

Prairie South Schools
BOARD OF EDUCATION

SEPTEMBER 11, 2012
10:30 a.m. – 4:00 p.m.
Central Office, 15 Thatcher Drive East, Moose Jaw

AGENDA

10:00-10:30 a.m. Planning Session

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
- 4. Delegations/Presentations**
 - 4.1 Delegations – NONE**
 - 4.2 Presentations – NONE**
- 5. Decision Items**
 - 5.1 Notice of Motions**
 - 5.1.1 That CAC develop recommendations for consideration by the Prairie South Board of Education on options to increase enrollments to the South Hill Schools. These recommendations should include, but not be limited to, program relocation, changes to catchment areas, bussing, new initiatives, etc.
- Crabbe
 - 5.1.2 That CAC prepare a presentation regarding the delivery/implementation strategies around multi-grade classrooms.
- Christopherson-Cote
 - 5.2 Rates of Pay for Election Workers**
 - 5.3 Sale of Surplus Land**
 - 5.4 Disposal of Records**
 - 5.5 Chaplin School Crawlspace Remediation (In Camera)**
- 6. Discussion Items – NONE**

- 7. Consent Items**
 - 7.1 Suspensions**
 - 7.2 Approved Tenders**

- 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
 - 8.1.7 Marketing Advisory
 - 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 August 14, 2012 at 10:00 a.m.

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

Motions:

- | | | |
|-----------------|--|---------|
| 08/14/12 – 1744 | That the meeting be called to order at 10:35 a.m.
- Christopherson-Cote | Carried |
| 08/14/12 – 1745 | The following items were added to the agenda:
6.1 Substitute Usage Report
That the Board adopt the agenda as amended.
- McMaster | Carried |
| 08/14/12 – 1746 | That the Board adopt the Minutes of the regular meeting of June 12, 2012 as presented.
- Young | Carried |
| 08/14/12 – 1747 | That any unexpended individual School Community Council Professional Development funds be carried forward.
- Swanson | Carried |
| 08/14/12 – 1748 | That anyone in the gallery be allowed to speak.
- Swanson | Carried |
| 08/14/12 – 1749 | That Prairie South School Division No. 210 enter into an agreement with Cornerstone Christian School Incorporated to be the guarantor of a loan for the remaining balance of the original loan as has been established prior.
- Swanson | Carried |
| 08/14/12 – 1750 | That the Board approve the proposed LINC Agreement as presented.
- Kessler | Carried |
| 08/14/12 – 1751 | That the Board receive the consent items and approve the recommendations contained therein, as presented.
- Young | Carried |

Committee Reports

Standing Committees:

Higher Literacy & Achievement

- The committee will share the results at a future board meeting of the Tell Them From Me (TTFM) student survey that was completed in the spring.

Equitable Opportunities

- The coordinator position for the Practical and Applied Arts Rural Enhancement Program has been filled.

Smooth Transitions

- Most of the programs are full or near full, and some have waiting lists.
- The committee is examining the impact of the positive news that the Education Act has been opened up to include Prekindergarten and what this means to the school division.
- There is a sub-committee in place to look at the transition from grade 8 into high school and how to improve the process for our students.
- The Ministry has invited Central Butte to be a pilot school for a possible Prekindergarten and Kindergarten program. We are unsure what the details will be, but the committee will follow up at a future board meeting.

Strong System-Wide Accountability and Governance

- No report given.

Advocacy and Networking

- Colleen Christopherson-Cote and Jeff Finell met with MLA Greg Lawrence and Warren Michelson prior to a caucus meeting to discuss Prekindergarten, Early Learning, the new funding model and capital issues. The meeting was a step towards building and maintaining a positive working relationship with our MLA's.

Rural Catchment Review

- No report given.

Marketing Advisory

- Commend Darby for the package she put together for the meeting. The Marketing Advisory Committee is a new committee that will focus on strengthening the Prairie South brand and creating a clear Division identity that instills trust, confidence and familiarity in who we are and what we do.
- The MLA buddy program will be re-instated in the fall with the new Board, and will take into consideration any boundary changes that will be passed in the near future.

