Prairie South Schools

BOARD OF EDUCATION

April 1, 2025

1:30 p.m. Central Office, 1075 9th Avenue NW Moose Jaw

AGENDA

- 1. Call to Order
- 2. Adoption of the Agenda
- 3. Adoption of Minutes
 - 3.1. Regular Board Meeting March 4, 2025
- 4. Declarations of Conflict of Interest
- 5. Decision and Discussion Items
 - 5.1. Second Quarter Forecast and Finance Report
 - 5.2. 2024-2025 Graduation Dates and Representatives
 - 5.3. Board Policy 8 Update
 - 5.4. Out of Province Excursion Assiniboia Composite High School to Winnipeg, Manitoba
 - 5.5. Monthly Tender Report
- 6. Delegations and Presentation NONE
- 7. Information Items NONE
- 8. Committee Reports
 - 8.1. Business, Infrastructure and Governance
 - 8.2. Human Resources
 - 8.3. Partnerships and Teambuilding
 - 8.4. Student Outcomes
- 9. Provincial Matters
- 10. Celebration Items
- 11. Identification of Items for Next Meeting Agenda
 - 11.1. Notice of Motions
 - 11.2. Inquiries
- 12. Meeting Review
- 13. Adjournment

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on March 4, 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 (online); Ms. T. McLeod; Ms. D. Pryor, Ms. G. Wilson; Mr. L. Young; D. Huschi, Superintendent of School Operations; D. Swanson, Superintendent of School Operations; J. Prokopetz, Superintendent of School Operations; A. Olson, Superintendent of Learning; A. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Delegation/Presentation:

Saskatchewan Teachers' Federation Show Cause Hearing (1:45 pm)

Motions:		
2025-03-04 – 4075	Giselle Wilson took the chair and called the meeting to order at 1:30 pm.	
2025-03-04 – 4076	That the Board adopt the agenda as presented Davidson	Carried
2025-03-04 – 4077	That the Board adopt the minutes of the February 4, 2025 Regular Board Meeting Bumbac	Carried
2025-03-04 – 4078	That the Board receive and file the Early Learning Accountability Report Pryor	Carried
2025-03-04 – 4079	That the Board discontinue the Prekindergarten programming in Glentworth and approve Rockglen and Caronport's request for Prekindergarten programming. - Bachmann	Carried
2025-03-04 - 4080	That the Board approve the 2025-2026 calendars and direct administration to forward the approved calendars to the Ministry of Education for Ministry review. - Boyle	Carried
2025-03-04 – 4081	That the Board go into closed session at 1:48 pm Hagan	Carried
2025-03-04 - 4082	That the Board reconvene in open session at 3:17 pm Hagan	Carried
2025-03-04 – 4083	That the Board receive and file the Staff Absence and Substitute Usage Reports from August 1, 2024 to January 31, 2025 as presented Pryor	Carried

2025-03-04 – 4084	That the Board approve the revised Central Butte School Community Council Constitution dated December 2024 Pryor	Carried
2025-03-04 - 4085	That the Board receive and file the tender report as presented McLeod	Carried
2025-03-04 – 4086	That the meeting be adjourned at 3:30 pm Boyle	Carried

G. Wilson Chairperson R. Purdy Superintendent of Business

Next Regular Board Meeting:

April 1, 2025

Prairie South School Division Office, Moose Jaw

Meeting Date:	April 1, 2025	Agenda Item #: 5.	.1
Topic:	Second Quarter Fore	ecast and Finance Report	
Intent:	□ Decision □] Discussion	ation
Background:	Prairie South Schools was required to submit a 2024-25 2nd		

Background:	Prairie South Schools was required to submit a 2024-25 2nd	
	Quarter Forecast to the Ministry by March 28, 2025.	
Current Status:	The forecast was reviewed with the BIG committee before it was submitted to the Ministry. The report includes brief	
	variance explanations associated with the report as well as	
	function level revenues and expenses.	
Pros and Cons:	It must be noted that this information is a forecast and based	
	on information currently available.	
Financial Implications:		
Governance/Policy		
Implications:		
Legal Implications:		
Communications:		

Prepared By:	Date:	Attachments:
Ron Purdy	March 27, 2025	2 nd Quarter Forecast

Recommendation:

That the Board receive and file the 2^{nd} Quarter Forecast and Finance Report.

For the period ended February 28, 2025

Source Documents

Policy 12 Section 3. Fiscal Responsibility

- 3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- 3.2. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3. Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

1. Revenue/Expense notes for the period September 1, 2024 to February 28, 2025

The capital grant in revenue has been taken out of the totals at the bottom of the revenue section to make it easier to see the results of operations.

Revenue:

Overall our operating revenue is projected to be to be \$2,357,605 over budget.

- Our operating grant is always less than 50% at this time because PMR is paid out in late spring. PMR was increased by \$730,000 in this year's grant. There was also an increase in the grant with the December enrolment adjustment. The roads revenue has been moved to external but is partially offset by furniture grant revenue for the new school. With some extra donations we are net over budget \$150,000.
- Tuition and related fees are over budget on YES program students. This year there were only 2 international students.
- SGF is just a percentage of budget at this point of the year.
- Complementary is projected to be up slightly with small increases in the nutrition and social services grants and the addition of an ELIS space.
- External shows as significantly over budget but that is mostly roads. The accounting for the
 roads as grant transfers was determined after budget was finalized so the budget is in grants
 but the revenue is in external. The associate school grants are higher than budget as are
 driver's ed and concessions.
- Other revenue is over budget as rent, miscellaneous and interest revenue are all over budget.

Expenditure:

The capital grant in expense has been taken out of the totals at the bottom of the expense section to make it easier to see the results of operations.

Overall our expenditures are projected to be \$1,324,704 over budget. More than $\frac{1}{2}$ is for the PMR increase. That will likely not all be spent but the money must be kept for PMR and is not available for anything else.

• Governance is under mostly in Professional development and elections...

- Administration actuals always look high until the end of the year because we pay a number of significant bills for the year, near the start of the year. Overall it is projected to be \$28,000 under budget on wages and travel.
- Instruction is projected to be \$100,000 over budget on wages. With several expenses more heavily weighted towards the end of the year this number is a little less certain.
- Plant is projected to go over budget based on the new PMR money. How much of the new PMR that will actually get spent is uncertain as the time period is short for getting it spent.
- Transportation is projected to be basically at budget. It is over on wages and bus repairs but under enough on fuel to offset the overages.
- Complementary is projected to be over budget \$75,000. This is split between an increase in ELIS funding which needs to be spent and an overage in wages.
- External is projected to be over budget by \$497,000. Most of that is associate school payments because of the increased grant with the remainder being for increases in concession costs and drivers ed costs.
- Other expense is projected to be slightly over budget. More online transactions would be a good thing.

Overall the revenue increase is greater than the expense increase so the projected cash draw is \$728,610, a little less than a million dollars under budget.

Uncertainties in the projection

- the impact of CPP and EI on the projection for teachers as the majority of the year's expenses come in the last 4 months of the school year for teachers.
- There is significant uncertainty around the total cost of the teacher contract for costs other than
 grid increases and still some uncertainty as to whether funding will completely cover the cost of
 the grid increases. Funding for the grid portion appears to be close to the estimated cost of the
 grid increases but that will not be determined for certain until the contract is ratified and the grid
 released.
- It is uncertain whether the carbon tax is staying the same, going away for us or just shifting to a different level of the supply chain. If it goes away after the election, the savings for the division will not be as significant in the current year but would be in the \$600,000 range for the full year. If the carbon tax does not go away for us and is increased for industry we could actually have a bigger than expected increase in costs related to the tax.
- Projecting school spending on equipment, supplies, special trips and PD is always a little
 uncertain as decisions are made at the school level.

Prai	rie South School Div	vision No. 210		
	Statement of Ope			
For the Pe	eriod Ended Estimate)25	
	2025	2025	2025	2024
	Budget	Actual	Projected	Actual
	\$	\$	\$	\$
REVENUES				
Grants	107,290,958	50,067,665	107,439,251	98,633,183
Tuition and Related Fees	314,000	306,150	427,913	390,404
School Generated Funds	1,373,985	824,391	1,373,986	1,255,678
Complementary Services	809,501	449,699	864,442	788,723
External Services	3,958,663	3,181,135	6,179,483	6,116,068
Other	783,000	527,888	1,454,501	2,083,379
Total Revenues	114,530,107	55,356,928	117,739,576	109,267,435
Less School (grants)	15,489,000	6,973,140	13,334,684	12,605,896
Less Roads (external)	0	996,000	1,891,380	2,330,633
Less Furniture (grants)	0	0	1,114,800	0
Operating Revenue	99,041,107	47,387,788	101,398,712	94,330,906
EXPENSES				
Governance	474,044	295,951	438,941	397,328
Administration	3,090,577	1,629,142	3,062,397	2,940,188
Instruction	68,981,502	38,888,967	69,086,748	64,339,253
Plant	14,803,092	7,551,341	15,514,208	14,100,154
Transportation	7,841,835	4,352,046	7,838,757	7,478,763
Tuition and Related Fees	0	425	850	2,503
School Generated Funds	1,371,371	822,823	1,371,371	1,322,821
Complementary Services	1,790,238	1,051,948	1,865,765	1,746,954
External Services	4,097,887	2,875,875	6,486,380	6,574,835
Other Expenses	20,000	12,728	21,213	17,142
Total Expenses	102,470,546	57,481,246	105,686,630	98,919,941
Less Roads (external)	0	496,000	1,891,380	, , ,
Operating Expense	102,470,546	56,985,246	103,795,250	98,919,941
1 0 1			. ,	
Net Income	-3,429,439	-9,597,458	-2,396,538	-4,589,035
TCA			2,580,526	
Amortization			4,222,154	
Future Benefits			26,300	
Cash Draw			-728,610	

Meeting Date:	April 1, 2025		Agenda Item #:	5.2
Topic:	2024-2025 Gr	aduation Dates a	nd Representati	ves
Intent:	Decision	Discussion	Inform	nation
Background:		ion planning is under	5	
		on works each year to		
	level representation at each Prairie South graduation			
	ceremor	ıy.		
Current Status:	Dates ha	ve been chosen for g	aduation ceremonie	es.
Pros and Cons:				
Financial Implication	ons:			
Governance/Policy				
Implications:				
Legal Implications:				
Communications:	Schools	will be notified of the	trustee attending via	a email
	followin	g the meeting.		

Prepared By:	Date:	Attachments:
Ryan Boughen	March 19, 2025	Graduation Dates

Recommendation:

That the Board review the information provided.

GRADUATION DATES 2024-2025 (sorted by date)

SCHOOL	DATE	Representative
Mankota	Saturday, May 17	
Avonlea	Friday, May 23	
Kincaid	Saturday, May 24	
Chaplin	Friday, May 30 at 5 pm	
Ecole Gravelbourg	Friday, May 30 at 2pm	
Rockglen	Friday, May 30 at 7 pm	
Rouleau	Friday, May 30	
Glentworth	Saturday, May 31 at 7pm	
Eyebrow	Friday, June 6 (supper 5 pm, ceremony 7 pm)	
Bengough	Friday, June 13	
Mortlach	Friday, June 13	
Mossbank	Friday, June 13	
Cornerstone Christian	Friday, June 13 at 2:30 pm at Mae Wilson Theatre	
Coronach	Saturday, June 14 (time TBD)	
Lafleche	Saturday, June 14	
Craik	Friday, June 20 (1 grad)	
Riverview	Thursday, June 26 at 10am	
Assiniboia Composite High	Friday, June 27	
Briercrest Christian Academy	Friday, June 27	
Central Butte	Friday, June 27 at 3pm	
Central Collegiate	Friday, June 27 at 9 am	
Peacock	Friday, June 27 at 1:30 pm	

Revised: 2025-03-18

Meeting Date:	April 1, 2025	Age	enda Item #: 5.3
Topic:	Board Policy 8	Update	
Intent:	Decision	Discussion	Information
Background:	constitute the w will operate. Pol action of the Boa and other agenc	nent is a key responsibility rill of the Board in determination and licies provide direction and ard, Director of Education ries. Policies also serve as so all who may be interested the Division.	ining how the Division d guidelines for the , staff, students, electors sources of information
	solely the respo in its approach t requirements no	w Board policies or revision is Board. The solicy making by ensuring the policy making by ensuring the Education Act, 1995 and 1995	Board shall be guided ing adherence to the education and
Current Status:	Changes to the p	ard Policy 8, Board Comm policy are tracked on the a the addition of a Transpo	ttached document. This
Pros and Cons:			
Financial			
Implications:			
Governance/Policy			
Implications: Legal Implications:			
Communications:	All new or unda	ted policies are available a	at www.prairiesouth.ca
	•	the Board of Education.	

Prepared By:	Date:	Attachments:
Ryan Boughen	March 26, 2025	Board Policy 8 Updated April 1, 2025

Recommendation:

That the Board adopt Board Policy 8 updated April 1, 2025.

BOARD COMMITTEES

The Board may establish committees to assist with its work. Committees may be standing or ad hoc in nature.

At its annual Organizational Meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees, and terms of reference for each.

General Requirements

Subsequent to the establishment of committees, appointment of trustees to committees will be the responsibility of the Chair. Normally trustees serve on a maximum of two standing committees. The Board Chair may sit as an assigned member of any committee; however s/he shall be an ex-officio member of all Board committees.

Committee Chairs will be determined by the Committee.

All committees of the Board, unless otherwise directed by a majority of the Board, shall report their activity and any recommendations arising from their work to the Board. Reports shall be delivered orally to the Committee of the Whole and any written reports shall be included in the Board agenda package.

Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature. All Committee meetings are closed to the public, and committee members shall hold committee work in strict confidence until such time as work is shared at a public meeting of the Board of Education as described above. The Director of Education may assign staff to support the work of the committee. Committees shall not exercise authority over staff.

Committee work will be presented to the Board by written report for decision, discussion or information.

- 1. Student Outcomes Standing-Committee
 - 1.1 Membership
 - Minimum of three, maximum of four trustees.
 - 1.2 Terms of Reference
 - · To review accountability reports and to make recommendations to the Board.
 - To examine issues related to increasing student literacy and achievement, promoting academic achievement for all students while closing achievement gaps and enhancing student outcomes.
 - To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.
 - To make recommendations to the Board relative to actions the Board may take to improve student learning and achievement within the Division.

1.3 Authority

• To make recommendations to the Board.

2. Human Resources Committee

- 2.1 Membership
 - · Minimum of three, maximum of four trustees.
- 2.2 Terms of Reference
 - . To review accountability reports and to make recommendations to the Board.
 - To understand issues related to school staffing, recruitment and retention, performance management and employee and labour relations.
 - To explore and advance the Human Resources initiatives within the school division.
 - To make recommendations to the Board relative to actions the Board may take to advance innovative practice opportunities in the Division.

2.3 Authority

To make recommendations to the Board.

3. Business, Infrastructure and Governance Standing Committee

- 3.1 Membership
 - Minimum of three, maximum of four trustees.
- 3.2 Terms of reference
 - To review accountability reports and to make recommendations to the Board.
 - To examine issues related to business, public accountability, stewardship, the advancement of public education including effective utilization of: finance, transportation, and facilities.
 - To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.
- 3.3 Authority
 - To make recommendations to the Board.
- 4. Partnerships and Teambuilding Standing Committee
 - 4.1 Membership
 - Minimum of three, maximum of four trustees.
 - 4.2 Terms of Reference
 - To examine issues related to advocacy and networking and enhanced relationships with all stakeholders.
 - To draft the Board advocacy plan for consideration by the Board.
 - To propose a suitable timeframe for the advocacy plan.
 - To monitor and continually assess the advocacy plan.

4.3 Authority

To make recommendations to the Board.

5. Transportation Committee

- 5.1 Membership
 - Five rural trustees.
- 5.2 Terms of Reference
 - To review accountability reports and to make recommendations to the Board.
 - To examine issues related to student transportation including student safety, Ministry requirements, bus purchasing, driver recruitment, efficiency, and ride times.
 - To examine boundaries annually.

5.3 Authority

• To make recommendations to the Board.

Committees of the Whole

The Board may, from time to time, assign responsibility to the committee of the whole.

- 1. Membership
 - All trustees
- 2. Terms of reference
 - To provide a forum for trustees to engage in planning sessions related to issues such as, but not restricted to, finance, facilities, special projects and the Education Sector Strategic Plan.
- 3. Authority
 - To make recommendations to the Board.
- 4. Meetings
 - As determined by the Board.

Executive Committee

The Board may, from time to time, assign responsibility to the Executive Committee.

Ad Hoc Committees

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.

The Director of Education shall attend meetings of ad hoc committees.

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Resource Personnel for Committees

The Director of Education may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference: The Education Act, 1995, Section 85
The School Division Administration Regulations, 2017, Section 41

April 5, 2022 April 1, 2025

Meeting Date:	April 1, 2025	Agenda Item #: 5.4		
Tonia	Out of Province Excursion - Assiniboia Composite			
Topic:	High School to Winnipeg, Manitoba			
Intent:	□ Discussion □ Discussion	Information		
Background:	Assiniboia Composite High S	chool's Grade 10-12 MUNA		
	Trip to Winnipeg, Manitoba on May 2-3, 2025.			
Current Status:	See attached application form.			
Pros and Cons:	ros and Cons:			
Financial Implications:				
Governance/Policy				
Implications:				
Legal Implications:				
Communications:				

Prepared By:	Date:	Attachments:
Derrick Huschi	March 14, 2025	Out of Province Excursion
		Application Form

Recommendation:

That the Board approve Assiniboia Composite High School's Grade 10-12 MUNA Trip to Winnipeg, Manitoba on May 2-3, 2025.

1075 9th Avenue North West, Moose Jaw, SK S6H 1V7 P 306.694.1200 1.877.434.1200 F 306.694.4955 prairiesouth.ca

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION					
Name of Teacher: Audrey Knudsen	School: Assiniboia Composite HS				
Type of Activity: ☐ Curricular ☑ Extra-Curricular MUNA (Model United Nations) ☐ High Risk Activity					
Grade Level: 12-10	Number of Students: 2				
Destination: Winnipeg, Manitoba	Trip Date: May 2 - 3, 2025				
Number of School Days (Partial/Full): 1 and 1/2 of	days				
Transportation: ☐ Travel by Bus (PSSD No. 210) or ☐ Other: ☐ Travel by Car/Van (List names of drivers): Audrey Knudsen					
Number of Teachers, Parents, Chaperones: Audre	y Knudsen (1)				
Qualifications/Certifications of Teachers, Parents, Chaperones: □ First Aid □ Lifeguard □ Canoe Certification □ Other					
B. SAFETY GUIDELINES					
 ☑ Parent consent forms and medical information including the Health Card Number will be obtained. ☑ Evacuation Plan is in place and will be communicated to appropriate individuals. ☑ Designated supervisor has access to emergency vehicles at all times. ☑ Access to cellular or satellite phone or other communication device. ☑ A list of emergency telephone numbers will be formulated. ☑ Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. ☑ Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. ☑ Male and Female Chaperones for a co-ed activity. ☐ If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed. 					
C. BUDGET					
 Anticipated Budget Cost of sub for 1 and 1/2 days. All other costs covered by Rotary. Budget breakdown (be sure to include cost of substitute staff) Description of Funding Sources Rotary and Decentralized funding for sub costs. Out of Pocket Cost per Participant Spending money. All other costs covered. 					

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

D. LEARNING OBJECTI	VES				
Students will gain experience in presenting for their country. Students will do preliminary research on resolutions that will be discussed at MUNA. Students will engage in the resolution process that occurs at the general assembly at the United Nations.					
	IES (Outline prior training for outdoor education and high risk activities)				
a) Pre-Excursion Learning	Research on resolutions and research on the country they will be representing. A pre-training date is provided by Zoom.				
b) Excursion Learning	 Understanding the resolution topics and your country's position. Understanding the basics of the United Nations General Assembly. 				
c) Post-Excursion Learning	MUNA hosts a debrief where students discuss what they have learned.				
F. SCHEDULE OF ACTIV	VITIES				
I have attached to this email the link to the website and a link that is direct to the draft agenda.					
Teacher Signature BChadwics Principal Signature	March 11, 2025 Date March 11, 2025 Date				
Director/Superintendent Signatu	Request Approved Request Denied				

Date Revised: December 2016

Meeting Date:	April 1, 2025		Agenda Item #: 5.5
Topic:	Monthly Tender Report		
Intent:	Decision	Discussion	☐ Information
Background: Current Status:	The Board h awarded. AF are required The Board administrative exceed but accept/reprevious F Board mee Competititive acquisition purchase of services a constructive works aut This tender March 31, 20	as requested a monthle 513 details limits what I. The procedure is as for the	y update regarding tenders ere formal competitive bids
	 A tender replacen for \$69,0 A tender compute Quotes v Staples F Quotes v playgroup 	nent. The tender was a 2000. I was posted to SaskTe or hardware. The tende of Cattan-Google Chrows Gen X – Upgrade PC or Grand and Toy – Chome of Konica Minolta – Moore PC Corp – Chrome of There was no award overe received for 11th Or Corpessional for \$52,81 overe received for the stand equipment at Prince	ooks \$86,064 d for 10 th Gen iPads Gen iPads and awarded to .7.
Pros and Cons:		Ţ	
Financial Implication			
Gov/Policy Implication	ons:		
Legal Implications:			
Communications:			

Prepared By:	Date:	Attachments:
Ron Purdy	March 24, 2025	• n/a

Recommendation:

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