

	<p><i>Prairie South Schools</i></p> <p><b>BOARD OF EDUCATION</b></p>	
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**March 5, 2024**

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 February 6, 2024
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
  - 5.1. Early Learning Accountability Report
  - 5.2. 2024-2025 School Year Calendars
  - 5.3. Staff Absence & Substitute Usage Reports
  - 5.4. Mortlach School Community Council (SCC) Constitution Changes
  - 5.5. Naming of New South Hill School
  - 5.6. Monthly Tender Report
- 6. Delegations and Presentation – NONE**
- 7. Information Items**
  - 7.1. Inquiry: Carbon Tax
  - 7.2. Class Size Report
  - 7.3. Organizational Planning Related to School Board Election
  - 7.4. Out of Province Excursion – Cornerstone Christian School to Merida, Mexico
- 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 February 6, 2024 at 1:30 p.m.**

Attendance:

Mr. R. Bachmann; Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson; Ms. C. Froese; Mr. B. Hagan; Ms. J. Jukes; Ms. D. Pryor, Ms. G. Wilson; Mr. L. Young; D. Huschi, Superintendent of School Operations; D. Swanson, Superintendent of School Operations; D. Teneycke, Superintendent of School Operations; A. Olson, Superintendent of Learning; A. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Delegations:

Voices to Encourage Change (VTEC) Students (1:30 pm)

Motions:

- |                   |   |         |
|-------------------|---|---------|
| 2024-02-06 – 3940 | Giselle Wilson took the chair and called the meeting to order at 1:30 p.m.  |         |
| 2024-02-06 – 3941 | That the Board adopt the agenda as presented.<br>- Froese   | Carried |
| 2024-02-06 – 3942 | That the Board adopt the minutes of the January 9, 2024 Regular Board Meeting.<br>- Jukes   | Carried |
| 2024-02-06 – 3943 | That the Board receive and file the 2022-2023 Transportation Accountability Report.<br>- Bumbac   | Carried |
| 2024-02-06 – 3944 | That the Board approve the amendments for the Ministry 2023-25 Preventative Maintenance Renewal Plan.<br>- Boyle                                  | Carried |
| 2024-02-06 – 3945 | That the Board rescind motion #2024-01-09 – 3938.<br>- Bachmann   | Carried |
| 2024-02-06 – 3946 | That the Board approve École Palliser Heights School Grade 8 ski trip to Asessippi Ski Resort (Inglis, Manitoba) on March 13-15, 2024.<br>- Hagan | Carried |
| 2024-02-06 – 3947 | That the Board receive and file the tender report as presented.<br>- Froese   | Carried |

2024-02-06 – 3948 That the meeting be adjourned at 2:51 pm.  
- Pryor

Carried

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G. Wilson  
Chairperson

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R. Purdy  
Superintendent of Business

Next Regular Board Meeting:

March 5, 2024 at 1:30 pm  
Prairie South School Division, Moose Jaw

Draft

## AGENDA ITEM

<b>Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	05.1
<b>Topic:</b>	<b>Early Learning 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 Early Learning Accountability report annually in March.
<b>Current Status:</b>	
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	<p>Early Learning opportunities and supports align with strategic concept of enhanced opportunities for students.</p> <p>Ensures continued alignment between division practice and Prairie South's Strategic Plan related to early learning focus and initiatives.</p>
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Amanda Olson	February 28, 2024	<ul style="list-style-type: none"> <li>Early Learning Accountability Report</li> </ul>

***Recommendation:***

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

## **Prairie South School Division**

### **Early Learning Accountability Report – March 2024**

#### Source Documents

#### **Policy 12 Section 1 Student Well Being**

- 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 1.2 Ensures that Division facilities adequately accommodate students.

#### **Policy 12 Section 2 Learning Leadership**

- 2.1 Provides leadership in all matters relating to learning in the Division.
- 2.2 Ensures students in the Division have the opportunity to meet standards of learning set by the Minister.

#### Evidence

#### **Background:**

#### **Prekindergarten**

Prairie South has been very active in supporting the development of both Ministry funded and Prairie South funded Early Learning Programs. Prekindergarten is a developmentally appropriate educational program, founded on early childhood research and practice elements including:

- Active, experiential learning through play
- Comprehensive, integrated programming within a prepared environment
- Child-centred, self-directed; offers choice, includes physical, intellectual, and spiritual development
- Meaningful family engagement
- Active parent/community council, community partnerships and shared ownership
- Integrated health, social services, and educational supports
- Culturally responsive for all
- Mixed age groupings
- Intensive exposure – minimum 12 hours per week
- Professional teaching staff with a focus in early childhood

The Ministry determines where a funded program will be established based on census data, and access to other high-quality programs in the neighborhood.

Ministry funded programs have a set of criteria that students must meet in order to be eligible to participate. The criteria are based upon access to other quality programming, low income, single parent, referral from another agency, isolated home, communication/language delays, social, emotional, or behavioural difficulties, mother's mental health, family abuse/neglect and other

criteria. Parents complete an application, and the prekindergarten teacher does a home visit to further discuss the criteria and then decides who will gain entry into the program.

### **Current Enrollment & Transportation Usage Numbers for Prekindergarten Programs:**

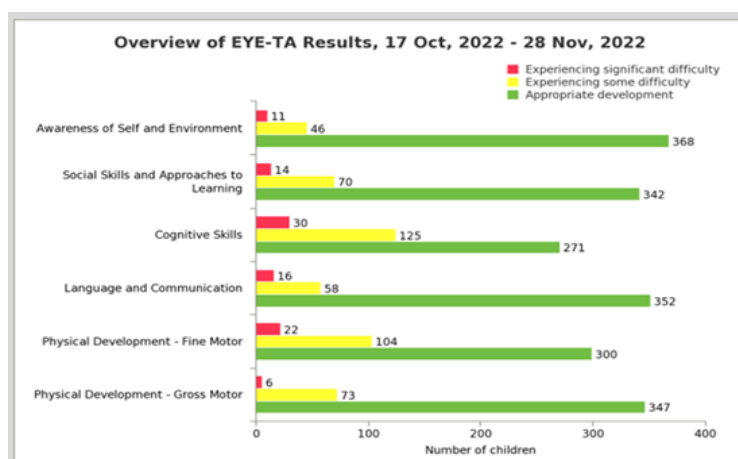
Programs that are funded through Prairie South and the Ministry both receive support services from the Learning Department:

- Early Learning Consultant
- Speech and Language Pathologist
- Support from Psychologists, Advocacy and Behaviour Consultants, Student Support Consultants and Learning Consultants vary depending on the needs of the students.

School	Funding	Total Enrolment	3 YO	Bussed	4 YO	Bussed	Wait List	Outside Agency Support	Speech Support	EAL Students
Assiniboia 7th Avenue	MOE	16	0	0	16	5	13	0	5	1
Central Butte	PSS	14	0	0	14	0	0	0	5	0
Coronach	PSS	19	0	0	19	0	5	0	4	0
Empire	MOE	15	3	0	12	5	0	3	5	5
Glentworth	PSS	13	3	0	10	0	0	0	4	2
Gravelbourg Elementary (FI)	PSS	15	4	2	11	2	4	1	7	4
King George	MOE	29	9	3	20	6	1	3	9	5
Lafleche	PSS	10	7	4	3	1	0	0	4	0
Lindale	PSS	14	1	0	13	6	0	3	4	0
Palliser Heights (FI)	PSS	16	0	0	16	12	14	0	6	0
Palliser Heights	PSS	18	1	0	17	4	12	2	6	0
Prince Arthur	MOE	15	1	1	14	5	6	1	3	6
Sunningdale	PSS	18	1	0	17	7	20	4	5	4
Westmount	MOE	32	7	3	25	7	2	7	9	9
William Grayson	MOE	14	5	0	9	2	0	6	7	1

### **Kindergarten**

Kindergarten educators are responsible for administering the Early Years Evaluation Teacher Assessment (EYE-TA) as mandated by the Ministry of Education each fall and certain select students are reassessed in the spring. In the fall of 2022, 426 Kindergarten students were assessed. The results of the fall 2022 administration are below.