Adhoc Committees:

South Hill

- Darrell Crabbe reported on the progress and work by the committee since its establishment in 2010, mentioning that the Central Administrative Council (CAC) was a resource that could be utilized more effectively for future endeavours.

Annual General Meeting of Electors Improvement

- Planning for the next AGM will begin with the new board in the fall.

Shawn Davidson arrived at 11:28 a.m.

Notice of Motions

08/14/12 – 1752 That CAC develop recommendations for consideration by the Prairie South Board of Education on options to increase enrollments to the South Hill Schools. These recommendations should include, but not be limited to, program relocation, changes to catchment areas, bussing, new initiatives, etc.

- Crabbe

08/14/12 – 1753 That CAC prepare a presentation regarding the delivery/ implementation strategies around multi-grade classrooms.

- Christopherson-Cote

Inquiries

What research or data exists to support guidelines for length of bus rides for Kindergarten to Grade 3 students as it relates to learning outcomes?

- Christopherson-Cote

What is the detailed breakdown for Recognition of Service days paid out for the 2011-2012 school year? i.e. How many were for ½ day, 1 day, 1 ½ days, 2 days up to 4 days.

- Swanson

Adjournment

08/14/12 – 1754 That the meeting be adjourned at 11:58 a.m.

- Stewart

Carried

Colleen Christopherson-Cote
Chair

B. Girardin
Superintendent of Business and Operations

Next Regular Board Meeting:

Date: September 11, 2012

Location: Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	September 11, 2012	Agenda Item #:	5.1.1
Topic:	Notice of Motion: Increase Enrollments to South Hill Schools		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

At the August 14, 2012 Regular Meeting the following notice of motion was made:

"That CAC develop recommendations for consideration by the Prairie South Board of Education on options to increase enrollments to the South Hill Schools. These recommendations should include, but not be limited to, program relocation, changes to catchment areas, bussing, new initiatives, etc."

Current Status:

A South Hill Advisory Ad Hoc Committee was formed in 2010 with a three year mandate to study and consult regarding ways to enhance the retention of students on South Hill. The Committee brings recommendations to the board for approval. This Ad Hoc Committee is entering the final year of its mandate.

The Committee is comprised of three board members, school administrators from Empire, Westmount and Riverview Schools, and the superintendent with supervisory responsibility for Riverview Collegiate. It was formed prior to the standing committees. When the standing committees were formed this Committee adopted the same operational guidelines. Accordingly a board member chairs the Committee and is responsible for calling and chairing the meetings. Monthly reports are presented to the board. The CAC member develops a template for recommendations requiring board approval by way of a motion. The board chairperson and director of education are members of all committees and may attend and participate in the meetings. Other members of the CAC and/or managers may be requested to attend committee meetings regarding a topic relating to their area of responsibility.

Pros and Cons:

The topics outlined in the motion should be considered within the context of the whole division. It is not advisable for the CAC to make recommendations concerning these topics, only giving consideration to one area of the division. For example, the location of the EAL program should be based on a program review with the needs of students having priority focus.

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Jeff Finell	August 30, 2012	n/a

Recommendation:

That the board not approve the motion. It is recommended that the topics referred to in the motion be referred to standing committees having the mandate for the respective topics.

AGENDA ITEM

Meeting Date:	September 11, 2012	Agenda Item #:	5.1.2
Topic:	Notice of Motion: Multi-Grade Classrooms		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

At the August 14, 2012 Regular Meeting the following notice of motion was made:

"That CAC prepare a presentation regarding the delivery/ implementation strategies around multi-grade classrooms."

Current Status:

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	August 30, 2012	n/a

Recommendation:

Board decision.

AGENDA ITEM

Meeting Date:	September 11, 2012	Agenda Item #:	5.2
Topic:	Rates of Pay for Election Workers		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

In Accordance with the Local Government Election Act, the Board is to approve rates for election workers. We work with as many municipalities as possible where they hire the workers and act as the Deputy Returning Officer for us. In these cases we share costs with the municipality. However, we still have to hire our own workers for some polling stations and in this case the Board needs to approve rates.

Current Status:

We have in past elections used the Province of Saskatchewan Election rates. Therefore the proposed rates are as follows:

Training Day Attendance	\$ 40.00
Advanced Poll DRO	\$132.60
Advanced Poll Poll Clerk	\$110.00
Election Day DRO	\$205.00
Election Day Polling Clerk	\$170.00

Day After Election

To return documents to PSS210 \$40

Mileage is paid to attend training, attend poll and to return ballot box.

Mileage rate \$0.46/km.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	August 29, 2012	n/a

Recommendation:

That the Board approve Election Workers rates of pay and mileage at the following rates:

Training Day Attendance	\$ 40.00
Advanced Poll: DRO	\$132.60
Advanced Poll: Poll Clerk	\$110.00
Election Day: DRO	\$205.00
Election Day: Polling Clerk	\$170.00

Day After Election

To return documents to PSS210 \$40

Mileage is paid to attend training; attend poll and to return ballot box.

Mileage rate \$0.46

AGENDA ITEM

Meeting Date:	September 11, 2012	Agenda Item #:	5.3
Topic:	Sale of Surplus Land		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

Background:

It was determined that there are a number of properties not used in the operations of the school division that are still owned by the school division. A decision was made to dispose of these properties starting with the sites that have actual buildings on them. The Farm Credit site shows the minimum price paid per acre for pasture land in the RM of Enfield over the last two years is \$250. The land surrounding the first two parcels is a mixture of pasture and cultivated land. With the building, fence and backstop the land needs some clean up to be useful. The third site also has a building, trees and grass and is surrounded by crop land. It would also need work to be useful. Because these are old school sites, the sale must also be approved by the Ministry of Education.

Current Status:

We have received three offers to purchase. Two are for a site that has two parcels side by side. We are offered \$100 for each of the side by side parcels with an additional offer to split the cost of the title transfer 50/50. The parcels are #105626055 in the NW11-19-5 W3rd (1.92 acres) and #105626033 in the NE11-19-5 W3rd (1.89 acres), both in the RM of Enfield. The other property is parcel 105440420 in the NW 19-20-5 W3rd (1.12 acres) in the RM of Enfield. The offer for this piece is \$1.

Pros and Cons:

Parcels 105626055 and 105626033.

Pros-we would get rid of a piece of property that has no value to us for our operations and that is a liability risk to us.

- We would have a sale without the costs of tendering and advertising. The potential upside for a bid may not be enough to cover those costs.

- Going to tender may not produce any additional or larger bids.

- there would be some cost to the bidder to make the land useful for their farming operations so the bid may be reasonable.

Cons- It is possible we could get a higher offer if we tender.

Parcel #105440402

Pro's-We would get rid of a piece of property that is of not value to us for our operations and that is a liability risk to us.

- We would have a sale without the costs of tendering and advertising.
- going to tender may not produce any additional or larger bids.
- there would be some cost to the bidder to make the land useful for their operations so the bid is probably reasonable.
- The bidder has offered to put up a sign to mark the school site after purchase.

Cons-Selling the school site for one dollar may set a bad precedent for the sale of additional lands.

Financial Implications:

We are offered \$100 for each of the side by side parcels (105626033 and 105626055) with an additional offer to split the cost of the title transfer 50/50. We are offered \$1 for parcel 105440420 and the bidder would put up a sign to commemorate the school. Over the last two years, the Farm Credit site shows purchase price minimums of \$250 for pasture and \$368 for cultivated land and maximums of \$300 for pasture and \$523 for cultivated land.

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	August 30, 2012	Three pictures of land.

Recommendation:

That the Board accept the offers to purchase the three parcels of land.







AGENDA ITEM

Meeting Date:	September 11, 2012	Agenda Item #:	5.4
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

Board Policy is that records be retained for the duration specified in the Saskatchewan Learning Records Retention and Disposal Schedule. They are to be retained and disposed of in accordance with the directives of the Education Act 1995, The Local Government Election Act and The Archives Act. The Local Authority and Freedom of Information and Protection of Privacy Act also requires that we not keep records with personal information any longer than the purpose for which the information was collected. The Acts require that the board approve the disposal of public records. They do not give instruction on non-public records. This board has chosen to approve the disposal of all records.

Current Status:

I have attached a listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule.

Some of the software contracts do not have defined expiry dates. In those cases I have assumed a use of two years before an update.

The record of disposal of records, i.e. the attached list, is a permanent record that must be retained forever.

A letter will be sent to the Saskatchewan Archives offering them the records which do not contain personal information. Any records offered to them which they are not interested in retaining will be shredded.

Pros and Cons:

Financial Implications: N/A

Governance Implications: N/A

Legal Implications: N/A

Communications: N/A

Prepared By:	Date:	Attachments:
Ron Purdy	August 31, 2012	List of records

Recommendation:

That the Board approve the disposal of records as per the attached schedule, by shredding or transfer to the Saskatchewan Archives.

Records for Disposal - 2011 Prairie South School Division #210

Record	Division	Type	Start	Finish	Required Retention Period
Accounts Payable	Legacy Divisions		2005	2005	6 years plus current
Accounts Receivable Invoices	Moose Jaw Public		2004	2004	6 years plus current
Bus routes/light load conveyance	Moose Jaw Public		2003	2004	3 years
Bussing file-correspondence/SSBA information	Moose Jaw Public		1954	1998	No requirement
Bussing tender	Moose Jaw Public		1996	1996	3 years
Bussing tender	Moose Jaw Public		1999	1999	3 years
Cancelled Cheques	Golden Plains		2002	2003	6 years plus current
Cancelled Cheques	Red Coat Trail		2004	2004	6 years plus current
Cancelled Cheques	Borderland		2003	2004	6 years plus current
Cancelled Cheques					
Contracts, Software-attached list	Moose Jaw Public				7 years
Charitable Organization Returns	Moose Jaw Public		1974	2004	6 years plus current
Corporate tax review	Moose Jaw Public		1993	1993	7 years
Cum Files	Prairie South		1985	1985	3 years after turn 22
Deposit Books	Golden Plains		2001	2004	6 years plus current
Deposit Books	Red Coat Trail		1998	1999	6 years plus current
Deposit Books	Borderland		2002	2004	6 years plus current
Food Services-Peacock	Moose Jaw Public	Correspondence/tenders	1998	2005	3 years
Incident Report Forms	Moose Jaw Public		2005	2005	2 years
Learning Student Files	Prairie South		1985	1985	3 years after turn 22
Receipt Books	Golden Plains		2001	2004	6 years plus current
Receipt Books	Red Coat Trail		2002	2004	6 years plus current
Receipt Books	Borderland		2003	2004	6 years plus current
Receipt Books	Moose Jaw Public		2005	2005	6 years plus current
Receipt Books	Thunder Creek		1997	1999	6 years plus current
School Incident Report forms	Moose Jaw Public		2005	2005	6 years plus current
SGSE forms data	Moose Jaw Public		2003	2004	7 years
Taxable Assessment Act	Moose Jaw Public		1982	1993	No requirement
Taxable Assessment File	Moose Jaw Public		1989	1993	7 years

Old Contracts

Vendor	Software	Quantity	Start	Expiry	Retention
Microsoft	Access 2000	1		9/30/1999	7 years
Microsoft	Windows 98	87		9/30/1999	7 years
Microsoft	Publisher 98	31		9/30/1999	7 years
Microsoft	Education Select Enrollment Agreement			9/30/1999	7 years
Microsoft	Office Pro 97	2		9/30/1999	7 years
Microsoft	Windows 95 upgrade	31		9/30/1999	7 years
Microsoft	Windows 95	50		12/31/1999	7 years
Microsoft	Back-office (server) access	30		3/31/2000	7 years
	Back-office (server) access-upgrade	50		3/31/2000	7 years
Ingenuity Works	Site licence-Microsoft O/S to Win 95	Sunningdale		12/31/1999	7 years
Edmark	Oceans/Rainforest	120		12/31/1999	7 years
Hyper Technologies	Deep Freeze	1000		10/27/2001	7 years
Microsoft	Windows NT Cal	5		9/30/1999	7 years
	Windows NT Server	1		9/30/1999	7 years
Network Associates	Total Virus Defense	300		3/22/2000	7 years
Microsoft	Windows 95	60		3/31/2000	7 years
Microsoft	Access 2000	1		9/17/2000	7 years
Accpac International	Site License-AEP/CCI/RVCI			12/14/2000	7 years
Macromedia	Dreamweaver 4	69		12/20/2003	7 years
Softchoice	Corel Word Perfect Office 2000	1022		3/31/2002	7 years
Swishzone	Swish (e-mails only)	151		1/18/2002	7 years
Network Associates	TVD v4.0	300		3/30/2002	7 years
Microsoft	Office 2000	5		4/30/2003	7 years
WinZip Computing	Winzip	10	2/1/2002		7 years
Frisk Software International	F-Prot anti-virus	400	2/21/2002		7 years
Symatic	Ghost	1000	3/6/2002		7 years
Microsoft	School agreement (office/server)	1000	8/20/2002		7 years
Misty City Software	Grade Machine	MJ HS	9/4/2002		7 years
Network Associates	Total Virus Defense	400		12/21/2002	7 years
Softchoice	Adobe Acrobat Pro	1	10/7/2003		7 years
Softchoice	Autocad LT	1	10/28/2003		7 years
Softchoice	Visio	4	10/28/2003		7 years
Bridges.com	Career Explorer	CCI/RVCI		11/29/2003	7 years
Microsoft	School agreement (office/server)	1000		12/31/2003	7 years
Microsoft	Publisher 2002	1		2/15/2004	7 years
Microsoft	School agreement (office/server)	1000		9/30/2004	7 years
Softchoice	Adobe Web Collection	30	7/31/2003		7 years
Softchoice	MS Publisher	13	3/26/2003		7 years
Softchoice	MS Windows XP Pro	1	3/26/2003		7 years
CrossTec	NetOP		4/16/2004	4/15/2005	7 years

AGENDA ITEM

Meeting Date:	September 11, 2012	Agenda Item #:	7.2
Topic:	Tender Report		
Intent:	<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 August 3, 2012 to August 31, 2012.

Current Status:

A request for quotes was issued for the abatement of mold in the science lab and removal of mold and asbestos pipe insulation in the crawlspace at Chaplin School.

A tender was issued for cleaning services for the Thatcher Drive office and shop and for the Bus Garage on 9th Ave.

A tender was issued for an electrical service upgrade at Peacock Collegiate.

Pros and Cons:**Financial Implications:**

The request for quotations was awarded to Gold Mold of Saskatoon for a quoted price of \$51,425.96.

The tender for cleaning services was awarded to Bonnie's Cleaning for a cost of \$2400 per month for the Thatcher Drive location and \$1300 per month for the 9th Ave. Bus Garage.

The tender for an electrical service upgrade was awarded to Arrow Electric for a cost of \$368,710. There is an additional charge from Sask Power of \$39,181.08 to bring the power from the street to the school. This portion of the work must be done by Sask Power so they are the only ones from whom we obtained a price.

Governance Implications: N/A

Legal Implications: N/A

Communications: N/A

Prepared By:	Date:	Attachments:
Ron Purdy	August 31, 2012	n/a

Recommendation: