing a news site during the lunch hour to keep up with current events.	Sharing username/password with a co-worker.	Downloading a trial version of a program and installing it without authorization.	Distributing racist or obscene jokes, pictures or graphics via e-mail.	Downloading, storing, distributing and/or selling pornography.

**Note: These are examples ONLY and NOT exhaustive or inclusive!**

### **Glossary of Terms to Accompany Student & Parent/Guardian Release Form**

- E-mail:** Electronic mail. Messages of text (although pictures and other computer files may be attached) sent from one user to one or more others.
- Internet:** The Internet is a collection of computers throughout the world which are connected mostly using telephone lines for the purpose of sharing information. Historically, the Internet was used mainly by governments and educational institutions. Today, the Internet is used by millions of people including individuals, small and large businesses, associations, schools, universities and governments. The most popular part of the Internet is the World Wide Web (The Web).
- News Groups:** The division of the Usenet component of the Internet into discussion topics. Used to share opinions on specific topics of interest, participants 'post' queries and replies to newsgroups, much like leaving messages on a bulletin board. Newsgroups can be 'un-moderated' (anyone can post) or 'moderated' (submissions are automatically directed to a moderator, who edits or filters and then posts the results).
- Usenet:** The collection of wide variety of on-line discussions organized into subject categories. Like a series of electronic bulletin boards where each topic is called a news group.
- World Wide Web:** The World Wide Web is a part of the Internet. The Web is the most popular part of the Internet because it provides a way for members to access information in the form of text, pictures, and even sound and video. The Web is sometimes called the multimedia part of the Internet.

## Prairie South Employee Cell/Smart Phone Administrative Practice

### Division Supplied Cell/Smart Phones:

1. Phone manufacturer being used is currently Apple iPhone. These devices are easier to manage than Android and our management software (JAMF) only supports IOS devices.
2. When considering a phone upgrade or purchase the following conditions are to be met:
  - The device should be no more than 3 years from original sale date.
  - The phone should be a base model phone – unless approved by Supervisor/Superintendent of Operations.
  - Strive to only purchased during sales – unless approved by Supervisor/Superintendent of Operations.
  - Strive to buy the most reasonably priced phone. As of May ~~2023~~2025, base phone costs are:
    - iPhone ~~13~~14 128GB - ~~\$359.99~~\$365.99, iPhone ~~14~~15 128GB - \$499.99, iPhone ~~15~~16 128GB - \$629.99, iPhone ~~SE Gen 3~~16e - \$399.99.
  - Purchase costs are subject to a yearly review and approval by the Superintendent of Operations for IT.

### Using Personal Device In lieu of Division Supplied Phone:

For any staff choosing to use a personal device rather than a division supplied phone they are to be reimbursed as per the following procedure:

1. Employee puts in a monthly personal expense claim in Atrieve at the rate of \$50 each month.

### Bus Driver Phone Allowance:

1. Prairie South recognizes that many full time school bus drivers use their personal phone as a preferred way to contact parents and students. Bus drivers will be reimbursed \$150 per year. Bus drivers are paid over twenty pay periods during the school year.

# Air Quality

## Background

Poor air quality can impact the health and performance of outdoor activity participants, including students and staff. Prairie South Schools recognizes the potential short- and long-term effects of engaging in physical activity outdoors when the air quality is poor. Prairie South Schools is fully committed to reducing the risk posed to participants in outdoor activities from poor air quality.

Outdoor activities include but are not limited to outdoor physical education, extracurricular activities, field trips, and outdoor education activities. Air quality refers to the quality of outdoor air primarily related to weather, climate, and smoke (forest fires, grass fires, etc.). Air quality impacted by industry or emergent situations should be guided or directed by proper authorities. Air quality is monitored utilizing Environment Canada's Air Quality Health Index (AQHI).

Just as outdoor activities may be cancelled or rescheduled due to lightning or other weather conditions, it is essential to take similar actions to protect participants of outdoor activities when the air quality is poor. Prairie South Schools will monitor the Air Quality Health Index (AQHI) before outdoor activities. This will be done in collaboration between the Superintendent and school administration by checking the AQHI prior to the activity.

## Procedures

1. When AQHI warnings are issued by Environment Canada, school administration, in consultation with the Superintendent of School Operations will make a determination of the air quality in the area where the outdoor activity will occur.
2. Based on the nature of the activity, the duration of the activity, and the age of the participants decisions around outdoor activities will be made.
- 2.3. AQHI ratings will be determined by the Purple Air Monitor in Prairie South or data provided by Environment Canada.
- 3.4. Outdoor activities such as physical education classes, outdoor field trips, and/or extracurricular activities which are longer in duration and intensity will adhere to the following guidelines:
  - **AQHI below 7** – activity will go ahead as per usual.
  - **AQHI of 7** – scheduled activities will go ahead with a warning to all participants advising caution or limited participation if there is a history of respiratory issues e.g. asthma or if they are experiencing breathing difficulties. It is recommended that teachers/coaches consider the reduction or modification of activity/practices.
  - **AQHI of 8 - 10+** – all outdoor activities, practices, and/or scheduled games/meets will be cancelled and/or postponed. Games/Meets will be reschedule, but in the event that cannot occur, they will be officially cancelled
- 4.5. Outdoor Education Trips - Air quality can change quickly. If your school is planning an overnight or extended outdoor field trip, include in your trip itinerary contingency plans for AQHI. Check the conditions prior to leaving, have a plan to move activities in doors, have a plan for an early return.

Reference: [Understanding Air Quality Health Index Messages](#) (Government of Canada)  
[Purple Air Real-Time Monitoring](#)

~~June 5, 2024~~ June 3, 2025

FAMILY LIFE AND SEX EDUCATION

Background

Prairie South School Division supports a program of family life and sex education at the elementary, middle, and secondary levels on an optional basis.

Procedures

- 1. Family life and sex education courses and materials must be appropriate to the age of the student.
- 2. The provincial health curriculum is to be used as a general outline in planning local family life and sex education programs to fit student and community needs.
- 3. Student involvement in the elementary and middle level health programs is compulsory.
- 4. Notwithstanding (4.3) above, a-the standard division letter is to be sent home two weeks prior to starting sexual education outcomes by the principal to parents and guardians informing them that family life and sex education will be taught as part of the health curriculum, and they have the option of withdrawing their children from that part of the course.
- 4.5. Students under the age of 16 whose parent or guardian so chooses, can be withdrawn from the presentation of sexual health outcomes by giving written notice to the principal. If the principal has not received written notice about student participation, that student is to participate. -If written notice is received after the sexual health outcomes are underway, the student is not to be involved from then forward.
- 5-6. Prairie South School Division acknowledges that exemptions in terms of family life and sex education will be given to Hutterian communities upon request.

Reference: Section 85, 175, 176, 177, 231 Education Act  
Bill 137

June 7, 2022June, 3 2025

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## **VOLUNTEERISM 30 CREDIT**

### **Background**

The Ministry of Education and the Division recognize the value of volunteering and that student achievement can occur in areas outside of the regular Secondary Level program. Volunteerism refers to the act of volunteering through community service activities. Volunteerism enhances the well-being of self and others while providing meaningful service to the individual, organization, and community.

### **Glossary**

*Community Service Activities* - refers to organized activities led by businesses, not-for-profit organizations, public sector institutions (including schools, hospitals, long-term care facilities and childcare facilities and informal settings that contribute to the health of the community and broader society.

*Volunteer* - refers to someone who gives their time in support of helping others with no expectation of gain or material benefit in return.

*Volunteerism* - refers to the act of volunteering through community service activities. Volunteerism enhances the well-being of self and others while providing meaningful service to the individual, organization, and community. Volunteerism can assist students in building pathways to the workforce; it is another form of applied learning and work exposure that supports career decision making while providing a context for learning.

### **Requirements**

1. Schools shall establish procedures to communicate to parents/guardians and students the availability and the administrative procedure requirements for credit attainment for volunteerism.
2. To earn a volunteerism credit, the student must be enrolled in a regular twenty-four (24) credit program in the Division.
3. Volunteerism hours must be completed in Grades 10 to 12.
4. Volunteer hours must be undertaken and completed outside of the regular school program hours.
5. The volunteerism credit requires a minimum of one hundred (100) hours of volunteer time for one (1) or more community service activities.
6. Students are not eligible to earn a Volunteerism 30 credit for any activities listed in the Appendix B: Ineligible Volunteerism Activities listed in the Ministry of Education's Volunteerism Policy 2023.
7. This policy is not applicable to the Adult 12 program requirements.

## **Procedures**

To enroll in the volunteerism credit, the student is required to submit a personalized learning plan to the school administration, using the Volunteerism Plan Template available as an appendix in the Volunteerism 30 Policy from the Ministry.

1. The Volunteerism Plan Template must be completed and approved by the principal or designate prior to the student starting the volunteer work.
2. All volunteerism credits are to be submitted to the Ministry following the procedures outlined in the Volunteerism Policy document, available from the Ministry of Education.
3. Volunteerism 30 credits will be awarded following the process outlined in the Volunteerism 30 Policy document.
4. Schools shall retain a copy of the volunteerism plan and log and supporting documentation on file for a minimum of five (5) years.

**Reference:** [Volunteerism Policy 2023, Ministry of Education](#)

June 3, 2025

## Administrative Procedure 316

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### Gender and Sexual Diversity

#### Background

The Division affirms the legal right of all students, staff, and families to receive educational programming and services free from discrimination on the basis of sexual orientation or gender identity. The Division is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment for all members of the school community including students, staff, and families regardless of their sexual orientation, gender, gender identity, or gender expression. Prairie South Schools expects all members of our community to be welcomed, respected, accepted, and supported in every school.

#### Procedures

1. Division Leadership shall:

- 1.1 Ensure that all aspects of the Administrative Procedure are clearly communicated to staff, students, and the public.
- 1.2 Provide opportunities for staff to acquire knowledge, skills, and attitudes to appropriately support all students in safe and caring learning and working environments.
- 1.3 Collect, evaluate, and distribute current supporting resources for administration to support all students and staff.

2. Principals shall:

- 2.1 Create a school culture which reflects a supportive, respectful learning and working environment in alignment with **AP 170, Harassment and AP 171, Violence**.
- 2.2 Ensure staff have an appropriate level of understanding of Administrative Procedures and Board Policies.
- 2.3 Ensure all staff recognize the confidentiality of sexual orientation and gender identity of all students.
- 2.4 Ensure that complaints of discrimination, harassment, and bullying are taken seriously, investigated, properly documented, and dealt with in a timely manner.
- 2.5 Support the establishment of Gender and Sexuality Alliances where interest by students has been expressed and create positive safe spaces.
- 2.6 Support the safety, health, and educational needs of students and staff who are gender and sexually diverse. This includes but is not limited to:
  - 2.6.1 Names and pronouns – a students who are 16 years of age or older or and staff members s haves the right to be addressed by a name and pronoun that corresponds to their lived gender. Intentionally addressing a student by the incorrect name or pronoun may be considered a form of discrimination. Students who are under the age of 16 require



parental/guardian consent before the student's gender-related preferred name or identity may be used at school.

- 2.6.2 Records and communication – shall align with 2.6.1 and when requested, the student's records will be changed to reflect their preferred name, gender, and pronouns. School forms and records shall be changed to ensure that a student's preferred name and gender markers are current on class lists, timetables, student files, identification cards, etc.
- 2.6.3 Use of Change Rooms and Washrooms in Schools Facilities – Students and staff will have access to washroom and change room facilities consistent with their lived gender. All Prairie South School Division staff must consider the needs and concerns of each student on an individual basis. An accommodation which works for one student or staff member, cannot simply be assumed to be appropriate for another student or staff member. All students and staff have access to private washrooms and change facilities.
- 2.6.4 School activities - a student has the right to participate in school activities that correspond to their lived gender identity.
- 2.6.5 Gender-segregated activities – to the greatest extent possible, schools should reduce or eliminate the practice of segregating students by gender. In classroom activities or school programs where students are segregated by gender, all students should be given the option to be included in the group that corresponds to their lived gender identity.

### 3. School Staff shall:

- 3.1 Reflect the Division's commitment to respectful learning and working environments.
- 3.2 Be respectful of diversity in the school and among staff.
- 3.3 Address all discriminatory attitudes and behaviours in establishing respectful learning and working environments.
- 3.4 Report any repeated discriminatory attitudes and behaviours directed towards students or staff identified in this policy to school administration.

3.5 Consider the customary standards of public decency and sex of students who are permitted to change together in an open changeroom.

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Reference: Sections 85, 87, 175, 197 Education School Act  
Bill No. 137  
Saskatchewan Human Rights Code  
Occupational Health and Safety Act  
The Criminal Code of Canada (Sections 318(4) and 718.2)  
The Canadian Human Rights Act (Section 2)  
Canadian Charter of Rights and Freedoms (Section 15)  
Deepening the Discussion, Saskatchewan Ministry of Education, 2015  
SHSAA Program Policy and Guidelines  
STF Code of Ethics  
Glossary of 2SLGBTQIA+ Terms, Prairie South School Division

~~June 7, 2022~~ June 3, 2025

# EMPLOYEE USE OF DRUGS AND ALCOHOL

## Background

Prairie South Schools has an educational and societal responsibility to prohibit the employee use or possession of alcohol and drugs at all buildings and property owned by the Prairie South Schools. Prairie South Schools is also committed to the health and safety of its employees, students, environment, and the public. The use of drugs and alcohol can create unacceptable safety risks to everyone at the workplace.

Employees have the right to work and students have the right to be educated in an environment free of substance abuse and with persons free from the effects of drugs or alcohol. Drugs and alcohol are hazards to the school environment and to the credibility and reputation of the School Division.

## Procedures

### Use of alcohol and drugs prohibited

1. At work or while on school premises or at school sponsored events, including during breaks which may be paid or unpaid, Employees shall not:
  - 1.1 use, consume, possess, distribute, offer for sale, or sell alcohol, tobacco, cannabis, illegal drugs, illegal drug paraphernalia, prescribed drugs for which the employee does not have a prescription or prescribed drugs which may cause impairment;
  - 1.2 be impaired or under the influence or be unfit for work due to drugs, alcohol or other substances which may be illegal or cause impairment;
  - 1.3 be impaired or under the influence while operating a Division vehicle or their personal vehicle for Division-related purposes;
  - 1.4 shall not be exuding an odour of alcohol or cannabis.
2. Employees are expected to demonstrate reasonable and responsible use of alcohol or cannabis at Division-[sponsored-related](#) events, or at social gatherings or events hosted by other organizations when the employee is representing the school division.
3. Use of alcohol, tobacco or cannabis on school property is strictly prohibited at all times.

## Consequences for Breach

### *Safety Considerations*

Employees who report to work under the influence or are determined to be under the influence while at work will be sent home via safe transportation with further follow-up required.

### *Disciplinary Action*

Violation of this administrative procedure will lead to disciplinary action up to and including possible termination of the contract of employment.

### *Responsibility of Employee*

Employee found guilty of driving while under the influence of alcohol or performance inhibiting drugs while on school division business shall be responsible for all related costs.

### *Follow Up After Disciplinary Action*

At the sole discretion of the Employer, an Employee who is subject to discipline for a breach of this administrative procedure may be required by the Employer to do any or all of the following:

- a) continue with counselling as recommended by a physician or addictions counsellor;
- b) provide correspondence from the treating physician that the employee can return to work and safely perform the required duties;
- c) comply with return to work alcohol and/or drug testing, if appropriate;
- d) provide updates from the employee's physician regarding treatment on a predetermined schedule.

### **Use of Prescribed Drugs at Work for Accommodation Purposes**

1. Every Employee shall immediately disclose to the Employer if they have been prescribed the use of any prescription drug which may have the potential to cause impairment.
2. Possession or use of prescription drugs that may cause impairment may be allowed if required to accommodate an employee with a disability as defined by the *Saskatchewan Human Rights Code*.
3. In order to determine if an accommodation is required the Employee shall provide to the Employer a medical report from the Employee's doctor setting out:
  - 3.1 the medical restrictions which require the use of the prescription medication during work hours;
  - 3.2 the details of the prescription including the following:
    - 3.2.1 whether or not the prescription drug must be taken during working hours or so close before working hours that impairment would be present during working hours;
    - 3.2.2 ~~the name and dosage of the prescription drug that must be taken during working hours;~~

- 3.2.3 the specific method by which the prescription drug will be administered, ex; oral, injection, smoking or vaping;
  - 3.2.4 the length of time after taking the prescription drug that impairment may persist; and
  - 3.2.5 the expected duration the prescription drug will need to be taken by the Employee.
- 4. The Employee must provide updates to the Employer in the event of any changes to the medical information.
  - 5. Upon receiving the required medical information from the Employee, the Employer shall determine what, if any accommodation is required.
  - 6. As part of an accommodation plan, the Employer will set out the requirements for the possession, use and storage, and security of the prescription drug and any associated equipment while on school property.
  - 7. Any prescribed drug allowed as part of an accommodation plan must be used solely for the intended purpose as currently prescribed by the Employee's physician and must be used solely by the Employee for whom it has been prescribed.

#### **Definitions:**

For the purposes of this administrative procedure the following definitions shall apply:

**Illegal Drugs** fall into two categories: the first category is comprised of those drugs that are illegal to possess, sell, and consume. The second category includes those drugs that are legal to possess, sell, and consume when prescribed by a physician, but are then misused by the person to whom the drugs have been prescribed, or are used by individuals not under a prescribing doctor's care, and who may have obtained the drugs by illegal means.

**Impairment** is defined as: the [diminished ability or](#) inability to perform essential job functions and interact safely and effectively with others.

Reference: Sections 85, 87, 150, 151, 152, 153, 154, 175 The Education Act  
Section 45 School Division Administration Regulations

July 11, 2019  
[Reviewed June 3, 2025](#)

## **Administrative Procedure 419**

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### **TEACHER ACCREDITATION**

#### **Background**

The Division is supportive of its professional staff practicing accreditation for Grade 12 subjects. The Division views the granting of accreditation as a privilege extended to teachers who have demonstrated commitment to their students and the teaching profession.

The Division may approve accreditation for teachers who have previously been accredited in their subject area. The intent of the renewal process is for teachers seeking renewal to demonstrate professional growth in assessment and evaluation in their subject area. Teachers are required to submit a renewal request every five years. A renewal plan will be developed in year on by the teacher and principal.

#### **Procedures**

1. Accreditation of teachers is subject to the Ministry of Education regulations as stated in [Accreditation \(Initial and Renewal\): Policies and Procedures](#).
2. The Division endorses the accreditation of teachers in order to enhance the teaching-learning process.
3. If a teacher is approved for accreditation or to renew accreditation, the costs of registration at an accreditation seminar or accreditation renewal seminar will be covered by the school division.
4. A teacher employed by Prairie South School Division may be considered for accreditation after one year of successful teaching in the Division.

References:      Education Act: Sections 85, 87, 175, 231  
                     Education Regulations: Section 30  
                     Ministry of Education: Accreditation (Initial and Renewal): Policies and Procedures

June 6, 2023

# BUDGET

## Background

The annual operating budget shall reflect the Board's budget assumptions and priorities as established by the Board and Director of Education annually. The vision, mission, guiding principles and goal statements as detailed in the Board's strategic plan guide the establishment of these principles and guidelines.

The Superintendent of Business shall ensure there is no fiscal jeopardy or material deviation of actual expenditures from the approved operating budget.

In preparing the annual budget the Superintendent of Business is responsible for ensuring that a process involving consultation with the Board and other parties deemed necessary is undertaken.

The Superintendent of Business shall establish the capital budget as per Ministry Instructions.

## Procedures

### 1. Management and Procedures

- 1.1 The standard revenue and expenditure classifications as prescribed by the Ministry of Education are to be used.
- 1.2 Expenditures are not to exceed the amount budgeted in the major expenditure classification:
  - 1.2.1 Monies from a special fund are to be expended only for the purpose for which the fund was established.
  - 1.2.2 Expenditures may be approved by the Director of Education up to an amount of \$100,000 in excess of budget. Expenditures in excess of \$100,000 require Board approval of the Executive Committee on recommendation of the Director of Education.
  - 1.2.3 The Director of Education may approve change orders with a value up to \$100,000. Change orders in excess of \$100,000 require approval of the Executive Committee on recommendation of the Director of Education.
- 1.3 The budget appropriation for each classification constitutes authorization for making expenditures for that item up to the amount budgeted.
- 1.4 Decentralized expenditures are determined annually. Principals are responsible for the effective control of expenditures within the budgetary limits established for their school.
- 1.5 The Superintendent of Business, in consultation with the Director of Education, is to initiate procedures to accomplish all planned undertakings and continuous monitoring of the budget.

- 1.6 The Superintendent of Business is responsible for managing budget control and for the preparation of quarterly fiscal accountability reports through the Director of Education.
- 1.7 The Superintendent of Business is responsible for the overall determination and management of operating and capital budgets, processing budget data, developing the budget document, and preparing the budget for presentation through the Director of Education.
- 1.8 The Superintendents and managers of each program and/or operations are responsible for the determination and management of the assigned budget for their department.

## **2. Calendar**

The Superintendent of Business will establish a calendar guideline for each budget year and propose same for inclusion in the Board Annual Work Plan.

## **3. Decentralized Funding Allocation**

- 3.1 The Director of Education will present annual decentralized school budget appropriations to schools as part of the annual budget for approval by the Board of Education.
- 3.2 The decentralized school budget funding appropriations shall reflect the educational priorities of the school division and of the particular school.
- 3.3 The decentralized school budget allotments to schools shall be determined by formula based on ~~previous year September 30 enrolments~~ projected enrollment.
- 3.4 Schools that have a 10% or more increase in student population from previous year September 30<sup>th</sup> enrolment and the school's decentralized budget carry forward is ~~25~~20% or less than the current year decentralized allocations, that school will qualify for more funding. The schools that qualify will get the current rate per student for each additional FTE student over ~~the previous September 30<sup>th</sup> enrolment~~ projected enrollment.
- 3.5 Principals may access financial statements of their decentralized budgets.
- 3.6 Carryovers are as per the Budget Carryover A/P which follows.
- 3.7 Account descriptions are as per the *School Decentralized Account Descriptions*.

Reference: Sections 85, 87, 282 Education Act

~~June 7, 2022~~ June 3, 2025

# BUDGET CARRY OVER

## Background

The Superintendent of Business shall make provision for the carryover of unspent school and School Community Councils (SCC) budget allocations from one budget year to the next. The carry over provisions do not apply to Central Office budget managers.

## Procedures

1. The following procedures are observed regarding carry over of funds.
  - 1.1 Principals shall be permitted to carry over unspent funds from:
    - 1.1.1. The current school decentralized carryover should not exceed 15% of the budget allocation unless approved by the Superintendent of Operations in consultation with the Superintendent of Business.
    - 1.1.2. The accumulated school decentralized surplus maximum can be up to 20% of current year's allocation.
    - 1.1.3. teacher professional development – maximum of 100% of current year's allocation.
    - 1.1.4. SCC's – maximum of 100% of current year's allocation to a maximum surplus of \$1000.
  - 1.2 Carry over funds shall be recorded as internally restricted accumulated surplus.
  - 1.3 Carry over funds shall be spent on any type of expenditures typically made through school or SCC budgets.
  - 1.4 Schools with deficits shall be required to utilize carry over funds to cover the deficit. Any schools with a deficit will submit a plan to the Superintendent of Business and Superintendent of Operations detailing how the school will pay off their deficit. ~~These plans will be forwarded to the appropriate Superintendent of Operations.~~
  - 1.5 At the end of each fiscal year Superintendents of Operations shall be provided with the fiscal results for each of their schools and SCC's as appropriate.
  - 1.6 The Board has retained authority to approve budget allocations for a program and any unspent funds for a multiple year program will be determined at year end and may be carried forward as internally restricted surplus.

References: Board Motion: 06/22/2010 – 1262 and 06/22/2010 – 1264  
~~June 6, 2023~~ June 3, 2025

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## **ACCOUNTING STANDARDS**

### **Background**

The Division maintains financial records in accordance with the generally accepted accounting principles (GAAP) as set out in the Chartered Professional Accountants (CPA) Handbook. The Board of Education further follows the public sector accounting standards (PSAS) as set out by the CPA Public Sector Accounting Board (PSAB). As well, the accounting treatment incorporates reporting requirements set by the Saskatchewan Ministry of Education.

### **Procedures**

#### **1. Responsibility**

- 1.1 The Superintendent of Business is responsible for maintaining and managing the Board's accounting standards and making recommendation to the Director of Education regarding the allocation of Division proceeds.

#### **2. Restricted Funds Planning**

- 2.1 Internally restricted reserves for operating and capital expenditures may be established on recommendation to the Board. The purpose of the restricted surplus is to fund:
  - 2.1.1 School budget allocation carry forwards
  - 2.1.2 SCC budget allocation carry forwards
  - 2.1.3 School generated funds
  - 2.1.4 Ongoing Board approved programs
  - 2.1.5 The purchase of land
  - 2.1.6 New buildings
  - 2.1.7 Renovations and additions
  - 2.1.8 Furniture, equipment, and supplies
  - 2.1.9 Major building repairs and,
  - 2.1.10 Replacement of equipment.
- 2.2 Externally restricted reserve funds are those provided by government transfer with stipulations that have not been met by the Division.
- 2.3 Any restriction on prior years' surplus is to be shown in the audited financial statements of the Board of Education.
- 2.4 The Internally Restricted Reserve will be approved by Board motion annually, following review of the annual financial statements. The balance in the Internally Restricted Reserve will be maintained within a reasonable percentage of the limits set out in 2.9.

- 2.5 The Superintendent of Business is responsible to identify the internally and externally restricted reserves each year and to identify and recommend amounts to access if needed, consistent with the purpose of the reserve as described in this policy.
- 2.6 The Superintendent of Business is responsible to ensure that the internally and externally restricted reserves are properly recorded, maintained, and used as described in this policy.
- 2.7 The financial statements will record the Internally and Externally Restricted Reserves per the recommendations of the SASBO Accumulated Surplus Reporting Manual.
- 2.8 Surplus unrestricted operating funds are used to fund the Internally Restricted Reserve. The Board of Education may also direct a specific source of revenue, such as donations, fundraising or special grants, to be allocated to the reserve.
- 2.9 The Board of Education will aim to retain the following operational reserves balances.
- An unrestricted surplus between 0.5% and 2% of the annual operating revenue.
  - Internally restricted reserves between 1% and 10% of the annual operating revenue excluding operating reserves designated for capital projects and school generated funds.
  - No limit on externally restricted reserve balances as those categories are managed by way of an agreement between the Board and another organization.
  - If a Board retains operational reserve levels that exceed the recommended levels, a plan would be approved by the Board to spend those additional dollars in the future.

### 3. Trust Funds

- 3.1 The Superintendent of Business is authorized to receive donations for the purpose of establishing scholarships and student bursaries. Funds are to be held in trust in the Prairie South Schools Bursary Fund for the purposes intended.
- 3.2 Where donations are received the Superintendent of Business is to make every effort to comply with the conditions specified by the donor.
- 3.3 The Superintendent of Business may recommend to the Director of Education that funds be held in trust by the Board for purposes other than student scholarships and bursaries.

Reference: Sections 85, 87, 286 Education Act  
Public Accounts Regulations

~~June 5, 2024~~ June 3, 2025

## PAYMENTS OF ACCOUNTS

### Background

Payments to those persons, vendors, institutions, and agencies having provided goods or services to the school division are to be made in accordance with prevailing business practices.

### Procedures

#### 1. Pay Day Schedules

- 1.1 Direct deposits of salary payments of regular teachers are to be issued in accordance with the provisions of the Local Collective Bargaining Agreement.
- 1.2 For all other regular employees, direct deposits of salary payments are to be issued as per terms the terms of the applicable contract before the end of each month.

#### 2. Compensation for Expenses

- 2.1 The Superintendent of Business is responsible for publishing annually the schedule of rates and regulations governing the compensation of employees for expenses incurred related to their authorized duties. Per diem rates are set at the annual organizational board meeting.
  - 2.1.1 All Employees
    - 2.1.1.1 An employee who is directed to attend a meeting or professional development event at a location different from his or her usual workplace will be reimbursed for the cost of a hotel room providing the employee is required to leave their work location prior to 7:30 a.m. on the day of the event and the location is in excess of 100 kms each way, from the employee's assigned school/work location. For travel distances less than 100 kms each way, a hotel room may be arranged upon authorization from the applicable Superintendent.
    - 2.1.1.2 In all cases where more than one person is travelling to a common destination, employees are expected to form car pools and use the least number of vehicles possible in the circumstance.
      - 2.1.1.2.1 Exceptions to this practice must be approved by the applicable Superintendent in advance.
      - 2.1.1.2.2 In situations where an employee chooses to travel on their own for personal reasons, they forfeit the right to claim the travel reimbursement.

## 2.1.2 Non-Teaching Employees

2.1.2.1 A non-teaching employee *required* to work additional hours in excess of what is outlined in the employee's letter of offer or contract shall be compensated at the appropriate rate.

Requests for payment of additional hours must be approved by Human Resources prior to the event. If the employee chooses, and the supervisor agrees, additional hours may be banked and taken at a later date upon mutual agreement between the employee and the supervisor. If an employee is invited and *encouraged* to attend, the employee shall be paid in accordance with their letter of offer or contract and may leave the event upon working their regular daily hours.

2.1.2.2 If the employee is required to travel to another location different from their usual workplace to perform work, the time travelling to and from that other location is counted as work time.

2.2 Provision for payment of expenses is to be made in a timely manner following receipt of the appropriate application or forms for the funds. Expense claims are to be submitted monthly. Claims submitted after year end cut off may be denied. Payments are to be made on division pcards when possible, if not expenses will be reimbursed after the event.

## 3. Vendors

- 3.1 Payments are to be made in accordance with prevailing business practices to vendors who have provided goods or services to the Division.
- 3.2 The general practice for payment of accounts for commercial vendors is to be net thirty (30) days, that is, payment within thirty (30) days of the invoice.
- 3.3 Every reasonable effort is to be made to take advantage of cash discounts for early payment offered by certain vendors or to avoid financial penalties for late payment.
- 3.4 Exceptions to the procedures are to be made only in extenuating circumstances by the authority of the Director of Education or the Superintendent of Business.
- 3.5 Payment is to occur after the relevant budget manager or designate has authorized satisfactory receipt of goods and services, coded the invoice, and the relevant pre-audit has been undertaken.

## 4. Petty Cash

- 4.1 Petty Cash funds are to be administered by the principal.
- 4.2 Petty cash funds are not to exceed \$400.
- 4.3 Petty cash funds are to be used solely for payment for minor items that cannot be paid by other means (i.e. student refs, student babysitters). No single purchase is to exceed \$50.
- 4.4 All purchases are to be supported by appropriate receipts and invoices.
- 4.5 Petty cash funds are to be replenished upon receipt of a properly executed requisition with the required invoices and receipts attached.
- 4.6 Petty cash funds are subject to audit at any time.

## 5. Honoraria

- 5.1 Honoraria may be paid to individuals contributing to institutes, seminars, or workshops who are not employees of the Board.
- 5.2 The honorarium is to appropriately compensate for the expertise and time of the resource person and should reflect the industry standard.
- 5.3 Individuals are to be reimbursed for travel, meals, and accommodation, as required.
- 5.4 Payments of honoraria are to be approved by the Principal/Budget Manager.

Reference: Education Act: Sections 85, 87, 175 Education Act  
Labour Standards Act  
Prairie South Teacher Local Bargaining Agreement  
CUPE Agreement

~~June 7, 2022~~ June 3, 2025

**SPONSORSHIP BY THE SCHOOL DIVISION SPONSORSHIP**

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**Background**

Prairie South School Division is committed to ensuring fair and equitable transactions with all members of the community.

The Division actively encourages the establishment of positive relationships and partnerships with the community so long as such relationships provide opportunities to expand resources and experiences that benefit students. This may involve financial sponsorship from the school division.

**Procedures**

1. Sponsorship requests which fall within a particular program area will be directed to the Superintendent of Operations with responsibility for that program area. The Superintendent of Operations may authorize a sponsorship to a maximum of \$200 when determined to be beyond the scope of the decentralized budget.
2. Sponsorship requests which do not fall within a program area will be directed to the Director of Education. The Director of Education will determine if the activity provides opportunity to expand resources and experiences that benefit students. The Director of Education may authorize sponsorship to a maximum of \$2,500.
3. Donations by Prairie South School Division
  - 3.1 Prairie South will not contribute any share of the grant funding from Government to:
    - 3.1.1 Any organization that is not part of Prairie South School Division, and
    - 3.1.2 Individuals seeking to raise funds for a cause or event.
  - 2-3.2 Prairie South will not contribute to any politicians, candidates, political parties, organizations or lobby groups.

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Reference: Sections 85, 87, Education Act

~~October 2, 2007~~ June 3, 2025

## ADVERTISING AND CORPORATE SPONSORSHIP

### Background

Prairie South School Division is committed to ensuring fair and equitable transactions with all members of the community.

The Division actively encourages the establishment of positive relationships and partnerships with the business community so long as such relationships provide opportunities to expand resources and experiences that benefit students.

### Procedures

#### 1. Partnerships

- 1.1 Partnerships in education are to be mutually beneficial and follow the [Ethical Guidelines for Business – Education Partnerships](#) established by the Conference Board of Canada.
- 1.2 Partnerships may be established if they:
  - 1.2.1 Enhance the quality of education for learners through meaningful connections to the education program
  - 1.2.2 Are based on clearly defined expectations, roles, and responsibilities of partners as developed through a consultation process
  - 1.2.3 Are evaluated on an on-going basis
  - 1.2.4 Are voluntary and may be terminated by one or both partners at any time, and
  - 1.2.5 Meet the requirements to be recognized as a Full Partnership or Program-Based Partnership as per the Partnerships Rationale, completes a Partnership Proposal and Partnership Agreement.

#### 2. Sponsorship

##### 2.2.1 Curricula

- 2.2.1.1 The Division does not support or accept sponsorship of any curriculum in the school by a business or corporation.

##### 3.2.2 Materials

- 3.2.2.1 The materials sponsored or developed by corporations must be:

- Accurate, objective, and complete

##### 2.2.1.1

- 2.2.1.1.1 Written in a manner appropriate to the target age group and,

##### 2.2.1.2

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~~3.1.22.2.1.3~~ Promoted as conservatively as possible.

~~2.2.2~~ Subject to the approval of the Director of Education, corporate sampling or product distribution, either on or off school premises may be permitted if it is consistent with and enhances the school program.

~~3.22.2.3~~ The demonstration of materials at a school by a representative of a business is permitted subject to the approval of the Director of Education.

#### ~~4.2.3~~ Professional Development Activities

~~4.42.3.1~~ Sponsorship of employee professional development activities is permissible subject to the approval of the Director of Education.

#### ~~5.2.4~~ Extra-Curricular Activities

~~5.42.4.1~~ Sponsorship of specific events is permitted if such involvement is consistent with the goals, values, and mission of the school division.

### ~~6.3.~~ Advertising

~~6.43.1~~ The direct advertising or selling of products or services that are not consistent with the goals and guiding principles of the school division is not permitted on school division premises.

~~6.23.2~~ Passive advertising as found on vending machines, equipment, and print materials is permitted, if authorized by the principal.

~~6.33.3~~ Signage which explicitly promotes a business or product is permissible provided it is needed to acknowledge the contribution of a business for a specific event.

~~6.43.4~~ No one company is to be given exclusive rights to any form of advertising, signage, or corporate contribution to a school, however, subject to Director of Education approval, these rights may be given to a portion of a school, provided it is consistent with the values of the school division.

### ~~7.4.~~ Donations/~~fundraising~~ to Prairie South School Division

~~7.44.1~~ All donated materials must be educationally appropriate to the school.

~~7.24.2~~ Donation of money for ~~fund-raisers; awards; awards~~ or bursaries may be accepted. Refer to *Administrative Procedure 370 – Student Awards*.

~~4.3~~ Charitable ~~receipts donation~~ must be processed through the ~~Division office or School Cash Online Donation feature in order for an official charitable receipt to be issued with the required of the Superintendent of Business or School Cash Online signature.~~

#### ~~4.4~~ Fundraising

~~4.4.1~~ ~~Minor fundraising that occurs at schools such as hot lunches, bake sales, etc. does not require board or CAC involvement~~

~~4.4.2~~ ~~Larger scale school fundraising requires applicable form to be submitted to CAC. the board and CAC will inform the Board. o be informed. This may~~

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include requiring a lottery license through SLGA, which the Business Department will coordinate with the school.

7.34.4.3 Soliciting for contributions from the community requires board approval and must be for a specific project. CAC will inform the Board.

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#### **~~8. Donations by Prairie South School Division~~**

~~8.1 Prairie South will not contribute any share of the grant funding from Government to:~~

~~8.1.1 Any organization that is not part of Prairie South School Division, and~~

~~8.1.2 Individuals seeking to raise funds for a cause or event.~~

~~8.2 Prairie South will not contribute to any politicians, candidates, political parties, organizations or lobby groups.~~

Reference: Sections 85, 87, 175 Education Act  
Ethical Guidelines for Business Education Partnerships

~~June 7, 2022~~ June 3, 2025

Fundraising for large scale projects requires CAC and board to be informed prior to communication with the community. These fundraising endeavours must be communicated for a specific purpose.

Date Submitted:

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### Estimated Costs of Project


**Total estimated project cost:      \$**

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*Please note if activity requires a lottery license. If unsure please reach out for clarification.*

- |   |  |    |
|---|--|----|
| • |  | \$ |
| • |  | \$ |
| • |  | \$ |
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| • |  | \$ |

Superintendent of Operations Signature

Is one of the activities above soliciting letters to the community (Circle)

*Note: If you selected yes, the board approval is required and letter needs to be reviewed by Superintendent of Operations*

**Please submit completed form to Business Department at: [purchasing@prairiesouth.ca](mailto:purchasing@prairiesouth.ca)**

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **Background**

School facilities shall be utilized for education of students in the public educational system. When not occupied, school facilities may be made available to responsible individuals or organizations for community use. Priority will be given to individuals or organizations requesting use for school-aged participants.

In providing for the community use of schools the Division levies a rental charge to approved groups. The rental charge is intended to cover operational expenses and additional maintenance costs. Rentals, for the most part, are limited to service clubs, religious organizations, and other groups seeking to promote the educational, cultural, and recreational aspects of community life.

The Division does not ordinarily rent space to any individual or firm for commercial or monetary gain with the exception of the Centennial Auditorium which is available for this purpose. Guthridge Field is not available for public use. Senior administration may grant approval for rent for special events.

Provisions are made to use the schools when requested for conducting local, provincial, or federal elections.

Prairie South School Division reserves the right to deny any application to rent its facilities on a case by case basis at its own discretion.

Prairie South School Division reserves the right to undertake its own productions to help offset operational costs and promote local talent.

### **1. Rental Rates and Charges**

#### **Rates are published in Appendix A & B – Schedule of Fees**

**Rates will be published in the Spring before the end of the current school year with an annual inflation adjustment.**

- 1.1 Multi Day/Seasonal rentals – Leagues, Groups of school-aged participants  
Caretaker required
  - Will be charged a participation fee per semester (16 week block) + caretaker fees which may involve overtime  
Caretaker not required – Staff supervisor
  - Will be charged a set participation fee per semester (16 week block)
- 1.2 Events/Tournaments  
Groups or individuals who participate in the event or tournament .  
Caretaker required

- Will be assessed a facility rental charge + caretaker fees which may involve overtime

### 1.3 Adult Leagues/Programs

Caretaker required

- Will be assessed a facility rental charge + caretaker fees which may involve overtime

### 1.4 Day-to-day rental rates

Caretaker required

- Will be assessed a facility rental charge + caretaker fees which may involve overtime

Caretaker not required – Staff supervisor

- Will be assessed a facility rental charge

### 1.5 In all cases where a Prairie South employee is required, if the Division is unable to provide coverage the rental will be cancelled.

## 2. Application for Rental

2.1 Applications for rental or use of school facilities are to be made through the facilities department with the exception of the Centennial Auditorium which shall be made through the Auditorium Manager. Applications will not be approved prior to September 15 of the school year of the request.

2.2 Payments of fees and charges for all facility rentals are to be made to the division office, when approval of the event is given. Fees are to be submitted monthly to the Accounting Department with a report on rental activity.

## 3. Restrictions

3.1 School premises must be left in a tidy condition by the party renting the school.

3.2 Groups renting or using school facilities are held responsible for any damage or breakage beyond normal wear and tear. If any damage should occur, the group is asked to report it to the principal who will bring the matter to the attention of the Facilities Manager so that a suitable settlement may be made.

3.3 Adequate supervision by competent adults must be provided in all cases where school buildings are being used outside regular school hours by school children, high school students, and other young people under 18 years of age.

3.4 Security personnel must be provided by the renter in all cases where school buildings are being rented during regular school hours on any instructional day where the event/rental circumstances are such that the general population has access to the school building.

3.5 The following are not permitted on school property:

- Smoking, vaping or tobacco use (see Administrative Procedure 162 – Tobacco and the use of Tobacco Products).

- Use of illicit drugs, marijuana and alcohol.
- Alcoholic beverages except as permitted by joint use agreements.
- Public dances, except as permitted by joint use agreements.
- Motorized vehicles on school grounds except in authorized parking areas.

3.6 It is recommended that the lessee maintain, during the term of occupation of the rented premises, comprehensive general liability insurance. Prairie South School Division reserves the right to request a copy of the lessee's comprehensive general liability insurance policy prior to approving an application to rent its facilities.

#### **4. Division Office Facilities**

4.1 The Director of Education may approve the use of the Division office meeting facilities for school division related groups, principal and vice-principal groups, teacher and support staff groups.

4.2 The business of the school division will take precedence in scheduling meeting rooms.

4.3 The office premises are to be left in a clean and tidy condition and the building secured as directed by the Facilities Manager.

Reference: Sections 85, 87, 175 Education Act

~~June 5, 2024~~ June 3, 2025



## SCHEDULE OF FEES

### Facility Rental Rates and Charges

**Effective September 1, 2024 to August 31, 2026**

#### Participation Fee

Player .....	\$22.00/activity
Participant .....	\$22.00/activity

#### Rural Schools

Gym .....	\$33.00/hour to max \$132.00/day
Auditorium .....	\$55.00/half day; \$100.00/full day
Classroom .....	\$27.50/half day; \$48.00/full day

#### Moose Jaw Schools

Elementary Gym.....	\$38.50/hour to max \$154.00/day
High School Gym .....	\$55.00/hour to max \$220.00/day
Peacock Gym.....	\$110.00/hour to max \$440.00/day
Classroom .....	\$33.00/hour ; \$132.00/full day

#### Centennial Auditorium

Rental.....	\$110.00/hour
Improvement Fee .....	\$3.30/seat sold
Equipment Rental .....	Cost plus 20%
Concession .....	\$137.50/day; \$71.50/half day

plus \$165.00 refundable cleaning deposit

Full list of rentals and fees Centennial Auditorium contact

[CentennialAuditorium@prairiesouth.ca](mailto:CentennialAuditorium@prairiesouth.ca)

#### Facility Operator Fees

Regular Rate .....	\$33.00/hour
Overtime Rate @ 1.5.....	\$50.00/hour
Overtime Rate @ 2.0.....	\$66.00/hour

Facility Operator fees may be charged for activities beginning or ending outside of the regular school day, on weekends and outside the facility operator's regularly scheduled hours and the applicable rate shall be determined by the school division office.

**Effective September 1, 2024**



## SCHEDULE OF FEES

### Facility Rental Rates and Charges

**Effective September 1, 2026 September 1, 2024**

#### Participation Fee

Player .....	\$22. <del>50</del> 00/activity
Participant .....	\$22. <del>50</del> 00/activity

#### Rural Schools

Gym .....	\$3 <del>43</del> .00/hour to max \$13 <del>52</del> .00/day
Auditorium .....	\$5 <del>65</del> .00/half day; \$10 <del>20</del> .00/full day
Classroom .....	\$27.50/half day; \$48.00/full day

#### Moose Jaw Schools

Elementary Gym.....	\$39. <del>00</del> <del>8.50</del> /hour to max \$15 <del>74</del> .00/day
High School Gym .....	\$5 <del>65</del> .00/hour to max \$22 <del>40</del> .00/day
Peacock Gym.....	\$11 <del>20</del> .00/hour to max \$44 <del>90</del> .00/day
Classroom .....	\$3 <del>43</del> .00/hour ; \$13 <del>52</del> .00/full day

#### Centennial Auditorium

Rental.....	\$11 <del>20</del> .00/hour to max \$750/day
Improvement Fee .....	\$3. <del>53</del> 0/seat sold
Equipment Rental .....	Cost plus 20%
Concession .....	\$140. <del>50</del> <del>37.50</del> /day; \$73. <del>00</del> <del>1.50</del> /half day plus \$168. <del>50</del> <del>5.00</del> refundable cleaning deposit

Full list of rentals and fees Centennial Auditorium contact

[CentennialAuditorium@prairiesouth.ca](mailto:CentennialAuditorium@prairiesouth.ca)

#### Facility Operator Fees

Regular Rate .....	\$3 <del>43</del> .00/hour
Overtime Rate @ 1.5.....	\$5 <del>10</del> .00/hour
Overtime Rate @ 2.0.....	\$6 <del>76</del> . <del>50</del> <del>00</del> /hour

Facility Operator fees may be charged for activities beginning or ending outside of the regular school day, on weekends and outside the facility operator's regularly scheduled hours and the applicable rate shall be determined by the school division office.

Credit Card Fees May Apply

**Effective September 1, 2026 September 1, 2024**

## SPECIAL USE OF BUSES

### Background

Prairie South School Division endorses the use of school division buses for transporting students for educational and school related activities.

### Procedures

#### 1. Approved Activities

- 1.1 Buses may be used to transport students for the following activities:
  - Educational tours and class trips
  - Outdoor educational trips
  - Co-curricular activities

#### 2. Additional Vehicle/Support Vehicle Required

- 2.1 Support vehicles are required for high-risk activities such as skiing to haul equipment and provide a secondary vehicle in case of emergency.

#### 3. Application and Charges

- 3.1 The principal is to submit a request for a bus to the Transportation Manager or designate at least one week prior to the date of use.
- 3.2 Appointment of a driver is the responsibility of the Transportation Manager or designate.
- 3.3 The school is to be billed at established rates for special bus use.

Reference: Sections 85, 87, 194, 195, 196, 197 Education Act  
Highways and Transportation Act  
Traffic Safety Act

~~June 6, 2023~~ June 3, 2025



# TRANSPORTATION IN PRIVATE VEHICLES

## Background

The Division strongly favors the practice of using buses to transport students. However, there will be times when it is impractical or inefficient to use school buses. In such cases, it is permissible to use private vehicles.

## Procedures

### 1. Special Events

- 1.1 Private vehicles may be used for special events if the numbers of students involved does not warrant the use of a school bus. The event must be school approved.
- 1.2 Only employees, ~~or parents,~~ coaches and guardians may convey students. They must complete a criminal record check and an ~~Application for Automotive Driver Authorization form and have it approved by the principal annually.~~ They must have completed an Application for Automotive Driver Authorization form and have it approved by the principal annually. The processes will follow AP406 and AP491.
- 1.3 Students may transport themselves to school-approved events if the principal approves.
- 1.4 It is recommended that staff or parents authorized to use their vehicle by the principal have a package policy with third party liability insurance of at least two million dollars.
- 1.5 Rental or lease agreements for vehicle use must include appropriate insurance coverage including third party liability of at least two million dollars.
- 1.6 Parents and guardians using their vehicles may be reimbursed at the school division rate.

### 2. Work Experience Program

- 2.1 Students participating in Career and Work Experience programs outside of Moose Jaw and Assiniboia are eligible to receive compensation for travel each semester, as outlined on the application form.

Reference: Sections 85, 87, 194, 195, 196, 197, Education Act  
Traffic Safety Act  
AP406 and AP491

~~September 23, 2019~~ June 3, 2025

## Allowance In Lieu of Bus Service

### Background

Prairie South School Division's preferred method of transportation is by school bus. However, there may be circumstances when other arrangements are necessary. In these cases, the Transportation Manager will recommend special arrangements to the Director of Education for approval.

### Procedures

1. Under exceptional circumstances, private vehicles may be used for regular transportation, in lieu of a bus, with prior approval from the Transportation Manager.
2. In these circumstances, an allowance may be paid based on the distance from the student's home to the school. Kilometers must be driven in order to claim the parent transportation allowance.
3. In situations where the school division operated bus is temporarily unable to run the regular route due to mechanical problems or lack of availability of a driver, parents are responsible for providing or arranging for transportation to and from the school. If the bus is unavailable for four or more consecutive days, beginning on the fifth day, parents are eligible for two round trips per day paid at the per kilometer conveyance allowance approved rate (AP 556 defines the conveyance allowance). Parents/Guardians are responsible for completing and submitting Form 557-1 *Allowance in Lieu of Bus Service* form to the Transportation Manager. This allowance does not apply to days when bus service is cancelled due to inclement weather.
4. Parents must complete the Electronic Funds Transfer (EFT) Form to receive payment. Payment requests must be submitted within 10 days from the end of the month they are claiming for.~~the month for which travel occurs, or shortly thereafter.~~

### Process

1. The form will be sent to the Transportation Manager for verification of student attendance, the kilometers travelled, and approval.
2. Parents will be contacted to confirm the information provided should any discrepancies in attendance or kilometers occur.
3. The approval form will be submitted to Accounts Payable for payment.

Reference: Section 85, 156, 157, 158, 162, 194, 195, 196, 197 Education Act  
Form 557-1 Allowance In Lieu of Bus Service

~~February 4, 2025~~ June 3, 2025

# AGENDA ITEM

<b>Meeting Date:</b>	June 3, 2025	<b>Agenda Item #:</b>	7.2
<b>Topic:</b>	<b>Schedule of Meeting Dates for 2025-2026</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	On an annual basis, the Board of Education determines a meeting schedule for public meetings and Committee of the Whole Planning Meetings.
<b>Current Status:</b>	<p>Currently, the Board of Education meets monthly on the first Tuesday and on other days as required.</p> <p>The yearly meeting schedule is passed by resolution at the Board's Organizational Meeting in September so the attached schedule of meeting dates is for consideration only.</p>
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	The recommended schedule of meetings will satisfy the needs of the 2025-2026 budget.
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	Public meetings are required in accordance with <i>The Education Act, 1995, s80</i> and <i>The School Division Administration Regulations, 2017, s15</i> .
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	May 26, 2025	<ul style="list-style-type: none"> <li>Schedule of Meeting Dates September 2025 to June 2026</li> </ul>

## ***Two Recommendations:***

That the Board review the information provided.

## **Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2025-2026**

<b>September 2025</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>September 2</b></li> <li>Organizational Board Meeting, 1:30 pm, <b>September 2</b></li> <li>Regular Meeting, immediately following Organizational Meeting until 4:00 pm, <b>September 2</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>September 23</b></li> </ul>
<b>October 2025</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>October 7</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>October 7</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>October 28</b></li> </ul>
<b>November 2025</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>November 4</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>November 4</b></li> <li><i>SSBA Fall Assembly November 16-18</i></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>November 25</b></li> <li>Special Board Meeting, to review Audited Financial Report and Annual Report, 1:30 – 4:00 pm <b>November 25</b></li> </ul>
<b>December 2025</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>December 2</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>December 2</b></li> </ul>
<b>January 2026</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>January 6</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>January 6</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>January 27</b></li> </ul>
<b>February 2026</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>February 10</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>February 10</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>February 24</b></li> </ul>
<b>March 2026</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>March 3</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>March 3</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>March 24</b></li> </ul>
<b>April 2026</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>April 14</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>April 14</b></li> <li><i>SSBA Spring Assembly April 15-17</i></li> <li>Committee of the Whole Planning Meeting (<i>Director and Board Evaluation</i>), 10:30 am – 4:00 pm, <b>April 28</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>April 29</b></li> </ul>
<b>May 2026</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>May 12</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>May 12</b></li> <li>Committee of the Whole Planning Meeting (AP Renewal in pm), 10:30 am – 4:00 pm, <b>May 26</b></li> </ul>
<b>June 2026</b>	<ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>June 2</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>June 2</b></li> </ul>

Note: August Meeting at the call of the Chair