

# *Prairie South Schools*

## **BOARD OF EDUCATION**

MARCH 6, 2012

10:30 a.m. – 4:00 p.m.

Central Office, 15 Thatcher Drive East, Moose Jaw

### **AGENDA**

#### ***10:00-10:30 a.m. In-Camera Session***

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
- 4. Delegations/Presentations**
  - 4.1 Delegations**
  - 4.2 Presentations**
    - 4.2.1 Learning Improvement Plans (1:00-1:30 p.m.)
- 5. Decision Items**
  - 5.1 Motion from Previous Meeting**
    - 5.1.1 Notice of Motion

That Prairie South School Division administration develop a policy for presentation to the Board whereby Prairie South School Division schools can receive seed funding to facilitate organization of celebrations commemorating significant school history milestones.  
- Swanson
    - 5.1.2 Notice of Motion

That school administration be engaged with the viability of providing Polycom access to the public for the live broadcast of public board meetings.  
- Davidson
  - 5.2 CUPE Collective Agreement**
  - 5.3 2012-2013 School Year Calendars**
  - 5.4 Proposal re: Corporate Sponsorship for Centennial Auditorium**
  - 5.5 School Development Funds Applications – Policy 109**
- 6. Discussion Items**
  - 6.1 Prek Expansion**
  - 6.2 Division Attendance Policy**

- 7. Consent Items**
  - 7.1 Suspensions**
  - 7.2 Approved Tenders**
  - 7.3 Out of Province Excursion – Peacock Collegiate to Winnipeg, Manitoba**
  - 7.4 Out of Province Excursion – Assiniboia Composite High to Winnipeg, Manitoba**
  
- 8. Committee Reports**
  - 8.1 Standing Committees**
    - 8.1.1 Higher Literacy and Achievement
    - 8.1.2 Equitable Opportunities
    - 8.1.3 Smooth Transitions
    - 8.1.4 Strong System-Wide Accountability and Governance
    - 8.1.5 Advocacy and Networking
    - 8.1.6 Rural Catchment Review
  - 8.2 Adhoc Committees**
    - 8.2.1 South Hill
    - 8.2.2 Annual General Meeting Improvement
  
- 9. Identification of Items for Next Meeting Agenda:**
  - Notice of Motions
  - Inquiries
  
- 10. Professional Sharing/Round Table**
  
- 11. Adjournment**

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 15 Thatcher Drive East, Moose Jaw, Saskatchewan on February 7, 2012 at 10:00 a.m.**

Attendance: Ms. C. Christopherson-Cote; Mr. S. Davidson; Mr. R. Gleim; Ms. J. Jelinski; Mr. A. Kessler; Mrs. J. McMaster; Mr. G. Stewart; Mr. B. Swanson; J. Finell, Director of Education; B. Girardin, Superintendent of Business and Operations; R. Boughen, Superintendent of Human Resources; L. Meyer, Superintendent of Learning; B. Compton, Superintendent of School Operations; S. Kitts, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; J. Thoroughgood, Communications Coordinator; H. Boese, Executive Assistant

Regrets: Mr. L. Young, Trustee; Mr. D. Crabbe, Trustee

Presentations: Learning Department (1:00 p.m.)

Motions:

02/07/12 – 1666 That the meeting be called to order at 11:25 a.m. Carried  
- Christopherson-Cote

02/07/12 – 1667 The following items were added to the agenda: Carried  
6.5 Rural Catchment Review Committee  
Principles  
That the Board adopt the agenda as amended.  
- Swanson

02/07/12 – 1668 That the Board adopt the Minutes of the regular meeting Carried  
of January 10, 2012 as presented.  
- McMaster

02/07/12 – 1669 That a hiring freeze at the Central Administrative Defeated  
Council (CAC) level be implemented effective immediately and remain in place until 2012-13 Operating Budget discussions are concluded.  
- Swanson

McMaster requested motion 02/07/12 – 1669 be a recorded vote.

In favour of motion: Swanson, Davidson, Gleim, Kessler

Opposed to motion: McMaster, Christopherson-Cote, Jelinski, Stewart

02/07/12 – 1670 That the Board amend the B5 – Five Year Proposed Carried  
Construction Plan as follows:  
• Reduce the Central Collegiate *Sidewalk/paving/curb* amount to \$10,000 in 2012-2013 and move the remaining \$190,000 to the 2015-2016 year to coincide with the majority of the concrete projects.  
- Swanson

- |                 |   |                              |
|-----------------|---|------------------------------|
| 02/07/12 – 1671 | That the Board amend the B5 – Five Year Proposed Construction Plan as follows: <ul style="list-style-type: none"><li>• Move A.E. Peacock <i>Humidifier for the Gym</i> so it is included with the <i>HVAC Upgrade</i>.</li></ul> - Davidson   | Carried                      |
| 02/07/12 – 1672 | That the board approve the B5 – Five Year Proposed Construction Plan as amended.<br>- Kessler   | Carried                      |
| 02/07/12 – 1673 | That we proceed with a request for proposal to address the Chaplin School roof issue as recommended by Roof Management & Inspection Services which includes installation of fall protection anchors as required by legislation and that the cost for this project be funded from general surplus.<br>- McMaster   |                              |
| 02/07/12 – 1674 | That we amend motion 02/07/12 – 1673 to include in the tender for replacement a clause for salvage of the existing roof to the school division.<br>- Davidson   | Carried                      |
| 02/07/12 – 1675 | That we proceed with a request for proposal to address the Chaplin School roof issue as recommended by Roof Management & Inspection Services which includes installation of fall protection anchors as required by legislation and that the cost for this project be funded from general surplus. The tender for replacement will include a clause for salvage of the existing roof to the school division.<br>- McMaster | Amended<br>Motion<br>Carried |
|                 | That the board break at 12:20 p.m.  |                              |
|                 | That the board reconvene at 1:05 p.m.   |                              |
|                 | That the board break at 3:00 p.m.   |                              |
|                 | That the board reconvene at 3:07 p.m.   |                              |
| 02/07/12 – 1676 | That the Board receive the consent items and approve the recommendations contained therein, as presented.<br>- Stewart  | Carried                      |

Standing Committees:

*Higher Literacy & Achievement*

- Sections 1, 2 and 3 of the Comprehensive Learning framework (CLf) have been posted to the Prairie South intranet for vetting and input by Prairie South teachers and administrators.
- A mid-year review is currently being done for each school's Learning Improvement Plans (LIPs) by our Superintendents of Operations. LIP plans are created by school administrators annually indicating one academic and one support goal. Staff and SCCs are involved, and teachers work on the goals throughout the school year.
- Learning Improvement Teams (LITs) started January 9 in our nine CLf pilot schools. Each school has several LITs with their school. A focus in math, reading or writing is chosen for improving student achievement. A team of four learning support staff is also in the schools to address student learning and support the LIT process.

*Equitable Opportunities*

- No report given.

*Smooth Transitions*

- The committee followed up on the John Chisholm Alternate Program that is working very hard, and is successful, in keeping at-risk students engaged and connected with school.
- Lafleche and Lindale schools have been identified as potential locations to establish new prek programs. Some work is required to meeting prek classroom guidelines; however, the key consideration is sustainability of the program. There are currently 12 prek programs that are funded by Prairie South and 8 prek programs funded by the province.
- The second draft of an attendance policy for Prairie South was discussed and is currently being reviewed by administrators.

*Strong System-Wide Accountability and Governance*

- The committee presented the draft of an innovation fund for discussion to the board to spend some of the division's surplus money.
- The committee also has several policies under review that will be brought forward once sufficient information is available.
- The 5 Year Capital Plan was also presented to the board at this meeting.

*Advocacy and Networking*

- Meeting with Ministry regarding the Funding Distribution Model.

*Rural Catchment Review*

- As this is a newly struck committee, a draft of guiding principles was prepared for review by the board.

Adhoc Committees:

*South Hill*

- Riverview, Westmount and Empire have a variety of activities planned for the second semester. One of the highlights is a Wildlife Expo on February 29 – 300 students will be attending.

*Annual General Meeting of Electors Improvement*

- The Annual General Meeting of Electors will be held at Riverview Collegiate and SCCs have received a package outlining their involvement. Neal Hughes will be the guest speaker. Childcare will be provided and beef on a bun will be served. RSVPs are being requested.

Notice of Motions

02/07/12 – 1677 That Prairie South School Division administration develop a policy for presentation to the Board whereby Prairie South School Division schools can receive seed funding to facilitate organization of celebrations commemorating significant school history milestones.  
- Swanson

02/07/12 – 1678 That school administration be engaged with the viability of providing Polycom access to the public for the live broadcast of public board meetings.  
- Davidson

**Professional Sharing/Round Table**

National Congress on Rural Education is coming up on March 25-27, 2012:

- Students from Mortlach, Rouleau and John Chisholm will be e-journalists
- Rouleau School Community Council is presenting
- Career Development Consultants are presenting.

**Adjournment**

02/07/12 – 1679 That the meeting be adjourned at 3:50 p.m.  
- Stewart

Carried

---

Colleen Christopherson-Cote  
Chair

---

B. Girardin  
Superintendent of Business and Operations

**Next Regular Board Meeting:**

Date: March 6, 2012  
Location: Central Office, Moose Jaw

# AGENDA ITEM

|                      |  |                       |       |
|----------------------|--|-----------------------|-------|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 5.1.1 |
| <b>Topic:</b>        | <b>Notice of Motion re: Funding for Schools to Commemorate Significant School History Milestones</b>   |                       |       |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information |                       |       |

**Background:**

The following notice of motion was made at the February 7, 2012 meeting:  
 That Prairie South School Division administration develop a policy for presentation to the Board whereby Prairie South School Division schools can receive seed funding to facilitate organization of celebrations commemorating significant school history milestones.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

|                     |                   |                     |
|---------------------|-------------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b> |
| Bernie Girardin     | February 24, 2012 | n/a                 |

**Recommendation:**

Board decision.

# AGENDA ITEM

|                      |  |                       |       |
|----------------------|--|-----------------------|-------|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 5.1.2 |
| <b>Topic:</b>        | <b>Notice of Motion re: Providing Polycom Access to Public re: Live Broadcast of Board Meetings</b>  |                       |       |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information |                       |       |

**Background:** The following notice of motion was made at the February 7, 2012 meeting:  
That school administration be engaged with the viability of providing Polycom access to the public for the live broadcast of public board meetings.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

|                     |                   |                     |
|---------------------|-------------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b> |
| Bernie Girardin     | February 24, 2012 | n/a                 |

***Recommendation:***

Board decision.



# AGENDA ITEM

|                      |  |                       |     |
|----------------------|--|-----------------------|-----|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 5.2 |
| <b>Topic:</b>        | <b>CUPE Collective Agreement</b>   |                       |     |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information |                       |     |

**Background:** The employer began negotiations in November of 2009. Tentative agreement on a new contract was reached in November of 2011.

**Current Status:** The current agreement expired Augusts 31 2009.

**Pros and Cons:** The collective agreement governs the employer - employee relationship and as such deals with the majority of areas such as hiring, pay scales and leave provisions.

**Financial Implications:** The new collective agreement has a total of 7.8% of payroll negotiated increases. The money to cover these increases has been budgeted for and is ready for disbursement.

**Governance Implications:** N/A

**Legal Implications:** The collective agreement is a binding legal contract that is governed by the Trade Union Act.

**Communications:**

|                     |                   |                                |
|---------------------|-------------------|--------------------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>            |
| Rory Griffith       | February 28, 2012 | Tentative Collective Agreement |

***Recommendation:***

That the board approve the tentative collective agreement as presented.

# **TENTATIVE**

## **COLLECTIVE AGREEMENT**

**between**

**THE BOARD OF EDUCATION  
PRAIRIE SOUTH SCHOOL DIVISION NO. 210**

**and**

**THE CANADIAN UNION OF PUBLIC EMPLOYEES  
LOCAL 5506**



**September 1, 2009 to August 31, 2012**

**DATED JANUARY 24, 2012**

## INDEX

|                   |  |           |
|-------------------|--|-----------|
| ARTICLE 1         | INTERPRETATION.....                                      | 1         |
| ARTICLE 2         | SCOPE .....  | 2         |
| <b>ARTICLE 3</b>  | <b>HARASSMENT &amp; VIOLENCE .....</b>                   | <b>4</b>  |
| ARTICLE 4         | RECOGNITION .....  | 4         |
| ARTICLE 5         | UNION/EMPLOYER CO-OPERATION .....                        | 4         |
| <b>ARTICLE 6</b>  | <b>CONTRACTING OUT .....</b>                             | <b>5</b>  |
| ARTICLE 7         | UNION SECURITY .....                                     | 5         |
| ARTICLE 8         | CHECK-OFF OF UNION DUES .....                            | 5         |
| ARTICLE 9         | NO DISCRIMINATION .....                                  | 6         |
| ARTICLE 10        | GRIEVANCE PROCEDURE .....                                | 6         |
| ARTICLE 11        | SENIORITY .....  | 9         |
| ARTICLE 12        | LAYOFFS AND REHIRING .....                               | 11        |
| ARTICLE 13        | VACANCIES AND NEW POSITIONS .....                        | 14        |
| <b>ARTICLE 14</b> | <b>PROJECT/WORK PLACEMENT PROGRAMS .....</b>             | <b>17</b> |
| ARTICLE 15        | DISCIPLINE AND DISCHARGE .....                           | 17        |
| ARTICLE 16        | HOURS OF WORK .....                                      | 18        |
| ARTICLE 17        | OVERTIME .....   | 22        |
| ARTICLE 18        | PROCEDURE OF PAYMENT OF WAGES .....                      | 23        |
| ARTICLE 19        | VACATIONS .....  | 24        |
| ARTICLE 20        | PUBLIC HOLIDAYS .....                                    | 26        |
| ARTICLE 21        | LEAVES .....   | 27        |
| ARTICLE 22        | RETIREMENT GRATUITY .....                                | 35        |
| ARTICLE 23        | HEALTH AND SAFETY COMMITTEE .....                        | 35        |
| <b>ARTICLE 24</b> | <b>DUTY TO ACCOMMODATE.....</b>                          | <b>36</b> |
| ARTICLE 25        | GROUP INSURANCE AND BENEFITS PLAN .....                  | 36        |
| ARTICLE 26        | PENSION PLAN .....                                       | 36        |
| ARTICLE 27        | TEMPORARY SUBSTITUTION .....                             | 37        |
| ARTICLE 28        | MISCELLANEOUS .....                                      | 37        |
| ARTICLE 29        | TECHNOLOGICAL CHANGE .....                               | 38        |
| ARTICLE 30        | EMERGING ISSUES .....                                    | 39        |
| <b>ARTICLE 31</b> | <b>REIMBURSEMENT .....</b>                               | <b>39</b> |
| <b>ARTICLE 32</b> | <b>RECOGNITION OF EXTRA-CIRRICULAR SERVICE DAYS.....</b> | <b>40</b> |

|  |           |
|--|-----------|
| <b>ARTICLE 33 SUPPLEMENTAL UNEMPLOYMENT BENEFITS</b> |           |
| <b>(SUB) PLAN .....</b>                              | <b>41</b> |
| <b>ARTICLE 34 CLASSIFICATIONS AND WAGES .....</b>    | <b>42</b> |
| <b>SIGNING PAGE .....</b>                            | <b>52</b> |
| <b>LETTER OF UNDERSTANDING</b>                       |           |
| Holiday Hours for Employees with Fixed Hours.....    | <b>53</b> |
| <b>LETTER OF UNDERSTANDING</b>                       |           |
| <b>Craik Facility Operator.....</b>                  | <b>54</b> |

THIS AGREEMENT MADE AND EXECUTED

BETWEEN: THE BOARD OF EDUCATION FOR THE PRAIRIE SOUTH  
SCHOOL DIVISION NO. 210 OF SASKATCHEWAN hereinafter  
called the "Employer".

OF THE FIRST PART

AND: THE CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL  
UNION NO. 55, 3291, 3507, 3735, 4341, 4729, 4761, 4767, which  
make up Local 5506 hereinafter called the "Union".

OF THE SECOND PART

WHEREAS by Order of the Labour Relations Board of Saskatchewan, dated the  
\_\_\_\_\_ the Union was declared to be the Collective Bargaining Agent of the  
Employees of the Employer named in such Orders.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

**ARTICLE 1 - INTERPRETATION**

1.01 In this Agreement the expressions:

- a) "Employer" shall mean the Board of Education for the Prairie South School Division No. 210 of Saskatchewan.
- b) "Employee" or "Employees" shall mean any person or persons covered by this Agreement.
- c) "Permanent Employee" is an employee who occupies a permanent position and has completed the probationary period.
- d) "Permanent Part-Time Employee" is an employee who is employed either to relieve a staff member or as an additional helper and who has completed the probationary period. Permanent Part-Time Employees are entitled to all rights and benefits contained in this Collective Agreement except as limited herein.
- e) "Probationary Period" is a period of 60 cumulative working days, with the option to extend up to an additional 40 working days at the discretion of the employer.
- f) "Probationary Employee" is an employee who has not completed the probationary period. Probationary Employees are entitled to all rights and benefits contained in this Collective Agreement except as limited herein.
- g) The word "they" where used, shall mean a person of any gender where the facts or context so require.
- h) "Service" shall mean an employee's period of employment with the Employer commencing from the date of employment if retained beyond the probationary period.

- i) "Student Employee" is an employee employed on a casual basis as additional help to regular staff who is also a full-time student during the year at a secondary or post-secondary institution. Student Employees are entitled to all rights and benefits contained in this Collective Agreement except as limited herein. A Student Employee will remain a Student Employee as long as they have been hired as a Student Employee.
- j) "Casual/Substitute Employee" is an employee who is called in to work on an as-needed basis and has no definite schedule of hours.
- k) "Government Initiated Programs" – Summer Student Programs may be implemented provided no employee is supplanted and the work performed is supplemental to the duties normally performed by members of the bargaining unit.
- l) "School Year" is from September 1 to August 31, inclusive.

## **ARTICLE 2 - SCOPE**

~~By Certification Order of the Labour Relations Board, this Agreement shall apply to all employees employed by the Board of Education for the Moose Jaw School Division No. 1 of Saskatchewan in the Public Schools, Collegiates and Technical Schools in the City of Moose Jaw defined as follows: Carpenter, Painter, Painter's Helpers, Handymen, Maintenance Helpers, Caretakers, Administrative Assistants, Accounting Clerks, Educational Assistants, Library Technicians, School Assistants, School Aides, Computer Technicians, Network Analyst, Community School Co-ordinators, Speech Assistants, Stores-Delivery Clerk, Permanent Part-Time Employees, Casual Employees, Student Employees. This Agreement shall also apply to SIRS Helpdesk Technician and Student Mentor.~~

~~In accordance with the June 9, 1988 Certification Order of the Labour Relations Board, the bargaining unit of the Red Coat Trail School Division No. 69 consists of all employees except the Director of Education, Secretary-Treasurer, Assistant Secretary-Treasurer, employees represented by the Saskatchewan Teachers Federation, Caretaking and Maintenance Staff, School Bus Drivers and School Bus Mechanics. The Board of Education recognizes the Canadian Union of Public Employees, Local 3291, as the sole and exclusive bargaining agent for the bargaining unit.~~

~~The Board recognizes the Canadian Union of Public Employees and its Local 3507 as the sole and exclusive collective bargaining agent for the following distinct classifications: School Secretarial Staff, Library Assistants, Teacher Assistants and Caretakers.~~

~~The Board recognizes the Canadian Union of Public Employees and its Local 3735 as the sole and exclusive collective bargaining agent for all of its employees except the Director of Education, Secretary-Treasurer, Assistant Secretary-Treasurer, French Monitor and teachers.~~

~~This Agreement shall apply to all employees employed by the Board of Education for the Prairie South School Division No. 210 who are former employees of the Davidson School Division No. 31 except the Director of Education, Secretary-Treasurer, Transportation Supervisor, Maintenance Supervisor, Executive Secretary, Assistant Secretary-Treasurer,~~

~~Curriculum Coordinator and teachers employed and functioning as such.~~

~~This Agreement shall apply to all employees employed by the Board of Education for the Prairie South School Division No. 210 who are former employees of the Golden Plains School Division No. 124 except the Director of Education, Secretary-Treasurer, Transportation Supervisor, Maintenance Supervisor, Executive Secretary, Assistant Secretary-Treasurer, Curriculum Coordinator and teachers employed and functioning as such.~~

~~This Agreement shall apply to all employees employed by the Board of Education for the Prairie South School Division No. 210 who are former employees of the Herbert School Division No. 79 except the Director of Education, Secretary-Treasurer, Transportation Supervisor, Maintenance Supervisor, Executive Secretary, Assistant Secretary-Treasurer, Curriculum Coordinator and teachers employed and functioning as such.~~

**2.01 This agreement shall apply to all employees of the Board of Education of Prairie South School Division No. 210 as follows:**

- i. All carpenters, painters, painter's helpers, handymen, maintenance helpers, caretakers, administrative assistants, accounting clerks, educational assistants, library associates and technicians, school assistants, school aides, computer technicians, network administrators and analysts, community school co-ordinators, speech assistants, delivery stores clerks, SIRS helpdesk technicians, student mentors, permanent part-time employees, casual employees and student employees in the public schools, collegiates and technical schools in the City of Moose Jaw.**
- ii. All employees employed within the attendance areas of Assiniboia 7<sup>th</sup> Avenue School, Assiniboia Elementary School, Assiniboia Composite High School and Mossbank School except caretaking and maintenance staff, bus drivers and school bus mechanics, division office employees excluding social workers, and teachers employed and functioning as such.**
- iii. All school secretarial staff, library assistants, educational assistants and caretaker staff within the attendance areas of Avonlea School, Caronport Elementary School, Lindale School, Mortlach School and Rouleau School.**
- iv. All employees employed within the attendance areas of Bengough School, Coronach School and Rockglen School except teachers employed and functioning as such and school bus drivers.**
- v. All employees employed within the attendance areas of Craik School and Eyebrow School except teachers employed and functioning as such.**
- vi. All employees employed within the attendance areas of Glentworth School, Gravelbourg Elementary School,**

Gravelbourg High School, Kincaid Central School, Lafleche Central School, Mankota School except the French Programming Coordinator, Technology Consultant, Speech Language Pathologist, Plant Coordinator, school bus drivers and teachers employed and functioning as such.

- vii. All employees employed within the attendance areas of Central Butte School and Chaplin School except teachers employed and functioning as such.

### **ARTICLE 3 – HARASSMENT AND VIOLENCE**

- 3.01 All members of the education community have a right to work and learn in a respectful environment that is free from harassment and violence.**

Prairie South School Division is committed to taking every reasonably practical measure to create and maintain work environments where employees, students and volunteers are treated with respect and dignity. The Employer recognizes its responsibility to provide education regarding harassment and workplace violence, and to provide the opportunity for training to resolve situations that occur. The Employer is committed to taking corrective action respecting any person under the Employer's direction who subjects any person to harassment and violence.

For procedures and guidelines, please refer to *Board Policy 505 – Harassment and Violence*  
(<http://www.prairiesouth.ca/governance-a-administration/policies-a-procedures.html>)

### **ARTICLE 4 - RECOGNITION**

- 4.01 The Employer agrees to recognize the Union as the sole collective bargaining agency for the Employees covered by this Agreement, and hereby consents and agrees to negotiate with the Union, or its designated representatives in any and all matters affecting the relations between the Employer and the Employees.**
- 4.02 Subject to the provisions of this Agreement the parties recognize the Employer's functions of management under which it shall have the right to hire new employees and to direct the work force.**
- 4.03 It is the desire of both parties to this Agreement to maintain the existing harmonious relations and settled conditions of employment between the Employer and the Union, to promote co-operation and understanding between the Employer and its staff, to recognize the mutual value of joint discussions and negotiations in all matters pertaining to working conditions, hours of work and scale of wages, to encourage efficiency in operation, and to promote the morale, well-being and security of all the Employees in the bargaining unit of the Union.**



## **ARTICLE 5 - UNION/EMPLOYER CO-OPERATION**

~~The Employer and the Union agree to loyally promote and uphold both the regulations as set out by the Employer for the proper maintenance of schools and performance of their clerical or other duties as assigned to them and the terms and conditions set out in the Collective Agreement and do everything possible to create harmony and good will between the Employer and the members of the Union.~~

- 5.01 The Employer and the Union agree to abide by the policies and procedures as set out by the Employer to encourage efficiency in the operation of the school division, and to promote the morale, well-being and security of all the Employees. The Employees as represented by the Union also agree to perform their assigned work. The parties agree to abide by the terms and conditions set out in the Collective Agreement and are committed to doing everything possible to create harmony and good will between the Employer and the members of the Union.**

## **ARTICLE 6 - CONTRACTING OUT**

- 6.01 In order to provide job security for members of the bargaining unit, the Employer agrees that work presently performed will not be contracted out in whole or in part during the period covered by this agreement if such action would result in a reduction in pay, hours of work, layoff or loss of job of any member of the bargaining unit.**

## **ARTICLE 7 - UNION SECURITY**

- 7.01 Every employee who is now or hereafter becomes a member of the Union shall maintain membership in the Union as a condition of employment, and every new employee whose employment commences hereafter shall, within thirty (30) calendar days after the commencement of their employment, apply for and maintain membership in the Union, and maintain membership in the Union as a condition of their employment, provided that any employee in the appropriate bargaining unit who is not required to maintain their membership or apply for and maintain their membership in the Union shall, as a condition of their employment, tender to the Union the periodic dues uniformly required to be paid by the members of the Union.**

## **ARTICLE 8 - CHECK-OFF OF UNION DUES**

- 8.01 Upon request in writing of any employee and the written authorization of the Union, the Employer agrees to deduct and to pay in periodic payments out of the wages due to such employee to the CUPE National office, the Union dues of such employee until such employee has withdrawn in writing such request, and the Employer shall furnish to the CUPE National office when remitting the dues deducted from the Employee's wages, the names of the Employees who have given or withdrawn such authority and those employees who have been hired and**

been in the Employer's service for thirty (30) **calendar** days, and those who have left the service of the Employer.

- 8.02 The Employer agrees that all new employees in the bargaining unit shall be provided with a union membership application and dues check-off authorization form as provided by the Union upon date of hiring.

## **ARTICLE 9 - NO DISCRIMINATION**

- 9.01 The Employer agrees that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer or layoff, because of national origin, political or religious affiliation, sex or marital status, nor by reason of their membership or activity in the Union.
- 9.02 The Union or its agents agree that there shall be no discrimination with respect to any employee of the Board.

## **ARTICLE 10 - GRIEVANCE PROCEDURE**

### **10.01 *Definitions***

a) Grievance

A grievance exists when there is a dispute or difference in the interpretation or application of this agreement or any other dispute concerning working conditions that is covered by any federal or provincial statutes between the Employer and the Union or any employee who is a member of the Union.

b) Union Grievance Committee

The President of the local or their designate; and other union members and advisors as deemed necessary.

c) Employer Grievance Committee

Superintendent of Human Resources or their designate, and other management staff and advisors as deemed necessary.

d) School Board Grievance Committee

The **School** Board Chair or Vice Chair and a minimum of two other **school** board members.

e) Working Day

For the purpose of this article a working day is defined as a day that the school division main office is open for business.

## 10.02 *General Grievance Procedures*

- a) Where a dispute involving a question of dismissal for cause occurs the Employer and the Union agree to bypass Steps 1 and 2 of the Article.
- b) ~~Grievances and replies to grievances shall be in writing at all stages.~~ **Written statements, grievances and replies to grievances shall be sent by email simultaneously to all applicable parties followed by regular mail at all stages of the grievance procedure.**
- c) Grievances resolved within the time allowed shall include an effective date of settlement.
- d) The time limits fixed in the Grievance Procedure may be extended by mutual consent of the parties to this Agreement. If a grievance has not advanced to the next step within the specified time limit in each step set out above, or extended by consent, it shall be deemed to be settled on the basis of the decision given at the previous step and all rights of further recourse to the grievance procedure shall be at an end.
- e) At any stage of the Grievance Procedure, the parties may have the assistance of the Employee(s) concerned as witnesses and any other witnesses and all reasonable arrangements will be made to permit the conferring parties to have access to any part of the Employer's premises and/or records pertinent to members of the Local to view any working conditions which shall be relevant to the settlement of the grievance.
- f) The Employer agrees that the Union may have the assistance of a representative of the Canadian Union of Public Employees in any negotiations or discussions between the parties of this agreement.

## 10.03 *Specific Grievance Procedures*

NOTE: Mediation – A grievance may proceed to Mediation before or after any step in the grievance procedure by mutual agreement of the parties.

- a) Step 1 – Discussions with Immediate Supervisor
  - i) Prior to filing a **formal** written grievance, the Employee or Employees concerned, together with a representative of the Union, and the immediate ~~out-of-scope~~ supervisor **or designate** shall, within fifteen (15) working days of the ~~occurrence of the grievance~~ **notification of a concern**, meet to discuss the ~~grievance~~ **matter**.
  - ii) The discussions shall be for the purpose of attempting to resolve the ~~grievance~~ **concern** in a timely and satisfactory manner.
  - iii) The ~~immediate~~ Supervisor **or designate** shall provide a written statement indicating the ~~results of~~ **decision following** the discussions to the Employee(s), **the Union** and the Superintendent of Human Resources **or designate** within fifteen (15) working days

of the conclusion of the discussions. **Extensions are available to timeline as outlined in General Grievance Procedures.**

b) Step 2 – ~~Administrative Hearing~~ **Formal Grievance Meeting**

- i) Failing resolution under Step 1, the grievance, including the article grieved and the solution sought, may be advanced by the Union Grievance Committee by submitting it in writing to the Superintendent of Human Resources **or designate** within fifteen (15) working days of the receipt of the written statement in Step 1 (iii).
- ii) The Union Grievance Committee and the Employer Grievance Committee shall meet to discuss the grievance within fifteen (15) working days of the receipt of the grievance by the Superintendent.
- iii) The Superintendent of Human Resources or designate, in consultation with the Director of Education or their designate, shall decide on the grievance and provide a written notice of the decision to the Union Grievance Committee within fifteen (15) working days of such discussion.

c) Step 3 – **School Board Grievance Committee Hearing Meeting**

- i) Failing resolution under Step 2, written application for a ~~hearing~~ **meeting** with the **School Board** appointed Grievance Committee may be made by the Union Grievance Committee to the Superintendent of Human Resources **or designate** within fifteen (15) working days of receipt of the decision at Step 2.
- ii) The Superintendent of Human Resources **or designate** shall inform the Union Grievance Committee and the **School Board** Grievance Committee in writing, of date, time and location of the ~~hearing~~ **meeting**. The ~~hearing~~ **meeting** shall take place within fifteen (15) working days of receipt of the application.
- iii) The Superintendent of Human Resources **or designate** shall provide a written notice of the decision of the **School Board** Grievance Committee to the Union Grievance Committee within fifteen (15) working days of the ~~hearing~~ **meeting**.

d) Step 4 – Arbitration

- i) Where grievances cannot be resolved in Step 3 and mediation has not been agreed to, the grievance may be referred to a Board of Arbitration within fifteen (15) working days following receipt of the Board's decision at Step 3 (iii). Where mediation has been agreed to but no resolution has been achieved, the grievance may be referred to a Board of Arbitration within fifteen (15) working days following the conclusion of mediation.

- ii) The Board of Arbitration shall consist of one (1) member appointed by the Union, one (1) member appointed by the Board, and a Chairperson jointly named by the two members so appointed.
- iii) If either party fails to appoint a nominee to the Board of Arbitration within fifteen (15) working days of the first nominee, the remaining party may request the Chairperson of the Labour Relations Board to make such an appointment.
- iv) Where the appointees of the parties fail to agree within fifteen (15) working days of their appointment, on the appointment of a Chairperson, either party may request the Chairperson of the Labour Relations Board to appoint a Chairperson to the Board of Arbitration.
- v) The Board of Arbitration shall render a final and binding decision within thirty (30) working days of the final sitting of the Board of Arbitration.

When either party applies for the establishment of a Board of Arbitration, each party shall pay the fees and expenses of their own nominee and shall pay one-half of the cost of the fees and expenses of the Chairperson.

The Arbitrators shall have power to deal only with matters involving the interpretation, application or violation of this Agreement and shall not rule on any other matter nor shall they have the right to alter, amend, set aside, add to or delete from any of the provisions herein contained, nor to render any decision which is inconsistent with the provisions of this Agreement.

## **ARTICLE 11 - SENIORITY**

- 11.01 "Date of hire" shall be the start date for calculating seniority.
- 11.02 The "date of hire" shall be defined as the first working day for the Employee.
- 11.03 In the case where more than one employee has the same date of hire, seniority shall be determined and recorded by a random drawing of names. The random draw shall be witnessed by the Union and the Employer. Employees shall be notified of their ranking immediately.
- 11.04 There shall be no seniority acquired by an employee during their probationary period. However, after having completed the probationary period the seniority of that employee shall commence from the date of hiring.
  - a) For a probationary employee subject to call-in they shall be called in based on date of hire.
  - b) There shall be no seniority acquired by a Student Employee while so classified. Should a Student Employee become employed in a permanent position, start date shall be calculated on the basis of accumulated service.

b) ~~An employee shall not lose seniority for:~~

- i) ~~annual vacations;~~
- ii) ~~public holidays;~~
- iii) ~~education leave;~~
- iv) ~~leave granted for Union business;~~
- v) ~~maternity leave;~~
- vi) ~~parental leave~~
- vii) ~~adoption leave~~
- viii) ~~time off while receiving benefits under The Workers' Compensation Act, 1979.~~
- ix) ~~all other leaves provided for in this agreement.~~

11.05 **Maintenance and Accrual**

a) **Seniority shall be maintained and accrue during:**

- i. All periods of approved paid leave (e.g. annual vacation, public holidays, education leave, union leave);
- ii. Leave of absence without pay for periods not exceeding one hundred and eighty (180) calendar days;
- iii. Maternity leave;
- iv. Parental leave;
- v. Adoption leave;
- vi. Layoff up to and including one hundred and eighty (180) calendar days;
- vii. Wage replacement benefits for Workers' Compensation benefits, SGI benefits, and Long Term Disability benefits.

b) **Seniority shall be maintained, but shall not accrue during:**

- i. Periods of leaves of absence over one hundred and eighty (180) calendar days;
- ii. Layoff over one hundred and eighty (180) calendar days;
- iii. Appointments to an out-of-scope (non-union) position of up to one (1) year.

**c) Loss of Seniority**

**An employee shall lose seniority in the event the employee:**

- i) Is discharged for just cause, and not reinstated;**
- ii) Is laid off for more than two (2) consecutive years;**
- iii) Voluntarily terminates employment (e.g. retires, resigns) and seven (7) calendar days have elapsed;**
- iv) Accepts or relieves in an out of scope (non-union) position with the Employer for more than twelve (12) consecutive months;**
- v) Has not worked for the Employer within twelve (12) consecutive months and is not on an approved leave or laid off;**
- vi) Is absent from work in excess of five (5) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible;**
- vii) Fails to comply with the provisions of Article 12.**

11.06 The Employer shall make the seniority list available to the membership by January 10<sup>th</sup> each year. Employees shall have the opportunity to review the seniority list and make any corrections by February 10<sup>th</sup> each year. The final list shall be posted by the end of February.

~~d) An employee shall only lose their seniority in the event:~~

- ~~i) they are discharged for cause and are not reinstated;~~
- ~~ii) they resign and a period of seven (7) calendar days has elapsed;~~
- ~~iii) they are absent from work in excess of five (5) working days without sufficient cause or without notifying the Employer, unless such notice was not reasonably possible;~~
- ~~iv) they are laid off for a period longer than twenty-four (24) months;~~

11.07 Where an employee has obtained an authorized Leave of Absence to engage in alternate work, their seniority shall be adjusted to reflect the period of their absence. i.e. An employee with a seniority date of June 30, 2000 who takes a Leave of Absence to engage in alternate work for a period of six (6) cumulative months shall have their seniority date adjusted to December 31, 2000. The adjustment to seniority shall be made upon the Employees return to work.

**ARTICLE 12 - LAYOFFS AND REHIRING**

**12.01 Definition of Layoff**

- a) A layoff shall be defined as an employer initiated reduction in the workforce or a reduction of a permanent employee's regularly scheduled hours of work.
- b) In reduction of staff, employees with the longest service shall be retained in employment provided they possess the ability and work performance related to the work in question. Where it is necessary to rehire, ~~former~~ employees shall **bid on vacant positions subject to their seniority, qualifications and ability to perform the duties of the position** ~~be re-employed in the inverse order in which they are laid-off.~~ For the purpose of determining the longest service, service shall be calculated on a calendar year basis from the date of hiring.
- c) In the reduction of staff any employee whose job classification is abolished, or who is displaced from their job shall within fifteen(15) calendar days of notice be entitled to exercise their seniority to bump into any job classification, provided they have the necessary qualifications for the work as defined in Article 10, clause (b) and Article 11, clause (e). An additional fifteen (15) calendar days shall be granted at the request of the Employee in a situation where the Employee may be required to move.
- d) An employee who retains employment within the bargaining unit shall not experience any reduction in their rate of pay or hours of work as a result of job abolishment or displacement during the above noted fifteen (15) day calendar period.
- e) A laid off employee may choose to retire or accept a lay-off and **bid on vacant positions** or be placed on the ~~recall list and/or~~ **casual**/substitute list, subject to the qualifications and ability to perform the duties of the position.
- f) It shall be the responsibility of the Employer to notify those affected by lay-off of subsequent postings by e-mail, or at the request of the Employee, by mail.
- g) Automatic Lay-off
  - i) Employees who are employed on the basis of the academic year shall be deemed to be laid-off for the school vacation periods.
  - ii) All employees laid off in June shall be given a written notice advising them of the last day of work prior to the school vacation period and of their approximate recall date.

h) Educational Assistant Lay-offs

The Employer recognizes the value of long service in the provision of quality education. Where a reduction in the number of Educational Assistant positions is necessitated, the Superintendent of Education or designate and the Union shall meet to discuss proposed changes including lay-offs taking into account:

- i) The seniority and qualifications of the staff in that classification; and
  - ii) The particular educational and developmental needs of any directly affected program and/or pupil, if applicable.
- i) It is agreed that Educational Assistants may be transferred from one school to



another depending on student enrolment, educational and developmental needs of programs and students, distance factors and other such operational considerations.

- j) In the event of lay-offs, the Employer agrees that except for Educational Assistants, it will offer employment to employees affected by lay-offs prior to engaging any new employee for similar work. The Employer agrees that when filling the position of an Educational Assistant, it will review the applications of previous Educational Assistants that had been engaged in similar work prior to hiring any new employee.
- k) Where a former employee is re-employed within twenty-four months (24), they shall be credited with previous service in connection with seniority, determining length of service in connection with vacation and other benefits based on length of service.
- ~~l) Job Security — The Employer agrees that no employee shall be laid off as a result of the Employer contracting out any of its services.~~

#### 12.02 Bus Drivers

- a) Bus Drivers shall be laid off in reverse order of their driving experience with their legacy school division and Prairie South School Division No.210, within their school attendance area, provided there is no significant increase in costs to the school division.
- b) In the event of a school closure, attendance area will be considered as encompassing both the closed school and the displaced student's new school, insofar as the efficient operation of school bussing permits.

#### 12.03 Notice of Layoff

Except for just cause, other than shortage of work, an employee who has been in the employ of the Board for at least three continuous months may have their employment terminated or may be laid off by the Board in accordance with the following:

- a) one (1) week's written notice, if the period of employment is less than one (1) year;
- b) two (2) week's written notice, if the period of employment is one (1) year or more but less than three (3) years;
- c) four (4) week's written notice, if the period of employment is three (3) years or more but less than five (5) years;
- d) six (6) week's written notice, if the period of employment is five (5) years or more but less than ten (10) years;
- e) eight (8) week's written notice, if the period of employment is ten (10) years or more.

Where notice is not provided, payment in lieu of notice shall be provided.

## ARTICLE 13 – VACANCIES AND NEW POSITIONS

### 13.01 Postings:

- a) When vacancies or new positions occur within the bargaining unit, the Employer shall post notice of same in a place or places accessible to employees for a minimum of five (5) working days in order to allow them the opportunity to make application. A copy of the posting shall be forwarded to the Union. At the same time as those vacant positions are advertised internally, they may also be advertised externally. All external applications shall be held separately and may not be considered until the internal posting procedure has been completed.
- b) Such notice shall contain information regarding the nature of the position, the required qualifications which may include knowledge, education, skills, abilities, and experience as well as the compensation, hours of work, location, closing date for application and effective date for the position.
- c) Jobs shall normally be posted during the school year. When it is necessary to post a job vacancy or new position during the school summer vacation, such postings shall be placed exclusively on the Employer's website for a minimum of ten (10) working days.
- d) Employees shall notify the Human Resources Department, in writing, by June 15th of each year if they wish to receive job postings electronically during the school summer vacation.

### 13.02 Appointments:

- a) Vacancies and new positions shall, whenever possible, be filled by present employees. In filling vacancies and new positions, appointment shall be made of the applicant having the greatest seniority and the necessary qualifications.
- b) If the position becomes vacant again after the initial posting it will be filled by those who applied to the initial posting by the applicant having the greatest seniority and the necessary qualifications providing that no one has started in the position.**

- c) Educational Assistants

In addition to the above paragraph, the appointment of Educational Assistants shall be subject to:

- i) Their ability to meet specific program and/or student needs which will be detailed in the posting.
- ii) The consistency and continuity for students, programs, and schools as determined by the Employer.

Educational Assistants may apply for Educational Assistant vacancies during the school year. The application shall be in writing and they shall provide reasons for their application. The Employer shall:

- i) Communicate directly with the Employee
- ii) Seriously consider the application
- iii) Provide reasons if the Employee is not appointed

In the yearly staffing process of Educational Assistants, the Employer shall provide the Employee with a Request for Change form to be completed in April of each year.

d) Bus Drivers

Notwithstanding clause (a), when filling vacancies in the Bus Driver classification, the following process shall apply:

- i) Permanent drivers will be offered the opportunity to transfer to vacant routes closer to home; then
- ii) Spare drivers who live in and are designated as a spare for that attendance area will be given preference in filling vacancies.

Bus Driver years of experience and seniority will be a factor in such placements.

13.03 Trial Period:

The successful applicant shall be placed on a trial period of twenty (20) working days. Conditional on satisfactory service, the Employee shall be declared permanent in the new position after the period of twenty (20) working days. The trial period may be extended for up to twenty (20) working days by mutual agreement between the Employer and Employee. In the event the successful applicant proves unsatisfactory in the position during the trial period, or if the Employee so requests, they shall be returned to their former position, wage or salary rate without loss of seniority. Any other employee promoted as a result of the posting shall be returned to their former position, wage or salary rate without loss of seniority. It is further understood that the trial period shall be extended by any vacation time, sick leave or authorized leave of absence beyond ten (10) working days that fall within the said trial period.

Note: Where an Educational Assistant is appointed at the beginning of the school year there shall be no trial period. When an Educational Assistant position is posted during the school year, the trial period shall apply.

13.04 Where new positions are created or current positions reclassified, the Employer will advise the Union in advance of the nature of the position and the proposed wage or salary rate. In the event that the Union shall disagree with the said rate, then the same shall be negotiated between the Employer and the Union. If the rate cannot be agreed upon through negotiations, it would be settled through the grievance procedure.

13.05 When an employee applies for a position and does not have the required qualifications and it may be reasonably expected, as determined by the Employer,

that the Employee could achieve those qualifications within ninety (90) calendar days, the Employee shall be considered for the position. If the Employee does not achieve the required qualifications within the ninety (90) calendar days, the Employee shall revert to their former position.

- 13.06 The Employer will advise the Union, in writing, of the successful applicant for all positions.

**13.07 Job Sharing**

- a) **Job sharing is defined as the voluntary sharing of a permanent position in a structured manner by two (2) persons, one (1) of whom is the permanent incumbent of the position and the other is a temporary employee. A job share arrangement is not intended as a means to increase or decrease workload. It is expected that the regular workload for the position will be maintained. Job sharing is intended to allow a permanent employee to work less than regular full-time hours in their position while maintaining status as a permanent employee. It is intended to better accommodate the hours of work of the employee to their personal needs where this is operationally feasible as determined by the employer.**

b) **Job Holder**

**Only the permanent incumbent of a position (job holder) can initiate a request to establish a job share arrangement. A copy of all requests for job share will also be forwarded to the Union. Approval of the job share request resides both with the employer and CUPE. Such an approval will be subject to the feasibility of accommodating the request with respect to operating requirements as determined by the employer. If the permanent incumbent resigns/retires, the entire vacant position shall be posted.**

c) **Temporary Position**

**The other portion of a job share arrangement is filled with a temporary employee who is subject to all of the rights and privileges of temporary employees. The term of the temporary employee is open ended and ends when the permanent job holder terminates the job share arrangement. If the temporary employee resigns/retires from the job share, the temporary position shall be posted.**

d) **Hours of Work**

**The incumbents of a job share arrangement shall work the hours that would be equivalent of a full time position. If an employee in a job share desires to work extra hours in a job other than their own, they may do so provided that their combined hours are equal to or less than that of a full time position and that it is agreeable to their out-of-scope supervisor.**

e) **Rate of Pay**

Any hours worked in a job share shall be at the regular rates of pay for the position being shared.

f) Terminating a Job Share

Upon a minimum of two (2) weeks written notice the permanent job holder, the union or the employer may terminate the job share arrangement.

g) Posting of a Job Share

When a job share arrangement is established or becomes vacant the Employer will staff the temporary position as quickly as possible through the regular posting process.

**13.08 Trial Period From In-Scope to Out of Scope**

Employees who accept an out of scope position with the Employer, shall be allowed up to a ninety (90) calendar day trial period in the out of scope position and remain union members. This is on the condition that they continue to pay all Union dues at the set rate for the period of employment. Such employees shall be entitled to any benefits of the collective agreement where they may apply. The employee has the option of reverting to their former position at their former rate of pay without loss of seniority within the ninety (90) calendar day time limit. Employees who have moved into the positions vacated by these employees shall also revert to their previous positions.

**ARTICLE 14 – PROJECT/WORK PLACEMENT PROGRAMS**

- 14.01 From time to time the Employer is asked to participate in hosting various forms of project/work placements that involve internal/external individual in our work facilities. These can take such forms as work placements, job shadowing, observation experiences, and internships to name a few. The parties agree to participate in such programs on a case by case basis provided they do not displace current employees, are not paid by the Employer and they adhere to all policies such as submitting a criminal records check. The Union shall be notified of any such project/work placement programs.

**ARTICLE 15 - DISCIPLINE AND DISCHARGE**

- 15.01 The Employer and the Union recognize the difference between discipline and constructive job counselling and nothing is intended to restrict the Employer's right to counsel.
- 15.02 A copy of any document or other information placed on any employee's personnel file which might at any time be the basis for disciplinary action shall be supplied concurrently to the employee and, upon request by the employee, to the Union.

**15.03 The parties to this Agreement recognize the principles of a progressive discipline:**

- 1) verbal warning**
- 2) written warning**
- 3) suspension**
- 4) dismissal**

**15.04** No employee covered by this Agreement shall be disciplined except for just cause. A dismissed or disciplined employee shall be given the reasons for dismissal or discipline in the presence of a ~~Local Shop Steward~~ **Union Representative, for Levels 2, 3, and 4, as above,** or designate and the Union shall be advised promptly in writing of the reason(s). **Following a verbal warning the Employee and the Union shall receive a confirmation of the meeting by email.**

**15.05 The disciplinary letter and the employee's comments shall become part of the employee's personnel file and copies shall be forwarded to the Union.**

**15.06** Access to **Employee's** Personnel File:

An employee shall have the right at any time to have access to and review their personnel file with the Superintendent of Human Resources or designate and Union Officers. **The Employee may authorize a Union Representative to access their personnel file.**

**15.07** Upon request, an employee shall have any negative reference removed from their personnel file after ~~thirty-six (36)~~ **twenty four (24)** months from date of entry. **In situations involving discipline for proven matters of a more serious nature such as sexual harassment, violence, or theft, the disciplinary letters shall not be removed from the personnel file.**

## **ARTICLE 16 - HOURS OF WORK**

**16.01** Scheduling of Hours

- a) The days to be worked, the daily hours of work, and scheduled breaks, shall be determined by the Principal of the school and/or ~~designate Management staff~~ after consultation with the Employee and shall be communicated to the Employee prior to the beginning of the school year. Any revisions to the scheduling during the school year shall be determined by the Principal of the school ~~and/or designated Management staff~~ after consultation with the Employee and shall be communicated to the Employee, wherever possible, at least two (2) weeks in advance.
- b) ~~An~~ **Scheduled** Educational Assistants who ~~is~~ **are** employed for the full normal hours of daily instruction ~~Monday to Friday~~ in a school shall be paid for a minimum of thirty (30) hours per week in the regular school year and a comparable allocation in the alternate school year.

- c) **Scheduled** Employees, with the exception of School Assistants, who are employed for less than the full normal hours of daily instruction ~~Monday to Friday~~ in a school, shall be paid for a minimum of fifteen (15) hours per week **in the regular school year and a comparable allocation in the alternate school year.**

#### 16.02 Flextime Defined

- ~~a) Flextime arrangements may be made by mutual agreement between the Employee and their principal. Flextime is intended as an hour-for-hour arrangement and shall not exceed adjustments or accumulations of one-half (1/2) day. No replacement shall be hired.~~
- ~~b) Flextime hours do not apply to averaged employees. Flextime hours worked by an employee are not to be considered overtime.~~
- ~~c) The school administration is responsible for monitoring and administering flextime. It is not required to be reported to the division office and does not need to be recorded on timesheets.~~

**Note: Example** ~~By mutual agreement the Principal and Administrative Assistant agree that the Administrative Assistant should work an extra hour for three days in a row to get ready for exams. Having now accumulated three (3) hours of flex time, the Administrative Assistant could then use two (2) of those accumulated flex hours to attend a friend's funeral and the third (3<sup>rd</sup>) hour to attend a child's dance recital.~~

#### Flextime for Employees with Fixed Hours of Work

- a) Flextime is an arrangement made by mutual agreement between the Employee and the Principal of the school or designate. Flextime is intended as an hour-for-hour arrangement and shall not exceed adjustments or accumulations of up to one (1) day at a time. Normally casuals/substitutes shall not be called in, however, in exceptional circumstances a casual/substitute may be granted for a minimum of a half day, upon approval by the Principal of the school or designate.

**Flextime must be earned before it can be used.**

**Note: Example of an Exceptional Circumstance – An Educational Assistant is assigned to a specific student who requires a high level of one-to-one care and needs direct supervision and no internal coverage is available.**

- b) Flextime does not apply to employees on averaged hours.
- c) Flextime hours earned by an employee are not to be considered overtime.
- d) The Principal of the school or designate is responsible for monitoring and administering flextime. It is not required to be reported to the division office and does not need to be recorded on timesheets.

**Note: Example of Flextime Application - By mutual agreement the Principal of a**

school or designate and the Administrative Assistant agree that the Administrative Assistant should work an extra hour for three days in a row to get ready for exams. Having now accumulated three (3) hours of flex time, the Administrative Assistant could then use two (2) of those accumulated flex hours to attend a friend's funeral and the third (3<sup>rd</sup>) hour to attend a child's dance recital.

#### Paid Rest Periods

~~All employees shall be permitted a rest period of ten (10) minutes during both the first and second half of the workday, taken as close to the middle of each half-day as possible. To be entitled to two (2) rest periods, the workday must be at least four (4) hours. The ten (10) minutes will be taken consecutively at a time to be determined by the School Administrator after consultation with the Employee.~~

#### **16.03 Scheduled, Work Duty-free, Paid Rest Periods**

Employees\* shall be entitled to scheduled, work duty-free rest period(s) of ten (10) minutes. Employees who work fewer than four (4) hours are entitled to one (1) ten (10) minute rest period. Employees who work four (4) or more hours are entitled to two (2) ten (10) minute rest periods. The ten (10) minutes shall be taken consecutively at a time to be scheduled by the Principal of the school or designate in consultation with the Employee.

(\*NOTE: Except as set out in 16.05)

#### **16.04 Earned Days off for Administrative Assistants (10 Month)**

- a) Earned days off shall be granted to Administrative Assistants for voluntary administrative time worked outside of their assigned days for the current school year. Up to three (3) days off may be earned by mutual agreement between the Employee and the Principal of the school or designate. Earned time off shall be on an hour for hour basis and may only be taken upon mutual agreement of the Principal of the school or designate and the Employee. Days off shall be taken in as full or half days. If required, a casual/substitute employee shall be provided. Employees may carry over one (1) earned day off to the following school year and at no time shall the accumulation exceed four (4) earned days off. Carry over, in excess of one (1) earned day off, shall be forfeited at the end of the last school day of the current school year.
- b) The Principal of the school or designate is responsible for monitoring and administering such earned days off. Leave forms for days taken must be submitted and recorded on the absence report, not on time sheets.

#### **16.05 Summer Hours for Employees on ~~an~~ with Fixed Hours**

- a) Facilities Staff

From the first full week in July following July 1<sup>st</sup>, through the last week in August that immediately precedes the date on which teaching staff return to school,



Maintenance **Staff**, Facilities Operators, Permanent Part-Time, **Casual staff** and Students shall be scheduled Monday through Thursday ten (10) hours per day from 7:00 a.m. to 5:00 p.m. (The Public Holiday in August for these employees will be considered to be a ten (10) hour day). Ten (10) hours per day includes a twenty (20) minute paid lunch break and two (2) fifteen (15) minute paid rest periods.

**Staff who want to work eight (8) hours per day may choose to work Monday through Friday from 7:00 a.m. to 3:00 p.m. (The Public Holiday in August for these employees will be considered to be an eight (8) hour day). Eight (8) hours per day includes a twenty (20) minute paid lunch break and two (2) ten (10) minute paid rest periods.**

**All summer hours for employees' on fixed hours must be confirmed in writing by May 31<sup>st</sup>.** Other arrangements will require the prior authorization of the Facilities Manager.

**NOTE: Example: An Employee can apply to the Facility Manager to work eight (8) hours per day Monday through Thursday and allocate the other two (2) hours per day toward their vacation time and/or earned time.**

b) Administrative Assistant Staff (12 month)

From the first full week in July following July 1<sup>st</sup>, through the last week in August that immediately precedes the date on which teaching staff return to school, Administrative Assistant staff working in the schools shall be scheduled Monday through Thursday to work 36.25 hours per week. The scheduled hours of work per day shall be approved by the Principal of the school **or designate** prior to the beginning of July each year. (The Public Holiday in August for these employees will be considered to be a nine point zero six (9.06) hour day). Each work day includes a twenty (20) minute paid lunch break and two (2) fifteen (15) minute paid rest periods.

**Staff who choose to work Monday through Friday will work their regular number of hours. This includes a twenty (20) minute paid lunch break and two (2) ten (10) minute paid rest periods.**

**All summer hours for employees with fixed hours must be confirmed in writing by May 31<sup>st</sup>.** Other arrangements will require the prior authorization of the Superintendent of Human Resources.

16.06 Shifts

- a) Schools with ~~three (3)~~ **two (2)** or more **full-time equivalent** Facility Operators shall rotate shifts except when agreed between those employees in that school. Such agreement shall be submitted to the Facilities Manager two (2) working days in advance of implementation, with a reply in writing. Such change is to be no less than one (1) working week.
- b) There shall at all times be two (2) employees on duty if shift work in any school is required beyond 11:00 p.m., other than overtime.
- c) **Should the Employer propose a significant change in a shift of an Employees' work schedule, a meeting shall occur between the Employer, the affected Employee and the Union. The Employee shall have an opportunity of either accepting the change or exercise their bumping rights**

**to a position within their existing classification, with a work schedule similar to their existing work schedule. Reasonable notice shall be provided prior to implementing such shifts.**

**Significant change shall mean a change or break in a shift of more than two (2) hours.**

**Examples:**

- 1. If a 7:00 a.m. – 3:30 p.m. shift changes to a 9:30 a.m. – 6:00 p.m. shift**
- 2. If a 7:00 a.m. – 3:30 p.m. shift changes to a 7:00 a.m. – 11:00 a.m. and 2:00 p.m. – 6:00 p.m. shift**
- 3. If a current lunch break is ninety (90) minutes and changes to more than a two (2) hour lunch break.**

It is the Employer's responsibility to determine the number of working days for each occupation group. Changes to days at work will be done in consultation with the Union.

For employees with fixed hours of work, days off shall be consecutive.

## **ARTICLE 17 - OVERTIME**

### **17.01 Fixed Hours**

- a) "Overtime" shall mean employer authorized time worked in excess of normal full-time hours of work. For employees whose normal hours of work are less than seven (7) hours per day, overtime shall be paid for hours worked in excess of seven (7) hours. For all others, overtime shall be paid when hours worked exceed the normal full-time hours.
- b) "Overtime Rate" shall be equal to one and one half (1 ½) times the Employee's hourly wages for the first three (3) hours of overtime and two (2) times the Employee's hourly wages for overtime worked in excess of three (3) hours based on each incident of overtime worked. Hourly wages are contained in Article 27.
- c) For required overtime, all employees shall be paid at the overtime rate, except for public holidays, callbacks and facility checks.
- d) For required work on public holidays, all employees shall be paid the Employee's wages plus the overtime rate.
- e) For required callbacks outside regular working hours, all employees shall be paid for a minimum of two (2) hours at overtime rates.
- ~~f) For the period September 15 to May 15, on public holidays and weekends, service by Facility Operators in schools outside Moose Jaw shall include inspection duties which are required for proper care of schools, at the discretion of the Facility Operator, in consultation with the Facility Supervisor. Inspection will be considered as regular hours of work in accordance with the schedule. A Facility Operator required to conduct facility checks during the season as specified above, shall be paid an allowance as indicated in Article 27. Where there is more than one (1) Facility Operator performing the facility check, the allowance shall be pro-rated accordingly. When a Facility Operator is not~~

~~available to conduct the facility check, a Board approved substitute shall conduct the facility check.~~

**When boilers are in operation, Facility Operators shall conduct boiler/facility checks in schools which require them according to the *Boiler and Pressure Vessel Act and Regulations*. When a Facility Operator is not available to conduct the boiler/facility check on a weekend or public holiday, an alternate facility operator, with a Fireman's Certificate shall conduct the boiler/facility check. If no Facility Operator is available to conduct the boiler/facility check, the Facility Operator shall advise their Facility Supervisor.**

**Facility Operators shall be paid one (1) hour at overtime rate for each daily boiler/facility check on weekends and public holidays. If a casual/substitute performs the boiler/facility check, they shall be entitled to the one hour at the regular rate of pay unless they have already worked 40 hours that week in which case they shall be paid at the overtime rate.**

- g) All employees shall be allowed to accumulate up to forty (40) hours of earned time in lieu at a rate equal to the appropriate overtime rate and shall be taken at a time mutually agreeable to the Employer and Employee. Effective August 31, 2008, any hours not taken as time in lieu by August 31 of the current year shall be paid out.

#### 17.02 Averaged Hours

- a) Authorized hours worked beyond the annual full-time allocation shall be paid out at time and one-half.

For required callbacks outside regular working hours, all employees shall be paid for a minimum of two (2) hours at overtime rates.

### **ARTICLE 18 - PROCEDURE OF PAYMENT OF WAGES**

~~All employees covered by this agreement shall be paid wages twice a month on or before the fifteenth (15<sup>th</sup>) and the second last working day of the month. Each employee shall be provided with an itemized statement of wages, including any overtime earned in the previous pay period, specific deductions etc.~~

#### **18.01 All payment of wages for employees covered by this agreement shall be by direct deposit. Each employee shall be provided with an itemized statement of wages, including any overtime earned in the previous pay period, specific deductions etc. and all year to date information.**

- ~~b) Overtime for averaged employees earned as a result of exceeding the annual full time allocation of hours shall be paid at the end of the fiscal year or the anniversary date as applicable. Overtime resulting from callbacks shall be paid in the next pay period.~~
- ~~c) All employees working the school year shall have their estimated earnings for the school year calculated prior to the beginning of each school term and subsequently paid in equal amounts twice monthly. Adjustments shall be made the following~~

~~month, with final adjustments made at the end of the school year.~~

- ~~d) Casual and Permanent Part-Time Facility Operators and Student Employees will be paid for the period ending one (1) week prior to pay date. All other casual employees shall be paid on or before the eighth (8<sup>th</sup>) of the month. The final pay period for the year will include any payment applicable for the public holidays.~~
- ~~e) Effective September 1, 2007, all payment of wages for employees covered by this agreement shall be by direct deposit.~~

#### **18.02 Twice Monthly Payments**

- a) All employees covered by this agreement shall be paid wages twice-monthly on or before the fifteenth (15<sup>th</sup>) and the second last calendar day of the month.**
- b) All employees working the school year shall have their estimated earnings for the school year calculated prior to the beginning of each school term and subsequently paid in equal amounts twice monthly. Adjustments shall be made the following month, with final adjustments made at the end of the school year.**
- c) Casuals and Permanent Part-Time Facility Operators and Student Employees working the calendar year (Fixed hours) will be paid for the period ending one (1) week prior to pay date and are paid twice-monthly.**

#### **18.03 Monthly Payments**

- a) All other casual employees shall be paid on or before the eighth (8<sup>th</sup>) of the month and are paid monthly. All public holidays are paid in the pay period earned.**

#### **18.04 Overtime for Averaged Employees**

- a) Overtime for averaged employees earned as a result of exceeding the annual full time allocation of hours shall be paid at the end of the fiscal year (September 1 – August 31). Overtime resulting from required callbacks shall be paid in the next pay period.**

#### **18.05 Overpayment – Underpayments**

- a) In cases of overpayments and underpayments of monies notice of claim is to be given within two (2) years after the date on which the alleged error occurred. Failure to provide notice within the time limits specified will render the claim invalid.**
- b) Arrangements for recovery of overpayments shall be made over a mutually agreeable timeframe. An employee who terminates employment and who has been granted more vacation leave than is due them shall have such overpayment deducted from any monies owing to the Employee.**
- c) Underpayment to employees shall be made in a timely fashion.**

## ARTICLE 19 - VACATIONS

### 19.01 Twelve Month Employees

- a) Employees in this Article mean all twelve (12) month employees. **A cumulative year of service is based on the date of hire.**
- b) Annual vacations shall be allotted as follows:
  - i) All employees shall be entitled to three (3) weeks' vacation with pay per annum for each one (1) year's ~~cumulative~~ service until the end of the fifth (5<sup>th</sup>) year of service.
  - ii) All employees shall be entitled to four (4) weeks' vacation with pay per annum for the sixth (6<sup>th</sup>) year of ~~cumulative~~ service until the end of the fifteenth (15<sup>th</sup>) year of service.
  - iii) All employees shall be entitled to five (5) weeks' vacation with pay per annum for the sixteenth (16<sup>th</sup>) year of ~~cumulative~~ service until the end of the twentieth (20<sup>th</sup>) year of service.
  - iv) All employees shall be entitled to six (6) weeks' vacation with pay per annum for the twenty-first (21<sup>st</sup>) year of ~~cumulative~~ service and each year thereafter.
- c) All vacations shall, whenever conveniently possible, be granted for the period preferred by each employee, or at such time as may be mutually agreed upon by the Employer and the Employee. Request for vacation leave should normally be submitted four (4) weeks in advance. For vacations that occur during July and August, notification of such ~~must~~ **should normally** be made by May 31<sup>st</sup>. Employees should normally receive a response to their request within five (5) working days.
- d) Employees may carry over a maximum **accumulation** of five (5) days vacation per year **at the end of the fiscal year, August 31<sup>st</sup>**. Under exceptional circumstances, employees may carry-over additional days with the approval of the Superintendent of Human Resources.
- e) ~~Present employees of Prairie South School Division shall carry forward their dates used for vacation entitlement from their legacy school division or Prairie South School Division as appropriate.~~
- e) New employees hired after the signing date of this agreement shall have their seniority date used to establish their effective date for vacation entitlement.
- e) ~~New employees hired after the signing date of this agreement, shall have their seniority date used to establish their effective date for vacation entitlement.~~
- f) Upon termination, any unused vacation time will be paid to the Employee based on their total earnings.
- g) **Vacation pay for 12 month Permanent Part-time and Casual Employees will be calculated and paid out on every normal pay cheque.**

## 19.02 Ten Month Employees

~~a) Vacation pay shall be included in every pay cheque and shall be calculated as follows:~~

**a) Employees in this Article mean all ten (10) month employees. A cumulative year of service is based on the date of hire.**

- i) All employees shall be paid 3/52<sup>nd</sup> of the Employee's earnings in lieu of vacation with pay up until the end of the fifth (5<sup>th</sup>) year of service.
- ii) All employees shall be paid 4/52<sup>nd</sup> of the Employee's earnings in lieu of vacation with pay for the sixth (6<sup>th</sup>) year of ~~cumulative~~ service and each year thereafter until the end of the fifteenth (15<sup>th</sup>) year of ~~cumulative~~ service.
- iii) All employees shall be paid 5/52<sup>nd</sup> of the Employee's earnings in lieu of vacation with pay for the sixteenth (16<sup>th</sup>) year of ~~cumulative~~ service and each year thereafter until the end of the twentieth (20<sup>th</sup>) year of ~~cumulative~~ service.
- iv) All employees shall be paid 6/52<sup>nd</sup> of the Employee's earnings in lieu of vacation with pay for the twenty-first (21<sup>st</sup>) year of ~~cumulative~~ service and each year thereafter.

Vacation pay for 10 month ~~employees Administrative Assistants, School Assistants, Educational Assistants,~~ **as well as** Permanent Part-time Employees, Student Employees, and Casual/**Substitute** Employees **and students** will be calculated and paid out on every normal pay cheque.

## 19.03 Other Employees

- i) **All employees shall be paid 3/52nds of the Employee's earnings in lieu of vacation with pay up until the end of the fifth (5<sup>th</sup>) year of service.**
- ii) **All employees shall be paid 4/52nds of the Employee's earnings in lieu of vacation with pay for the sixth (6<sup>th</sup>) year of service and each year thereafter until the end of the fifteenth (15<sup>th</sup>) year of service.**
- iii) **All employees shall be paid 5/52nds of the Employee's earnings in lieu of vacation with pay for the sixteenth (16<sup>th</sup>) year of service and each year thereafter until the end of the twentieth (20<sup>th</sup>) year of service and each year thereafter.**
- iv) **All employees shall be paid 6/52nds of the Employee's earnings in lieu of vacation with pay for the twenty-first (21<sup>st</sup>) year of service and each year thereafter.**

**Vacation pay will be calculated and paid out on every normal pay cheque.**

## ARTICLE 20 - PUBLIC HOLIDAYS

### 20.01 Public Holidays

#### a) Ten-Month Employees

Ten-month employees shall receive the following holidays with pay:

|                  |                 |               |
|------------------|-----------------|---------------|
| New Year's Day   | Family Day      | Good Friday   |
| Easter Monday    | Victoria Day    | Labour Day    |
| Thanksgiving Day | Remembrance Day | Christmas Day |
| Boxing Day       |                 |               |

#### b) Twelve-Month Employees

Twelve-month employees shall receive the following holidays with pay:

|                  |               |                  |
|------------------|---------------|------------------|
| New Year's Day   | Family Day    | Good Friday      |
| Easter Monday    | Victoria Day  | Canada Day       |
| Saskatchewan Day | Labour Day    | Thanksgiving Day |
| Remembrance Day  | Christmas Day | Boxing Day       |

### 20.02 Public Holidays During Vacation

If a paid holiday falls or is observed during an employee's vacation period, the Employee shall be allowed an additional vacation day with pay at a time mutually agreed to between the Employer and the Employee.

### 20.03 Compensation for Public Holidays Falling on a Saturday or Sunday

When any of the above-noted holidays falls on Saturday the previous Friday shall be deemed to be the holiday for the purpose of this Agreement. If the holiday falls on a Sunday, the following Monday shall be deemed to be the holiday for the purpose of this Agreement.

### 20.04 Pay for Work on Scheduled Public Holiday

- a) Employees who are not required to work on the above-noted, shall receive holiday pay equal to one (1) day's pay. Employees who are required by the Employer to work shall be paid at the rate of time and one-half (1 ½ x) plus another day off with pay at a time mutually agreeable between the Employer and the Employee.
- b) Permanent Part-Time Employees, Student Employees and Casual Employees shall be allowed pay for public holidays at the rate of one twentieth (1/20<sup>th</sup>) of their regular wages in the four (4) weeks before a public holiday no matter what their days of work, with the exception noted in ~~13.04(a)~~ 16.06 a). The calculation includes all wages and vacation pay but does not include overtime.

## ARTICLE 21 - LEAVES

### Leave Forms

**All requests for leave shall be submitted electronically or in writing using the appropriate form as prescribed by the Superintendent of Human Resources.**

#### 21.01 Sick Leave

##### Report of Absence

In any occasion of absence the Employee shall report the matter to their school/immediate supervisor and where applicable ~~the sub desk to AESOP.~~ Whenever possible, they should report this no later than one hour prior to their start of work.

##### a) Sick Leave Defined

Sick leave is defined as a period of time an employee is absent from work with pay by virtue of personal illness or injury, ~~quarantine~~, disability or because of a job-related accident for which no other compensation is payable pursuant to any law of Saskatchewan.

##### Compulsory Quarantine

**There shall be no loss of sick leave credit or salary for the time off due to compulsory quarantine of employees when certified by a medical health officer.**

##### b) Accumulated Sick Leave

The Employer shall establish an accumulated sick leave record for each employee and credit the record with the unused accumulative sick leave entitlement of each employee. The Employee's accumulated and used sick leave shall be recorded on each pay stub.

##### c) Rate of Earned Sick Leave

Sick leave shall be earned at a rate of one point six seven (1.67) days for every month in which there is a pay period for the Employee. The unused portion shall accumulate to a maximum of one hundred and eighty (180) days. This benefit shall be prorated for less than full-time employees. The one hundred and eighty (180) day maximum would increase to one hundred and eighty-two point five (182.5) day maximum for those employees from legacy Local #55 with a start date earlier than July 1, 1997.

##### d) Proof of Illness

An employee may be required to furnish the Employer with a medical certificate for any illness certifying that the Employee is unable to carry out their duties due to sickness.

The Employer reserves the right to request an alternate assessment for any



illness from a medical practitioner of its choice. The cost of such assessment and associated travel costs requested by the Employer shall be borne by the Employer.

Employees off work for an extended period of time (i.e. over 30 calendar days) are encouraged to provide periodic medical updates either verbally or in writing.

e) Report of **Incident or Injury**

When an employee is injured in the performance of work-related activities, the Employee shall immediately report the injury to their immediate supervisor and to the Workers' Compensation Board using the forms supplied by the Employer in each Prairie South School Division location **and on the PSSD website. (i.e. School Incident Report Form; Worker's Compensation Board forms; Violent Incident Report Form as applicable).**

f) Retention of Sick Leave Credits

When an employee is given leave of absence for a period greater than thirty (30) calendar days, without pay for any reason, or is laid off on account of lack of work and returns to work upon expiration of such leave of absence, etc., they shall not receive sick leave credit for the period of such absence, but shall retain their cumulative credit, if any, existing at the time of such leave or layoff.

g) Medical and Dental Appointments / Parenting / Caregiver Leave

Employees shall be entitled to use their sick leave credits to attend medical or dental appointments for themselves. In addition employees shall be entitled to use up to three (3) days per year from their sick leave credits for the following:

- i) to accompany a spouse, child or parent who is unable because of age or medical condition to attend medical appointments alone, provided such appointments cannot be scheduled during non-working hours; and
- ii) in the event that no one other than the employee can provide for the needs of a spouse, child or parent during an illness.

21.02 Compassionate Leave

Immediate Family Defined

~~Immediate family is defined to include spouse or partner of either sex, child, father, mother, brother, sister, grandparent or grandchild of an employee or an employee's partner. It includes the partner of an employee's child, grandchild, brother or sister. Partner is defined as the individual who you have been living with for at least three (3) months.~~

**For the purpose of granting compassionate/bereavement leave, immediate family is defined as:**

- **spouse (including common-law spouse, recognized partner)**
- **child**

- **step child**
- **sister**
- **brother**
- **mother**
- **father**
- **grandchildren**
- **mother-in-law**
- **father-in-law**
- **partner's or spouse's siblings (brother and sister-in-law)**
- **grandparents**
- **spouse's grandparents**
- **spouse's grandchildren**
- **son-in-law**
- **daughter-in-law**

The Superintendent of Human Resources on behalf of the Employer may grant compassionate leave in instances other than the immediate family.

#### In the Event of Death

- ~~a) An employee shall be granted leave with pay for a period not to exceed five (5) working days in the event of a death of a member of an employee's immediate family or the immediate family of an employee's partner.~~
- ~~b) The Superintendent of Human Resources, on behalf of the Board, may grant compassionate leave in excess of five (5) working days with or without pay.~~
- ~~c) The Superintendent of Human Resources, on behalf of the Board, may grant compassionate leave in instances other than the immediate family.~~
- ~~d) Up to a full day with pay shall be granted to act as a pallbearer or eulogist at a funeral.~~
- ~~e) All requests for leave shall be submitted electronically or in writing using the appropriate form as prescribed by the Superintendent of Human Resources.~~

#### In The Event of Serious Illness

- a) In the event of serious illness/injury within an employee's immediate family, the employee shall be granted compassionate leave with pay, to a maximum of five (5) working days in a school year.
- b) The Superintendent of Human Resources, on behalf of the Employer, may grant compassionate leave in excess of five (5) working days with or without pay.

#### Family Responsibilities

- c) An employee may be granted leave without pay to deal with family responsibilities.

- d) The length of time shall be mutually agreed upon between the Employee and the Superintendent of Human Resources.

#### **21.03 Bereavement Leave - In the Event of Death**

- a) An employee shall be granted leave with pay for a period not to exceed five (5) working days in the event of a death of a member of an employee's immediate family or the immediate family of an employee's partner.
- b) The Superintendent of Human Resources, on behalf of the Employer, may grant ~~compassionate~~ **bereavement** leave in excess of five (5) working days with or without pay.
- c) The Superintendent of Human Resources, on behalf of the Employer, may grant ~~compassionate~~ **bereavement** leave in instances other than the immediate family.

#### **21.04 Pallbearer-Eulogist Leave**

**Up to one (1) full day with pay shall be granted to act as a pallbearer or eulogist at a funeral.**

#### **21.05 Maternity, Parental and Adoption Leave**

##### **a) Maternity Leave**

Every employee, who is currently employed and has been for twenty (20) weeks of the previous fifty-two (52) weeks, desiring leave of absence due to pregnancy may be granted such leave without pay subject to:

- i) the leave may include up to eighteen (18) weeks, and the Employee may also apply for "Parental Leave" as described in ~~article 18.03~~ **21.05(b)** entitled, "Parental and Adoption Leave" to be taken in any combination the Employee may choose before and after the estimated date of birth;
- ii) an employee must provide the Superintendent of Human Resources with a written application including a doctor's certificate indicating the estimated date of birth. This notice should be submitted four (4) weeks in advance of the date on which the leave is to begin;
- iii) before returning to work the Employee must notify the Superintendent of Human Resources, preferably in writing, four (4) weeks in advance of the day on which she wishes to return.
- iv) ~~for the purposes of seniority and rights of recall only, being on maternity leave does not constitute a break in service, and the seniority and rights of recall continue to accrue while the Employee is taking maternity leave, and;~~
- v) an employee is entitled to continue participating in any benefit plan

subject to this agreement if the Employee pays the contributions required by the plan.

**b) Parental and Adoption Leave**

- i) Any regular employee who has been employed for a total of twenty (20) weeks in fifty-two (52) weeks before the leave is to start, who provides the Superintendent of Human Resources with proof of legal adoption of a child, or is requesting parental leave, shall be entitled, upon written application, to leave of absence without pay. The request for leave, indicating the date on which the Employee wishes to commence leave must be submitted not later than four (4) weeks prior to the date on which the Employee wishes to commence leave. It is further understood and agreed that due to short notice being obtained from the legal adoption agency, as to the time of adoption, or in the case of a birth of a child sooner than anticipated in the case of parental leave, a short notice from the Employee concerned to the Superintendent of Human Resources shall be accepted.
- ii) A legal adoption or parental leave shall continue for an agreed period of a minimum of six (6) weeks to a maximum of thirty-four (34) weeks. Employees shall give a minimum of four (4) weeks' notice in writing of their intent to return to work.
- iii) When the Employee and the Superintendent of Human Resources agree that the leave should be less than six (6) weeks, then the Superintendent of Human Resources may permit the Employee to resume employment at the time agreed. An employee, who does not return to work upon the expiration of agreed leave, shall be deemed to have terminated employment.
- ~~iv) Employees returning from adoption or parental leave shall return to a comparable position and be paid at the same step of the salary range as was in effect at the time of proceeding on said leave and with no loss of seniority, or benefits accrued to the commencement of such leave. Being on parental or adoption leave does not constitute a break in service, and the seniority and rights of recall continue to accrue while an employee is taking such leave.~~
- v) Leave of up to two (2) days with pay shall be granted to a parent at the birth of or adoption of their child.

**c) Returning From Maternity, Parental or Adoption Leave**

**Employees returning from maternity, adoption or parental leave shall return to their former position and be paid at the same step of the salary range as was in effect at the time of proceeding on said leave and with no loss of seniority, or benefits accrued to the commencement of such leave. Being on maternity, parental or adoption leave does not constitute a break in service, and the seniority and rights of recall continue to accrue while an**

**employee is taking such leave.**

**21.06 Pressing Personal Leave**

- a) Based on need, ~~permanent~~ employees who have completed their probationary period shall be granted days not to exceed three (3) days with pay within any one (1) school year to attend to:
  - i) pressing personal matters;
  - ii) significant family events; or
  - iii) emergency situations that are not an Act of God (e.g. not a disaster, fire, flood, snowstorm).
- b) Pressing personal leave may be private and confidential. In consideration of privacy, these days may be accessed in the following manner:
  - i) employee requests can be made to the Administrator who may confirm the leave or consult with the Superintendent of Human Resources; or
  - ii) in extenuating circumstances, an employee request can be made directly to the Superintendent of Human Resources, after first notifying the Administrator that the request has been made.
- c) Leave under this section shall be based on the hours of work per day.
- d) Pressing personal leave shall not be used for recreational purposes.
- e) Pressing personal leave days shall not be paid out or carried over to the following year.
- f) In the event an employee does not wish to provide a reason for a pressing personal day's leave, one (1) day may be taken without pay.

**21.07 Convocation Leave**

An employee shall be granted leave with pay for one (1) day

- i) to attend the high school graduation of partner or child.
- ii) to attend the post-secondary convocation of self, partner, child, or parent.
- iii) for defense of their thesis or dissertation.

**21.08 General Leave**

The Superintendent of Human Resources on behalf of the Employer may grant a leave of absence without pay and without loss of seniority and benefits to an

employee who requests such leave in writing and provides the Superintendent of Human Resources with reasons for such request.

21.09 Jury Leave

When an employee is subpoenaed for jury duty or as a court witness, they shall not suffer any loss of salary or benefits whilst so serving.

21.10 Union Leave

- a) Any duly authorized representative of the Union shall suffer no loss of salary or benefits for time absent from duties for the purpose of attendance at any meetings that have been mutually agreed to between the parties to this Agreement.
- b) In the event any members of the Union are appointed delegates to attend conventions, conferences and meetings in connection with Union affairs, they shall, provided they have given reasonable notice in writing to the Employer, be granted leave of absence without pay to attend same. However, the Employer agrees to continue in force payment of regular salary and benefits and the Union agrees to reimburse the Employer 100% of cost of salary and benefits.

21.11 Negotiation Leave

- a) The Union shall appoint a Bargaining Committee to represent the Employees in negotiations with a Bargaining Committee of the Employer. The Union shall give advance notice to the Employer as to the personnel of its Bargaining Committee or any changes thereto.
- b) If the Bargaining Committees meet to conduct negotiations during working hours, a maximum of ten (10) members of the Union's bargaining committee shall suffer no loss of pay or benefits provided by this agreement for the time so spent. **Each committee shall be no larger than twelve (12) members.**

21.12 Leave for Public Office **Leave of Absence to Seek Nomination and Election**

- a) Upon written application the Employer shall grant reasonable unpaid leave of absence to allow an employee to seek nomination as a candidate or be appointed to:

Municipal, Provincial or Federal election, School Division ~~other than Prairie South School Division~~, Conseil Scolaire or District Health Board

and shall upon the expiration of the leave of absence, allow the Employee to continue their employment without loss of ~~any privilege connected with seniority~~ **rights and benefits** as defined in this agreement.

- b) If an employee is elected to any of the bodies listed in (a) above, **except Prairie South School Division**, the Employer shall, upon written application, grant to the Employee reasonable leave of absence for such a period during the Employee's term of office as may be necessary for the Employee to fulfill the duties of office. Upon expiration of the leave of absence, the Employee shall be allowed to

continue employment without loss of ~~any privilege connected with seniority~~ **rights and benefits** as defined in this agreement.

#### **21.13 Education Leave**

**The Employer may grant educational leave without pay for up to one school year (September 1 – August 31) with no loss of seniority. Upon return, the Employee will be returned to a similar position within the school division. An employee granted one school year leave shall notify the Employer of their intention to return in writing by April 30<sup>th</sup>. The return date shall be mutually agreed upon as part of the approval process.**

#### **21.14 Community Service Leave**

Leave with pay may be granted to employees who hold an executive position for the purpose of attending an official community service organization meeting.

#### **21.15 Hazardous/Acts of God Leave**

An employee shall be granted leave with pay up to a maximum of two (2) days in any school year for absences from work for events considered as Acts of God (~~disaster, fire, flood, snow storm~~).

**Example: disaster, fire, flood, snow storm**

Upon request, the Superintendent of Human Resources, may grant additional days with or without pay.

#### **21.16 Competition Leave**

**All employees shall be granted up to two (2) days, with pay, per school year (September 1 – August 31) for competition leave if they have earned the right to compete at a provincial, national, or international championship event. This does not apply to coaching duties or other non-competitor support roles.**

**There may be exceptional circumstances where the Superintendent of Human Resources may approve up to two (2) additional days of leave with pay.**

**The leave shall be without pay where the employee involved is paid for participating in the event.**

### **ARTICLE 22 - RETIREMENT GRATUITY**

22.01 A retiring employee, after the completion of at least fourteen (14) full years with the Employer, shall be granted a gratuity of equal to one-half the unused portion of the accumulated days of sick leave up to a maximum of eighty (80) days.

22.02 The gratuity shall be based on the annual salary at the date of retirement.

22.03 No employee shall be entitled to more than a gratuity of eighty (80) days.

## **ARTICLE 23 - HEALTH AND SAFETY COMMITTEE**

### **23.01 Health and Safety**

The Union and the Employer shall continue to co-operate in perfecting the safety measures now in effect, and further agree that the provisions for Health and Safety Committees, as provided for under *The Occupational Health and Safety Act, 1993* (and such revision as from time to time may be made) shall be carried out.

### **23.02 Supplementation of Workers' Compensation Benefits**

**The Employer agrees that whenever any employee covered by this Agreement is injured during the course of, or in the performance of their duties, they shall, for the period during which they received full compensation as defined under Workers' Compensation Act be entitled to be paid their full salary on the regular pay days, and the Employee shall assign to the Employer all wage replacement payment(s) issued by the Workers' Compensation Board in respect to such period.**

## **ARTICLE 24 – DUTY TO ACCOMMODATE**

**24.01 In circumstances where an employee may be unable to perform the regular duties of their position due to a medically documented mental or physical disability, the Employer and the affected employee will meet to discuss and exchange all relevant information regarding the existence and nature of the disability and, if necessary, options with respect to the accommodation of the employee.**

**24.02 In the event that a mutually acceptable accommodation cannot be reached, the Employer, the Union and the employee shall work together to consider how the employee's disability can be accommodated. The affected employee shall participate and cooperate fully in the process. Reference Human Rights section 28.2 and Labour Standards Act section 44.2(1).**

## **ARTICLE 25 - GROUP INSURANCE AND BENEFITS PLAN**

25.01 The Employer and Employees agree to share the costs of a Group Insurance and Benefits plan through the Saskatchewan School Boards Association as listed below.

a. The Employer shall pay 100% of the premiums for:

- i) Extended Health Plan "B"
- ii) Dental Plan "C"
- iii) Vision Plan "B"



b. The Employees shall pay 100% of the premiums for:

- i) Long Term Disability
- ii) Group Life
- iii) Accidental Death & Dismemberment
- iv) Employee Family Assistance Plan

## ARTICLE 26- PENSION PLAN

26.01 All employees shall participate in the Municipal Employees' Pension Plan and said employees shall be subject to the requirements, benefits and revisions thereof as described and specified in the *Municipal Employees' Superannuation Act, 1973*, and its amendments, and shall make the necessary contributions as therein provided.

## ARTICLE 27 - TEMPORARY SUBSTITUTION

27.01 ~~Schools~~ **Employees with Fixed Hours**

i) If a Head Facility Operator is absent from their school due to illness, etc., the position shall be offered to Facility Operators who have the qualifications required to be a Head Facility Operator in that school in declining order of seniority. They shall assume the position of temporary Head Facility Operator and be paid for each full day at the rate of pay for Head Facility Operator for that school commencing immediately upon assuming the position of Head Facility Operator. If a Head Facility Operator is absent for a period of more than sixty (60) working days the position shall be posted as a temporary position.

ii) If no Facility Operator in the affected school is qualified or accepts responsibility, then the position shall be offered to the Permanent Employees, subject to availability, according to seniority.

27.02 Temporary vacancies in the Maintenance Department shall be filled according to the procedures set out above in (a) (i) and (ii).

27.03 Any subsequent vacancy occurring due to (a) or (b) shall be posted as a temporary position after sixty (60) working days vacancy.

27.04 Every employee who is assigned to perform the principal duties of a higher classification or grade shall be paid for the full time that they are so employed at the rate of pay for that position.

27.05 ~~If an Administrative Assistant is absent for a period of more than sixty (60) working days, the position shall be posted and filled in accordance with Article 11 – Vacancies and New Positions.~~ **For all other Employees absent for a period of more than sixty (60) working days, the position shall be posted as a temporary position and filled in accordance with Article 13 – Vacancies and New Positions.**

27.06 **Casual**/Substitute Employees shall be called in order of seniority subject to their availability.

27.07 A Student Employee will not be hired to replace a regular employee.

## **ARTICLE 28 - MISCELLANEOUS**

28.01 The Employer shall supply all power and special tools and equipment, including coveralls, required by an Employee to perform their duties for the Employer, and the Employees using these tools and equipment shall treat them as they would their own with regard to safety and condition. The Employee shall report to the Department Head any Employer-owned tools and equipment that require repair or replacement.

28.02 ~~All employees will be granted a travel allowance equal to the provincial government rate per kilometer, with a daily minimum of \$5.00 for use of their personal vehicle, when approved by the Principal or Supervisor.~~ **The Painter shall be provided with a vehicle for transporting equipment and materials.**

28.03 **Administering Medication – please see Prairie South School Division website “*Policies Administering Medications and Medical Treatment to Students.*”**

28.04 **For CUPE members that have the use of school division vehicles, the following terms and conditions shall apply:**

i) **Use of the school division vehicle for personal use must be considered a taxable benefit; therefore, school division vehicles will be used for school division business only.**

ii) **School division business shall include travel from a work site (not including 9<sup>th</sup> Avenue maintenance shop) for lunch periods or any other time when the employee is at the disposal of Prairie School Division.**

### **28.05 Working Conditions**

**As long as employees are working in school division buildings where heating and/or cooling systems exist, those systems will be available to those employees as necessary.**

## **ARTICLE 29 - TECHNOLOGICAL CHANGE**

~~The Board agrees to implement the provision of Section 43 of *The Trade Union Act* with respect to technological change in accordance with those provisions.~~

29.01 **The Employer undertakes to notify the Union six (6) months before the introduction of any technological change, which may affect the employment status of any employee. As well, the Employer agrees that it will take measures to protect employees from adverse affects, which may result from technological changes.**

- 29.02 When due to a change in operational procedures, new or greater skills are required than are already possessed by an affected employee under previous methods of operation, the Employer shall provide training, retraining or transfer opportunities.
- 29.03 No additional employees shall be hired by the Employer until the employees already working shall be notified of the proposed technological changes and allowed an employer-funded training period to acquire the necessary knowledge or skill for retaining their employment. The period of said training shall be negotiated between the Employer and the Union.

## ARTICLE 30 - EMERGING ISSUES

- 30.01 Representatives of the negotiating committees of the Employer and the Union shall, **if required**, meet ~~at least twice a year~~, **in the fall and the spring**, or upon mutual agreement to discuss any emerging issues. In addition, representatives of the Employer and the Union may meet at any time upon mutual agreement.

## ARTICLE 31 - REIMBURSEMENT

### 31.01 Education Reimbursement

- a) The costs for courses and all training required by the ~~Board~~ **Employer** shall be covered by the ~~Board~~ **Employer**. Employees who are required to attend such courses or training shall suffer no loss of wages or seniority for the time so spent.
- b) Upon prior approval, an employee who is upgrading their qualifications shall upon successful completion, be reimbursed for tuition and books to a maximum of \$700 per course **with a limit of 4 courses per school year. CUPE Education Reimbursement forms can be found on the PSSD web site.**
- c) ~~The Board may grant educational leave without pay for up to one school year (July 1 – June 30) with no loss of seniority. Upon return, the Employee will be returned to a similar position within the school division. An employee granted one school year leave shall notify the Board of their intention to return in writing by April 30<sup>th</sup>. The return date shall be mutually agreed upon as part of the approval process.~~ **A course is defined as a program of study or training to improve current, new or future assignments and can be up to three (3) credit hours. This includes community college classes or other short courses.**
- d) The Employer shall provide a copy of the current textbooks required for the Fifth Class Certificate and Fireman's Certificate course. These textbooks will be available through the Library in the Board Office. **The cost for getting and maintaining the Fifth Class Certificate and/or Fireman's Certificate will be covered by the Employer.**

### 31.02 Personal Telephone/Cell Phone Use

**If an Employee is required to use their personal telephone and/or personal cell phone for Employer business, they shall be reimbursed the actual cost of long-distance charges. Approved receipts must be submitted for payment.**

- 31.03 All employees will be granted a travel allowance equal to the ~~provincial government~~ **Board** rate per kilometer, with a daily minimum of \$5.00 for use of their personal vehicle, when approved by the Principal or Supervisor.
- 31.04 Administrative Assistants in the rural areas shall be granted a payment of ~~two hundred dollars~~ **four hundred dollars (\$400.00)** per year, provided travel is a requirement of their job and they are required to use their vehicle.

## **ARTICLE 32 – RECOGNITION OF EXTRA-CURRICULAR SERVICE DAYS (ROS DAYS)**

**32.01 Extra-curricular activities must involve students directly (e.g. sports, drama, choir, yearbook) outside of the employee's regular working hours.**

**32.02 The Principal must approve extra-curricular involvement.**

### **32.03 Hours of Service**

**a) ROS for extra-curricular activities shall occur as follows:**

- i) 25 hours of service – ½ day in recognition of service**
- ii) 50 hours of service – 1 day in recognition of service**
- iii) 75 hours of service – 1 ½ days in recognition of service**
- iv) 100 hours of service – 2 days in recognition of service**
- v) 125 hours of service – 2 ½ days in recognition of service**
- vi) 150 hours of service - 3 days in recognition of service**
- vii) 250 hours of service – 4 days (4<sup>th</sup> day must be paid out) in recognition of service**

**b) These paid days off (ROS days) shall be used no later than June 30 of the following school year.**

### **32.04 Calculation of Hours**

**a) On a designated school day, extra-curricular activities shall be calculated according to actual hours of service.**

**b) On overnight trips**

- i) Where one (1) sole employee supervised a trip the employee shall earn hour for hour accumulation;**
- ii) Where more than one employee supervises a trip each employee shall earn a maximum of six (6) hours for a school day, and a maximum of twelve (12) hours for a non-school day (i.e. Friday night and Saturday).**

**EXAMPLE:** An event requires a Friday night activity, a stay overnight, and an activity on Saturday (e.g. sports' tournaments, drama production, debating competition, choir performance, outdoor education trip), hours counted for extra-curricular are six (6) for Friday and twelve (12) for Saturday, when more than one employee supervises a trip. When one (1) sole employee supervises a trip the employee shall earn hour for hour accumulation. This would apply to a Thursday night and all day Friday event for the schools participating in the alternative School Year where that particular Friday is not designated as a school day.

**32.05 Accumulation of Recognition of Service Days (ROS Days)**

**ROS Days:**

- a) In any one school year an employee can accumulate a maximum of four (4) ROS days. Three (3) unused ROS days may be carried to the next year, with the accumulation limited to five (5) days in that year. A maximum of five (5) days may be used in any one school year.
- b) Any unused ROS days shall be paid out at the Employee's regular rate of daily pay by the end of June, of the current year.

**ARTICLE 33 – SUPPLEMENTAL UNEMPLOYMENT BENEFITS (SUB) PLAN**

**33.01** In recognition that there will be a physical and/or mental health related portion of any maternity leave during which a woman may be medically unfit for duty as an employee due to pregnancy, delivery or post-delivery, such employee shall be eligible for SUB Plan benefits if she is:

- a) on maternity leave;
- b) medically unfit for duty for health-related reasons due to pregnancy, delivery or post-delivery; and,
- c) in receipt of Employment Insurance benefits or serving the two-week waiting period.

**33.02** Effective the first of the month following the date of ratification, every employee who is eligible for SUB Plan benefits in accordance with (a) above shall, provided she makes application as described in (c) below, receive benefits for a period of twelve (12) weeks commencing the date of delivery, without being required to provide medical evidence. SUB Plan benefits will only be paid for days for which employees would normally receive pay.

**33.03** An employee shall apply to the Employer for SUB Plan benefits, using forms established by the Employer, no later than one hundred and twenty (120) calendar days following the birth of her child.

**33.04      The amount of SUB Plan benefits provided shall be the amount required to supplement the employee's Employment Insurance benefits up to 95% of her normal weekly salary entitlement, subject to the usual deductions required.**

#### **ARTICLE 34 – CLASSIFICATION AND WAGES**

Wages will be adjusted as follows:

|  |               |     |                                 |     |             |                       | Hourly Rate               |           |           |           |           |
|--|---------------|-----|---------------------------------|-----|-------------|-----------------------|---------------------------|-----------|-----------|-----------|-----------|
| Classifications                            | Hours per day |     | Days per year (excluding stats) |     | Fixed Hours | Average Hours         | Start Rate                | 12 months | 24 months | 36 months | 48 months |
|  | Reg           | Alt | Reg                             | Alt |             |                       |                           |           |           |           |           |
| Accounting Clerk                           | 7.5           |     | 248                             |     | x           |                       | 17.88                     | 20.32     | 21.29     | 22.26     |           |
| Administrative Assistant (A.A.) - 10 month | 7             | 7   | school year + 3                 |     | x           |                       | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Administrative Assistant (A.A.) - 12 month | 7.25/7.5      |     | 248                             |     | x           |                       | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Permanent Part-Time & Casual A.A.          |               |     |                                 |     |             |                       | 15.69                     | -         | -         | -         |           |
| Bus Drivers                                |               |     | student days + 3                |     |             | x                     | Base 34.89/day + 0.204/km |           |           |           |           |
| Community School Coordinator               | 7.25          |     | 248                             |     |             | x                     | 25.77                     |           |           |           |           |
| Computer Technician                        | 8             | 8   | 248                             |     |             | x                     | 20.16                     | 21.17     | 22.18     | 23.18     | 24.19     |
| Concession Worker                          |               |     |                                 |     |             |                       | 14.24                     | 15.19     | 16.14     |           |           |
| Delivery Stores Clerk                      | 6             |     | school year + 4                 |     | x           |                       | 15.69                     | 16.51     | 17.31     |           |           |
| Educational Assistant (E.A.)               | 6/7           | 6.4 | student days + 2                |     | x           |                       | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Permanent Part-Time & Casual E.A.          |               |     |                                 |     |             |                       | 15.69                     |           |           |           |           |
| Facility Operator (F.O.)                   | 8             | 8   | 248                             |     | x - urban   | x - rural             | 16.27                     | 17.18     | 18.08     |           |           |
| Head Facility Operator (> 2 F.T.E.)        | 8             | 8   | 248                             |     | x - urban   | x - rural             | 18.83                     |           |           |           |           |
| Head Facility Operator (2 or less F.T.E.)  | 8             | 8   | 248                             |     | x - urban   | x - rural             | 18.66                     |           |           |           |           |
| Handyman                                   | 8             |     | 248                             |     | x           |                       | 19.95                     | 21.08     |           |           |           |
| Journey-person Carpenter                   | 8             |     | 248                             |     | x           |                       | 21.68                     | 22.81     |           |           |           |
| Journey-person Plumber                     | 8             |     | 248                             |     | x           |                       | 32.09                     |           |           |           |           |
| Journey-person Painter                     | 8             |     | 248                             |     | x           |                       | 21.81                     | 22.94     |           |           |           |
| Library Associate                          | 6.5           | 6.5 | student days + 4                |     | x           |                       | 14.09                     | 16.01     | 16.79     | 17.54     |           |
| Library Technician - 10 month              | 6.5           | 6.5 | student days + 4                |     | x           |                       | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Library Technician - 12 month              | 7.25          |     | 248                             |     | x           |                       | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Maintenance Worker                         | 8             | 8   | 248                             | 248 | x           | x - former Borderland | 16.27                     | 17.18     | 18.08     |           |           |
| Network Administrator                      | 8             | 8   | 248                             |     |             | x                     | 25.20                     | 26.21     | 27.21     | 28.22     | 29.23     |
| Network Analyst                            | 8             | 8   | 248                             |     |             | x                     | 27.21                     | 28.22     | 29.23     | 30.23     | 31.26     |
| Painter Helper                             | 8             |     | 248                             |     | x           |                       | 16.27                     | 17.18     | 18.08     |           |           |
| School Assistant (S.A.)                    | 4.5           |     | student days                    |     | x           |                       | 14.07                     | 14.28     | 14.63     |           |           |
| Permanent Part-Time & Casual S.A.          |               |     |                                 |     |             |                       | 14.07                     |           |           |           |           |
| SIRS Helpdesk Technician                   |               |     |                                 |     |             |                       | 16.86                     | 17.70     | 19.16     | 20.68     |           |
| Social Worker                              | 7.5           |     | 210                             |     |             | x                     | 27.95                     | 29.53     | 31.13     | 32.72     | 34.33     |
| Speech Language Pathologist Assistant      | 7             | 7   | student days + 7                |     | x           |                       | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Student Mentor                             | 6             |     | student days + 10               |     |             | x                     | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Sub Desk/Administrative Assistant          | 7.5           |     | school year                     |     | x           |                       | 15.69                     | 17.04     | 17.85     | 18.66     |           |
| Casual (Maint & F.O.)                      |               |     |                                 |     |             |                       | 14.07                     |           |           |           |           |
| Permanent Part-Time (Maint & F.O.)         |               |     |                                 |     |             |                       | 14.56                     | 15.38     | 16.19     |           |           |
| Student                                    |               |     |                                 |     |             |                       |                           |           |           |           |           |

## ARTICLE 34 - CLASSIFICATION AND WAGES

September 1, 2006~~09~~ – August 31, 2007~~10~~ - includes 2.5% **3.5%** increase

### Notes to Wages and Classifications Grid

**Note 1:** ~~Facility Operators who are “averaged hours” employees and are required to conduct facility checks shall receive a payment of five hundred sixty dollars (\$560.00) per year on a pro-rated basis.~~

**Note 1:** Facility Operators having a Fireman's Certificate or greater shall receive ~~five dollars (\$5)~~ **twenty five dollars (\$25)** per month over and above the regular schedule of wages, **effective September 1, 2011.**

**Note 2:** ~~Bus Drivers shall be paid a flat rate of twenty-five dollars (\$25.00) for service runs.~~ **Bus drivers shall have the option to be paid a flat rate of twenty-five dollars (\$25.00) per round trip for service runs OR to request that transportation staff pick up and return buses.**

**Note 3:** Bus Drivers shall be paid an allowance of ~~one hundred and fifty dollars (\$150.00)~~ **two hundred and fifteen dollars (\$215.00)** per year for power usage when plugging in buses **plus any increases granted to non-union bus drivers throughout the life of this Agreement.**

**Note 4:** Bus Drivers shall be reimbursed the actual cost for bus washes. If they must wash their bus at home they shall be entitled to a yearly payment of ~~One hundred and fifty dollars (\$150.00)~~ **one hundred and seventy five dollars (\$175).**

**Note 5:** The Head Facility Operator at A.E. Peacock Collegiate shall receive ~~\$48.53~~ **\$53.29** per month over and above the regular schedule of wages.

**Note 6:** **Should the employer determine that the concession at A.E. Peacock Collegiate costs too much to operate, the employer may discontinue the program and revert the services to their previous status as contracted services. All other terms and conditions of the Collective Agreement apply to the A. E. Peacock Collegiate Concession Workers.**

### **Note 7: Shift Differential**

|                  |   |
|------------------|---|
| Afternoon Shift: | <del>\$5.07 per shift</del> <b>\$5.57 per shift</b> |
| Night Shift:     | <del>\$5.99 per shift</del> <b>\$6.59 per shift</b> |

### **Note 8: Weekend Premium**

|                  |   |
|------------------|---|
| Day Shift :      | <del>\$5.07 per shift</del> <b>\$ 5.57 per shift</b>  |
| Afternoon Shift: | <del>\$10.13 per shift</del> <b>\$11.12 per shift</b> |

**Note 9: Increments:** ~~Where an employee is moving from a Permanent (including Permanent Part-Time) classification to another Permanent classification, such employee shall be credited with their accumulated service and shall be placed on the increment step in the new classification that is the same as or next higher than the Employee was receiving in the previous Permanent classification.~~



**Permanent employees who successfully bid on a position with a higher pay grid level shall be placed at the wage rate in the new grid level that is no less than ten (10) percent higher than their current wage rate. The date of appointment to the new position shall become the anniversary date of any subsequent increment.**

**Permanent employees who accept a position with a lower pay grid level shall be placed at the wage rate immediately lower in the new grid level. The date of appointment to the new position shall become the anniversary date of any subsequent increment.**

**Employees who accept a position within the same salary grid shall retain their current rate of pay and increment date.**

**Note 10:** ~~Retroactive pay will be made to all employees who have been employed during 2006 up until the time that the new grid becomes effective.~~

**All compensation provided in this Collective Agreement shall be paid retroactively to all employees who are employed on the date of ratification. All former employees who severed their employment relationship with the Employer (except through termination for just cause) from September 1, 2009 shall be contacted by mail at their last known address and shall have sixty (60) calendar days from the date of receipt of the letter to respond to verify their banking information for the purposes of electronic funds transfer. The Union shall be copied on such letters to former employees.**

**Note11:** For the purpose of computing the hourly overtime rate for monthly rated employees, the monthly salary rate shall be divided by 173 for the Facility Operator and Maintenance staff and Computer Technician, Network Administrator and Network Analyst, by 157 for the clerical staff (this being the average number of hours worked per month) and for Administrative Assistants and Educational Assistants the daily rate shall be divided by seven (7) (this number being the number of hours worked per day) and multiplied by the overtime rates. Payments for overtime shall be accompanied by a statement.

**Note12:** ~~Social Worker position is based on annual salary. Actual working days are two hundred ten (210), which follow the school year, plus thirteen (13) additional days. Holiday's are as teacher holiday's, except for thirteen (13) days worked in the summer.~~

**Effective the date of signing of this collective agreement, Casual and Permanent Part-Time Facility Operators and Maintenance Workers shall be paid at an hourly rate equal to the starting rate provided to permanent full-time Facility Operators and Maintenance Workers.**

|  |               |     |                                 |     |             |                       | Hourly Rate           |           |           |           |           |
|--|---------------|-----|---------------------------------|-----|-------------|-----------------------|-----------------------|-----------|-----------|-----------|-----------|
| Classifications                            | Hours per day |     | Days per year (excluding stats) |     | Fixed Hours | Average Hours         | Start Rate            | 12 months | 24 months | 36 months | 48 months |
|  | Reg           | Alt | Reg                             | Alt |             |                       |                       |           |           |           |           |
| Accounting Clerk                           | 7.5           |     | 248                             |     | x           |                       | 18.24                 | 20.72     | 21.72     | 22.71     |           |
| Administrative Assistant (A.A.) - 10 month | 7             | 7   | school year + 3                 |     | x           |                       | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Administrative Assistant (A.A.)- 12 month  | 7.25/7.5      |     | 248                             |     | x           |                       | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Permanent Part-Time & Casual A.A.          |               |     |                                 |     |             |                       | 16.00                 |           |           |           |           |
| Bus Drivers                                |               |     | student days + 3                |     |             | x                     | Base 35.59 + 0.208/km |           |           |           |           |
| Community School Coordinator               | 7.25          |     | 248                             |     |             | x                     | 26.29                 |           |           |           |           |
| Computer Technician                        | 8             | 8   | 248                             |     |             | x                     | 20.57                 | 21.59     | 22.62     | 23.65     | 24.67     |
| Concession Worker                          |               |     |                                 |     |             |                       | 14.53                 | 15.50     | 16.46     |           |           |
| Delivery Stores Clerk                      | 6             |     | school year + 4                 |     | x           |                       | 16.00                 | 16.84     | 17.65     |           |           |
| Educational Assistant (E.A.)               | 6/7           | 6.4 | student days + 2                |     | x           |                       | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Permanent Part-Time & Casual E.A.          |               |     |                                 |     |             |                       | 16.00                 |           |           |           |           |
| Facility Operator (F.O.)                   | 8             | 8   | 248                             |     | x - urban   | x - rural             | 16.60                 | 17.52     | 18.44     |           |           |
| Head Facility Operator (> 2 F.T.E.)        | 8             | 8   | 248                             |     | x - urban   | x - rural             | 19.20                 |           |           |           |           |
| Head Facility Operator (2 or less F.T.E.)  | 8             | 8   | 248                             |     | x - urban   | x - rural             | 19.03                 |           |           |           |           |
| Handyman                                   | 8             |     | 248                             |     | x           |                       | 20.35                 | 21.50     |           |           |           |
| Journey-person Carpenter                   | 8             |     | 248                             |     | x           |                       | 26.00                 | 27.30     |           |           |           |
| Journey-person Plumber                     | 8             |     | 248                             |     | x           |                       | 32.73                 |           |           |           |           |
| Journey-person Painter                     | 8             |     | 248                             |     | x           |                       | 22.24                 | 23.39     |           |           |           |
| Library Associate                          | 6.5           | 6.5 | student days + 4                |     | x           |                       | 14.37                 | 16.33     | 17.12     | 17.89     |           |
| Library Technician - 10 month              | 6.5           | 6.5 | student days + 4                |     | x           |                       | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Library Technician - 12 month              | 7.25          |     | 248                             |     | x           |                       | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Maintenance Worker                         | 8             | 8   | 248                             | 248 | x           | x - former Borderland | 16.60                 | 17.52     | 18.44     |           |           |
| Network Administrator                      | 8             | 8   | 248                             |     |             | x                     | 25.71                 | 26.73     | 27.75     | 28.79     | 29.81     |
| Network Analyst                            | 8             | 8   | 248                             |     |             | x                     | 27.75                 | 28.79     | 29.81     | 30.84     | 31.88     |
| Painter Helper                             | 8             |     | 248                             |     | x           |                       | 16.60                 | 17.52     | 18.44     |           |           |
| School Assistant (S.A.)                    | 4.5           |     | student days                    |     | x           |                       | 14.35                 | 14.57     | 14.93     |           |           |
| Permanent Part-Time & Casual S.A.          |               |     |                                 |     |             |                       | 14.35                 |           |           |           |           |
| SIRS Helpdesk Technician                   | 7.5           |     | 248                             |     |             |                       | 17.20                 | 18.05     | 19.54     | 21.09     |           |
| Social Worker                              | 7.5           |     | 210                             |     |             | x                     | 28.50                 | 30.12     | 31.76     | 33.37     | 35.02     |
| Speech Language Pathologist Assistant      | 7             | 7   | student days + 7                |     | x           |                       | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Student Mentor                             | 6             |     | student days + 10               |     |             | x                     | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Sub Desk/Administrative Assistant          | 7.5           |     | school year                     |     | x           |                       | 16.00                 | 17.38     | 18.21     | 19.03     |           |
| Casual (Maint & F.O.)                      |               |     |                                 |     |             |                       | 14.35                 |           |           |           |           |
| Permanent Part-Time (Maint & F.O.)         |               |     |                                 |     |             |                       | 14.85                 | 15.69     | 16.51     |           |           |
| Student                                    |               |     |                                 |     |             |                       |                       |           |           |           |           |

## ARTICLE 34 - CLASSIFICATION AND WAGES

September 1, 2007~~10~~ – August 31, 2008~~11~~ - includes ~~3%~~ **2.0%** increase

### Notes to Wages and Classifications Grid

**Note 1:** ~~Facility Operators who are “averaged hours” employees and are required to conduct facility checks shall receive a payment of five hundred sixty dollars (\$560.00) per year on a pro-rated basis.~~

**Note 1:** Facility Operators having a Fireman's Certificate or greater shall receive ~~five dollars (\$5)~~ **twenty-five dollars (\$25)** per month over and above the regular schedule of wages, **effective September 1, 2011.**

**Note 2:** ~~Bus Drivers shall be paid a flat rate of twenty-five dollars (\$25.00) for service runs.~~ **Bus drivers shall have the option to be paid a flat rate of twenty-five dollars (\$25.00) per round trip for service runs OR to request that transportation staff pick up and return buses.**

**Note 3:** Bus Drivers shall be paid an allowance of ~~one hundred and fifty dollars (\$150.00)~~ **two hundred and fifteen dollars (\$215.00)** per year for power usage when plugging in buses **plus any increases granted to non-union bus drivers throughout the life of this Agreement.**

**Note 4:** Bus Drivers shall be reimbursed the actual cost for bus washes. If they must wash their bus at home they shall be entitled to a yearly payment of ~~one hundred and fifty dollars (\$150.00)~~ **one hundred and seventy-five dollars (\$175.00).**

**Note 5:** The Head Facility Operator at A.E. Peacock Collegiate shall receive ~~\$49.99~~ **\$54.36** per month over and above the regular schedule of wages.

**Note 6:** **Should the employer determine that the concession at A.E. Peacock Collegiate costs too much to operate, the employer may discontinue the program and revert the services to their previous status as contracted services. All other terms and conditions of the Collective Agreement apply to the A. E. Peacock Collegiate Concession Workers.**

**Note 7:** Shift Differential

|                  |   |
|------------------|---|
| Afternoon Shift: | <del>\$5.22 per shift</del> <b>\$5.68 per shift</b> |
| Night Shift:     | <del>\$6.18 per shift</del> <b>\$6.72 per shift</b> |

**Note 8: Weekend Premium**

|                  |   |
|------------------|---|
| Day Shift :      | <del>\$5.22 per shift</del> <b>\$5.68 per shift</b>   |
| Afternoon Shift: | <del>\$10.43 per shift</del> <b>\$11.34 per shift</b> |

**Note 9: Increments:** ~~Where an employee is moving from a Permanent (including Permanent Part-Time) classification to another Permanent classification, such employee shall be credited with their accumulated service and shall be placed on the increment step in the new classification that is the same as or next higher than the Employee was receiving in the previous Permanent classification.~~

**Permanent employees who successfully bid on a position with a higher grid level shall be placed at the wage rate in the new grid level**

that is no less than ten (10) percent higher than their current wage rate. The date of appointment to the new position shall become the anniversary date of any subsequent increment.

Permanent employees who accept a position with a lower grid level shall be placed at the wage rate immediately lower in the new grid level. The date of appointment to the new position shall become the anniversary date of any subsequent increment.

Employees who accept a position within the same salary grid shall retain their current rate of pay and increment date.

**Note 10:** ~~Retroactive pay will be made to all employees who have been employed during 2006 up until the time that the new grid becomes effective.~~

All compensation provided in this Collective Agreement shall be paid retroactively to all employees who are employed on the date of ratification. All former employees who severed their employment relationship with the Employer (except through termination for just cause) from September 1, 2009 shall be contacted by mail at their last known address and shall have sixty (60) calendar days from the date of receipt of the letter to respond to verify their banking information for the purposes of electronic funds transfer. The Union shall be copied on such letters to former employees.

**Note11:** For the purpose of computing the hourly overtime rate for monthly rated employees, the monthly salary rate shall be divided by 173 for the Facility Operator and Maintenance staff and Computer Technician, Network Administrator and Network Analyst, by 157 for the clerical staff (this being the average number of hours worked per month) and for Administrative Assistants and Educational Assistants the daily rate shall be divided by seven (7) (this number being the number of hours worked per day) and multiplied by the overtime rates. Payments for overtime shall be accompanied by a statement.

**Note12:** ~~Social Worker position is based on annual salary. Actual working days are two hundred ten (210), which follow the school year, plus thirteen (13) additional days. Holiday's are as teacher holiday's, except for thirteen (13) days worked in the summer.~~

Effective the date of signing of this collective agreement, Casual and Permanent Part-Time Facility Operators and Maintenance Workers shall be paid at an hourly rate equal to the starting rate provided to permanent full-time Facility Operators and Maintenance Workers.

|   |               |     |                                 |     |             |                       | Hourly Rate           |           |           |           |           |
|---|---------------|-----|---------------------------------|-----|-------------|-----------------------|-----------------------|-----------|-----------|-----------|-----------|
| Classifications                           | Hours per day |     | Days per year (excluding stats) |     | Fixed Hours | Average Hours         | Start Rate            | 12 months | 24 months | 36 months | 48 months |
|   | Reg           | Alt | Reg                             | Alt |             |                       |                       |           |           |           |           |
| Accounting Clerk                          | 7.5           |     | 248                             |     | x           |                       | 18.66                 | 21.20     | 22.22     | 23.23     |           |
| Administrative Assistant - 10 month       | 7             | 7   | school year + 3                 |     | x           |                       | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Administrative Assistant - 12 month       | 7.25/7.5      |     | 248                             |     | x           |                       | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Permanent Part-Time & Casual A.A.         |               |     |                                 |     |             |                       | 16.37                 |           |           |           |           |
| Bus Drivers                               |               |     | student days + 3                |     |             | x                     | Base 36.41 + 0.213/km |           |           |           |           |
| Community School Coordinator              | 7.25          |     | 248                             |     |             | x                     | 26.89                 |           |           |           |           |
| Computer Technician                       | 8             | 8   | 248                             |     |             | x                     | 21.04                 | 22.09     | 23.14     | 24.19     | 25.24     |
| Concession Worker                         |               |     |                                 |     |             |                       | 14.86                 | 15.85     | 16.84     |           |           |
| Delivery Stores Clerk                     | 6             |     | school year + 4                 |     | x           |                       | 16.37                 | 17.23     | 18.06     |           |           |
| Educational Assistant                     | 6/7           | 6.4 | student days + 2                |     | x           |                       | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Permanent Part-Time & Casual E.A.         |               |     |                                 |     |             |                       | 16.37                 |           |           |           |           |
| Facility Operator                         | 8             | 8   | 248                             |     | x - urban   | x - rural             | 16.98                 | 17.93     | 18.87     |           |           |
| Head Facility Operator (> 2 F.T.E.)       | 8             | 8   | 248                             |     | x - urban   | x - rural             | 19.64                 |           |           |           |           |
| Head Facility Operator (2 or less F.T.E.) | 8             | 8   | 248                             |     | x - urban   | x - rural             | 19.47                 |           |           |           |           |
| Handyman                                  | 8             |     | 248                             |     | x           |                       | 20.82                 | 22.00     |           |           |           |
| Journey-person Carpenter                  | 8             |     | 248                             |     | x           |                       | 26.60                 | 27.93     |           |           |           |
| Journey-person Plumber                    | 8             |     | 248                             |     | x           |                       | 33.48                 |           |           |           |           |
| Journey-person Painter                    | 8             |     | 248                             |     | x           |                       | 22.76                 | 23.93     |           |           |           |
| Library Associate                         | 6.5           | 6.5 | student days + 4                |     | x           |                       | 14.70                 | 16.71     | 17.52     | 18.31     |           |
| Library Technician - 10 month             | 6.5           | 6.5 | student days + 4                |     | x           |                       | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Library Technician - 12 month             | 7.25          |     | 248                             |     | x           |                       | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Maintenance Worker                        | 8             | 8   | 248                             | 248 | x           | x - former Borderland | 16.98                 | 17.93     | 18.87     |           |           |
| Network Administrator                     | 8             | 8   | 248                             |     |             | x                     | 26.30                 | 27.35     | 28.39     | 29.45     | 30.50     |
| Network Analyst                           | 8             | 8   | 248                             |     |             | x                     | 28.39                 | 29.45     | 30.50     | 31.55     | 32.62     |
| Painter Helper                            | 8             |     | 248                             |     | x           |                       | 16.98                 | 17.93     | 18.87     |           |           |
| School Assistant                          | 4.5           |     | student days                    |     | x           |                       | 14.68                 | 14.90     | 15.27     |           |           |
| Permanent Part-Time & Casual S.A.         |               |     |                                 |     |             |                       | 14.68                 |           |           |           |           |
| SIRS Helpdesk Technician                  | 7.5           |     | 248                             |     |             |                       | 17.54                 | 18.47     | 19.99     | 21.58     |           |
| Social Worker                             | 7.5           |     | 210                             |     |             | x                     | 29.16                 | 30.81     | 32.49     | 34.14     | 35.82     |
| Speech Language Pathologist Assistant     | 7             | 7   | student days + 7                |     | x           |                       | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Student Mentor                            | 6             |     | student days + 10               |     |             | x                     | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Sub Desk/Administrative Assistant         | 7.5           |     | school year                     |     | x           |                       | 16.37                 | 17.78     | 18.63     | 19.47     |           |
| Casual (Maint & F.O.)                     |               |     |                                 |     |             |                       | 14.68                 |           |           |           |           |
| Permanent Part-Time (Maint & F.O.)        |               |     |                                 |     |             |                       | 15.20                 | 16.05     | 16.89     |           |           |
| Student                                   |               |     |                                 |     |             |                       |                       |           |           |           |           |

## ARTICLE 34 - CLASSIFICATION AND WAGES

September 1, 2008~~11~~ – August 31, 2009~~12~~- includes **2.3%** increase

### Notes to Wages and Classifications Grid

**Note 1:** ~~Facility Operators who are “averaged hours” employees and are required to conduct facility checks shall receive a payment of five hundred sixty dollars (\$560.00) per year on a pro-rated basis.~~

**Note 1:** Facility Operators having a Fireman’s Certificate or greater shall receive ~~five dollars (\$5)~~ **twenty five dollars (\$25)** per month over and above the regular schedule of wages, **effective September 1, 2011.**

**Note 2:** ~~Bus Drivers shall be paid a flat rate of twenty-five dollars (\$25.00) for service runs.~~ **Bus drivers shall have the option to be paid a flat rate of twenty-five dollars (\$25.00) per round trip for service runs OR to request that transportation staff pick up and return buses.**

**Note 3:** Bus Drivers shall be paid an allowance of ~~one hundred and fifty dollars (\$150.00)~~ **two hundred and fifteen dollars (\$215.00)** per year for power usage when plugging in buses **plus any increases granted to non-union bus drivers throughout the life of this Agreement.**

**Note 4:** Bus Drivers shall be reimbursed the actual cost for bus washes. If they must wash their bus at home they shall be entitled to a yearly payment of ~~One hundred and fifty dollars (\$150.00)~~ **one hundred and seventy five dollars (\$175).**

**Note 5:** The Head Facility Operator at A.E. Peacock Collegiate shall receive ~~\$51.49~~ **\$55.61** per month over and above the regular schedule of wages.

**Note 6:** **Should the employer determine that the concession at A.E. Peacock Collegiate costs too much to operate, the employer may discontinue the program and revert the services to their previous status as contracted services. All other terms and conditions of the Collective Agreement apply to the A. E. Peacock Collegiate Concession Workers.**

**Note 7:** Shift Differential

|                  |   |
|------------------|---|
| Afternoon Shift: | <del>\$5.38 per shift</del> <b>\$5.81 per shift</b> |
| Night Shift:     | <del>\$6.37 per shift</del> <b>\$6.88 per shift</b> |

**Note 8: Weekend Premium**

|                  |   |
|------------------|---|
| Day Shift :      | <del>\$5.38 per shift</del> <b>\$5.81 per shift</b>   |
| Afternoon Shift: | <del>\$10.74 per shift</del> <b>\$11.60 per shift</b> |

**Note 9: Increments:** ~~Where an employee is moving from a Permanent (including Permanent Part-Time) classification to another Permanent classification, such employee shall be credited with their accumulated service and shall be placed on the increment step in the new classification that is the same as or next higher than the Employee was receiving in the previous Permanent classification.~~

**Permanent employees who successfully bid on a position with a higher grid level shall be placed at the wage rate in the new grid level that is no less than ten (10) percent higher than their current wage rate. The date of appointment to the new position shall become the**

**anniversary date of any subsequent increment.**

**Permanent employees who accept a position with a lower grid level shall be placed at the wage rate immediately lower in the new grid level. The date of appointment to the new position shall become the anniversary date of any subsequent increment.**

**Employees who accept a position within the same salary grid shall retain their current rate of pay and increment date.**

**Note 10:** ~~Retroactive pay will be made to all employees who have been employed during 2006 up until the time that the new grid becomes effective.~~

**All compensation provided in this Collective Agreement shall be paid retroactively to all employees who are employed on the date of ratification. All former employees who severed their employment relationship with the Employer (except through termination for just cause) from September 1, 2009 shall be contacted by mail at their last known address and shall have sixty (60) calendar days from the date of receipt of the letter to respond to verify their banking information for the purposes of electronic funds transfer. The Union shall be copied on such letters to former employees.**

**Note 11:** For the purpose of computing the hourly overtime rate for monthly rated employees, the monthly salary rate shall be divided by 173 for the Facility Operator and Maintenance staff and Computer Technician, Network Administrator and Network Analyst, by 157 for the clerical staff (this being the average number of hours worked per month) and for Administrative Assistants and Educational Assistants the daily rate shall be divided by seven (7) (this number being the number of hours worked per day) and multiplied by the overtime rates. Payments for overtime shall be accompanied by a statement.

**Note 12:** ~~Social Worker position is based on annual salary. Actual working days are two hundred ten (210), which follow the school year, plus thirteen (13) additional days. Holiday's are as teacher holiday's, except for thirteen (13) days worked in the summer.~~

**Effective the date of signing of this collective agreement, Casual and Permanent Part-Time Facility Operators and Maintenance Workers shall be paid at an hourly rate equal to the starting rate provided to permanent full-time Facility Operators and Maintenance Workers.**

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, ~~2007~~ \_\_\_\_\_.

On behalf of the Canadian Union of Public  
Employees, Local 5506

On behalf of the Prairie South School Division  
No 210.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**RE: Holiday Hours for Employees with Fixed Hours**

- 1. Union members with “fixed hours”, other than Casual and Permanent Part-Time, who are required to work during school breaks (Christmas, Easter, February and summer) (from the first full week in July following July 1<sup>st</sup>, through the last week in August that immediately precedes the date on which teaching staff return to school) shall be entitled to work a compressed work day, from 7:00 a.m. to 3:00 p.m. with a twenty (20) minute paid lunch break and two (2) ten (10) minute paid rest periods.**
- 2. The Casual and Permanent Part-Time Employees who are required to work during school breaks shall also work from 7:00 a.m. to 3:00 p.m. unless there is an identifiable in the facility need for a different shift in the facility.**
- 3. Notwithstanding the foregoing, should special events or projects be scheduled in “fixed hour” facilities during the school breaks, and should the Employer in consultation with the Union, determine that an alternate work schedule is necessary during that time, the Employer shall provide two (2) weeks written notice, with copies to the Union, to those employees whose schedule will be changed.**
- 4. The written notice shall identify the daily and/or weekly shifts in the alternate work schedule as well as the duration of the alternate schedule.**

---

---

---

**LETTER OF UNDERSTANDING**

**BETWEEN**

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5506**

**AND**

**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**

**RE: CRAIK FACILITY OPERATOR**

---

The parties agree that the incumbent in the position of Craik Facility Operator will be "pink circled" at his current rate of pay.

The incumbent of this position shall receive the negotiated general wages payable as a lump sum upon the signing of this collective agreement.

The incumbent will then be red-circled and not eligible for future negotiated general wage increases or lump sum payment, until such time as the wage rate of other Head Facility Operators exceeds the wage rate of the incumbent.

A maximum of an additional one hundred and twenty (120) hours per school year, of casual Facility Operator support, shall be available to assist the Craik Head Facility Operator.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

On behalf of CUPE Local 5506

On behalf of Prairie South School  
Division No. 210

---

---

---

---

---

---

GM/em:cope491

# AGENDA ITEM

|                      |  |                       |     |
|----------------------|--|-----------------------|-----|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 5.3 |
| <b>Topic:</b>        | <b>2012-2103 School Year Calendars</b>   |                       |     |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information |                       |     |

## Background:

The 2012-2013 Regular, Alternative and Hutterian School Year Calendars are being presented for approval. The Calendar Committee, composed of representatives from teachers, administrators, superintendents, and School Community Councils, met on February 13 to discuss parameters. The Ministry of Education has determined that students in 2012 will not attend school prior to Labour Day.

In order to accommodate this change, the following parameters must be built into our calendar:

- 197 teaching days; 184 student days
- 13 non-instructional days which include
  - 1 school-based organizational day (.5 in August; .5 in June)
  - 5 non-student prep days as per the LINC Agreement
  - 3 Professional Learning Days for Learning Improvement Teams (LIT), organized through early dismissals in all schools
  - 2 Professional Learning Days for LIT training (August)
  - 2 student-led conference days
- 2-week Christmas break: last day Dec 21-return Jan.7
- 1-week Easter break
- balanced semesters for student days (94; 93)

Despite attempts by the Committee to create a choice of calendars (i.e. Option A, Option B of previous years) there is simply no flexibility for next year.

## Current Status:

## Pros and Cons:

## Financial Implications:

## Governance Implications:

**Legal Implications:**

**Communications:**

| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>  |
|---------------------|-------------------|--|
| Barbara Compton     | February 24, 2012 | Regular School Year Calendar<br>Alternative School Year Calendar<br>Hutterian School Year Calendar |









***Recommendation:***

That the Board approve the 2012-2013 school year calendars as submitted.

# Prairie South School Division No. 210

## Regular School Year Calendar

### 2012-2013

| Legend   |                                     |   |                       |
|--|-------------------------------------|---|-----------------------|
|  | First Day of Classes                |  | Professional Learning |
|  | School-Based Organization/Inservice |  | Last Day of Classes   |
|  | Student Led Conferences             |  | Preparation Day       |
|  | Holidays                            |  | Early Dismissal       |

| August 2012 |     |      |     |        |     |     |  |
|-------------|-----|------|-----|--------|-----|-----|--|
| Sun         | Mon | Tues | Wed | Thurs  | Fri | Sat |  |
|             |     |      | 1   | 2      | 3   | 4   |  |
| 5           | 6   | 7    | 8   | 9      | 10  | 11  |  |
| 12          | 13  | 14   | 15  | 16     | 17  | 18  |  |
| 19          | 20  | 21   | 22  | 23     | 24  | 25  |  |
| 26          | 27  | 28   | 29  | 30     | 31  |     |  |
| TD = 3      |     |      |     | SD = 0 |     |     |  |

| September 2012 |     |      |     |         |     |     |  |
|----------------|-----|------|-----|---------|-----|-----|--|
| Sun            | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|                |     |      |     |         |     | 1   |  |
| 2              | 3   | 4    | 5   | 6       | 7   | 8   |  |
| 9              | 10  | 11   | 12  | 13      | 14  | 15  |  |
| 16             | 17  | 18   | 19  | 20      | 21  | 22  |  |
| 23             | 24  | 25   | 26  | 27      | 28  | 29  |  |
| 30             |     |      |     |         |     |     |  |
| TD = 19        |     |      |     | SD = 19 |     |     |  |

| October 2012 |     |      |     |         |     |     |  |
|--------------|-----|------|-----|---------|-----|-----|--|
| Sun          | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|              | 1   | 2    | 3   | 4       | 5   | 6   |  |
| 7            | 8   | 9    | 10  | 11      | 12  | 13  |  |
| 14           | 15  | 16   | 17  | 18      | 19  | 20  |  |
| 21           | 22  | 23   | 24  | 25      | 26  | 27  |  |
| 28           | 29  | 30   | 31  |         |     |     |  |
| TD = 22      |     |      |     | SD = 22 |     |     |  |

| November 2012 |     |      |     |         |     |     |  |
|---------------|-----|------|-----|---------|-----|-----|--|
| Sun           | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|               |     |      |     | 1       | 2   | 3   |  |
| 4             | 5   | 6    | 7   | 8       | 9   | 10  |  |
| 11            | 12  | 13   | 14  | 15      | 16  | 17  |  |
| 18            | 19  | 20   | 21  | 22      | 23  | 24  |  |
| 25            | 26  | 27   | 28  | 29      | 30  |     |  |
| TD = 21       |     |      |     | SD = 19 |     |     |  |

| December 2012 |     |      |     |         |     |     |  |
|---------------|-----|------|-----|---------|-----|-----|--|
| Sun           | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|               |     |      |     |         |     | 1   |  |
| 2             | 3   | 4    | 5   | 6       | 7   | 8   |  |
| 9             | 10  | 11   | 12  | 13      | 14  | 15  |  |
| 16            | 17  | 18   | 19  | 20      | 21  | 22  |  |
| 23            | 24  | 25   | 26  | 27      | 28  | 29  |  |
| 30            | 31  |      |     |         |     |     |  |
| TD = 15       |     |      |     | SD = 15 |     |     |  |

| January 2013 |     |      |     |         |     |     |  |
|--------------|-----|------|-----|---------|-----|-----|--|
| Sun          | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|              |     | 1    | 2   | 3       | 4   | 5   |  |
| 6            | 7   | 8    | 9   | 10      | 11  | 12  |  |
| 13           | 14  | 15   | 16  | 17      | 18  | 19  |  |
| 20           | 21  | 22   | 23  | 24      | 25  | 26  |  |
| 27           | 28  | 29   | 30  | 31      |     |     |  |
| TD = 19      |     |      |     | SD = 19 |     |     |  |

| February 2013 |     |      |     |         |     |     |  |
|---------------|-----|------|-----|---------|-----|-----|--|
| Sun           | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|               |     |      |     |         | 1   | 2   |  |
| 3             | 4   | 5    | 6   | 7       | 8   | 9   |  |
| 10            | 11  | 12   | 13  | 14      | 15  | 16  |  |
| 17            | 18  | 19   | 20  | 21      | 22  | 23  |  |
| 24            | 25  | 26   | 27  | 28      |     |     |  |
| TD = 19       |     |      |     | SD = 18 |     |     |  |

| March 2013 |     |      |     |         |     |     |  |
|------------|-----|------|-----|---------|-----|-----|--|
| Sun        | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|            |     |      |     |         | 1   | 2   |  |
| 3          | 4   | 5    | 6   | 7       | 8   | 9   |  |
| 10         | 11  | 12   | 13  | 14      | 15  | 16  |  |
| 17         | 18  | 19   | 20  | 21      | 22  | 23  |  |
| 24         | 25  | 26   | 27  | 28      | 29  | 30  |  |
| 31         |     |      |     |         |     |     |  |
| TD = 20    |     |      |     | SD = 18 |     |     |  |

| April 2013 |     |      |     |         |     |     |  |
|------------|-----|------|-----|---------|-----|-----|--|
| Sun        | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|            | 1   | 2    | 3   | 4       | 5   | 6   |  |
| 7          | 8   | 9    | 10  | 11      | 12  | 13  |  |
| 14         | 15  | 16   | 17  | 18      | 19  | 20  |  |
| 21         | 22  | 23   | 24  | 25      | 26  | 27  |  |
| 28         | 29  | 30   |     |         |     |     |  |
| TD = 17    |     |      |     | SD = 17 |     |     |  |

| May 2013 |     |      |     |         |     |     |  |
|----------|-----|------|-----|---------|-----|-----|--|
| Sun      | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|          |     |      | 1   | 2       | 3   | 4   |  |
| 5        | 6   | 7    | 8   | 9       | 10  | 11  |  |
| 12       | 13  | 14   | 15  | 16      | 17  | 18  |  |
| 19       | 20  | 21   | 22  | 23      | 24  | 25  |  |
| 26       | 27  | 28   | 29  | 30      | 31  |     |  |
| TD = 22  |     |      |     | SD = 22 |     |     |  |

| June 2013 |     |      |     |         |     |     |  |
|-----------|-----|------|-----|---------|-----|-----|--|
| Sun       | Mon | Tues | Wed | Thurs   | Fri | Sat |  |
|           |     |      |     |         |     | 1   |  |
| 2         | 3   | 4    | 5   | 6       | 7   | 8   |  |
| 9         | 10  | 11   | 12  | 13      | 14  | 15  |  |
| 16        | 17  | 18   | 19  | 20      | 21  | 22  |  |
| 23        | 24  | 25   | 26  | 27      | 28  | 29  |  |
| 30        |     |      |     |         |     |     |  |
| TD = 20   |     |      |     | SD = 18 |     |     |  |

TD = 197 SD = 187 (-3 ED = 184)



**Prairie South School Division # 210**  
**Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota**  
**2012-2013 Alternative School Year Calendar**

| <i><b>FIRST SEMESTER</b></i> |     |     |     |     |   |
|------------------------------|-----|-----|-----|-----|---|
| MON                          | TUE | WED | THU | FRI | AUGUST, 2012                            |
|                              |     | 1   | 2   | 3   | Aug. 29, 30 - Professional Learning Day |
| 6                            | 7   | 8   | 9   | 10  | Aug. 31 - School-Based Org Day/Prep Day |
| 13                           | 14  | 15  | 16  | 17  |   |
| 20                           | 21  | 22  | 23  | 24  |   |
| 27                           | 28  | 29  | 30  | 31  |   |
| 3                            | 4   | 5   | 6   | 7   | SEPTMBER, 2012                          |
| 10                           | 11  | 12  | 13  | 14  | Sept. 4 - First Day of Classes          |
| 17                           | 18  | 19  | 20  | 21  |   |
| 24                           | 25  | 26  | 27  | 28  |   |
| 1                            | 2   | 3   | 4   | 5   | OCTOBER, 2012                           |
| 8                            | 9   | 10  | 11  | 12  | Oct. 15 & 29 - Early Dismissal          |
| 15                           | 16  | 17  | 18  | 19  |   |
| 22                           | 23  | 24  | 25  | 26  |   |
| 29                           | 30  | 31  |     |     |   |
| 1                            | 2   | 3   | 4   | 5   | NOVEMBER, 2012                          |
| 5                            | 6   | 7   | 8   | 9   | Nov. 9 - Prep Day                       |
| 12                           | 13  | 14  | 15  | 16  | Nov. 16 - Student Led Conferences       |
| 19                           | 20  | 21  | 22  | 23  | Nov. 26 - Early Dismissal               |
| 26                           | 27  | 28  | 29  | 30  |   |
| 3                            | 4   | 5   | 6   | 7   | DECEMBER, 2012                          |
| 10                           | 11  | 12  | 13  | 14  | Dec. 10 - Early Dismissal               |
| 17                           | 18  | 19  | 20  | 21  |   |
| 24                           | 25  | 26  | 27  | 28  |   |
| 31                           |     |     |     |     |   |
| 1                            | 2   | 3   | 4   | 5   | JANUARY, 2013                           |
| 7                            | 8   | 9   | 10  | 11  | Jan. 14 & 28 - Early Dismissal          |
| 14                           | 15  | 16  | 17  | 18  | Jan. 28, 29, 30, 31 - Dept. Exams       |
| 21                           | 22  | 23  | 24  | 25  |   |
| 28                           | 29  | 30  | 31  |     |   |
| <b>First Semester = 85</b>   |     |     |     |     |   |











| <i><b>SECOND SEMESTER</b></i> |     |     |     |     |   |
|-------------------------------|-----|-----|-----|-----|---|
| MON                           | TUE | WED | THU | FRI | FEBRUARY, 2013                          |
|                               |     |     |     | 1   | Feb. 1 - Prep Day                       |
| 4                             | 5   | 6   | 7   | 8   | Feb. 11 & 25 - Early Dismissal          |
| 11                            | 12  | 13  | 14  | 15  |   |
| 18                            | 19  | 20  | 21  | 22  |   |
| 25                            | 26  | 27  | 28  |     |   |
| 1                             | 2   | 3   | 4   | 5   | MARCH, 2013                             |
| 4                             | 5   | 6   | 7   | 8   | March 8 - Prep Day                      |
| 11                            | 12  | 13  | 14  | 15  | March 11 & 25 - Early Dismissal         |
| 18                            | 19  | 20  | 21  | 22  | March 22 - Student Led Conferences      |
| 25                            | 26  | 27  | 28  | 29  |   |
| 1                             | 2   | 3   | 4   | 5   | APRIL, 2013                             |
| 8                             | 9   | 10  | 11  | 12  | April 15 & 29 - Early Dismissal         |
| 15                            | 16  | 17  | 18  | 19  |   |
| 22                            | 23  | 24  | 25  | 26  |   |
| 29                            | 30  |     |     |     |   |
| 1                             | 2   | 3   | 4   | 5   | MAY, 2013                               |
| 6                             | 7   | 8   | 9   | 10  | May 13 & 27 - Early Dismissal           |
| 13                            | 14  | 15  | 16  | 17  |   |
| 20                            | 21  | 22  | 23  | 24  |   |
| 27                            | 28  | 29  | 30  | 31  |   |
| 3                             | 4   | 5   | 6   | 7   | JUNE, 2013                              |
| 10                            | 11  | 12  | 13  | 14  | June 10 - Early Dismissal               |
| 17                            | 18  | 19  | 20  | 21  | June 20, 24, 25, 26 - Dept. Exams       |
| 24                            | 25  | 26  | 27  | 28  | June 27 - Prep Day                      |
|                               |     |     |     |     | June 28 - School-Based Org Day/Prep Day |
| <b>Second Semester = 86</b>   |     |     |     |     |   |

**Instructional Days (Extended) = 171**

**Non Instructional Days = 12**

| <b>Legend</b> |                                      |
|---------------|--------------------------------------|
|               | First Day of Classes                 |
|               | Early Dismissal                      |
|               | School-Based Organization/ Inservice |
|               | Preparation Day                      |
|               | Student Led Conferences              |
|               | Holidays                             |
|               | Professional Learning Day            |

# Prairie South School Division No. 210 Hutterite Schools 2012-2013 School Year Calendar

| Legend   |                                      |   |   |
|--|--------------------------------------|---|---|
|  | First Day of Classes                 |  | Professional Learning                     |
|  | School-Based Organization/ Inservice |  | Last Day of Classes                       |
|  | Student Led Conferences              |  | Preparation Day                           |
|  | Holidays                             |  | Hutterite Relig. Holiday/ Preparation Day |
|  | Early Dismissal                      |  | Hutterite Relig. Holiday                  |

| August 2012 |     |      |     |        |     |     |
|-------------|-----|------|-----|--------|-----|-----|
| Sun         | Mon | Tues | Wed | Thurs  | Fri | Sat |
|             |     |      | 1   | 2      | 3   | 4   |
| 5           | 8   | 9    | 10  | 11     | 12  | 13  |
| 12          | 13  | 14   | 15  | 16     | 17  | 18  |
| 19          | 20  | 21   | 22  | 23     | 24  | 25  |
| 26          | 27  | 28   | 29  | 30     | 31  |     |
| TD = 3      |     |      |     | SD = 0 |     |     |

| September 2012 |         |      |     |         |     |     |
|----------------|---------|------|-----|---------|-----|-----|
| Sun            | Mon     | Tues | Wed | Thurs   | Fri | Sat |
|                |         |      |     |         |     | 1   |
| 2              | 3       | 4    | 5   | 6       | 7   | 8   |
| 9              | 10      | 11   | 12  | 13      | 14  | 15  |
| 16             | 17      | 18   | 19  | 20      | 21  | 22  |
| 23             | 24      | 25   | 26  | 27      | 28  | 29  |
| 30             | TD = 19 |      |     | SD = 19 |     |     |

| October 2012 |     |      |     |         |     |     |
|--------------|-----|------|-----|---------|-----|-----|
| Sun          | Mon | Tues | Wed | Thurs   | Fri | Sat |
|              | 1   | 2    | 3   | 4       | 5   | 6   |
| 7            | 8   | 9    | 10  | 11      | 12  | 13  |
| 14           | 15  | 16   | 17  | 18      | 19  | 20  |
| 21           | 22  | 23   | 24  | 25      | 26  | 27  |
| 28           | 29  | 30   | 31  |         |     |     |
| TD = 22      |     |      |     | SD = 22 |     |     |

| November 2012 |     |      |     |         |     |     |
|---------------|-----|------|-----|---------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs   | Fri | Sat |
|               |     |      |     | 1       | 2   | 3   |
| 4             | 5   | 6    | 7   | 8       | 9   | 10  |
| 11            | 12  | 13   | 14  | 15      | 16  | 17  |
| 18            | 19  | 20   | 21  | 22      | 23  | 24  |
| 25            | 26  | 27   | 28  | 29      | 30  |     |
| TD = 21       |     |      |     | SD = 19 |     |     |

| December 2012 |     |         |     |       |         |     |
|---------------|-----|---------|-----|-------|---------|-----|
| Sun           | Mon | Tues    | Wed | Thurs | Fri     | Sat |
|               |     |         |     |       |         | 1   |
| 2             | 3   | 4       | 5   | 6     | 7       | 8   |
| 9             | 10  | 11      | 12  | 13    | 14      | 15  |
| 16            | 17  | 18      | 19  | 20    | 21      | 22  |
| 23            | 24  | 25      | 26  | 27    | 28      | 29  |
| 30            | 31  | TD = 15 |     |       | SD = 15 |     |

| January 2013 |     |      |     |         |     |     |
|--------------|-----|------|-----|---------|-----|-----|
| Sun          | Mon | Tues | Wed | Thurs   | Fri | Sat |
|              |     | 1    | 2   | 3       | 4   | 5   |
| 6            | 7   | 8    | 9   | 10      | 11  | 12  |
| 13           | 14  | 15   | 16  | 17      | 18  | 19  |
| 20           | 21  | 22   | 23  | 24      | 25  | 26  |
| 27           | 28  | 29   | 30  | 31      |     |     |
| TD = 19      |     |      |     | SD = 19 |     |     |

| February 2013 |     |      |     |         |     |     |
|---------------|-----|------|-----|---------|-----|-----|
| Sun           | Mon | Tues | Wed | Thurs   | Fri | Sat |
|               |     |      |     |         | 1   | 2   |
| 3             | 4   | 5    | 6   | 7       | 8   | 9   |
| 10            | 11  | 12   | 13  | 14      | 15  | 16  |
| 17            | 18  | 19   | 20  | 21      | 22  | 23  |
| 24            | 25  | 26   | 27  | 28      |     |     |
| TD = 19       |     |      |     | SD = 19 |     |     |

| March 2013 |         |      |     |         |     |     |
|------------|---------|------|-----|---------|-----|-----|
| Sun        | Mon     | Tues | Wed | Thurs   | Fri | Sat |
|            |         |      |     |         | 1   | 2   |
| 3          | 4       | 5    | 6   | 7       | 8   | 9   |
| 10         | 11      | 12   | 13  | 14      | 15  | 16  |
| 17         | 18      | 19   | 20  | 21      | 22  | 23  |
| 24         | 25      | 26   | 27  | 28      | 29  | 30  |
| 31         | TD = 20 |      |     | SD = 18 |     |     |

| April 2013 |     |      |     |         |     |     |
|------------|-----|------|-----|---------|-----|-----|
| Sun        | Mon | Tues | Wed | Thurs   | Fri | Sat |
|            | 1   | 2    | 3   | 4       | 5   | 6   |
| 7          | 8   | 9    | 10  | 11      | 12  | 13  |
| 14         | 15  | 16   | 17  | 18      | 19  | 20  |
| 21         | 22  | 23   | 24  | 25      | 26  | 27  |
| 28         | 29  | 30   |     |         |     |     |
| TD = 17    |     |      |     | SD = 17 |     |     |

| May 2013 |     |      |     |         |     |     |
|----------|-----|------|-----|---------|-----|-----|
| Sun      | Mon | Tues | Wed | Thurs   | Fri | Sat |
|          |     |      | 1   | 2       | 3   | 4   |
| 5        | 6   | 7    | 8   | 9       | 10  | 11  |
| 12       | 13  | 14   | 15  | 16      | 17  | 18  |
| 19       | 20  | 21   | 22  | 23      | 24  | 25  |
| 26       | 27  | 28   | 29  | 30      | 31  |     |
| TD = 22  |     |      |     | SD = 20 |     |     |

| June 2013 |         |      |     |         |     |     |
|-----------|---------|------|-----|---------|-----|-----|
| Sun       | Mon     | Tues | Wed | Thurs   | Fri | Sat |
|           |         |      |     |         |     | 1   |
| 2         | 3       | 4    | 5   | 6       | 7   | 8   |
| 9         | 10      | 11   | 12  | 13      | 14  | 15  |
| 16        | 17      | 18   | 19  | 20      | 21  | 22  |
| 23        | 24      | 25   | 26  | 27      | 28  | 29  |
| 30        | TD = 20 |      |     | SD = 19 |     |     |

TD = 197 SD = 189

Board Approved:

# AGENDA ITEM

|                      |  |                       |     |
|----------------------|--|-----------------------|-----|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 5.4 |
| <b>Topic:</b>        | <b>Proposal re: Corporate Sponsorship for Centennial Auditorium</b>  |                       |     |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information |                       |     |

## Background:

In May 2009 Policy No. 420 – Advertising and Corporate Sponsorship was amended to read:  
 "No one company is to be given exclusive rights to any form of advertising, signage or corporate contribution to a school, however, subject to Board approval, these rights may be given to a portion of a school, provided it is consistent with the values of the school division."  
 In 2009, an auditorium improvement fee was introduced which assessed a fee of \$2/seat assessed to any ticket that was sold for productions held in the auditorium. Since the inception of this fee a total of \$26,454 has been generated and this revenue has been used to upgrade the lighting and sound equipment in the auditorium.

## Current Status:

Our Auditorium Manager (Ron Ackerman) is interested in soliciting a corporate sponsor for the auditorium at Peacock Collegiate in an effort to generate some revenue to upgrade that facility. He is proposing that we seek a sponsor to contribute funding of up to \$450,000 which would be used to replace the existing flooring and seats. He has prepared the attached proposal to seek a corporate sponsor and would like the Board's approval to move forward in this endeavour.

## Pros and Cons:

Pros: Any funds generated from a corporate sponsor to make improvements to the auditorium is money that the board does not have to provide for upgrades and thereby frees up funding for other facility related upgrades or for learning programs.

## Financial Implications:

### Governance/Policy Implications:

This request is in compliance with Policy 420.

### Legal Implications:

A contract would have to be put in place to stipulate the conditions of the corporate sponsorship.



**Communications:**

Following board approval to proceed, a press release would be provided to the media indicating that we are seeking a corporate sponsor for the auditorium.

| <b>Prepared By:</b> | <b>Date:</b>  | <b>Attachments:</b>  |
|---------------------|---------------|--|
| Aline Kirk          | Feb. 22, 2012 | 1) Policy No. 420 - Advertising and Corporate Sponsorship<br>2) Policy 905 - Naming of Schools, Board Buildings and Rooms<br>3) Proposal from Auditorium Manager |

***Recommendation:***

That approval be granted to seek a corporate sponsor for Centennial Auditorium as proposed at this meeting.

## **ADMINISTRATIVE POLICY No. 420**

### **ADVERTISING AND CORPORATE SPONSORSHIP**

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

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

#### **PROCEDURES**

##### **1. Partnerships**

- a. Partnerships in education are to be mutually beneficial and follow the *Ethical Guidelines for Business – Education Partnerships* established by the Conference Board of Canada.
- b. Partnerships may be established if they:
  - i. Enhance the quality of education for learners through meaningful connections to the education program
  - ii. Are based on clearly defined expectations, roles, and responsibilities of partners as developed through a consultation process
  - iii. Are evaluated on an on-going basis and,
  - iv. Are voluntary and may be terminated by one or both partners at any time.
  - v. Meet the requirements to be recognized as a Full Partnership or Program-Based Partnership (see Partnerships Rationale - document number STUD-420-D-0001).

##### **2. Curricula**

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

### **3. *Materials***

- a. The materials sponsored or developed by corporations must be:
  - i. Accurate, objective, and complete
  - ii. Written in a manner appropriate to the target age group and,
  - iii. Promoted as conservatively as possible.
- b. Subject to the approval of the Director of Education, or designate, corporate sampling or product distribution, either on or off school premises may be permitted if it is consistent with and enhances the school program.
- c. The demonstration of materials at a school by a representative of a business is permitted subject to the approval of the Director of Education or designate.

### **4. *Professional Development Activities***

- a. Sponsorship of employee professional development activities is permissible subject to the approval of the Director of Education or designate.

### **5. *Extra-Curricular Activities***

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

### **6. *Advertising***

- a. The direct advertising or selling of products or services that are not consistent with the goals and guiding principles of the school division is not permitted on school division premises.
- b. Passive advertising as found on vending machines, equipment, and print materials is permitted, if authorized by the principal.

- c. Signage which explicitly promotes a business or product is permissible provided it is needed to acknowledge the contribution of a business for a specific event.
- d. No one company is to be given exclusive rights to any form of advertising, signage, or corporate contribution to a school, however, subject to Board approval, these rights may be given to a portion of a school, provided it is consistent with the values of the school division.

## **7. Donations**

- a. All donated materials must be educationally appropriate to the school.
- b. Donation of money for fund-raisers, awards, or bursaries may be accepted. Refer to *Administrative Policy 415 – Student Awards*.
- c. Charitable receipts must be processed through the office of the Superintendent of Business and Operations.

Approved: Sept. 1, 2006  
Revised: May 1, 2007  
Revised: March 4, 2008  
Revised: May 5, 2009

Supporting Documents:  
STUD-420-D-0001

**ADMINISTRATIVE POLICY No. 905**

**NAMING OF SCHOOLS, BOARD BUILDINGS AND ROOMS**

In naming a school, Board building or rooms therein, it is desirable to use a name that identifies the building as unmistakably being part of Prairie South School Division.

**PROCEDURES**

**1. Naming**

- a. Names for schools, Board buildings and rooms therein, are to be submitted to the Director of Education who will submit them to the Board for its consideration.
- b. Names may be submitted by School Community Councils for new facilities or as a request to change the name of an existing facility. Discussion of proposals should occur, in the first instance, at the local community level.

**2. Signage**

- a. Signage on school division facilities and grounds must be done in consultation with and the approval of the Facilities Manager.

## **Centennial Auditorium seat replacement proposal**

### **Background:**

The Centennial Auditorium was re-constructed to its present state in 1967. This was done through a federal grant program. It was successful in doing so through a joint application for funding by the City of Moose Jaw and Moose Jaw School Division.

This PSSD facility has been the host of many public, private and educational events. These events range from music, drama, dance and band festivals to music entertainers, magic shows, conferences including educational lecturers and everything in between. We are proud of the accomplishments of this facility. One of the common statements made by the end user of this facility is "how impressed they are about the quality and size of the auditorium". In short it is not your typical school auditorium.

About ten years ago the seats in the lower part of the auditorium were re-upholstered thus extending the life expectancy of those seats. The balcony seats are still the original seats from 1967. In short the seats in the balcony are orange and the main floor seats are blue and are well past their life expectancy.

### **Current status:**

Since the implementation of the \$2.00 Auditorium Improvement fees the auditorium has been able to update and complement all its drapery, some of its lighting and sound equipment. These improvements have made the auditorium much more appealing to all the current users of this facility. It is impractical to suggest that these fees could pay for all seating replacement given the amount involved and the need for other equipment replacement that has far exceeded its life expediency.

Currently the auditorium is experiencing a large number of mechanical failures from these seats. Since replacement of these broken seats is not an economically viable solution we have resorted to repairing them as a temporary solution.

Other issues we are currently dealing with are the fly gallery, plumbing, house lighting and stage lighting that date back to 1967.

We have budgeted for replacing all the seats and flooring, in the auditorium, in the year 2016. The estimated costs for this project is about \$450,000.00 - \$500,000.00.

The auditorium bookings are made up of 85% educational and 15% from outside interests. Bookings could increase by 25% with little to no effect to the overall operation.

### **Special Considerations:**

The Centennial Auditorium is NOT and would not be in competition with any other theater in our area including the Mae Wilson Theater/ Cultural Center. Further the Centennial Auditorium would continue to complement all existing venues. Since our venue is twice as large as the Mae Wilson and a lot smaller than Mosaic Place our facility would be able to offer shows that could not or would not be hosted anywhere else. The Centennial Auditorium will continue to complement the Mae Wilson and Mosaic Place and work closely with them to help to promote all entertainment dollars to be spent in Moose Jaw.

### **Options**

1. Stay the course and replace the seats in 2016 using the PSSD budgeted funds
2. Sell naming rights to a qualified company that meets the PSSD criteria. Objective would be to acquire enough funds to make significant improvements to the auditorium for naming rights for a predetermined amount of time.
3. Create new revenue streams. Examples: hosting some events and encouraging and promoting more public/private use.
4. Establish a fund raising committee for auditorium repairs and equipment replacement. As an example we could sell individual seats to patrons, alumni, groups and organizations

### **Recommendations for your approval**

1. Task the auditorium manager and central office staff to the following:
  - Develop a press kit announcing our intentions.
  - Develop a proposal and presentation for prospective clients
  - Solicit qualified companies/corporations that conform to administrative policy 420 and Board of governance policies to participate. \*\* The intent would be to negotiate financial commitment for naming right to the auditorium for a defined period of time based upon the amount committed.
2. Establish a subcommittee whose function is to raise funds to improve the facility and the overall quality of the auditorium.
3. Create new revenue streams that complement the community and other venues. Examples: hosting some events and encouraging and promoting more public/private use. A proposal will be submitted to the Board for consideration at a later date.

### **Rationale**

For every dollar acquired through the recommendations listed above means one more dollar could be spent on other areas of concern to the Board.

Respectfully submitted

Ron Ackerman  
Auditorium Manager

\*\* Our research suggests that when it comes to naming rights most companies will use the following formula. 70% of the total commitment would be based upon an emotional buy. Meaning the company wants to be a part of the community/facility or has direct ties to the community/facility. The remaining 30% is based upon advertising impressions they would receive by having their name associated to that venue over a period of time. Example: Mosaic Place. Every time an event promotes their show at Mosaic Place, Mosaic gains advertising impressions that helps to promote their company. These percentages may vary depending upon the individual corporate philosophies of prospective clients.

# AGENDA ITEM

|                      |   |                                     |   |
|----------------------|---|-------------------------------------|---|
| <b>Meeting Date:</b> | March 6, 2012   | <b>Agenda Item #:</b>               | 5.5   |
| <b>Topic:</b>        | <b>School Development Funds Applications-Policy 109</b> |                                     |   |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision            | <input type="checkbox"/> Discussion | <input type="checkbox"/> Consent <input type="checkbox"/> Information |

**Background:** The Board adopted Policy 109 which allows schools to apply for matching funds for special projects. The deadline for applications was February 1, 2012.

**Current Status:** Four applications have been submitted under Policy 109. All of them qualify for funding under the policy. One of the projects does not require funding until 2014 but could be approved now. Attached to this template are the details of each project. The total request of the Board is for a total of \$82,250 which is within the \$150,000 allotment for this policy.

**Pros and Cons:** The Board has implemented the policy so there is an expectation for approval of some projects.

**Financial Implications:** The policy allows for the Board to match up to \$150,000.

**Governance/Policy Implications:** Policy 109

**Legal Implications:**

**Communications:**

|                     |                   |   |
|---------------------|-------------------|---|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b>                             |
| Bernie Girardin     | February 26, 2012 | Submission Summary<br>Submissions from Schools. |

## ***Recommendation:***

That the Board under Policy 109 approve funding for the following projects:  
 Assiniboia Composite High-Score clock for the gymnasium to a maximum of \$10,000  
 Coronach - School beautification to a maximum of \$8,000  
 Eyebrow - Entrance relocation to a maximum of \$56,750  
 Rockglen - Community Gym to a maximum of \$7,500  
 Further that these projects can commence as soon as the participants portion of funds are in place.



## School Development Fund (Policy 109)

### PROPOSALS February, 2012

| School                           | Name of Project                 | Projected Expenditure | Funds Requested | Date Board Funds are Required | Anticipated Project Start Date | Anticipated Project End Date |
|----------------------------------|---------------------------------|-----------------------|-----------------|-------------------------------|--------------------------------|------------------------------|
| Assiniboia Composite High School | Gymnasium Upgrade – Score Clock | \$15,000-\$18,000     | \$10,000        | May 1, 2012                   | April 1, 2012                  | June 30, 2012                |
| Coronach                         | School Beautification           | \$16,000              | \$8,000         | April 15, 2012                | February 15, 2012              | June 30, 2012                |
| Eyebrow                          | Entrance Relocation             | \$113,500             | \$56,750        | July, 2014                    | July, 2014                     | September, 2014              |
| Rockglen                         | Rockglen School/ Community Gym  | \$15,000              | \$7,500         | September 1, 2012             | September 1, 2012              | December 31, 2012            |
| <b>TOTAL</b>                     |                                 |                       | <b>\$82,250</b> |                               |                                |                              |

## ***School Development Fund (Policy 109)***

### **PROPOSAL FORM**

**Name of Project:** Gymnasium Upgrade - Score Clock

**School:** Assiniboia Composite High School

**Project Leader:** Brent Chadwick - Principal

#### ***Contact Information***

**Phone:** 642-3319 or 640-9808

**Email:** chadwick.brent@prairiesouth.ca

#### **Description/Details of the Project:**

The current scoreboard and shot clocks in the gym are outdated and showing significant wear. The lightbulbs are constantly burning out and the cords that connect them to the operation module are causing issues with use. With then number of teams and sports both in school and in the community who access our gym, the scoreboard is used on a regular basis. The project is to purchase a new scoreboard with wireless controllers and new shotclocks (also wireless) to be installed in our gym before the 2012 -2013 school year.

---

#### ***Budget Information***

##### **Revenue Sources:**

The current sources of funding are as follows 1) Prospects Camp (3000) 2) ACHS SRC (2000) 3) Town of Assiniboia (3000) 4) Nelson Motors (500) 5) Wilcock Mobile Service (500) 6) 121 Steakhouse (500)... Further fundraising efforts are underway but these are the ones that are already done.

##### **Projected Expenditures:**

The current system we are proposing is between 15 and 18 thousand dollars. We have prices from Royal Stewart for what we would require but I believe others would be able to provide the same thing.

**Funds Requested:**

The amount being requested is \$10000.

**Date Fundraising will be Completed:** April 1

**Date Board Funds are Required:** May 1

**Anticipated Project Start Date:** April 1, 2012

**Anticipated Project End Date:** June 30, 2012

**School Development Fund (Policy 109)****PROPOSAL FORM****Name of Project:** School Beautification**School:** Coronach School**Project Leader:** Carla Foley**Contact Information****Phone:** 267-2201 (home) and 267-2100 (work)**Email:** tcfoley@sasktel.net**Description/Details of the Project:**

This beautification project has been designed by members of the community council and staff and the project will include school community council members, community members, parents, staff and students. We started this project in the fall of 2010 and have made it into an annual event in which we invite the entire community to take part in welcoming back our students and staff. These open houses included the purchase of 12" diameter circular stepping stones. Stones were designed and painted by students, parents, families, staff and community members with the intention that these "memory" stones would be located in our front yard. Also during the fall of 2010 we spent in excess of \$6000 to create two large perennial beds in our front yard. To date we have over 80 stepping stones in our front yard encircling our perennial beds. We have also purchased four, 2'x6' drought flower pots for annuals for our front yard. We have spent approximately \$10 000.00 for this first phase of our school beautification project with community and school fund-raising money.

The next phase of our plan includes underground sprinklers for the perennial beds in the front yard and improvements to our Kindergarten entrance which is part of our front yard. We would like to purchase two benches and 2-4 smaller drought flower pots which the K students and K teacher would like to use for classroom flowers and plants.

Given the success of our outside beautification, we are planning on a couple of improvements to the inside of the school. We want to recognize and celebrate the achievement of our students with a new trophy cabinet



that we have designed to be placed in the corridor to our stage where it is accessible for public display. Our SCC, community members, staff and students are in the beginning stages of designing a wall mural for the entire south side of our gym. Once the design is completed and approved by all involved, this committee will complete the mural in the evenings, weekends and Easter break.

Coronach School has been overwhelmed and fully supported by the community of Coronach. We feel that this project has created an on-going appreciation and involvement with each other that will further support each other. We hope to have Board support to continue our project(s).

---

---

**Budget Information****Revenue Sources:**

SCC Fundraising from Regal and Lamontagne  
Town of Coronach  
Sherritt Coal  
Richardson Pioneer

**Projected Expenditures:**

Sprinkler system for front yard - \$10 000.00  
Mural for gym wall - \$2000.00  
Kindergarten front entrance - \$2000.00  
Trophy Cabinet - \$2000.00

**Funds Requested:**

\$9000.00

**Date Fundraising will be Completed:** June 2012

**Date Board Funds are Required:** April 15, 2012

**Anticipated Project Start Date:** February 15, 2012

**Anticipated Project End Date:** June 30, 2012

## School Development Fund (Policy 109)

### PROPOSAL FORM

**Name of Project:** Entrance Relocation

**School:** Eyebrow School

**Project Leader:** Deanne Hartell/Eleese Aitken

**Contact Information:**

Deanne Hartell – 759-2627, [ghartell@sasktel.net](mailto:ghartell@sasktel.net)

Eleese Aitken – 759-2110, [aitken.eleese@prairiesouth.ca](mailto:aitken.eleese@prairiesouth.ca)

**Description/Details of the Project:**

Convert current library to entrance, streamlining entrance to office and providing lounge area for students, visitors and guests. This will allow a feature wall to showcase school information and achievements. The library will need to be relocated and the current entrance be closed off.

---

### **BUDGET INFORMATION**

**Revenue Sources:**

1. Currently have:

\$2 000 SRC contribution

1 500 SCC contribution

4 000 Community donation

**\$7 500 Total Revenue to Date**

## 2. Fundraising Activities

Events planned thus far include:

- letter campaign
- business sponsorship
- service group requests
- Mom's Pantry fundraiser
- hot lunches
- community suppers
- raffles
- garage sale
- Dinner Maids Assembly
- bake table
- car wash
- dinner and auction

## 3. Decentralized Funds

- none

**Projected Expenditures:**

Cost to convert library to an entrance:

15 000 Doors\* – 10 000 for 4 doors with draft breaker, 5 000 for handicapped access

10 000 Flooring

7 500 Upgrade electrical/lighting

3 500 Ceiling

10 000 Plumbing/Heating/Mechanical

2 500 Signage

10 000 Landscaping – sidewalk\*/lighting

10 000 Transitioning to hallway/lobby/office

5 000 Architectural Fee

10 000 Contingency fund

5 000 Relocation of library

25 000 Add-on entry\*\*

**\$113 500 TOTAL COST**

\* Work that has already been approved & budgeted for

\*\* Includes the costs of doors

An alternative consideration is to build an addition on our present entrance. Approximate cost:

- 500 sq. ft. @ \$300 per sq. ft. + architectural fees and renovation costs
- project starts at \$150 000



**Funds Requested:**

We are requesting the board provide \$56 750. This will match the amount that we will provide for the project.

**Date Fundraising will be Completed:** 2 years

**Date Board Funds are Required:** July, 2014

**Anticipated Project Start Date:** July, 2014

**Anticipated Project End Date:** September, 2014

(See attached pictures of Current Entrance and Future Proposal)

## Pictures of Eyebrow School Entrance



NOW



## Pictures of Eyebrow School Entrance



NOW



## Pictures of Eyebrow School Entrance



NOW



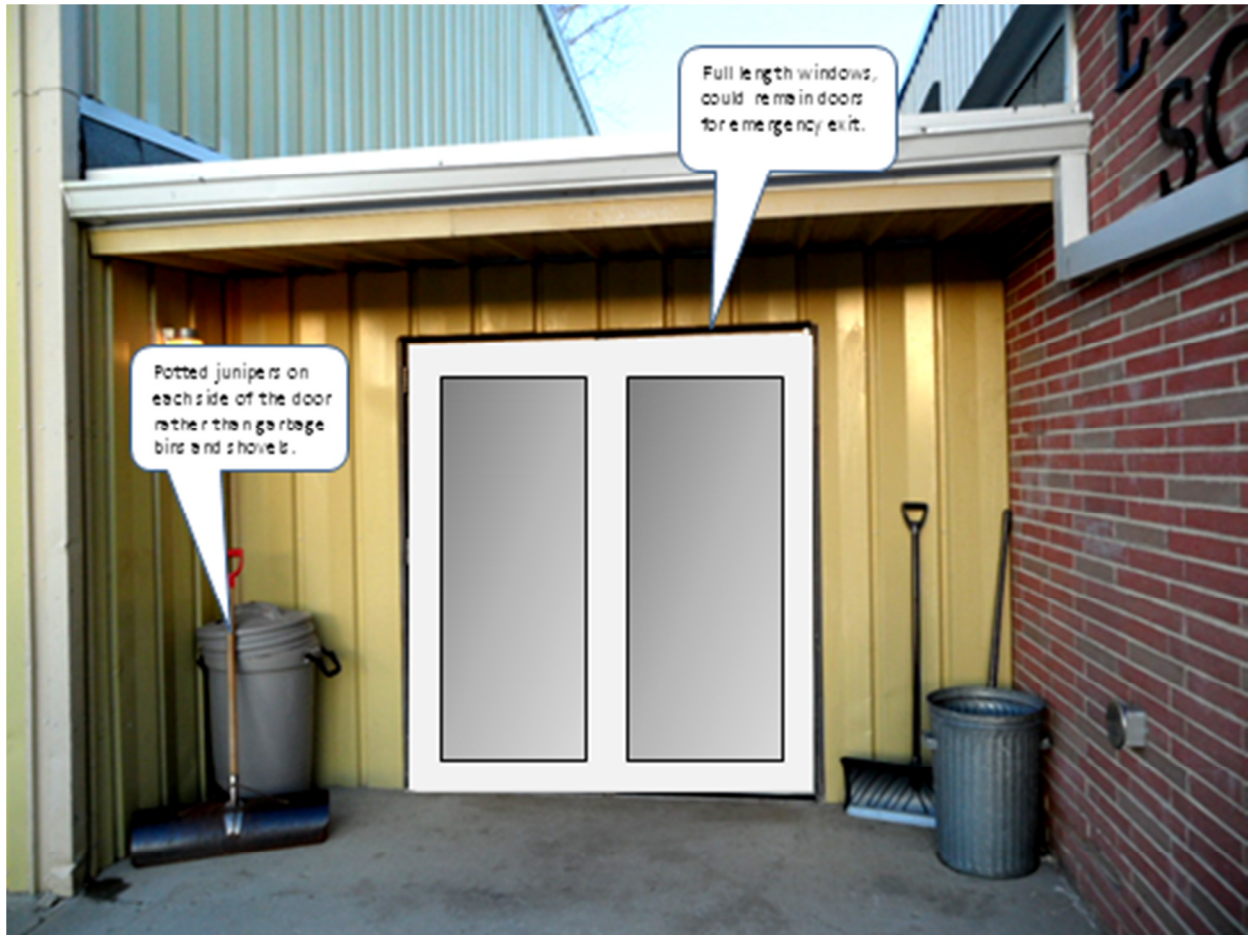
## Pictures of Eyebrow School Entrance



NOW

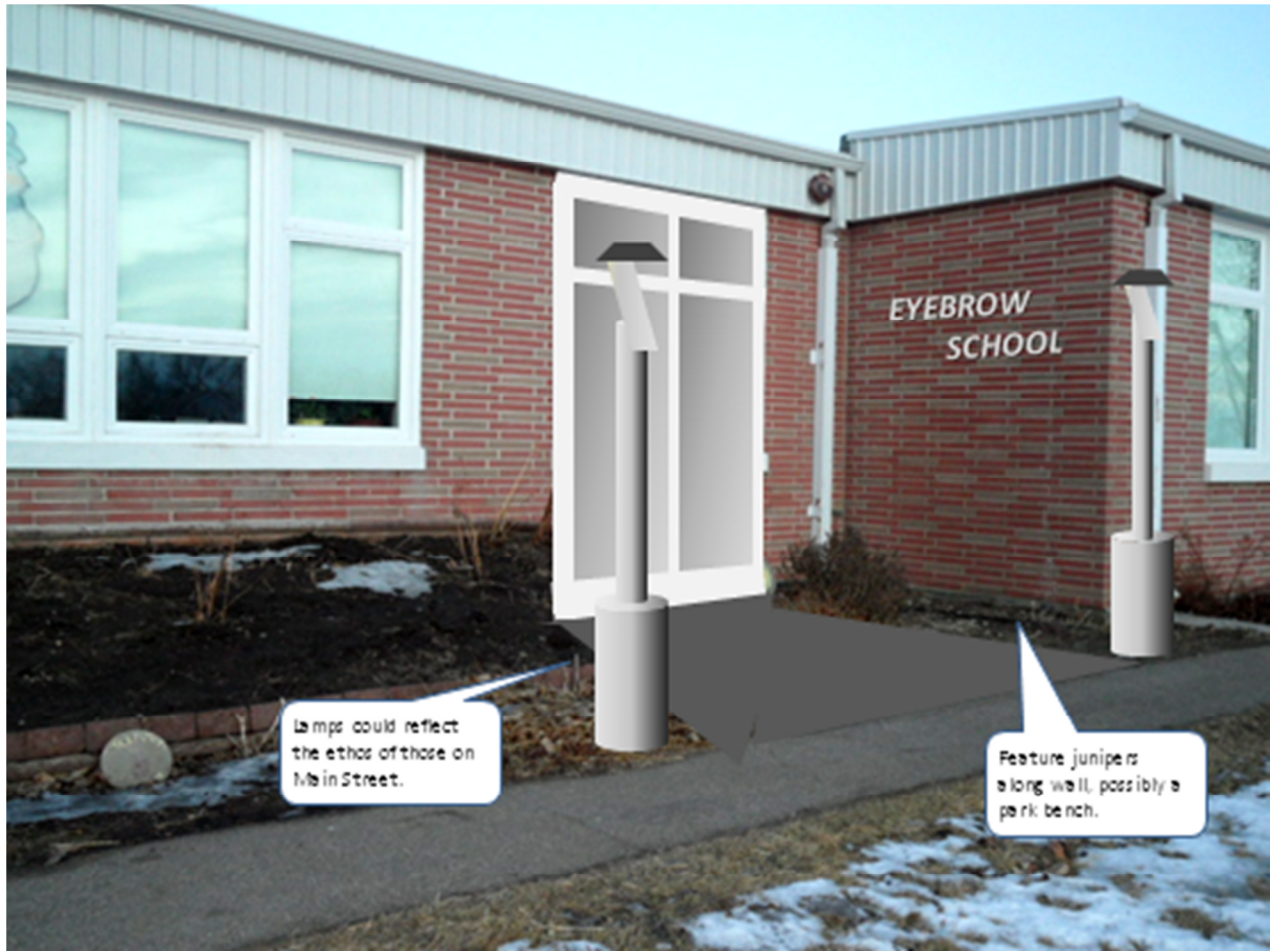


# Pictures of Eyebrow School Entrance



## FUTURE PROPOSAL

# Pictures of Eyebrow School Entrance



## FUTURE PROPOSAL



# Pictures of Eyebrow School Entrance



## FUTURE PROPOSAL



**School Development Fund (Policy 109)****PROPOSAL FORM****Name of Project:** Rockglen School/Community Gym**School:** Rockglen School**Project Leader:** Glenn Ching**Contact Information****Phone:** 306-476-2439**Email:** gw.ching@sasktel.net**Description/Details of the Project:**

Developement of a community/school gym where community members and students have access to a treadmill,elliptical,bench,bike and weights promoting physical fitness for the entire community.

---

**Budget Information****Revenue Sources:**

School Fundraising  
Rockglen Recreation Board  
Town of Rockglen  
Local RM's

**Projected Expenditures:**

\$15,000.00

**Funds Requested:**

\$7500.00

**Date Fundraising will be Completed:** September 1,2012**Date Board Funds are Required:** September 1,2012

**Anticipated Project Start Date:** September 1,2012

**Anticipated Project End Date:** December 31,2012

# AGENDA ITEM

|                      |  |                       |     |
|----------------------|--|-----------------------|-----|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 6.1 |
| <b>Topic:</b>        | <b>Prek Expansion</b>  |                       |     |
| <b>Intent:</b>       | <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information |                       |     |

**Background:** Prairie South currently operates 18 Prek programs (detailed list below). The next phase of proposed expansion would be to add two Prek programs at Lindale School and two programs at Lafleche Central School.

**Current Status:** Prairie South have the following prek programs currently in place:

- King George - 1 govt funded program, 1 PSS funded program
- Prince Arthur - 1 govt funded program
- Assiniboia 7th - 1 govt funded program, 1 PSS funded program
- William Grayson - 1 govt funded program
- Empire - 2 govt funded programs
- Westmount - 2 govt funded programs
- Sunningdale - 2 PSS funded programs
- Palliser - 1 PSS funded French Immersion programs
- Gravelbourg - 1 PSS funded French Immersion programs
- Coronach Early Learning Center - 2 PSS Early Learning Programs
- Palliser - 2 PSS funded Early Learning programs

Total programs: Govt Funded - 8 programs  
 Prairie South Funded - 12 programs  
 including 2 French Immersion and 4 Early Learning (not prek)

**Pros and Cons:**

Pros: We continue to offer high quality early learning and prek programs to the students of Prairie South.  
 Cons: Financial implications (see below).

**Financial Implications:**

Cost to maintain existing programming:

- Teachers: \$450,000
- Educational Assistants: \$150,000
- Materials and Supplies (incl nutrition): \$45,000
- Early Learning Programs (PH & Coron): \$165,000

Cost to add 2 programs at Lindale and 2 at Lafleche:

- Teachers: \$150,000
- Educational Assistants: \$50,000
- First Year Start Up Costs: \$20,000
- Nutrition Costs: \$4000

Total of Existing and New Programs: \$1,034,000

**Governance Implications:**

**Legal Implications:**

**Communications:**

| <b>Prepared By:</b>  | <b>Date:</b>  | <b>Attachments:</b> |
|--|---------------|---------------------|
| Lori Meyer on behalf of<br>Smooth Transitions<br>Committee | March 6, 2012 |                     |

***Recommendation:***

That the Board of Education commit to maintaining existing prek and early learning programs and continue the prek expansion to include 2 programs at Lindale School and 2 programs at Lafleche Central School.

# AGENDA ITEM

|                      |  |                       |     |
|----------------------|--|-----------------------|-----|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 6.2 |
| <b>Topic:</b>        | <b>Division Attendance Policy</b>  |                       |     |
| <b>Intent:</b>       | <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information |                       |     |

## Background:

Motion made at the December 7, 2010 board meeting:  
That Prairie South School Division develop and implement a division-wide attendance policy.

## Current Status:

Students are required to attend school in accordance with The Education Act, 1995 and individual school administrative procedures. When students are absent from school, the school division provides support, determines underlying reasons for non-attendance and implements appropriate intervention strategies.

The school division believes regular and punctual attendance is necessary for students to maximize their learning and achievement. The school division also:

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that schools track and record student attendance consistently on a daily basis and investigate reasons for non-attendance.
- Requests that parents/guardians communicate to the school prior notice of a student's unavoidable absence.
- Understands that ongoing collaboration may be needed to support a student when avoidable absences/tardiness negatively impacts their learning and achievement.

## Procedures:

### 1. Tracking and Recording Protocol

The principal shall:

- Implement school-based tracking, recording and reporting procedures (SIRS) that are consistent with the legislation and other directives issued by the Ministry.
- Ensure that investigations regarding all student non-attendance are conducted in a timely manner.

## 2. Follow-Up Protocol

When a student is recorded absent without permission or notification from the parent/guardian, the principal or designate shall:

- a. Ensure that parents/guardians are contacted. When necessary, alternative contact methods such as a letter home may be used.
- b. Investigate reasons for non-attendance with a focus on intervention and prevention. The principal may involve other school or system personnel such as vice-principals, classroom teachers, student support teachers, counselors, and the school superintendent.

## 3. Tracking Protocol and Interventions

### ATTENDANCE

In order to ensure parents are kept informed, a letter of awareness will be sent home if a student reaches five absences within a four month period.

In instances where attendance has been identified as a problem for a particular student, each school will attempt to improve the student's attendance by incorporating a Student Support Plan for Attendance Issues at the earliest recognized point in time.

For Secondary Students ONLY: At Fifteen absences, the student may be removed from class with an option to reapply for the class (Reapplication form attached).

### TARDINESS

In order to ensure that parents are kept informed, the following communication procedures shall be in place.

#### Elementary

- Communication with the home will be made after each unexcused late.

#### Secondary

- a. At two lates, the teacher will contact the home, inform the parents, and document in SIRS.
- b. At four lates, the teacher will contact the home, inform the parents, and document in SIRS.
- c. At five lates, as deemed necessary by the school administration, students may be placed on a Punctuality Awareness Contract which may lead to a Student Support Plan for Punctuality Issues.

In instances where tardiness has been identified as a problem for a particular student, each school will attempt to improve the student's punctuality by incorporating a Student Support Plan for Punctuality Issues.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

| <b>Prepared By:</b>         | <b>Date:</b>      | <b>Attachments:</b>  |
|-----------------------------|-------------------|--|
| Derrick Huschi/Barb Compton | February 21, 2012 | 1. Attendance Policy Feedback<br>2. Student Support Plan for Attendance Issues<br>3. Student Support Plan for Punctuality Issues |

***Recommendation:***

## Attendance Policy Feedback

### SUPPORT

- Our staff was supportive of the direction the division is going with the attendance policy.
- My staff had nothing but positive comments concerning the attendance policy.
- late policy is good
- -for the most part, the procedures outlined are already in place
- thorough follow up is in place for kids missing (personal phone contacts, synervoice, letters, email, texts, meetings)
- It is great to see forms to support the levels of the policy. Thank you.
- It is great to see forms to support the levels of the policy. Thank you.
- Lines are very clear and the actions stated provide for intervention at all levels. The top level of 15 still provides an opportunity for students to have that “last chance” even after numerous opportunities to change behaviour
- At all stages there is communication with the home. This comes in multiple forms (letter, meeting, contract, and final reapplication/meeting)
- The accountability is twofold. One with the student who is aware of the number of absences and lates all the way along as SIRS is able to track both of these issues. Secondly the parent through the multiple forms of contact should have no surprises.
- The procedures for both are progressive in what transpires after reaching the different levels.
- standardization between schools is a good thing as some families have students attending more than one school and clarity is helpful
- students are dealt with on a case by case basis however, the policy supports what we are doing and what we are trying to achieve
- Pluses: Consistency, Concrete plan, Division wide, Parent Meeting, Serious consequences, Uniform, Clear and concise expectations, Consequences for actions, Well-developed action plan with a policy to justify responses

### CONSEQUENCES

- What happens to elementary students after they miss 11 days?
- There should be a certain number of days absent and then the child should be retained in their grade rather than moved along with their peers (this pertains to Elementary and Junior High students). (They know about the no failing policy, but don't agree with it and wanted to voice that opinion)
- In a small town, what would the school do with the students who have been removed from a class?
- What would be the consequence after the 9<sup>th</sup> late and a student has served a one day alternate placement?
- What happens when Elementary students reach the maximum number of absences/lates?



## PARENTS WHO DO NOT SUPPORT

- We do have concerns about dishonest parents who cover for their children.
- We see a large number of our students leaving for family vacations during the school year. One of our SCC members provided the following feedback: “Given what I know about the vacation habits of **School’s Name** families, I do not believe this policy will be well received by **School’s Name** parents. I know many families (mine included) who miss 15 days in a single trip. I do not believe parents will appreciate the School Division “policing” their decisions to travel. Not all parents have July and August off work, and travelling in the summer may not be ideal for everyone. If there is educational value in field trips, then there is surely educational value in travelling.” Perhaps clarification on point #1 would help this case.
- What is Holy Trinity doing in regard to their absences? More SCC feedback: “Whenever there is a decision/policy/incident that parents don’t like (bussing rules, for example) parents begin to rumble about moving their kids to the other system.”
- Families may decide to go to the Separate System if this policy was enforced
- Parents calling in to excuse their kids to avoid consequences.
- Student numbers will decline

## ANSENCES and TARDINESS DAY vs PERIOD, EXCUSED vs UNEXCUSED

- Would the number of absences be per day or on a class by class basis? (in the case of a student only missing a certain part of the day or a certain class)
- Is this policy for excused or unexcused absences (or both)?
- Would the absences be per semester or the entire year?
- Does this policy affect excused and inexcused absences/lates both? If it applies to excused absences/lates then they felt a student should not be removed from class
- Is this just for unexcused absences or all absences?
- Time frame - Is it for each term, semester, year, class?
- What happens if they violate all 5 periods? Grade 9’s?
- Is this for all abs? excused and unexcused?
- What are the excused lates? Can a list be created?
- What are the unexcused lates? List?
- What do you do if a parent excuses an unexcused? who is the final judge?
- Are these interventions for excused/not excused absences/lates?
- Does this take into account the “cleared late” with a parent calling the school to notify after an appointment in mid-day?
- Excused or Not Excused - there is not a differentiation
- For High School students are the absences/lates tracked per subject or total classes?

## SIRS

- Will SIRS flag students at the different intervention points? or how will tracking be done?
- the Student Attendance Support Plan could be tightened up as it is essentially asking for the SIRS attendance report

## TOO HARSH OR NOT HARSH ENOUGH

- They believe that five is too small of a number to start with – that five is not a lot of absences over a year
- Under attendance a) 5 absences (days), excused anyways, in an elementary school, seems low to be sending letter of concern already, as does b) 8 for awareness contracts.
- Under tardiness, a) 3 lates and a teacher contacts home and documents in SIRS seems low again, AND should read office/or Admin calls home, not teacher.
- Under tardiness, 5 lates and a punctuality contract again seems low in some elementary districts.
- 20 minutes late = absent not tardy – students may consider not coming at all for the remainder of the morning or afternoon if they are going to be marked absent
- Policy seems too vague
- Interventions are too extreme
- 20 minutes late = absent – seems irrational (appointments)
- Would kids not be absent after 20 minutes and ditch the class as absence policy is more lenient.
- After 20 minutes it is an absence...no need to see them into a class
- some concern expressed over the number of lates outlined before consequences occur
- Lates are considered more serious than absences?
- Too many lates before actions

## EXCEPTIONS

- Would there be an exception to this policy in the case of extreme health issues? For example, one of our students had heart surgery and missed over two weeks of class.
- What do you do with students that are passing classes but violating the policy?
- What if students are dealing with violence at home
- What happens to students who are in Jail?
- Is there leeway for Extra Curricular?
- Is there leeway for medical?
- Is there leeway for weather?
- Is there leeway for bussing?
- Is there flexibility for children who academically are doing fine (80 +) but have reached 15 absences?
- lateness for bus students can be an issue when roads are poor (students should not be penalized for drivers choosing safety over speed)
- A late or absent student with family issues need different attention than to focus on 3x this or 5x that.
- Reapplication - can exercise accommodation in exceptional circumstances
- Sickness or holidays could cause absences to exceed 5 days
- Actions should be based on the child and situation and not one size fits all

## **ROLES AND RESPONSIBILITIES**

- Who would do the follow up on the Student Attendance Support Plan?
- Perhaps there should be some mention as to the teacher's role when students are absent. For example, what are the expectations around planning for students, providing work, redos, etc?
- Principals and teachers are professionals – give them tools to handle the situation and they can assess and pick what works for them – every school is different
- policy is paper intensive and there is concern about whether we can staff a position to help keep up with the paper trail
- Staff believes dealing with tardiness/attendance needs to be on an individual basis.
- Get the students support group (family, social services) involved is better than waving paper threats
- Administration can implement consequences and action plans as they deem appropriate.
- Backing from division level?
- Does not matter to the teacher - you aren't here, you aren't here.
- Who is writing the letter of concern?

## **REWARD vs PUNISHMENT, WILL IT MAKE A DIFFERENCE**

- Will this make a difference or just create more paperwork?
- Contracts, Support Plans – more paper work - more work for teachers
- Students who don't attend will not be motivated by a contract.
- what about the kids this does not work for?
- Getting them to school whether they are late or not is more important– reward good attendance. Possible an incentive such as a muffin?
- Elementary students habitually absent/late are supported/enabled/inhibited by their parents choices . The policy punishes the students when the interventions need to be with the parents.
- Too negative
- Needs to be solution based
- No interventions suggested
- Threats of being kicked out sometimes works
- Punitive model
- The policy uses the easy way out
- Need to focus on ways to make it “Cool to be in School”
- We need to focus on encouraging students to attend and focus on their education
- Should be a positive environment, not negative. The policy lacks proactive interventions.
- The policy doesn't matter for students that don't care.
- Very punitive at every step... It says intervention but looks punitive
- Reapplication process needs teeth
- Some kids may get left behind

## **RURAL vs URBAN, ELEMENTARY vs HIGH SCHOOL**

- As it stands, the policy seems to be geared toward high school students.
- safety of elementary students is as much an issue or more than academic issues (important for attendance to be taken first thing and parents notified immediately if a child is not at school in case of an unfortunate incident)
- perhaps best to have 2 policies as the issues for high school are different for those of elementary and middle schools
- Interventions need to start in early elementary
- Elementary students habitually absent/late are supported/enabled/inhibited by their parents choices . The policy punishes the students when the interventions need to be with the parents.
- In a small town, what would the school do with the students who have been removed from a class?

## **AWARENESS**

- need to make sure that students and parents are aware and understand the policy and process before implementation
- Parents and students need notice about absences no matter the reason
- parents and students need to be consulted/engaged in the development and implementation of the policy/process

## **OTHER QUESTIONS**

- When, as in what length of time, would pass before the follow up is done on the Student Attendance Support Plan?
- I understand that I am now on probation at **HOME SCHOOL** for my attendance issues.
- We can use the word probation, but perhaps there is a better way to say this?
- These all read as " I have to" might there ever be the circumstance that wouldn't warrant b,c,d For example illness? (see original document – BUBBLES)

## **SUGGESTIONS**

- Would rather brainstorm ideas at the school level based on background, past issues, etc.
- Attendance awareness contract—final statement before signatures reads unforeseen circumstances such as a family funeral or court appearance. Does those 2 examples even need to be mentioned AND court appearance is way too intrusive of a comment for elementary school aged children and likely a lot of high school parents would not appreciate it being there either.
- Attendance Needs to be dealt with “in house”.
- Do not try to over regulate
- Use the education act – it is a clear guideline
- Let's not forget, we as a society made it a goal to give every child the same education. Before Grade 1 they played the games they liked, after Grade 12 they will pick a

profession which interests them. Within the school system all these different characters have to fit in the same mould - which is not going to happen. The task we give our teachers is to guide our children through these years and equip them with as much knowledge as possible, following Canadian standards. Let's not bind their hands by standardization of the details but trust their pedagogic insight.

- getting a doctor's note can be difficult for rural students as again distance is an issue
- notifying the school by e-mail is an alternative to calling to school to notify regarding lateness or absence of a student
- if a student's marks are good, that should be a mitigating factor when he/she needs to be absent or late for valid reasons
- if a student is absent for health or travel with family, arrangements need to be made with the school so that the student is able to keep up with studies if possible
- reapplication process may depend on the likelihood of the student being successful (16 % is not likely but a 43 % is more likely)
- For lates, we thought another consequence rather than a One day Alternate placement for 9 lates would be more appropriate. They are missing school and the punishment is to miss more class time? We liked them staying after school or a noon instead but that may not be feasible in larger schools.
- Needs admin signature on contracts

## **POINTS TO CONSIDER**

**How does this policy as proposed fit with our current mission and core values?** Our mission is 'Learning together for our future' and in order to do that we need to ensure that all children have access to school. This policy proposes to exclude children who have attendance challenges without fully exploring why those challenges exist and working collaboratively to solve them. Our values statements include 'community involvement and engagement' however this is not indicated in the policy. Research would indicate that school absenteeism is best addressed through a collaborative approach with community partners. The value of 'a collective common sense approach' also indicates that our decisions will be made on solid research, accurate data and informed judgement. To our knowledge data has not been formally gathered around the topics of absenteeism rates and reasons and successful interventions both within our division and in the broader educational community.

Support statements from the research article used to develop the policy *Strengthening School Attendance Policies/Practices to Address Educational Neglect and Truancy* Prepared by Student Advocacy, November 2008 page 4

'The stages **of intervention are tightly linked to a district's definition** of excessive absenteeism. In the first stage, when a student is on his/her way to becoming excessively absent, the district conducts additional investigations to determine underlying school absence and then provides other school services or community linkages'

Linking to the quote above it appears in the proposed policy that providing interventions is an option that occurs after 11 absences.

**If we want to be preventative and proactive shouldn't this occur after fewer absences, perhaps 3?**

**How do you define interventions?** To us an intervention would include a group of people working together with a student in an attempt to alter a student's behaviour. It is a planned and direct process that may include others outside of the education system if necessary. In the proposed policy the word 'intervention' is tied to methods for tracking absenteeism – sending home letters, placed on a contract etc.

**What is the research that exists to support turning a 20 min or more tardy into an absence?**

**What is the role of the teacher in this policy?** The policy is immediately administrative. Classroom teachers know or should know their students best and are in the best position to establish a connection with students that encourages the student to attend. The opposite can also be true and needs to be examined. We are responsible for reciprocity which includes the teacher's responsibility in student attendance.

**What are the proactive pieces relating to student engagement and school connectedness?**

'Students feel more connected to their school when they believe that the adults and other students at school not only care about how well they are learning but also care about them as individuals. Students who feel connected to their school are more likely to attend school regularly, stay in school longer and have higher grades and test scores.'

Centers for Disease Control *Fostering School Connectedness*, July 2009.

**What data has been gathered from teachers that would better inform the development of a good policy?** Effective policy development is to be the culmination of research and the thorough examination of practices that work. The policy as presented has not asked for input from the key stakeholders (ie. teachers) in initial development. The policy was developed and then presented to teachers.

**What data has been gathered from students that would better inform the development of a good policy?**

**Who is this policy written for?**

**What are the proposed early interventions for elementary students?** 'Studies of drop outs indicate that leaving school is merely the culminating act of a long withdrawal process from school, forecast by absenteeism in early grades' (Sheldon and Epstein, Change and Romero as quoted in *Strengthening School Attendance Policies/Practices to Address Educational Neglect and Truancy*. Prepared by Student Advocacy, November 2008.)

**What is the rationale behind allowing the parents 1 day to complete the 'process for reapplication'?**

*'It is appropriate that every individual and organization within the education sector ask: Do we have policies and practices that marginalize students, that create inequity or that limit success for vulnerable students?'* pg 39 Provincial Panel on Student Achievement Final Report, Feb 12, 2010 SK Ministry of Education. This remains a considerable concern – will this policy further marginalize students?

**The School Attendance Policy Committee begin a process to formally collect data on student attendance, reasons for non attendance and positive deviance in regards to attendance both within our school division and outside.** This may be accomplished through using a student survey such as *Tell Them From Me*, interviewing nonattenders about why they aren't attending, interviewing former nonattenders about what got them back, closely examining the engagement and connectedness strategies that teachers use who do not have a problem with student attendance, examining the data around teacher nonattendance and student nonattendance in that teachers class, speaking with students who are regular attenders, speaking with parents whose children struggle with attendance about practice and policies that they feel will support their children in attending, data gathering about the effectiveness of student contracts for attendance. While it is recognized that this process can and should take up to a year to be thorough it is time well spent to insure that what we have at the end is a policy that encourages good attendance and does not allow for children to be excluded from the learning environment.

**The School Attendance Policy Committee (SAPC) revise the policy to include the responsibility of the teacher to make a personal connection via telephone and actually speak to someone after a student has three unexcused absences in that teacher's class. The SAPC committee provide the research base regarding the turning of 20 minutes or more late into an absence. In addition, the SAPC formally examine the reasoning behind removing a student from class after 10 lates but allowing them to stay in a class to up to 15 absences.**

**That the SAPC reconsider the use of the word 'will' throughout the policy. This is reflective of a zero tolerance approach.** *Zero-tolerance policies forbid persons in positions of authority from exercising discretion or changing punishments to fit the circumstances subjectively; they are required to impose a pre-determined punishment regardless of individual culpability, extenuating circumstances, or past history. This pre-determined punishment need not be severe, but it is always meted out. Little evidence supports the claimed effectiveness of zero-tolerance policies.<sup>[3]</sup> One underlying problem is that there are a great many reasons why people hesitate to intervene, or to report behavior they find to be unacceptable or unlawful. Zero-tolerance policies address, at best, only a few of these reasons.* Wikipedia.

**That the SAPC further examine effective policy for chronic absenteeism and tardiness at the elementary level and suggest a policy that includes effective, research based and proven strategies for our youngest learners.**

**That the SAPC suggest policy regarding the school's responsibility to engage parents in understanding the importance of school attendance and the strategies in place at each school to support attendance.**

**That the SAPC re-examine the effectiveness of punitive and reactionary policy vs a policy that is truly proactive and preventative.**

**That any considered interventions come from a strengths based approach.** Using processes such as a Developmental Asset survey to see what assets are missing and needed for a youth to fully engage in school and develop a plan to collaboratively build up the assets. This collaboration needs to include the student, teacher, administrator, parent and other agencies or staff. The Developmental Audit from the Circle of Courage is also a recommended method for

determining how to proactively support students need for belonging, mastery, independence and generosity which are critical for all children and youth to succeed.

**That the words ‘student support teacher’ be removed entirely from this policy and be replaced with the words ‘classroom teacher’.** Student support teachers are not hired or placed to support attendance, they are hired and placed to support student learning. According to the Education Act, the teacher is the person responsible for all students on his/her attendance list.

**Concluding Remarks:**

This proposed policy cuts to the core of what we believe about the rights of students and the rights of teachers. It is our belief that we should never have a policy that purposefully works to exclude students for not attending– ever. This policy appears to be written to support teachers in doing what they want to do – exclude students who are not meeting their standards without taking responsibility for the culture or environment in which they teach. This policy appears to be punitive and reactionary in its stance, and does not support the current mission, vision and values of Prairie South Schools.



## Student Support Plan for Attendance Issues

|              |  |      |  |       |  |
|--------------|--|------|--|-------|--|
| Student Name |  | Age  |  | Grade |  |
| School       |  | Date |  |       |  |

|              |  |
|--------------|--|
| Participants |  |
| Recorded By  |  |

1. Review of Non-Attendance/Tardiness (attach SIRS reports)

---



---

2. Concerns

---



---

3. Student Needs

---



---



---



---

4. Intervention/Support Plan (to address needs)

---



---



---



---

5. Student Involvement

---



---

6. Parent/Guardian Involvement

---



---

7. Counselling

---

---

8. Other Support (including outside agencies)

---

---

---

9. Steps to Implement

---

---

---

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Team Lead Signature

\_\_\_\_\_  
Date

This plan will be reviewed with the principal, school support team, counsellor, parents/guardians and student.

Date(s) of review: \_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Follow-Up:

---

---

---

---

---

---

## Student Support Plan for Punctuality Issues

|              |  |      |  |       |  |
|--------------|--|------|--|-------|--|
| Student Name |  | Age  |  | Grade |  |
| School       |  | Date |  |       |  |

|              |  |
|--------------|--|
| Participants |  |
| Recorded By  |  |

1. Review of Non-Attendance/Tardiness (attach SIRS reports)

---



---

2. Concerns

---



---

3. Student Needs

---



---



---



---

4. Intervention/Support Plan (to address needs)

---



---



---



---

5. Student Involvement

---



---

6. Parent/Guardian Involvement

---



---

7. Counselling

---

---

8. Other Support (including outside agencies)

---

---

---

9. Steps to Implement

---

---

---

---

Student's Signature

---

Date

---

Parent/Guardian's Signature

---

Date

---

Team Lead Signature

---

Date

This plan will be reviewed with the principal, school support team, counsellor, parents/guardians and student.

Date(s) of review: \_\_\_\_\_

---

Principal's Signature

---

Date

Follow-Up:

---

---

---

---

---

---

# AGENDA ITEM

|                      |                                   |                                     |  |
|----------------------|-----------------------------------|-------------------------------------|--|
| <b>Meeting Date:</b> | March 6, 2012                     | <b>Agenda Item #:</b>               | 7.2  |
| <b>Topic:</b>        | <b>Tender Report</b>              |                                     |  |
| <b>Intent:</b>       | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information |

## Background:

Board has requested a monthly report of tenders awarded which exceed the limits of Administrative policy AP 706, which details tender award limits. The policy is as follows:

The Board of Education is responsible for the award of tenders for capital expenditures for motor vehicles, furniture and fixtures, equipment and educational materials and supplies exceeding \$20,000, capital expenditures for building materials exceeding \$40,000, contracts for other capital works exceeding \$100,000, and transportation services exceeding \$50,000.

This report covers the period from January 27, 2012 to February 24, 2012.

## Current Status:

A tender was issued for the provision of Cisco hardware for Voice over Internet Protocol projects at Kincaid and Bengough Schools.

## Pros and Cons:

### Financial Implications:

The tender for Cisco hardware was awarded to Sasktel for a cost of \$72,077.67.

### Governance Implications:

N/A

### Legal Implications:

N/A

### Communications:

N/A

|                     |                   |                     |
|---------------------|-------------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b> |
| Ron Purdy           | February 23, 2012 |                     |

## Recommendation:

# AGENDA ITEM

|                      |  |                                     |  |
|----------------------|--|-------------------------------------|--|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b>               | 7.3  |
| <b>Topic:</b>        | <b>Out of Province Excursion - Peacock to Winnipeg</b> |                                     |  |
| <b>Intent:</b>       | <input type="checkbox"/> Decision                      | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information |

**Background:** Peacock Collegiate's Overnight Excursion/Outdoor Education request to Winnipeg, MB is attached.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

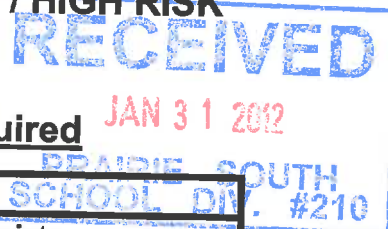
|                     |                  |                     |
|---------------------|------------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>     | <b>Attachments:</b> |
| Derrick Huschi      | February 2, 2012 | Application Form    |

***Recommendation:***

To approve Peacock Collegiate's trip to Winnipeg, MB as per the outline provided.

**OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK  
ACTIVITIES APPLICATION FORM**

**Division Office Administration Approval Required**



**A. INFORMATION**

Name of Teacher: McKinnon, Daryl

School: A. E. Peacock Collegiate

Type of Activity: ☐ Curricular ☒ Extra-Curricular

☐ High Risk Activity

Grade Level: 9-12

Number of Students: 50

Destination: Winnipeg

Trip Date: May 27 to 30

Number of School Days (Partial/Full): 3

Transportation: ☐ Travel by Bus (PSSD No. 210) or ☒ Other: coach

☐ Travel by Car/Van (List names of drivers):

Number of Teachers, Parents, Chaperones: 2 teachers, 5 parents

Qualifications/Certifications of Teachers, Parents, Chaperones:

☐ First Aid ☐ Lifeguard ☐ Canoe Certification ☐ Other a teacher with an RN dip.

**B. SAFETY GUIDELINES**

xParent consent forms and medical information including the Health Card Number will be obtained.

- ☒ xEvacuation Plan is in place and will be communicated to appropriate individuals.
- ☒ xDesignated supervisor has access to emergency vehicles at all times.
- ☒ xAccess to cellular or satellite phone or other communication device.
- ☒ xA list of emergency telephone numbers will be formulated.
- ☒ Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.
- ☒ xAppropriate number of supervisors as designated in the Physical Activity Safety Guidelines.
- ☒ xMale and Female Chaperones for a co-ed activity.

**C. BUDGET**

- ❖ Anticipated Budget \$17,000
- ❖ Description of Funding Sources: Fund raising activities set by parents, Sp. events budget and trans. budget
- ❖ Out of Pocket Cost per Participant : approx.. \$240 minus fund raising monies by individual student

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

### D. LEARNING OBJECTIVES

This is in support of Aural, oral, Rhythmic, and tonal Skills as outlined in both the choral and band curriculum. Each curriculum also calls for performance in varied venues as well as exposure to creative sources outside the classroom to help further students understanding of the world around them both within and outside the band and choral curriculum. This will also allow for self-reflection of the achievements and goals of a performer. Those reflections are then measured against the reflection of the group and an outside source for confirmation. Both the band and choral curriculum set this kind of self and assessment as a desired goal. There is also an exposure to different voice types and different manners of vocal production as well as different instrumental tone production tech.

The following are direct quotes from the band curriculum but there are parallel sections in the choral:

#### **Understand and interpret musical works from a variety of cultural and historical contexts**

*As performers:*

- begin to make interpretive decisions that reflect an understanding of a particular musical style
- begin to make interpretive decisions that attempt to reflect the expressive intent of the composer
- continue to respond to the gestures of a conductor

*As listeners:*

- begin to understand and interpret a musical work from within the framework of its cultural and historical contexts

#### **Apply technical abilities as a means to musical expression:**

- continue to refine practice procedures to improve endurance and technical progress as a means to musical expression
- examine those mechanical and acoustical factors (reeds, mouthpieces, condition and quality of instrument and accessories, etc.) that directly impact on tone quality, intonation and technical facility, and make decisions accordingly in order to enhance musical results

#### **Attitudes and values**

##### **Demonstrate a commitment to their own musical education and growth:**

- participate in class activities in a positive manner
- activate concentration and maintain attention throughout all activities
- attend classes, rehearsals, performances and band activities
- regularly practice their instrument and complete assignments
- respond to constructive criticism by taking steps to improve

##### **Recognize the value of music as a life-long source of enjoyment and personal fulfillment:**

- seek opportunities to participate in a variety of musical activities
- demonstrate an interest in improving their musical abilities, knowledge and understanding
- demonstrate an interest in vocational and avocational musical opportunities outside of school
- demonstrate a commitment to artistic quality in all musical pursuits

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

#### a) Pre-Excursion Learning:

Rehearsal of choral and band music with historical and social background.

Development of performance skills, instrumental skills, choral skills and stage skills

#### b) Excursion Learning

Clinicians who will further develop the students skills as well as assess the skills they have already developed.

The clinicians will also suggest the next step for learning as a group and as well as for individuals.

Performance opportunities- an expression and confirmation of the skills they have developed

#### c) Post-Excursion Learning

The tour finishes with a year-end concert at AEPC.

Parents, students and the community at large assess the development of each student's skill in a live performance

Follow up debriefing and reflection in oral and written form regarding student's progress and success.



## F. SCHEDULE OF ACTIVITIES

This is a copy of the tour as we intended last year before it was cancelled due to the teacher job action. We are in the process of resetting it. All the organizations and clinicians were very gracious in allowing us to cancel without penalty last year so we would like to reset it to this year.

A.E. Peacock Collegiate Music Department  
Winnipeg Tour May 29-June 30

### Schedule

#### Sunday May 29

12:30- Load bus @ school- use back stage door  
1:00- Depart for Winnipeg  
Supper- Brandon  
Evening Check in at:

Best Western Plus  
Pembina Inn & Suites  
1714 Pembina Highway  
Phone: 204.269.8888  
*The Hotel includes a basic breakfast*

#### Monday May 30

8:45- Load bus @ hotel and depart to University of Manitoba  
9- 12- Choir & Band workshops at U of M. to be followed by a tour of the facilities  
Lunch at mall  
Afternoon- Concert  
Return to hotel  
Supper at hotel or in area  
7:00- 8:00 a look at possible changes to the music program next year.

#### Tuesday May 31

9:30 – Morning concert  
11:45- 1:00 Noon Concert at the Forks  
Lunch to follow at the Forks  
2:30 Depart for hotel  
Evening – supper out- bring decent clothes for going out.

#### Wednesday June 1

Early departure for moose Jaw  
Lunch at Bandon  
5:00 Arrive Moose Jaw  
Set up in Drama room  
6:00 pizza in choir room

7:00 Year End concert in Drama Room- all parents and friends invited

~~Secure in a safe place for the tour~~

Tour cost is \$215 minus any individual fundraising.

This covers bus, hotel, basic breakfast, and Tuesday night supper.

Teacher Signature

Principal Signature

Director/Superintendent Signature

Date

Date

☐

Request Approved

☐

Request Denied

## AGENDA ITEM

|                      |  |                       |     |
|----------------------|--|-----------------------|-----|
| <b>Meeting Date:</b> | March 6, 2012  | <b>Agenda Item #:</b> | 7.4 |
| <b>Topic:</b>        | <b>Out of Province Excursion - Assiniboia Composite High to Winnipeg</b>   |                       |     |
| <b>Intent:</b>       | <input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information |                       |     |

**Background:** Assiniboia Composite High's Overnight Excursion/Outdoor Education request to Winnipeg, MB is attached.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

|                     |                   |                     |
|---------------------|-------------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>      | <b>Attachments:</b> |
| Derrick Huschi      | February 15, 2012 | Application Form    |

***Recommendation:***

To approve Assiniboia Composite High's trip to Winnipeg, MB as per the outline provided.

## OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

### Division Office Administration Approval Required

|  |   |
|--|---|
| <b>A. INFORMATION</b>  |   |
| Name of Teacher: <u>Joanne Feeley</u>  | School: <u>Assiniboia Composite High School</u> |
| Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <u>Model United Nations Assembly</u><br><input type="checkbox"/> High Risk Activity _____                           |   |
| Grade Level: <u>11 &amp; 12</u>  | Number of Students: <u>4</u>                    |
| Destination: <u>Winnipeg</u>   | Trip Date: <u>April 26-29, 2012</u>             |
| Number of School Days (Partial/Full): <u>1 full, 1 partial</u>   |   |
| Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____<br><input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <u>Joanne Feeley</u><br>_____ |   |
| Number of Teachers, Parents, Chaperones: <u>1</u>  |   |
| Qualifications/Certifications of Teachers, Parents, Chaperones:<br><input 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.<br><input checked="" type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals.<br><input checked="" type="checkbox"/> Designated supervisor has access to emergency vehicles at all times.<br><input checked="" type="checkbox"/> Access to cellular or satellite phone or other communication device.<br><input checked="" type="checkbox"/> A list of emergency telephone numbers will be formulated.<br><input type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.<br><input checked="" type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines.<br><input checked="" type="checkbox"/> Male and Female Chaperones for a co-ed activity. (male and female supervisors will be on site at the event 24 hours/day) |

|  |
|--|
| <b>C. BUDGET</b>   |
| ❖ Anticipated Budget <u>2 substitute teacher days, other mileage, meal and accommodation costs provided by Rotary</u><br>❖ Description of Funding Sources <u>Assiniboia Rotary pays for registration, accommodation and meals</u><br>❖ Out of Pocket Cost per Participant <u>spending money, purchase meals while travelling</u> |

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

**D. LEARNING OBJECTIVES**

- students participate in experiential learning about intergovernmental organization
- students practice parliamentary style debate
- students practice public speaking
- students investigate and debate international affairs from the viewpoint of a different country
- students practice high level research techniques

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

Event: Rotary Model United Nations Assembly

– includes students from Saskatchewan, Manitoba, Ontario, North Dakota, Minnesota, and North Carolina.

a) Pre-Excursion Learning

- research, speech preparation and familiarization with proceedings

b) Excursion Learning

- practical experience with intergovernmental process on international concerns

c) Post-Excursion Learning

reflection and review presentation

**F. SCHEDULE OF ACTIVITIES**

Thursday - 10:30am depart from ACHS

~6:30pm arrive in Winnipeg – pizza, registration, meeting, preparation

Friday – all day activities - MUNA

- evening banquet

Saturday – all day activities - MUNA

- Supper

Unassigned time for tourism, recreation, etc. supervised by teacher and/or chaperones.

Sunday - 6:30 Breakfast

7:30/8:00am Return to Assiniboia

  
Teacher Signature

  
Principal Signature

Feb 10/12  
Date

Feb 10, 2012  
Date

\_\_\_\_\_  
Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

Dear Parents:

As I hope you have been made aware, your child has expressed interest in the Rotary Model United Nations Assembly in Winnipeg. I will drive my vehicle to and from the event. We will leave for Winnipeg at around 10:00 am on Thursday, April 26. The formal Model UN events will commence early on Friday morning until late Friday afternoon. Students will have some free time Friday evening to participate in social activities. While this event is sponsored by Rotary, it is also sanctioned by Prairie South School Division and Assiniboia Composite High School so it is expected that students follow school expectations for behaviour and adult supervision. The events resume Saturday morning and conclude on Saturday afternoon. Following the conclusion of the model UN, students will be bussed to another site for a barbecue banquet and social activities. We will return to Assiniboia by late afternoon on Sunday, April 29. Accommodations, transportation, meals and morning and afternoon nutrition breaks during the event will be paid by the Rotary Club of Assiniboia. Students are responsible for any costs while traveling to and from Winnipeg as well as any extra personal purchases, if desired, during free time.

We will be staying at the Canadian Mennonite University Campus (2316 Grant Avenue) in Winnipeg. The dormitories are staffed by university personnel and Rotary volunteers 24 hours/day. The registration desk phone number will be **(204) 781-3952**. My cell phone number is 640-8191; please feel free to call/text anytime. I can also be reached at [feeley.joanne@prairiesouth.ca](mailto:feeley.joanne@prairiesouth.ca). Students will also have access to computers and internet.

All of the information about the event can be found at [www.winnipegmuna.ca](http://www.winnipegmuna.ca)

**Note:**

**DRESS CODE:** In order to create the appropriate atmosphere for the learning experience that MUNA offers, participants are expected to conform to a dress code during meetings of the Assembly and the various committees. Gentlemen would wear jacket and tie with appropriate shoes. Ladies would wear a dress, or skirt and blouse, or a business pantsuit, with appropriate shoes. As an option, participants may wear the national dress of the country they represent. Outside of scheduled meetings, one may dress as one pleases.

(In past years, students have worn their most formal attire on the Friday with some wearing slightly less formal attire on Saturday. I have seen many students wearing suits but others with pants/dress shirts.)

Joanne Feeley

ACHS Teacher, Rotarian

# AGENDA

| Date                    | Time                | Event   | Location                 |
|-------------------------|---------------------|---|--------------------------|
| THURSDAY, April 28th    |                     |   |                          |
| Thursday,<br>April 26th | 2:00-<br>10:00 p.m. | Registration  | Dormitory<br>Lounge      |
|                         | 7:00 p.m.           | Pizza (get acquainted) fest   | various<br>lounges       |
|                         | 7:00 p.m.           | Committee Chairs & parliamentary training session in (new Counsellors welcome) conducted by Rais Khan   | Small<br>Dinning<br>Room |
| FRIDAY April 29th       |                     |   |                          |
| Friday,<br>April 27th   | 7:00 a.m.           | Breakfast   | Dining Room              |
|                         | 7:00                | Registration  | Dormitory<br>Lounge      |
|                         | 8:45                | Delegates and Counsellors are seated  | Lecture Hall             |
|                         | 9:00                | Opening Ceremonies  | Lecture Hall             |
|                         | 9:35                | MUNA President opens 55th Assembly<br>Report of the Secretary General   |                          |
|                         | 9:45                | Presentation of <u>Resolution #1</u>  |                          |
|                         | 9:55                | Mover Japan, 2nd Philippines. Speakers – as assigned  |                          |
|                         | 10:15               | Presentation of Resolution #2   |                          |
|                         | 10:25               | Coffee break  |                          |
|                         | 10:40               | Mover Ireland, 2nd Canada. Speakers – as assigned   |                          |
|                         | 11:00               | Presentation of Resolution #3   |                          |
|                         | 11:10               | Mover Nicaragua, 2nd Bangladesh. Speakers – as assigned   |                          |
|                         | 11:30               | Presentation of Resolution #4   |                          |
|                         | 11:40               | Mover Yemen, 2nd South Africa. Speakers – as assigned   |                          |
|                         | NOON                | Lunch Break   | Cafeteria                |
|                         | 1:00                | Speaker TBA   | Lecture Hall             |
|                         | 2:10                | Committee sessions begin<br><i>Note: one delegate from each country attends the 1st/2nd Comte. meeting &amp; the other delegate attends the 3rd/4th Comte. meeting.</i> |                          |
|                         | 2:10                | The 1st & 2nd Committees<br>Chair: --   | Lecture Hall             |
|                         | 2:10                | The 3rd & 4th Committees<br>Chair: --   | Chapel                   |
|                         | 3:10                | 20 min. break for both committees   |                          |
|                         | 3:30                | Committee sessions resume   |                          |
|                         | 5:00                | Committee sessions close  |                          |

|   |              |   |                          |
|---|--------------|---|--------------------------|
|   | 5:30         | Supper  | Cafeteria                |
|   | 5:30         | Shuttle starts to Polo Park Shopping Centre<br><b>Register at the Registration Desk</b> | <b>Registration Desk</b> |
|   | 11:15        | Final shuttle leaves Polo Park  |                          |
| <b>Free Evening</b>                     |              |   |                          |
| SATURDAY, April 30th                    |              |   |                          |
| Saturday,<br>April 28th                 | 7:00 to 8:45 | Breakfast   | Dining Room              |
|   | 9:00         | Report by Chair of the 1st & 2nd Committees<br>Debate & Vote on Resolution #1 and #2    | Lecture Hall             |
|   | 10:15        | Coffee break  |                          |
|   | 10:30        | Resume debate   |                          |
|   | NOON         | Lunch break   | Cafeteria                |
|   | 1:00         | Report by Chair of the 3rd & 4th Committees<br>Debate & Vote on Resolutions #3 & #4     |                          |
|   | 3:30         | New Resolutions as arranged with the Secretary-General before 1:00 PM                   |                          |
|   | 4:30         | Closing ceremonies & Awards presentation  |                          |
|   | 5:00         | Adjournment   |                          |
|   | 5:01         | immediately after adjournment<br>Counsellors & MUNA committee post mortem               |                          |
|   | 6:30         | Busses leave for the Hitch 'N Post  |                          |
|   | 7:00         | All you can eat BBQ<br>followed by line dancing & DJ                                    |                          |
|   | 10:30        | Busses leave for CMU campus   |                          |
| SUNDAY, April 29th                      |              |   |                          |
|   | 7:00         | Breakfast for overnight guests  |                          |
| <b>We wish you a safe journey home.</b> |              |   |                          |