### Early Years Evaluation 2022/2023

Based on fall data, specific interventions took place between November and May to target missing skills within the six domains. In the spring, 161 out of 426 students were reassessed and the following growth was celebrated:

# of students experiencing significant difficulty (Tier 3)

	Fall 2022	Spring 2023
Awareness of Self and Environment	11	6
Social Skills and Approaches to Learning	14	11
Cognitive Skills	30	11
Language and Communication	16	8
Physical Development – Fine Motor	22	2
Physical Development – Gross Motor	6	3

# of students experiencing some difficult (Tier 2)

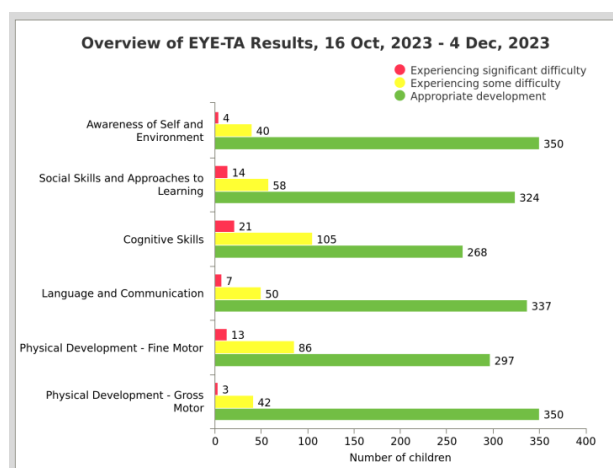
	Fall 2022	Spring 2023
Awareness of Self and Environment	46	20
Social Skills and Approaches to Learning	70	28
Cognitive Skills	125	26
Language and Communication	58	34
Physical Development – Fine Motor	104	28
Physical Development – Gross Motor	73	21

# of students demonstrating proficiency (Tier 1)

	Fall 2022	Spring 2023	% of Proficiency
Awareness of Self and Environment	368	407	85%
Social Skills and Approaches to Learning	342	394	91%
Cognitive Skills	271	396	91%
Language and Communication	352	391	90%
Physical Development – Fine Motor	300	403	93%
Physical Development – Gross Motor	347	409	94%



In the fall of 2023, 396 Kindergarten students were assessed. The results of the fall 2023 administration are:



Each school receives both their school level results and their individual student results. School teams including the teacher, administrator and often the SLP plan specific centres and learning invitations in order to leverage the results and provide additional learning opportunities in area of need.

## **5 Years of EYE Data & Pre and Post Pandemic Results**

	2019	2020	2021	2022	2023	22 to 23	Pre/Post Pandemic
# Of Students Assessed	460	444	478	426	396		
Overall	Tier 3 – 11% Tier 2 – 32% Tier 1 – 57%	Tier 3 – 12% Tier 2 – 29% Tier 1 – 59%	Tier 3 – 12% Tier 2 – 31% Tier 1 – 57%	Tier 3 – 12% Tier 2 – 25% Tier 1 – 63%	Tier 3 – 8.6% Tier 2 – 27.4% Tier 1 – 64%	Tier 1 – (+1%)	Tier 1 – (+ 7%)
Awareness of Self and Environment	Tier 3 – 2.4% Tier 2 – 11.5% Tier 1 – 86.1%	Tier 3 – 1.8% Tier 2 – 17.3% Tier 1 – 80.9%	Tier 3 – 0.6% Tier 2 – 16.1% Tier 1 – 83.3%	Tier 3 – 2.6% Tier 2 – 10.8% Tier 1 – 86.6%	Tier 3 – 1% Tier 2 – 10.2% Tier 1 – 88.8%	Tier 1 – (+2.2%)	Tier 1 – (+ 2.7%)
Social Skills and Approaches to Learning	Tier 3 – 3.9% Tier 2 – 17.2% Tier 1 – 78.9%	Tier 3 – 3.2% Tier 2 – 19.8% Tier 1 – 77%	Tier 3 – 2.3% Tier 2 – 14.4% Tier 1 – 83.3%	Tier 3 – 3% Tier 2 – 16.4% Tier 1 – 80.6%	Tier 3 – 3.5% Tier 2 – 14.6% Tier 1 – 81.9%	Tier 1 – (+1.3%)	Tier 1 – (+ 3%)
Cognitive Skills	Tier 3 – 8% Tier 2 – 30.9% Tier 1 – 61.1%	Tier 3 – 6.8% Tier 2 – 28.4% Tier 1 – 64.8%	Tier 3 – 9.4% Tier 2 – 33.9% Tier 1 – 56.7%	Tier 3 – 7% Tier 2 – 29.3% Tier 1 – 63.7%	Tier 3 – 5.3% Tier 2 – 26.7% Tier 1 – 68%	Tier 1 – (+4.3%)	Tier 1 – (+ 6.9%)
Language and Communication	Tier 3 – 2% Tier 2 – 14.8% Tier 1 – 83.2%	Tier 3 – 2.9% Tier 2 – 13.3% Tier 1 – 83.8%	Tier 3 – 0.6% Tier 2 – 13.8% Tier 1 – 85.6%	Tier 3 – 3.8% Tier 2 – 13.6% Tier 1 – 82.6%	Tier 3 – 1.7% Tier 2 – 12.7% Tier 1 – 85.6%	Tier 1 – (+3%)	Tier 1 – (+2.4%)
Physical Development – Fine Motor	Tier 3 – 4.1% Tier 2 – 21.5% Tier 1 – 74.4%	Tier 3 – 4.3% Tier 2 – 20.7% Tier 1 – 75%	Tier 3 – 4.4% Tier 2 – 23.4% Tier 1 – 72.2%	Tier 3 – 5.2% Tier 2 – 24.4% Tier 1 – 70.4%	Tier 3 – 3.2% Tier 2 – 21.8% Tier 1 – 75%	Tier 1 – (+4.6%)	Tier 1 – (+0.6%)
Physical Development – Gross Motor	Tier 3 – 1.7% Tier 2 – 18.7% Tier 1 – 79.6%	Tier 3 – 2.7% Tier 2 – 18.7% Tier 1 – 78.6%	Tier 3 – 2.1% Tier 2 – 25.5% Tier 1 – 72.4%	Tier 3 – 1.4% Tier 2 – 17.1% Tier 1 – 81.5%	Tier 3 – 0.8% Tier 2 – 10.6% Tier 1 – 88.6%	Tier 1 – (+7.1%)	Tier 1 – (+ 9%)

When comparing the pre-pandemic data (November 2019) to this year's fall data, Prairie South Schools saw a 7% increase in the overall data. Prairie South Schools is now seeing growth in all six domains when comparing the data from 2019 to 2023. Prairie South saw significant growth in cognitive skills, language and communication and physical development when comparing the 2022 and 2023 fall data.

### **Provincial Education Plan Connection**

During the 2022/2023 school year, the Provincial Education Interim Plan had three priority areas: Mental Health and Well-being, Learning Response, and Learning Response – Reading.

In response to these three priorities:

- With support from our Early Learning Consultant, teachers, educational assistants, and administrators new to Prekindergarten and Kindergarten programming complete the Prekindergarten and Kindergarten Basics Workshops online.
- Each new school division early years teacher, regardless of their career stage, was provided one-on-one professional learning support with Learning Consultants and the school division's Early Learning Consultant.
- Four half days of professional learning were provided to Prekindergarten teachers and educational assistants allowing them to share invitations, learnings and challenges in a collaborative environment designed to scale up wise practices from around the school division. Professional Learning opportunities included:
  - STEAM in the PreK Classroom
  - Home Visits – The Importance and the Process
  - Fine Motor PD (in collaboration with our local Family Resource Center)
  - Developmental Expectations
  - Trauma Informed Care
- All Prekindergarten and Kindergarten teachers had the opportunity to attend a STFPL Workshop titled *Inviting Exploration of Treaty Outcomes Through Play in the Early Years*. This was an interactive workshop, focused on Explore ways in which early learners can be invited to investigate the important concepts and teachings embedded in our Saskatchewan Education Treaty Outcomes through age-appropriate, play-based invitations and inquiry processes.
- Prairie South continues to partner with Early Years stakeholders (Early Childhood Intervention Program (ECIP), KidsFirst, Family Resource Center, Moose Jaw Literacy Network, Autism Spectrum Disorder Program, Saskatchewan Health Authority) to create a smooth early childhood education continuum and a smooth transition to elementary school.

### **Early Learning Intensive Supports (ELIS) Program**

The ELIS program is a federally funded program that enables children who are 3 and 4 years old and have intensive support needs to attend a Prekindergarten program with the additional supports needed in order to be successful. In the spring of 2019 Prairie South was provided with 4 ELIS spots that were assigned by the ministry to be used within the city of Moose Jaw within 2 schools (2 spots at 2 schools). In the fall of 2019 Prairie South applied for additional spots and were awarded 4 more spots in March of 2020. In November 2022, the Ministry expanded ELIS programming and Prairie South received 4 additional spots bringing our total to 12 spots (6 programs).

The children in the ELIS program are selected via an application process. Once accepted they are provided with access to therapy supports contracted through health, educational assistant support, supplies and materials needed for them to attend safely and successfully. In 2022-2023, Prairie South received \$150,000 of funding for the ELIS programs.

There are currently:

- 2 children in the Sunningdale PreK program
- 2 children in the William Grayson PreK program
- 4 children in the Westmount PreK program
- 2 children in the Palliser Heights (English) program
- 1 child at Prince Arthur School

More information can be found on the website at <https://www.prairiesouth.ca/schools/student-registration/early-learning-intensive-support-pilot/>

### **Administrative Issues/Considerations:**

- Continue to provide early learning professional development to Prekindergarten and Kindergarten teachers and educational assistants. Ensure that this professional development aligns with the divisions Strategic Plan, the Provincial Education Plan, and the developmental and learning trends we are seeing throughout the division.
- Continue our new teacher support model.

### **Governance Implications/Considerations:**

- Aligns with strategic concept of enhanced opportunities for students.
- Ensure continued alignment between division practice and Prairie South's Strategic Plan related to early learning focus and initiatives.

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>2024-2025 School Year Calendars</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

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

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

At the December 5 Board Meeting, the Board approved the following calendar parameters:

- In accordance with *The Education Regulations, 2019* subsection 22, the school year provides at least 950 instructional hours for Grades 1 to 12 and 475 instructional hours for kindergarten.
- Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours. In accordance with Article 16 of the Teachers' Provincial Collective Bargaining Agreement it stipulates teachers' assigned time shall not exceed 1044 hours within the school year.
- In accordance with *The Education Regulations, 2019* subsection 18, the following vacation periods are to be observed:
  - a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2
  - a spring vacation consisting of not more than 5 consecutive school days
- 11 non-instructional days include:
  - 1.0 school-based organizational day at the start of the year
  - 1.0 division-wide professional learning day at the start of the year
  - 1.0 school improvement day (0.6 LIP & 0.4 LIT) at the start of the year

	<ul style="list-style-type: none"> <li>○ 1.0 teacher prep day at the start of the year</li> <li>○ 1.0 LIT day throughout the year (5 x 0.2)</li> <li>○ 4.0 teacher prep days throughout the year (5 x 0.8)</li> <li>○ 1.6 school-based organizational day at the end of the year</li> <li>○ 0.4 LIT day at the end of the year</li> </ul>
<b>Current Status:</b>	A Calendar Committee was created and met on February 15 to review the parameters and draft calendars. The committee consisted of representatives from different areas of the school division (K-12 schools, K-8 schools, 9-12 schools, Hutterian schools) as well as school board members, teachers, administrators, CUPE members, school community council members and out of scope staff. The calendars presented today were the calendars created and agreed upon by the Calendar Committee.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	Authority for the Board to set the yearly calendar is established in Board Policy 2.
<b>Legal Implications:</b>	
<b>Communications:</b>	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board and Ministry.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	February 16, 2024	2024-2025 School Calendars

***Recommendation:***

That the Board approve the 2024-2025 calendars and direct administration to forward the approved calendars to the Ministry of Education for Ministry review.

# 2024-2025 School Year Calendar - MOOSE JAW and CARONPORT

FIRST SEMESTER					
MON	TUE	WED	THU	FRI	AUGUST 2024
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
					TD= 4      BD= 0      ID= 0
MON	TUE	WED	THU	FRI	SEPTEMBER 2024
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
					Sept 30: National Day for Truth & Reconciliation TD= 20      BD= 20      ID= 20
MON	TUE	WED	THU	FRI	OCTOBER 2024
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					TD= 22      BD= 21      ID= 21
MON	TUE	WED	THU	FRI	NOVEMBER 2024
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					Nov 29: TIL SLC TD= 19      BD= 18      ID= 18
MON	TUE	WED	THU	FRI	DECEMBER 2024
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					TD= 15      BD= 15      ID= 15
MON	TUE	WED	THU	FRI	JANUARY 2025
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
					Exams: January 27-30 TD= 20      BD= 19      ID= 19
					First Semester Instructional Days= 93.0
					First Semester Non-Instructional Days= 7.0
					First Semester Teacher Days= 100.0

SECOND SEMESTER					
MON	TUE	WED	THU	FRI	FEBRUARY 2025
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
					TD= 15      BD= 15      ID= 15
MON	TUE	WED	THU	FRI	MARCH 2025
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
					TD= 21      BD= 20      ID= 20
MON	TUE	WED	THU	FRI	APRIL 2025
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
					Apr 25: TIL SLC TD= 16      BD= 16      ID= 16
MON	TUE	WED	THU	FRI	MAY 2025
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
					TD= 21      BD= 20      ID= 20
MON	TUE	WED	THU	FRI	JUNE 2025
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30					
					Exams: June 23-26 TD= 21      BD= 19      ID= 19
					Second Semester Instructional Days= 90.0
					Second Semester Non-Instructional Days= 4.0
					Second Semester Teacher Days= 94.0
					Total Instructional Days FTE= 183.0
					Total Non-Instructional Days= 11.0
					Total Teacher Days= 194.0
LEGEND					
First/ Last Day	Stat Holiday	Holiday	School Based Inservice (No Students)	Prep Day (No Students)	Prep/LIT Day (No Students)

# 2024-2025 School Year Calendar - K-12 and ASSINIBOIA SCHOOLS

FIRST SEMESTER					SECOND SEMESTER												
MON	TUE	WED	THU	FRI	AUGUST 2024					MON	TUE	WED	THU	FRI	FEBRUARY 2025		
			1	2	TD= 4      BD= 0      ID= 0										TD= 14      BD= 14      ID= 14		
5	6	7	8	9													
12	13	14	15	16													
19	20	21	22	23													
26	27	28	29	30													
MON	TUE	WED	THU	FRI	SEPTEMBER 2024					MON	TUE	WED	THU	FRI	MARCH 2025		
2	3	4	5	6	Sept 30: National Day for Truth & Reconciliation TD= 19      BD= 19      ID= 19					3	4	5	6	7	TD= 19      BD= 18      ID= 18		
9	10	11	12	13													
16	17	18	19	20													
23	24	25	26	27													
30																	
MON	TUE	WED	THU	FRI	OCTOBER 2024					MON	TUE	WED	THU	FRI	APRIL 2025		
	1	2	3	4	TD= 20      BD= 19      ID= 19						1	2	3	4	Apr 25: TIL SLC TD= 15      BD= 15      ID= 15		
7	8	9	10	11													
14	15	16	17	18													
21	22	23	24	25													
28	29	30	31														
MON	TUE	WED	THU	FRI	NOVEMBER 2024					MON	TUE	WED	THU	FRI	MAY 2025		
				1	Nov 29: TIL SLC TD= 17      BD= 16      ID= 16								1	2	TD= 19      BD= 18      ID= 18		
4	5	6	7	8													
11	12	13	14	15													
18	19	20	21	22													
25	26	27	28	29													
MON	TUE	WED	THU	FRI	DECEMBER 2024					MON	TUE	WED	THU	FRI	JUNE 2025		
2	3	4	5	6	TD= 14      BD= 14      ID= 14					2	3	4	5	6	Exams: June 23-26 TD= 20      BD= 18      ID= 18		
9	10	11	12	13													
16	17	18	19	20													
23	24	25	26	27													
30	31																
MON	TUE	WED	THU	FRI	JANUARY 2025										Second Semester Instructional Days=		83.0
		1	2	3	Exams: January 27-30 TD= 19      BD= 18      ID= 18		Second Semester Non-Instructional Days=		4.0								
6	7	8	9	10			Second Semester Teacher Days=		87.0								
13	14	15	16	17			Total Instructional Days FTE=		169.0								
20	21	22	23	24			Total Non-Instructional Days=		11.0								
27	28	29	30	31			Total Teacher Days=		180.0								
					First Semester Instructional Days=		86.0	LEGEND									
					First Semester Non-Instructional Days=		7.0	First/ Last Day	Stat Holiday	Holiday	School Based Inservice (No Students)	Prep Day (No Students)	Prep/LIT Day (No Students)	Alt Friday No School			
					First Semester Teacher Days=		93.0										

# 2024-2025 School Year Calendar - HUTTERIAN SCHOOLS

FIRST SEMESTER					SECOND SEMESTER											
MON	TUE	WED	THU	FRI	AUGUST 2024					MON	TUE	WED	THU	FRI	FEBRUARY 2025	
			1	2	TD= 4      BD= 0      ID= 0										TD= 15      BD= 15      ID= 15	
5	6	7	8	9												
12	13	14	15	16												
19	20	21	22	23												
26	27	28	29	30												
MON	TUE	WED	THU	FRI	SEPTEMBER 2024					MON	TUE	WED	THU	FRI	MARCH 2025	
2	3	4	5	6	Sept 30: National Day for Truth & Reconciliation TD= 20      BD= 20      ID= 20					3	4	5	6	7	TD= 21      BD= 20      ID= 20	
9	10	11	12	13												
16	17	18	19	20												
23	24	25	26	27												
30																
MON	TUE	WED	THU	FRI	OCTOBER 2024					MON	TUE	WED	THU	FRI	APRIL 2025	
	1	2	3	4	TD= 22      BD= 21      ID= 21						1	2	3	4	Apr 25: TIL SLC TD= 16      BD= 16      ID= 16	
7	8	9	10	11												
14	15	16	17	18												
21	22	23	24	25												
28	29	30	31													
MON	TUE	WED	THU	FRI	NOVEMBER 2024					MON	TUE	WED	THU	FRI	MAY 2025	
				1	Nov 29: TIL SLC TD= 19      BD= 18      ID= 18								1	2	May 29: Hutterian Holiday TD= 20      BD= 19      ID= 19	
4	5	6	7	8												
11	12	13	14	15												
18	19	20	21	22												
25	26	27	28	29												
MON	TUE	WED	THU	FRI	DECEMBER 2024					MON	TUE	WED	THU	FRI	JUNE 2025	
2	3	4	5	6	TD= 15      BD= 15      ID= 15					2	3	4	5	6	June 9 and 10: Hutterian Holiday  Exams: June 23-26 TD= 19      BD= 17      ID= 17	
9	10	11	12	13												
16	17	18	19	20												
23	24	25	26	27												
30	31															
MON	TUE	WED	THU	FRI	JANUARY 2025										Second Semester Instructional Days= 87.0	
		1	2	3	Second Semester Non-Instructional Days= 4.0											
6	7	8	9	10	Second Semester Teacher Days= 91.0											
13	14	15	16	17	Total Instructional Days FTE= 179.0											
20	21	22	23	24	Total Non-Instructional Days= 11.0											
27	28	29	30	31	TD= 19      BD= 18      ID= 18										Total Teacher Days= 190.0	
					First Semester Instructional Days= 92.0											
					First Semester Non-Instructional Days= 7.0											
					First Semester Teacher Days= 99.0											

LEGEND					
First/ Last Day	Stat Holiday	Holiday	School Based Inservice (No Students)	Prep Day (No Students)	Prep/LIT Day (No Students)

LEGEND					
First/ Last Day	Stat Holiday	Holiday	School Based Inservice (No Students)	Prep Day (No Students)	Prep/LIT Day (No Students)



## AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Staff Absence and Substitute Usage Reports</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	At the February 1, 2022 Board Meeting, trustees decided to receive the staff absence and substitute usage summaries twice a year instead of monthly. The Board would receive these reports in September for the period February 1-July 31 and again in March for the period August 1-January 31.
<b>Current Status:</b>	Information for the period August 1, 2023 to January 31, 2024 are presented to the Board.
<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>
Amy Johnson	February 13, 2024	<ul style="list-style-type: none"> <li>Staff Absence Summaries</li> </ul>

### ***Recommendation:***

That the Board receive and file the Staff Absence and Substitute Usage Reports from August 1, 2023 to January 31, 2024 as presented.

Teacher Absences & Substitute Usage					
Date Range:		August 29, 2023 - January 31, 2024			
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
<b>LINC Agreement</b>					
Compassionate Leave	134.66	2.64%	114.55	85.07%	0.32%
Competition Leave	0.7	0.01%	0.7	100.00%	0.00%
Convocation Leave	4	0.08%	4	100.00%	0.01%
Earned Day Off	278.71	5.46%	222.58	79.86%	0.66%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	3.08	0.06%	1	32.47%	0.01%
Executive Leave	10.36	0.20%	8.2	79.15%	0.02%
Prep Time	379.44	7.44%	366.59	96.61%	0.90%
Pressing Leave	112.46	2.20%	82.18	73.07%	0.27%
PSTA	2.36	0.05%	2.36	100.00%	0.01%
Leave Without Pay	70.87	1.39%	50.28	70.95%	0.17%
<b>SUB TOTAL</b>	<b>996.64</b>	<b>19.54%</b>	<b>852.44</b>	<b>85.53%</b>	<b>2.35%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>					
Court/Jury	11.76	0.23%	11	93.54%	0.03%
Illness	1404.42	27.53%	1124.58	80.07%	3.32%
Illness - Long Term	383.04	7.51%	0	0.00%	0.90%
Job Action - STF	987.27	19.35%	0	0.00%	2.33%
Medical/Dental Appt	541.3	10.61%	468.82	86.61%	1.28%
Paternity/Adoption Leave	2	0.04%	2	100.00%	0.00%
Secondment	1	0.02%	1	100.00%	0.00%
STF Business - Invoice	13.08	0.26%	12	91.74%	0.03%
Unpaid Sick Leave	5.84	0.11%	3.5	59.93%	0.01%
<b>SUB TOTAL</b>	<b>3349.71</b>	<b>65.66%</b>	<b>1622.90</b>	<b>48.45%</b>	<b>7.91%</b>
<b>Prairie South</b>					
Extra/Co-curr Teach	74.76	1.47%	64.29	86.00%	0.18%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	190.84	3.74%	164.01	85.94%	0.45%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	189.23	3.71%	165.93	87.69%	0.45%
PD DEC Teachers	239.9	4.70%	191.8	79.95%	0.57%
School Operations Meet/PD	60.63	1.19%	55.72	91.90%	0.14%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>755.36</b>	<b>14.81%</b>	<b>641.75</b>	<b>84.96%</b>	<b>1.78%</b>
<b>Total Absences</b>	<b>5101.71</b>	<b>100.00%</b>	<b>3117.09</b>	<b>61.10%</b>	<b>12.04%</b>

Teachers (FTE)	# of teaching Days	Possible Days
432.3	98	42365.4

**Long Term Illness:** When a temporary contract is issued for an illness leave of 20+ days.

## Bus Driver Staff Absences & Casual Usage 2023-2024

Date: August 1, 2023 - January 31, 2024

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	24.50	4.00%	18.50	75.51%	0.25%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	5.00	0.82%	4.50	90.00%	0.05%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	19.00	3.10%	13.50	71.05%	0.20%
Illness - Support	201.50	32.92%	115.50	57.32%	2.09%
Leave Without Pay	239.00	39.05%	191.50	80.13%	2.48%
Med/Den Appt Support	59.50	9.72%	44.00	73.95%	0.62%
Parenting/Caregiver	28.00	4.58%	14.50	51.79%	0.29%
Pressing Leave	23.00	3.76%	14.00	60.87%	0.24%
<b>SUB TOTAL</b>	<b>599.50</b>	<b>97.96%</b>	<b>416.00</b>	<b>69.39%</b>	<b>6.22%</b>
<b>Employment Act</b>					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	12.50	0.00%	7.00	56.00%	0.13%
<b>SUB TOTAL</b>	<b>12.50</b>	<b>0.00%</b>	<b>7.00</b>	<b>56.00%</b>	<b>0.13%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>612.00</b>	<b>97.96%</b>	<b>423.00</b>	<b>69.12%</b>	<b>6.34%</b>

### Possible Days

August 1, 2023 - January 31, 2024

Days

91.00

Staff

106.00

Total Days

9646.00

\*\*\* WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

## CUPE Staff Absences & Casual Usage 2023-2024

Date: August 1, 2023 - January 31, 2024

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	4	0.12%	2	50.00%	0.01%
Bereavement Leave	74.15	2.22%	43.92	59.23%	0.21%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	27.79	0.83%	14.9	53.62%	0.08%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	2.31	0.07%	2	86.58%	0.01%
CUPE Business	38.64	1.16%	35.04	90.68%	0.11%
Earned Day Off	15.48	0.46%	9.94	64.21%	0.04%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	48.48	1.45%	25.37	52.33%	0.14%
Illness - Support	1705.9	51.13%	863.2	50.60%	4.79%
Leave Without Pay	198.17	5.94%	137.12	69.19%	0.56%
Med/Den Appt Support	288.58	8.65%	170.25	59.00%	0.81%
Parenting/Caregiver	144.5	4.33%	75.5	52.25%	0.41%
Pressing Leave	74.84	2.24%	43.97	58.75%	0.21%
Service Recognition Days	15.73	0.47%	10.38	65.99%	0.04%
TIL Support	12.56	0.38%	1.5	11.94%	0.04%
<b>SUB TOTAL</b>	<b>2651.13</b>	<b>79.47%</b>	<b>1435.09</b>	<b>54.13%</b>	<b>7.44%</b>
<b>Employment Act</b>					
Court/Jury Duty	3.92	0.12%	2	51.02%	0.01%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	551.39	16.53%	272.98	49.51%	1.55%
Workers Compensation	94.5	2.83%	53.89	57.03%	0.27%
<b>SUB TOTAL</b>	<b>649.81</b>	<b>19.48%</b>	<b>328.87</b>	<b>50.61%</b>	<b>1.82%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	1	0.03%	1	100.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	4	0.12%	0	0.00%	0.01%
PD DEC In Province Support Staff	30.16	0.90%	24.54	81.37%	0.08%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>35.16</b>	<b>1.05%</b>	<b>25.54</b>	<b>72.64%</b>	<b>0.10%</b>
<b>Total Absences</b>	<b>3336.10</b>	<b>100.00%</b>	<b>1789.5</b>	<b>53.64%</b>	<b>9.36%</b>

### Possible Days

August 1, 2023 - January 31, 2024

### Days

125.00

### FTE

285.13

### Total Days

35641.25

\*\* WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

## Out of Scope Staff Absences & Casual Usage 2023-2024

Date: August 1, 2023 - January 31, 2024

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0.27	0.04%	0	0.00%	0.00%
Bereavement Leave	11.5	1.53%	0	0.00%	0.21%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	8.8	1.17%	0	0.00%	0.16%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	1	0.13%	0	0.00%	0.02%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	192.53	25.69%	0	0.00%	3.50%
Leave Without Pay	6.31	0.84%	0	0.00%	0.11%
Med/Den Appt Support	27.74	3.70%	0	0.00%	0.50%
Parenting/Caregiver	22.12	2.95%	0	0.00%	0.40%
Pressing Leave	9.95	1.33%	0	0.00%	0.18%
<b>SUB TOTAL</b>	<b>280.22</b>	<b>37.40%</b>	<b>0</b>	<b>0.00%</b>	<b>5.09%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	452.22	60.35%	0	0.00%	8.22%
Workers Compensation	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>452.22</b>	<b>60.35%</b>	<b>0</b>	<b>0.00%</b>	<b>8.22%</b>
<b>Prairie South</b>					
ACCT Meet/PD	3.73	0.50%	0	0.00%	0.07%
BUSI Meet/PD	3.77	0.50%	0	0.00%	0.07%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	7.4	0.99%	0	0.00%	0.13%
LRNG Meet/PD	2	0.27%	0	0.00%	0.04%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
PD Out of Province	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>16.9</b>	<b>2.26%</b>	<b>0</b>	<b>0.00%</b>	<b>0.31%</b>
<b>Total Absences</b>	<b>749.34</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>13.62%</b>

### Possible Days

August 1, 2023 - January 31, 2024

### Days

125.00

### FTE

44.02

### Total Days

5502.50

\*\* WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Mortlach School Community Council (SCC) Constitution Changes</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<i>The Education Act (1995)</i> requires that School Community Councils maintain an updated constitution. Board Policy 16 requires that updates to SCC constitutions be approved by the Board of Education.
<b>Current Status:</b>	The Mortlach School Community Council has completed a review of their constitution.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance Implications:</b>	The January 2024 Mortlach School Community Council Constitution is in alignment with <i>The Education Act (1995)</i> and Board Policy 16.
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Darran Teneycke	February 13, 2024	Mortlach SCC Constitution January 2024

***Recommendation:***

That the Board approve the revised Mortlach School Community Council Constitution dated January 2024.

# Mortlach School Community Council Constitution (January 2024)

## 1. Membership

### 1.1 Elected Membership

1.1.1 The School Community Council will have the following Elected Members:

- 5-9 parent and community members elected at the Annual General Meeting

### 1.2 Appointed Members

1.2.1 The School Community Council will have the following Appointed Members:

- The School Principal,
- A teacher and
- Additional members as recommended by the SCC and approved by the Prairie South School Division Board of Education.
- 1-2 secondary student(s)

## 2. Officers

2.1 The following School Council Officers will be elected bi-annually from among the Members:

- Chair,
- Vice-Chair
- Secretary
- Treasurer

2.2 The Chair and Vice-Chair shall be Elected Members.

## 3. School Community Council Meetings

3.1 The School Community Council will have a minimum of five meetings per year, plus one annual meeting in April.

### 3.2 Voting

3.2.1 On matters requiring a formal vote, all members of the SCC with the exception of the Principal may vote.

### 3.3 Quorum

3.3.1 A quorum of the School Community Council shall be a majority of the Elected Members.

## 4. Public Consultation and Communication

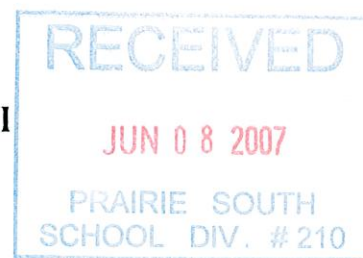
4.1 The School Community Council will consult and communicate with the school community through but not limited to the following strategies:

- Bulletin Board
- Website
- Newsletters
- Office SCC area
- Minutes of SCC meetings
- Social Media

## 5. Amend the Constitution

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

## **Mortlach School Community Council Constitution**



### **Mortlach School Community Council Mission:**

Our mission is to form a strong bond between our school and community to ensure shared responsibility in the security and education of our youth

### **Guiding Principles**

- **Representative** of all students
- **Inclusive** - all members of the school community make a difference
- **Respectful** - all opinions from all community and council members are important
- **Trustworthy** - all affairs handled in open honest manner and right to privacy of individuals is honoured
- **Responsible** - make every effort to respond to the needs of everyone that they represent, regularly consult with community, school and Board of Education and give guidance if asked on issues relating to students
- **Effective** - focus on matters unique to our school community to make a difference in education and security and work along side provincial and School Division initiatives and goals for positive student learning and outcomes.
- **Committed** to fulfilling our role as a vital liaison between the school, community and the Board of Education. Regularly evaluating our performance and account to the school community they represent and the Board of Education on their progress.

## **1. Membership**

### **1.1 Representative Membership**

The Mortlach School Community Council will have the following Representative Members:

- (5) parent and community members elected at an Annual General Meeting
- (2) secondary school students

### **1.2 Permanent Members**

The Mortlach School Community Council will have the following Permanent Members:

- The School Principal
- A Teacher

**1.3** In the first year half of the representative members will serve a one year term and the remainder will serve a two year term.



## **2. Structure and Officers**

### **Mortlach Community Council Roles and Responsibilities**

**2.1** The following School Council Officers will be elected annually from among the Representative Members (Parent, Community, Student Members)

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

The Roles and Responsibilities of Officers can be found in Appendix A of this Constitution.

## **3. Schedule of Meetings**

### **3.1 Annual General Meeting**

The Annual General Meeting will be held in October of each year. During this meeting School Community Council members will be selected and officers will be chosen.

**3.2** The School Community Council will have a minimum of five meetings per year as well as the Annual General Meeting.

### **3.3 Model of Governance**

#### **The Representative Model**

The School Community Council represents the wider school community. Meetings are open to the public upon request but only SCC members may decide on matters brought before the council. The SCC reports to the community using an annual report and the Annual General Meeting.

### **3.4 Voting**

On formal voting matters, Permanent Members of the SCC may not vote.

### **3.5 Quorum**

A quorum of the SCC will be the majority of the Representative Members.

### **3.6 Special Meeting**

A special meeting of the SCC may be called by the chair of the School Community Council if requested by the Board of Education or a written request signed by no fewer than 25 people who have students attending the school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of the SCC will be considered at a special meeting.

## **4. Public Consultation and Communication**

The School Community Council will consult and communicate with the school community through the following methods:

- Bulletin Boards
- Website
- Newsletter
- Minutes of SCC Meetings

## **5. School Community Council Code of Conduct**

The Mortlach School Community Council will adopt the Code of Conduct outlined in the Saskatchewan Association of School Councils model in our School Community Councils; A Handbook for School Community Councils and Principals supplied by the Saskatchewan School Boards Association. It is listed under Appendix C in this document.

## **6. Conflict of Interest**

A SCC member may occasionally find himself/herself in a conflict of interest situation regarding an issue under consideration by the SCC. When this happens the Member must declare that they have a conflict of interest situation and leave the room for the portion of the meeting and cannot participate in the discussion or vote on the decision made on the issue.

## **7. Decision Making Processes**

### **Majority Vote Model**

The issue is discussed and a vote is taken. The majority vote decides the issue.

## **8. Handling Complaints and Concerns**

### **8.1 Complaints or Concerns about an Individual Student or Staff Member**

Complaints and Concerns about Students or Staff Members are not the responsibility of the SCC. All matters are to be directed to a Staff Member or Principal. Please refer to Appendix B, Administrative Policy No. 408 for full details of procedures regarding Complaints and Grievances.

### **8.2 Complaints or Concerns about School Community Council Initiatives or Activities**

#### **8.2.1 Informal Complaints or Concerns**

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

#### **8.2.2 Formal Complaints or Concerns**

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

## **9. Methods for Evaluation of Council Operations**

### **Mortlach School Community Council Formal Evaluation Methods**

- A time shall be allotted at the end of each formal meeting agenda to address ideas or other business pertaining to Council Operations.
- Periodic formal Meeting Evaluation forms will be completed by Council members to assess progress in order to enhance understanding, cooperation, respect and communication between Members.

### **Mortlach School Community Council Informal Evaluation Methods**

- We shall maintain an open communication between members in between formal meetings via telephone, e-mail, fax or written communications to exchange ideas, relay agenda information and address some concerns to brought up formally at the next scheduled meeting.

## **10. Committees**

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

## **11. Amending the Constitution**

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

## Appendix A

### Roles and Responsibilities of School Community Council Officers

#### The **Chairperson** will:

- Conduct meetings of the School Community Council;
- Ensure that all members have input to discussion and decisions;
- Prepare meeting agendas in consultation with the Principal and other School Community Council Members;
- Oversee operations of the School Community Council;
- Establish networks that support the School Community Council; and,
- Act as a spokesperson for the School Community Council.

#### The **Vice-Chairperson** will;

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

#### The **Secretary** will;

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

#### The **Treasurer** will;

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

## Appendix B

*Prairie South School Division*  
15 Thatcher Drive East  
Moose Jaw, SK S6J 1L8  
Phone: 306.694.1200

### **ADMINISTRATIVE POLICY No. 408**

#### **STUDENT AND PARENT COMPLAINTS AND GRIEVANCES**

The Board is committed to ensuring a fair and equitable process for hearing and addressing student and parental complaints. The Board is committed to just and careful procedures for adjudicating and resolving complaints.

#### **PROCEDURES**

##### **1. General**

- a. Complaints are to be addressed in a timely and appropriate manner.
- b. Efforts to address and/or redress complaints are to be carefully documented in order to ensure and enhance a fair and consistent response.
- c. Complaints regarding school operation and treatment of students may be made by:
  - i. A parent or guardian who is acting on behalf of the student.
  - ii. A student who is:
    - Sixteen years of age or older and living independently or,
    - Eighteen years of age or older.
- d. In the event of a dispute at the school, the student's teacher is to be the first person to hear and address any complaint or grievance from a student or parent.
- e. If the complaint cannot be resolved with the teacher, the principal is to be contacted.

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Phone: 306.694.1200

- f. If a complaint cannot be resolved with the principal, the student or parent may contact the designated school superintendent to seek resolution. Complaints may be made directly to the designated school superintendent in the event of conflict of interest with the principal.
- g. If the complaint cannot be resolved with the designated superintendent the student or parent may make a complaint directly to the Director of Education.
- h. If a complaint cannot be resolved with the Director of Education or the Director's designate, the student or parent may make a written statement of the complaint to the Board:
  - i. Complaints may be made directly to the Board in the event of conflict of interest with the Director.
  - ii. Complaints against the Director may be made directly to the Board.
- i. The Board is to determine an appropriate address to the complaint or grievance, and then is to use that method to make a decision that resolves the dispute. The Board's decision is binding on all parties.

## Appendix C

### Suggested School Community Council Code of Ethics

**As a member of the Community School Council and /or volunteer, I shall:**

- ! Be guided by the policy, vision, goals and principles of the Community School Program;
- ! Know and work toward the vision for the Mortlach Community School;
- ! Endeavour to be familiar with school policies and operating practices and act in accordance with them;
- ! Practice the highest standards of honesty, accuracy integrity and truth;
- ! Encourage a positive atmosphere where individual contributions are encouraged and valued;
- ! Recognize and respect the personal integrity of each member of the school community;
- ! Apply democratic principles;
- ! Consider the best interests of all students;
- ! Respect and maintain the confidentiality of student information;
- ! Limit discussions at school council meetings to matters of concern to the school community;
- ! Use the appropriate communication channels when questions or concerns arise;
- ! Promote high standards of ethical practice within the school community;
- ! Accept accountability for the decisions of the Community School Council; and
- ! Declare any conflict of interest.

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	5.6
<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 February 1, 2024 to February 29, 2024. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"><li>• An intention to award notice was posted to Sasktenders for ApplyToEd which is a hiring software/website geared specifically to the Education sector. A 5-year contract was awarded for \$75,005.</li><li>• Prairie South and Holy Trinity school divisions met to discuss outfitting the new school with furniture. The Regina Board of Education and Regina Catholic School Division completed a tender for outfitting a new joint school in Regina. The tender is structured so that other divisions can sign on. It was decided that we should sign on to the tender for the purchase of new furniture for our school.</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	February 22, 2024	• n/a

## ***Recommendation:***

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



# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	7.1
<b>Topic:</b>	<b>Inquiry: Carbon Tax</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	At the February 6, 2024 Board Meeting, Trustee Boyle made the following inquiry: <i>What is the total cost of the carbon tax to Prairie South since its inception, broken down annually and forecasted to the end of the year. Also, what is the savings Prairie South will see if carbon tax is not charged on heating, fuel, and power.</i>
<b>Current Status:</b>	The total cost of the carbon tax paid by Prairie South School Division, projected to the end of fiscal 2023-24 is \$1,672,909. Funds returned to the division through the Climate Action Incentive Fund total \$449,469 for a net cost of \$1,223,440 to the division. The projected cost for the current fiscal year is \$515,746. A chart follows which shows the cost by year and by category as well as the funds returned. The tax rate increases 23% in April of 2024 and 18.75% in April of 2025. The Climate Action Incentive Fund is no longer available.
<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	February 14, 2024	• Carbon Tax Chart

## ***Recommendation:***

That the Board review the information provided.

## Carbon Tax

	Category				CAIF	Net
Year	Electricity	Heat	Fuel	Total		
2018-19	5,487	17,068	13,896	36,452	0	
2019-20	29,777	79,841	33,599	143,216	115,797	
2020-21	40,316	130,721	75,187	246,224	333,672	
2021-22	43,859	172,681	104,106	320,645	0	
2022-23	56,285	217,774	136,567	410,626	0	
2023-24	70,694	273,524	171,529	515,746	0	
	<b>246,418</b>	<b>891,609</b>	<b>534,883</b>	<b>1,672,909</b>	<b>449,469</b>	<b>1,223,440</b>

Note      2023-24 is projected. With the mild winter  
the tax may be less as consumption is less.

Tax started in April of 2019 so total is low in first year  
CAIF is funding returned for energy saving projects, no  
longer available.

## AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	7.2
<b>Topic:</b>	<b>Class Size Report</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		

<b>Background:</b>	<p>At the December 11, 2012 Board Meeting, the following motion passed:          "That on an ongoing basis, the Board receive reports at the October and February regular Board meetings detailing Prairie South School Division classes that have in excess of 28 students."</p> <p>At the February 10, 2015 Board Meeting, the following motion was passed:          "That the second reporting period for the Class Size Report be received at the regular March Board meeting rather than the regular February Board Meeting."</p>
<b>Current Status:</b>	Please refer to attachments.
<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>
Dustin Swanson	February 16, 2024	1) Classes with More Than 28 Students- February 9, 2024 2) Summary Class Size over 28 Students- February 9, 2024 3) Classes with 10 or Fewer Students- February 9, 2024 4) Summary of Classes with 10 or Fewer Students by School- February 9, 2024

***Recommendation:***

Information only.

## Classes with more than 28 students February 9, 2024

School	Grade	Individual Classes	Students	Total
Assiniboia 7th Avenue School	1	All Subjects (PM Only)	31	1
Avonlea School	5/6	Phys Ed/Health	29	4
Avonlea School	5/6	Social Studies	29	
Avonlea School	5/6	Science	29	
Avonlea School	5/6	Arts Ed	29	
Caronport Elementary School	3/4	Homeroom	29	2
Caronport Elementary School	8	Homeroom	30	
Central Collegiate	9	Phys Ed	33	23
Central Collegiate	9	Phys Ed	33	
Central Collegiate	9	Math	33	
Central Collegiate	9	Math	29	
Central Collegiate	9	ELB	32	
Central Collegiate	9	ELB	32	
Central Collegiate	9	Science	31	
Central Collegiate	9	Science	30	
Central Collegiate	9	Social Studies	29	
Central Collegiate	9	Health Education	32	
Central Collegiate	10	ELA	29	
Central Collegiate	10	ELB	30	
Central Collegiate	10	History	29	
Central Collegiate	10	Mieux-etre	43	
Central Collegiate	10	Wellness	32	
Central Collegiate	10	Wellness	33	
Central Collegiate	11	Environmental Science	29	
Central Collegiate	11	Math Foundations	29	
Central Collegiate	11	Math Foundations	29	
Central Collegiate	12	Biology	30	
Central Collegiate	12	History	29	
Central Collegiate	12	Math Pre-calculus	29	
Central Collegiate	12	Math Pre-calculus	29	
Cornerstone Christian School	9/10	Phys Ed 9/Wellness 10	38	1
Coronach School	1/2	ELA	29	5
Coronach School	1/2	Phys Ed	29	
Coronach School	1/2	Health	29	
Coronach School	9/10	History 10	30	
Coronach School	9/10	Health/Careers 9	29	
Craik School	6/7/8/9/10/11/12	Phys Ed	32	1
Empire School	5/6	All Subjects	30	1
Peacock Collegiate	11	Physical Science 20	29	2
Peacock Collegiate	12	Biology 30	29	
Prince Arthur School	3/4	Social Studies	31	5
Prince Arthur School	3/4	Science	31	
Prince Arthur School	3/4	Health	31	
Prince Arthur School	3/4	Art	31	
Prince Arthur School	3/4	Phys Ed	31	
William Grayson School	7/8	All Subjects	30	1

**Total Classes with more than 28 students**

**46**

**Summary of classes with more than 28 students February 9, 2024**

<b>School</b>	<b>Grade(s)</b>	<b># of Classes</b>
Assiniboia 7th Avenue School	1	1
Avonlea School	5, 6	4
Caronport Elementary School	3, 4, 8	2
Central Collegiate	9, 10, 11, 12	23
Cornerstone Christian School	9, 10	1
Coronach School	1, 2, 9, 10	5
Craik School	6, 7, 8, 9, 10, 11, 12	1
Empire School	5, 6	1
Peacock Collegiate	11, 12	2
Prince Arthur School	3, 4	5
William Grayson School	7, 8	1

<b>Total Classes with more than 28 students</b>	<b>46</b>
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### Classes with 10 or fewer students February 9, 2024

School	Grade	Individual Classes	Students	Total
Bengough School	K	All Subjects	8	6
Bengough School	7/8	All Subjects	9	
Bengough School	9/10	All Subjects	9	
Bengough School	11/12	Biology 30	9	
Bengough School	11/12	WA 20/30	7	
Bengough School	11/12	Phys Ed 30	10	
Briercrest Christian Academy	11	Media Studies 20	6	1
Central Butte School	3	Math	9	6
Central Butte School	9	Math	9	
Central Butte School	10	Workplace Math 10	8	
Central Butte School	11	Pre-Calculus 20	5	
Central Butte School	11/12	Physics 30	7	
Central Butte School	11/12	Chemistry 30	8	
Central Collegiate	10	Electrical	8	2
Central Collegiate	11	Clothing, Textiles & Fashion	9	
Chaplin School	5/6/8	All Subjects	5	2
Chaplin School	9/10/11	Math 9/Foundations 10	7	
Cornerstone Christian School	9/10/11/12	PAA A10/PAA A20	8	1
Coronach School	11/12	Psych 20	10	1
Ecole Gravelbourg School	11B/12B	Mathé 20: Precalcul/Mathé 30: Fondements	8	2
Ecole Gravelbourg School	11A/12A	Math 30 PreCalc/Math 30 Fdns	10	
Eyeblow School	7/8/9	All Subjects	5	2
Eyeblow School	10/11/12	All Subjects	8	
Glentworth School	11/12	Chemistry	7	1
Kincaid Central School	K	All Subjects	6	4
Kincaid Central School	7/8	All Subjects	9	
Kincaid Central School	9	Health/Social Studies/Arts Ed	9	
Kincaid Central School	11/12	Biology 30	7	
Lafleche Central School	8	Math	8	
Lafleche Central School	9	Career Ed	10	
Lafleche Central School	9/10	PAA	10	4
Lafleche Central School	11/12	Phys Ed	10	
Lindale School	7/8	Band	6	1
Mankota School	3/4/5	All Subjects	7	6
Mankota School	6/7/8	All Subjects	9	
Mankota School	7/8/9/10	PAA	10	
Mankota School	9/10	All Subjects	3	
Mankota School	11/12	Financial Literacy	4	
Mankota School	11/12	ELA	4	
Mortlach School	9/10	Math 9/W & A 10	9	2
Mortlach School	9/12	Career Ed 9/Health 9/Pre-Calc 30	8	
Mossbank School	K	All Subjects	7	1
Rockglen School	K	All Subjects	9	2
Rockglen School	11/12	Physics 30	10	
Rouleau School	K	All Subjects	10	6
Rouleau School	9	Health	10	
Rouleau School	11/12	Phys Ed 20/30	10	

Rouleau School	11/12	WA 30	7
Rouleau School	11/12	Psych 20	10
Rouleau School	11/12	CWEX 30	7

6

<b>Total Classes with 10 or fewer students</b>	<b>50</b>
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**Summary of classes with 10 or fewer students February 9, 2024**

<b>School</b>	<b>Grade(s)</b>	<b># of Classes</b>
Bengough School	K, 7, 8, 9, 10, 11, 12	6
Briercrest Christian Academy	11	1
Central Butte School	3, 9, 10, 11, 12	6
Central Collegiate	10, 11	2
Chaplin School	5, 6, 8, 9, 10, 11	2
Cornerstone Christian School	9, 10, 11, 12	1
Coronach School	11, 12	1
Ecole Gravelbourg School	11, 12	2
Eyebrow School	7, 8, 9, 10, 11, 12	2
Glentworth School	11, 12	1
Kincaid Central School	K, 7, 8, 9, 11, 12	4
Lafleche Central School	8, 9, 10, 11, 12	4
Lindale School	7, 8	1
Mankota School	3, 4, 5, 6, 7, 8, 9, 10, 11, 12	6
Mortlach School	9, 10, 12	2
Mossbank School	K	1
Rockglen School	K, 11, 12	2
Rouleau School	K, 9, 11, 12	6

**Total Classes with 10 or fewer students****50**



## AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	07.3
<b>Topic:</b>	<b>Organizational Planning Related to School Board Election</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	School Board Elections take place in Saskatchewan on November 13, 2024.
<b>Current Status:</b>	<p>Prairie South has established an Election Committee. The Election Committee has recommended:</p> <ol style="list-style-type: none"> <li>A review of opportunities to partner with other municipalities/organizations who are having elections on the same date</li> <li>A review of costs associated with working with partners versus conducting the election without partners</li> <li>Consultation with the current Board to determine dates for meetings and processes associated with the election</li> <li>A review of opportunities for improved efficiency related to organizational processes for trustees</li> </ol> <p>A proposed timeline is attached to meet recommendation c.</p>
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	The operational budget for 2024-2025 will include expenses associated with the election.
<b>Governance/Policy Implications:</b>	<ol style="list-style-type: none"> <li>Recommendation that no organizational meeting of the Board occur in the fall until after the election.</li> <li>Recommendation that the Annual Report and Audited Financial Statements be reviewed in Committee of the Whole as the BIG Committee will not be established in time to do this work.</li> </ol>
<b>Legal Implications:</b>	
<b>Communications:</b>	Once trustee feedback has been gathered, the timeline attached will be updated and integrated into regular planning processes.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	February 26, 2024	<ul style="list-style-type: none"> <li>School Board Election Planning 2024 Timeline DRAFT</li> </ul>

### ***Recommendation:***

That the Board review the information provided.

## School Board Election Planning 2024 March 2024

### Recommended Timeline of Events

September 3	Regular Meeting of the Board of Education <ul style="list-style-type: none"> <li>• Board Planning 10:30 am – 12:30 pm</li> <li>• Public Meeting 1:30 pm – 4:00 pm</li> </ul>
September 24	Call for Nominations (all sub-divisions)
October 1	Regular Meeting of the Board of Education <ul style="list-style-type: none"> <li>• Board Planning 10:30 am – 12:30 pm</li> <li>• Public Meeting 1:30 pm – 4:00 pm</li> </ul>
October 9	Nomination Day 4:00 pm (all Nominations must be submitted by 4:00 pm)
November 5	Final Regular Meeting of the Board of Education <ul style="list-style-type: none"> <li>• Board Planning 10:30 am – 12:30 pm</li> <li>• Public Meeting 1:30 pm – 4:00 pm</li> </ul>
November 13	Election Day
November 19	New Trustee Orientation 12:00-4:00 pm
November 19-26	Distribution of Computer Hardware – 1 on 1 training for all Trustees by appointment
November 26	<ul style="list-style-type: none"> <li>• Board Planning 10:30 am – 12:30 pm</li> <li>• Organizational Board Meeting (Public) 1:30 pm</li> <li>• Special Board Meeting (Public) to Review Audited Financial Report and Annual Report following Organizational Meeting</li> </ul>
December 1-3	SSBA Fall Assembly, Delta Hotels, Regina
December 10	Initial Regular Meeting of the Board of Education <ul style="list-style-type: none"> <li>• Board Planning 10:30 am – 12:30 pm</li> <li>• Public Meeting 1:30 pm – 4:00 pm</li> </ul> <p>**date and time subject to confirmation of the Board on November 26</p>

## AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2024	<b>Agenda Item #:</b>	7.4
<b>Topic:</b>	<b>Out of Province Excursion – Cornerstone Christian School to Merida, Mexico</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	Cornerstone Christian School's Grade 11-12 trip to Merida, Mexico on March 28-April 4, 2024
<b>Current Status:</b>	See attached application form.
<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>
Derrick Huschi	February 7, 2024	<ul style="list-style-type: none"> <li>Out of Province Excursion Application Form</li> </ul>

***Recommendation:***

That the Board review the information provided.

## OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK

### ACTIVITIES APPLICATION FORM

#### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: <u>Adam Driscoll</u>	School: <u>Cornerstone Christian School</u>
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <input type="checkbox"/> High Risk Activity	
Grade Level: <u>11 - 12</u>	Number of Students: <u>9</u>
Destination: <u>Merida, Mexico</u>	Trip Date: <u>Mar 28 - Apr 4</u>
Number of School Days (Partial/Full): <u>2</u>	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: <u>Flights</u> <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <u>Adam Driscoll</u> <u>(15 passenger van to winnipeg)</u>	
Number of Teachers, Parents, Chaperones: <u>2</u>	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other	

<b>B. SAFETY GUIDELINES</b>
<input checked="" type="checkbox"/> Parent consent forms and medical information including the Health Card Number will be obtained. <input checked="" type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals. <input checked="" type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input checked="" type="checkbox"/> Access to cellular or satellite phone or other communication device. <input checked="" type="checkbox"/> A list of emergency telephone numbers will be formulated. <input type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. <input checked="" type="checkbox"/> Male and Female Chaperones for a co-ed activity. <input checked="" type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

<b>C. BUDGET</b>
❖ Anticipated Budget <u>\$ 22,500.00</u> - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources <u>Fundraising : personal contributions</u> ❖ Out of Pocket Cost per Participant <u>Spending money as desired.</u>



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

**D. LEARNING OBJECTIVES**

To grow in their faith : develop habits of service ~~locally~~ locally : globally  
To expose students to expressions of Christian worship/discipleship in  
Another culture in order to nurture empathy : understanding of diversity  
in faith practices.  
To learn about the history of faith/culture in another country  
To nurture a compassion : heart of service for those less fortunate  
To have FUN!!

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

a) Pre-Excursion Learning

Language acquisition, Skills of fundraising, presentation : project  
planning, community : team building, music/fine arts skills.

b) Excursion Learning

History, culture, faith discovery. ~~Also~~ Executing kids programs  
: leading youth in camp experience. Interacting : building empathy  
for cross-cultural encounters.

c) Post-Excursion Learning

Presentation : public speaking skills, Reflection : personal integration  
of discoveries

**F. SCHEDULE OF ACTIVITIES**

Flight to Mexico = March 28<sup>th</sup>  
Good Friday Activities : Local outing = March 29<sup>th</sup>  
Chichen Itza (Mayan Ruins) = March 30<sup>th</sup>  
Sunday service : Merida City = March 31<sup>st</sup>  
Childrens Camp = Apr 1<sup>st</sup> - 3<sup>rd</sup>  
Flight Home = April 4<sup>th</sup>



Teacher Signature



Principal Signature

Feb. 2 / 24

Date

Feb 6 / 24

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied