

Prairie South Schools

BOARD OF EDUCATION

January 8, 2013
10:30 a.m. – 4:00 p.m.
Central Office, 15 Thatcher Drive East, Moose Jaw

AGENDA

10:00-10:30 Board Planning Session

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
- 4. Delegations/Presentations**
 - 4.1 Delegations**
 - 4.1.1 Nancy Wollner (11:00 a.m.)
 - 4.2 Presentations**
 - 4.2.1 Equitable Opportunities (1:00 p.m.)
- 5. Decision Items**
 - 5.1 Motions from Previous Meeting**
 - 5.1.1 Notice of Motion

That administration prepare a report for the Prairie South School Division Board detailing prep time policy, methodology, costs, implementation, and related significant issues.

- Swanson
 - 5.1.2 Notice of Motion

That with respect to Prairie South School Division Board Meetings, administration attendance be as follows:

In Regular Attendance:

 - Director of Education or designate
 - Superintendent of Business & Operations or designate
 - Executive Assistant to the Director or designate
 - Communication Co-ordinator

Not in regular attendance but available to the meetings as required:

 - Other administrative staff.

- Swanson
 - 5.2 Conditions of Employment Renewal – 2012-2013**
 - 5.3 Transfer of Land**

- 6. Discussion Items**
 - 6.1 Joint Board Meeting with Holy Trinity**
 - 6.2 18th National Congress on Rural Education**

- 7. Consent Items**
 - 7.1 Suspensions**
 - 7.2 1st Quarter Finance Report**
 - 7.3 Out of Province Excursion – Central Collegiate to Banff, Alberta**
 - 7.4 Out of Province Excursion – Avonlea School to Asessippi, Manitoba**
 - 7.5 Out of Province Excursion – Central Collegiate 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
 - 8.1.7 Marketing Advisory
 - 8.2 Adhoc Committees**
 - 8.2.1 South Hill

- 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 December 11, 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; Mr. T. McLeod; Mr. J. Radwanski; 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 Coordinator; H. Boese, Executive Assistant

Presentations: Auditor's Report & Financial Statement: Terri Olfert, Stark & Marsh and Jason Wandy, Provincial Auditors Office (10:30 a.m.)
Multi-Grade Classrooms, Lori Meyer, David Hall, Tim Eirich and Michelle Michaluk (1:00 p.m.)

Motions:

12/11/12 – 1812 That the meeting be called to order at 10:33 a.m. Carried
- Christopherson-Cote

12/11/12 – 1813 The following items were added to the agenda: Carried
6.3 Division Attendance Policy – Bi-Annual Report (12.6)
6.4 Parent Conferences (12.1.1)
That the Board adopt the agenda as amended.
- Gleim

12/11/12 – 1814 That the Board adopt the Minutes of the regular meeting of November 6, 2012 as presented. Carried
- Jelinski

12/11/12 – 1815 That the Board adopt the Minutes of the organizational meeting of November 6, 2012 as presented. Carried
- McLeod

12/11/12 – 1816 That the board go into closed session at 11:30 a.m. Carried
- Swanson

Note: As part of the Board's oversight responsibilities, they met with the auditors without management present.

12/11/12 – 1817 That the board reconvene in open session at 11:50 a.m. Carried
- Crabbe

12/11/12 – 1818 On the Notes to the Financial Statement on page N16 there be an amendment under Internally Restricted Surplus to read "Incomplete Board approved rural practical applied arts program". Defeated
- Swanson

12/11/12 – 1819

That the Board approve the Auditor's Report and Audited Financial Statements for the 2011-2012 fiscal year as presented.
- Davidson

Carried

That the board break at 12:10 p.m.

That the board reconvene at 1:05 p.m.

12/11/12 – 1820

That the Board approve the submission of a B1 – application to proceed with preliminary project planning for a 30 space daycare in Westmount School in partnership with the YMCA.
- Young

Carried

12/11/12 – 1821

That a letter be drafted by administration stating that the artwork currently contained in the Gravelbourg Elementary School Library remain in the community regardless of the final outcome of the building.
- Davidson

Carried

12/11/12 – 1822

That the Board approve \$130,265.00 expenditures for implementation of K-12 Practical and Applied Arts Enhancement project as presented.
- Jelinski

Carried

12/11/12 – 1823

That the planning sessions scheduled for January 9 and February 13, 2013 be cancelled and a two-day strategic planning session be held on January 29 and 30, 2013.
- Davidson

Carried

12/11/12 – 1824

That the Board move the Annual Meeting of Electors Ad Hoc Committee into the Marketing Advisory Committee.
- Kessler

Carried

12/11/12 – 1825

That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2013:
Greg Veillard, Dale Clarke, Roy Dickenson, Darleen Stewart, John Livingston, George Patterson, Claude Duke, Pam Ludwar, Darrell Crabbe and Ron Purdy.
- Young

Carried

12/11/12 – 1826

That on an ongoing basis, the Board receive reports at the October and February regular Board meetings detailing Prairie South School Division classes that have in excess of 28 students.
- Swanson

Carried

12/11/12 – 1827	That the Board table motion 12/11/12 – 1826 until the February Board Meeting, following the Strategic Planning Meeting. - Christopherson-Cote	Defeated
12/11/12 – 1828	That the Board receive the consent items and approve the recommendations contained therein, as presented. - Young	Carried
12/11/12 – 1829	That the Board go into closed session at 3:25 p.m. - Swanson	Carried
12/11/12 – 1830	That the Board reconvene in open session at 3:33 p.m. - Gleim	Carried

Committee Reports

Standing Committees:

Higher Literacy & Achievement

- No report given.

Equitable Opportunities

- Jackie Jelinski reported on the committee's work to date on the Practical & Applied Arts Enhancement Program. They asked that the Board approve \$130,265.00 in expenditures to support the next steps of the project. These next steps include:
 - a) Promoting and developing a select group of PAA credits in K-12 Schools (online: Cosmetology, Cow/Calf, Energy and Mines; Face to face: Apprenticeship, Career and Work Explorations, Graphic Arts)
 - b) Developing three 'Locally Supported Distance Learning' PAA courses (internal secondment for second semester February 2013 and pilot September 2013)
 - c) Purchase central resources for Graphic Arts and Cosmetology credits (kits for 20 students)
 - d) Promote credit enhancement (PD day to present PAA curricula, resources, programs and certification opportunities)
 - e) Promote alternative credit options (special project credits, dual credits, locally developed courses)

Smooth Transitions

- No report given.

Strong System-Wide Accountability and Governance

- Shawn Davidson reported on the committee's recent work involving the audited financial statements. The committee met the evening prior to the Board Meeting, reviewing the audited financial statements, the auditor's report and the provincial auditor's report. They particularly delved into the largest budget line, Instruction, which sits at just over \$56,000.

Advocacy and Networking

- No report given.

Rural Catchment Review

- No report given.

Marketing Advisory

- No report given.

Adhoc Committees:

South Hill

- No report given.

Notice of Motions

12/11/12 – 1831

That administration prepare a report for the Prairie South School Division Board detailing prep time policy, methodology, costs, implementation, and related significant issues.

- Swanson

12/11/12 – 1832

That with respect to Prairie South School Division Board Meetings, administration attendance be as follows:

In Regular Attendance:

- Director of Education or designate
- Superintendent of Business & Operations or designate
- Executive Assistant to the Director or designate
- Communication Co-ordinator

Not in regular attendance but available to the meetings as required:

- Other administrative staff.

- Swanson

Inquiries

Re: Board/SCC Discussions/Consultations with City of Moose Jaw SCCs and their frustration and concern over traffic issues.

Has administration had further discussion with these schools and has there been an attempt to work with these schools in setting up a meeting with Prairie South Administration, our schools and the City of Moose Jaw Traffic Committee to work together to meet the needs of safety for our students.

- Young

Adjournment

12/11/12 – 1833

That the meeting be adjourned at 4:00 p.m.

Carried

- Crabbe

Colleen Christopherson-Cote
Chair

Bernie Girardin
Superintendent of Business and Operations

Next Regular Board Meeting:

Date: January 8, 2013
Location: Central Office, Moose Jaw

4.1.1

Nancy M. Wollner
1151 Grafton Avenue
Moose Jaw, SK S6H 3S4
Cell: 306-630-4046

December 28, 2013

Prairie South School Division
15 Thatcher Drive East
Moose Jaw, SK S6J 1L8

Attn: Heather Boese

RE: Written Notice

Please consider this my written request/notice to be added to the agenda of the next meeting of the Prairie South School Board meeting. I understand the next Board meeting is scheduled for 11am on January 8, 2013.

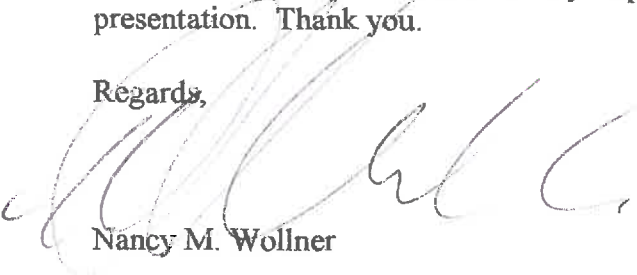
My presentation to the Board is based on improving learning opportunities and outcomes as it relates to the leadership of Prairie South, specifically the Division's Core Values:

- High Expectations of students
 - Learning how to learn
- Community Involvement and Engagement
 - Public participation helps make better decisions
 - Diverse perspectives create a better understanding of needs
- A Collective Common Sense Approach

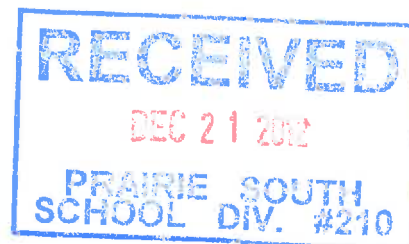
I will be the spokesperson for this presentation, with potentially 3 other people joining me. Heather from our conversation, I understand my written submission for my presentation is due on January 7.

I look forward to confirmation of my request/notice, scheduled time and address for my presentation. Thank you.

Regards,


Nancy M. Wollner

c Mr. Jeff Finell, Director
Ms. Colleen Christopherson-Cote, Board Chair



AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	5.1.1
Topic:	Notice of Motion: Teacher Preparation Time		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

At the December 11, 2012 Board Meeting, the following motion was made:
 "That administration prepare a report for the Prairie South School Division Board detailing prep time policy, methodology, cost, implementation, and related significant issues."

Current Status:

Currently, teachers receive 10% embedded prep time and 4.5% non-embedded prep time for a total prep time allocation of 14.5%. Of the non-embedded 4.5%, 2% (4 days) is discretionary prep days and 2.5% (5 days) is common non-student prep days. The common non-student prep days are currently embedded in the 2012-13 school year calendar on Friday August 31/12 (0.5 of a day), Friday, November 9/12, Friday, February 1/13, Friday March 8/13, Thursday June 27/13 and Friday June 28/13 (0.5 of a day). Preparation time is a locally determined benefit and is outlined in the Local Implementation and Negotiation Committee (LINC) – article 22.3.1 and 22.3.2.1.

Pros and Cons:

Financial Implications:

The projected cost of the 10% embedded prep time for 2012-13 is approximately \$2,629,294.98. This value is based on the approved Staffing Formula of 32.62 teachers and an average teacher cost of \$80, 603.77 (CPP/EI included).
 The projected cost of the discretionary prep days is approximately \$340, 208.17. This value is based on an approximate teacher usage of 65% (1211.05 days used in 2011-12 of a possible 1863.16 days) and current substitute teacher costs of \$280.92 (CPP/EI included).
 The overall projected cost of teacher prep time for 2012-13 is \$2,969,503.14.

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ryan Boughen	December 20, 2012	LINC section 22 - Preparation Time LINC Agreement

Recommendation:

Board decision

PREPARATION TIME

Section 22

22.1 Principles

The Prairie South School Division maintains its commitment to the curricular program through provisions of preparation time for teachers. This time is based on three foundational principles:

- provision shall be equitable (just and fair);
- provision shall enhance the teachers' capacities to meet the needs of students; and
- provision shall enhance the school's capacity to be a learning community.

22.2 Definition

Preparation time is time (other than recess and lunch period) within the school day, as defined by ***The Education Act 1995***, when the teacher is not performing instructional tasks involving direct interaction with students.

22.3 Allocation of Preparation Time

22.3.1 10% Preparation Time Within the School Timetable

10% preparation time shall be allocated to schools based on full time teaching equivalents. The assignment of preparation time to individual teachers may be less than 10% in schools where administration in joint consultation with *all* staff, determines creative and practical ways to meet the needs of their teachers and schools. Variance to the 10% allocation must be reported to the Superintendent of Human Resources.

22.3.2 Non-scheduled Preparation Time

22.3.2.1 There shall be four (4) preparation days to be scheduled at the teacher's discretion, as per the Guiding Principles (22.3.2.3). A substitute teacher shall be provided for each day.

- There shall be five (5) **common** non-student preparation days scheduled by the Superintendent of Human Resources in conjunction with Central Office Administration and the Calendar Committee.

22.3.2.2 Guiding Principles

- All preparation time is pro-rated according to the teacher's contract assignment, including administrators with teaching assignments.
- Full-day preparation time is recommended wherever possible.
- Preparation days may be utilized in half-day increments but must be taken in an equal number of mornings and afternoons.
- Preparation days must be arranged with the school administrator at least one (1) week in advance.
- Teachers with no preparation time scheduled in one semester (e.g. high school) may use all days in that semester.
- Permission must be granted by the school administrator to utilize two or more preparation days consecutively.
- Teachers are expected to be at work during preparation days. Out-of-building preparation time must be approved by the school administrator.
- Preparation days shall not be taken in conjunction with ROS days.
- Preparation days shall be taken on student-contact days.
- Preparation days must be used by June 30 and will not be carried forward to the next year; nor will they be paid out if not used.

PRAIRIE SOUTH SCHOOL DIVISION No. 210

LOCAL COLLECTIVE BARGAINING AGREEMENT FOR TEACHERS AND THE BOARD OF EDUCATION



Ratified: August 14, 2012

*This Agreement made at Moose Jaw
in the province of Saskatchewan
this 14th day of August, 2012*

Effective August 18, 2012 - August 18, 2013

BETWEEN

**The Board of Education of the Prairie South School Division No. 210 of Saskatchewan
hereinafter called "The Board,"**

AND

**The Bargaining Committee appointed by the Teachers of the Prairie South School Division
No. 210 of Saskatchewan under provision of Section 231 of *The Education Act 1995*, hereinafter
called "the Teachers."**

TABLE OF CONTENTS

Preamble

Section 1:	Terms of Agreement.....	1
Section 2:	Emergent Issues Committee	1
Section 3:	Negotiation / Professional Leave.....	1
Section 4:	Pay Periods	2
Section 5:	Pay Advance: New Teachers	3
Section 6:	Consultant / Coordinator Allowances.....	3
Section 7:	Itinerant Teachers	3
Section 8:	Travel Reimbursement	4
Section 9:	Vacancies.....	4
Section 10:	Substitute Teachers.....	4
Section 11:	Recognition of Extra-Curricular Service Days (ROS Days)	4
Section 12:	Noon Supervision Days (NS Days)	6
Section 13:	Application of Recognition of Service (ROS) Days and Noon Supervision (NS) Days	7
Section 14:	Compassionate Leave	8
Section 15:	Pressing Leave.....	9
Section 16:	Maternity / Parenting / Adoption Leave	10
Section 17:	Graduation / Convocation Leave	10
Section 18:	Special Leaves	10
Section 19:	Leave of Absence Without Pay	11
Section 20:	Education Leaves/Tuition Reimbursement	11
Section 21:	School Determined Professional Development	14
Section 22:	Preparation Time	14
Section 23:	Early Notice of Retirement.....	15
Section 24:	Deferred Salary Leave Plan.....	16
Section 25:	Dispute Resolution and Grievance Procedure	17
	Memorandum of Agreement #1.....	19
	<i>Teacher Workload/Worklife/Wellness</i>	
	Memorandum of Agreement #2.....	20
	<i>Historical Operating Procedure: Outside Yard Duty</i>	
	Memorandum of Agreement #3.....	21
	<i>Deferred Salary Leave Plan</i>	
	Interpretive Bulletin.....	25
	Common Understandings	26
	<i>Teacher Transfers and Staffing</i>	

THE PRAIRIE SOUTH SCHOOL DIVISION No. 210 LINC AGREEMENT

PREAMBLE

In consideration of harmonious relations of employment, the parties to this Agreement acknowledge the following with respect to the collective bargaining process:

1. Pursuant to Section 232 (2) (a) of *The Education Act, 1995*, and unless otherwise amended, for each and every collective bargaining agreement between the parties, bargaining collectively shall occur with respect to the following matters:
 - sabbatical leave for teachers;
 - education leave for teachers;
 - salaries for substitute teachers;
 - the duration of the local agreement;
 - pay periods for teachers; and
 - special allowances for teachers.
2. Pursuant to Section 232 (2) (b) of *The Education Act, 1995*, and unless otherwise amended, both parties of the bargaining committee may jointly agree to bargain collectively with respect to matters other than those mentioned in (1).
3. Pursuant to Section 232 (4) of *The Education Act, 1995*, and unless otherwise amended, a collective bargaining agreement between the parties shall not "contain terms regulating the selection of teachers, the courses of study, the program of studies, or the professional methods and techniques employed by a teacher."

TERMS OF AGREEMENT

Section 1

- 1.1 This Agreement negotiated in accordance with *The Education Act, 1995*, shall be effective from August 18, 2012 to August 18, 2013 and shall remain in effect until replaced or revised. *See Interpretive Bulletin #1.*

EMERGENT ISSUES COMMITTEE

Section 2

2.1 Committee Mandate

The purpose of the Emergent Issues Committee shall be to discuss any emerging issues and/or for local collective agreement clarification and interpretation in order to clarify the contract or in order to resolve potential misunderstandings.

2.2 Committee Composition

The Emergent Issues Committee shall consist of Central Office and Prairie South Teachers' Association (PSTA) members:

Director
Human Resources Superintendent
LINC chairperson
PSTA president
two other LINC members

2.3 Meetings

The committee shall meet a minimum of twice per year.

2.4 Meeting Protocol

Protocol will follow the guidelines of *Good Practices and Dispute Resolution, 2002*.

NEGOTIATION / PROFESSIONAL LEAVE

Section 3

3.1 Local Bargaining Committee

- 3.1.1 Members of the teachers' local bargaining committee, to a maximum of ten (10) teachers of the PSTA, shall suffer no loss of salary for required absence from their regular teaching duties for the purpose of participating in negotiations, mediation, conciliation, and arbitration proceedings which pertain to local negotiations with Prairie South School Division No. 210.
- 3.1.2 There shall be a mutual understanding between LINC and Central Administration representatives that LINC duties shall be divided between school and non-school time.
- 3.1.3 The Board and PSTA shall determine sharing of costs prior to the onset of negotiations.

3.2 Local Association Professional Leave

- 3.2.1 In consideration of the demographics of the school division and in mutual recognition of the value of positive working relationships, the Board shall provide an annual grant to the Prairie South Teachers' Association in the amount of \$10,000 payable by September 30. *See Interpretive Bulletin #2.*

3.2.2 Local Association President

- 3.2.2.1 The president of the PSTA shall be granted release time to conduct the business of the local association.
- 3.2.2.2 The percentage of president release for the coming year shall be determined by the PSTA Executive and communicated to the Superintendent of Human Resources no later than March 30.
- 3.2.2.3 The PSTA shall reimburse the Board, in monthly installments, the salary for the percentage of the president's release time according to the salary rate of the Provincial Collective Bargaining Agreement.

3.2.3 Local Association Officers

- 3.2.3.1 The PSTA shall be granted up to forty (40) days paid leave per school year to carry out the business pertaining to the PSTA. Authorization for such days shall be made by the PSTA President or designate.
- 3.2.3.2 These days shall be shared among the officers as determined by the PSTA Executive.
- 3.2.3.3 The PSTA will reimburse the Board on a monthly basis actual substitute teachers' salary for leave days.
- 3.2.3.4 STF councillors shall receive two (2) paid days in lieu of time spent on councillor duties. These STF Councillor Recognition of Service (ROS) days shall not be considered *in addition to* the maximum four (4) ROS/NS days that may be earned in any one school year as per Section 13. STF Councillor ROS days are not eligible for carry-over to the following year. For unused STF Councillor ROS days, a councillor shall be paid out by the PSTA in the amount of actual current rate of substitute teacher salary.

PAY PERIODS

Section 4

- 4.1 Teachers shall be paid over a ten-month (10) period. Teachers on continuing contracts shall have the option of being paid in twelve (12) monthly payments by notifying Payroll of the Prairie South School Division with written notice by June 15 prior to the beginning of the upcoming school year. The option shall remain in effect for the subsequent school year(s) unless written notification of change is provided by June 15 prior to the upcoming school year.
- 4.2 Teachers shall be paid their monthly salary by the 25th of the month or the last working day prior to the 25th, via direct deposit to the financial institution of their choice.
- 4.3 A teacher leaving the division or taking a long-term leave shall be paid all salary owing on the last teaching day provided all required work has been completed.
- 4.4 Prairie South Teachers' Association annual fees shall be deducted in ten (10) equal payments as determined by the local association no later than June 1. For teachers employed less than full time, local association fees shall be paid according to the PSTA constitution/bylaws. Any changes to this amount shall require thirty (30) days' written notice by the PSTA president to the Human Resources Department of the Prairie South School Division.
- 4.5 The EI rebate shall be paid to each teacher on a monthly basis.

PAY ADVANCE: NEW TEACHERS

Section 5

- 5.1 A Teacher new to the Prairie South School Division may request, upon signing the contract, an early payment of 25% of the first month's salary, to be paid to the teacher within ten (10) working days of the first date of employment.

CONSULTANT / COORDINATOR ALLOWANCES

Section 6

- 6.1 A teacher employed by the Board and appointed to a position as a consultant shall be paid an allowance equal to ten per cent (10%) of maximum of Class VI on the current Provincial Collective Bargaining Agreement for teachers multiplied by the percentage of time assigned as a consultant.
- 6.2 A Teacher employed by the Board and appointed to a position as a coordinator shall be paid an allowance equal to fifteen per cent (15%) of maximum Class VI on the current Provincial Collective Bargaining Agreement for teachers multiplied by the percentage of time assigned as a coordinator.
- 6.3 Part-time consultants who received full-time allowance prior to the signing of this contract shall continue to receive the full-time allowance as long as the consulting portion of their assignment is not reduced.
- 6.4 Consultant/Coordinator Reimbursement Rate
- 6.4.1 Consultants/coordinators who must travel in the performance of their duties shall be paid at the current Board mileage rate. No mileage shall be paid for travel to the consultant's/coordinator's "home" office.
- 6.4.2 Consultants/coordinators traveling within the city of Moose Jaw and Assiniboia shall be reimbursed for mileage at the rate of \$5.00 per traveling day or mileage at the current Board rate for actual kilometers traveled.
- 6.4.3 Consultants/coordinators traveling outside the city of Moose Jaw and Assiniboia shall be reimbursed for mileage at the current Board rate for actual kilometers traveled.

ITINERANT TEACHERS

Section 7

- 7.1 Definition
- An itinerant teacher is a teacher whose contract indicates he/she is assigned to more than one school as determined by Central Office.
- 7.2 Itinerant teachers traveling between schools shall be assigned a "home" school.
- 7.3 Itinerant Teachers' Reimbursement Rate
- 7.3.1 Itinerant teachers who must travel in the performance of their duties shall be paid at the current Board mileage rate. No mileage shall be paid for travel to the teacher's "home" school.
- 7.3.2 Itinerant teachers traveling within the city of Moose Jaw and Assiniboia shall be reimbursed for mileage at the rate of \$5.00 per traveling day OR mileage at the current Board rate for actual kilometers traveled.
- 7.3.3 Itinerant teachers traveling outside the city of Moose Jaw and Assiniboia shall be reimbursed for mileage at the current Board rate for actual kilometers traveled.
- 7.4 Itinerant teachers are responsible for submitting their claims for travel reimbursement.

TRAVEL REIMBURSEMENT

Section 8

- 8.1 When required by the Board to travel in the performance of duties, teachers shall be reimbursed for expenses incurred. *See Interpretive Bulletin #3.*
- 8.2 Payment shall be according to Board approved policy rates for mileage, meals and accommodations. Receipts are required for hotels. It is agreed that mileage shall be paid for sufficient vehicles to transport the staff in question ensuring that each vehicle is fully utilized.

VACANCIES

Section 9

- 9.1 Notices of all administrative and teaching position vacancies shall be sent to the principal and staff of each school in the division at the same time and prior to advertisement in the media.

SUBSTITUTE TEACHERS

Section 10

- 10.1 A substitute teacher shall be paid 1/197 (number of days designated by the Ministry of Education to constitute a school year) of the minimum Class IV of the Provincial Teachers Agreement.
- 10.1.1 Retroactive pay resulting from the Provincial Collective Bargaining Agreement negotiations will not be calculated on substitute pay.
- 10.2 After substituting for five (5) continuous/uninterrupted days for the same teacher in the same position, the substitute teacher, upon the sixth and pursuant days, shall be paid salary according to their classification and experience. holiday or professional development day does not constitute a break in continuous days.
- 10.3 Substitute teachers shall be paid for .4 or .5 or .6 or 1.0 of a full day's pay depending on the school's hours assigned to each portion of the day (e.g. high school).
- 10.4 In rural schools part time teachers may substitute in the same school for less than .4 and more than .6 of a day.
- 10.5 A substitute teacher shall be paid no later than the 10th day of the month following a month in which they provided substitute service. The first substitute pay date in each new school year will be no later than October 10.

RECOGNITION OF EXTRA-CURRICULAR SERVICE DAYS (ROS Days)

Section 11

11.1 Definition

Recognition of Service Days (ROS Days) are days that are awarded in recognition of the specific service provided for extra-curricular supervision which may be utilized as days off with pay or paid out at the specified rate.

11.2 Extra-curricular activities shall be defined as the supervising or conducting of any school-initiated student activities

11.2.1 which have been approved by the Director or designate.

11.2.2 which occur outside the required hours of instruction.

- 11.2.3 where the teacher is not receiving other remuneration (e.g., If the teacher is providing noon supervision under Section 12 this would not qualify for extra-curricular recognition).
- 11.2.4 which are not for students' academic credit or support (e.g., Study groups and tutoring support academics do not qualify for extra-curricular recognition).

11.3 Hours of Service

11.3.1 ROS for extra-curricular activities shall occur as follows:

- 25 hours of service - ½ day in recognition of service
- 50 hours of service - 1 day in recognition of service
- 75 hours of service - 1 ½ days in recognition of service
- 100 hours of service - 2 days in recognition of service
- 125 hours of service - 2 ½ days in recognition of service
- 150 hours of service - 3 days in recognition of service.
- 250 hours of service - 4 days (4th day must be paid out)

There shall be no carry-over of **hours** to the following school year.

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

11.3.3 For unused ROS days, or ROS days not carried over (11.6), a teacher shall be reimbursed according to the current rate of substitute teacher salary.

11.4 Calculation of Hours

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

11.4.2 On overnight extra-curricular trips where a teacher(s) supervises a trip the teacher(s) shall earn hour for hour accumulation of ROS recognition.

11.5 Part-Time Teachers

11.5.1 Part-time teachers who use ROS days do so prorated to their contracts to a maximum of five (5) days of their part-time days (*see Section 13.9.2*).

11.6 Accumulation of Recognition of Service Days (ROS Days)

11.6.1 ROS Days:

In any one school year a teacher can accumulate a maximum of four (4) ROS days. Three (3) unused ROS days may be carried forward to the next year, with the accumulation limited to five (5) days in that year. Carry-over shall be in half day or full day increments. A maximum of five (5) days may be used in any one school year.

11.6.2 ROS Days Combined With NS Days:

In any one school year a teacher can accumulate a maximum of

- four (4) ROS days, or
- three (3) NS days (*see Section 12*), or
- a combination of both to a maximum of three (3) days (not including the fourth ROS paid out day).

Additional NS hours (rate as per 12.5.1) can be earned but must be paid out in the school year in which they were earned.

Three (3) unused days may be carried forward 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.

- 11.6.3 The school administrator shall approve ROS Days considering substitute teacher availability.
- 11.6.4 Only the Superintendent of Human Resources or designate may approve the use of ROS days in conjunction with other leaves.

NOON SUPERVISION DAYS (NS Days)

Section 12

12.1 Preamble

The Board recognizes that every teacher is entitled to a work-free lunch time. Any teacher who provides supervision at noon does so voluntarily through a contractual agreement with the Board and shall be recognized under the provisions of this clause.

12.2 Noon supervision is recognized as a separate contract of employment with the Board.

12.3 Definition

Noon Supervision Days (NS Days) are days recognized as payment for the supervision of students during the period of the school day designated as the lunch time.

12.4 Number of Supervisors

The number of noon supervisors at each school shall be determined by Prairie South School Division Administrative Procedures.

12.5 Recognition Options

12.5.1 Any teacher who engages in a contractual agreement to provide supervision at noon shall choose one of following options:

- be paid at the rate of \$17.51 (12/13 rate) per hour (pro-rated for actual number of minutes of noon supervision) with an annual adjustment based on the corresponding percentage adjustment of the provincial teachers' salary grid.
- be entitled to earn one (1) NS day with pay for every 18 hours of voluntary noon supervision to a maximum of three (3) days per school year which may be taken in full day or half-day blocks; or
- be paid a combination of hourly salary and NS Days.

12.5.2 A teacher who chooses to be recognized for noon supervision as outlined in the above clause shall not claim this time towards ROS days associated with extra-curricular recognition. *See Interpretive Bulletin #4.*

12.6 Notification of Commitment

Where possible prior to June 30 teachers shall provide to the school administration their intent to provide noon supervision for the following school year. This shall be confirmed on the first day of the new school year. Teachers may discontinue noon supervision with 30 days' written notice to the school administration.

12.7 New Teachers During Academic Year

On commencement of employment, new teachers shall be provided with the option of participating in noon supervision.

12.8 Noon Supervision Year-End Payout

By June 1 teachers shall inform Payroll, via their school administration, of their intention to carry forward their unused NS days in whole or in part. Where such notification is not provided, teachers shall be paid in accordance with the monetary provisions of this contract.

12.9 Accumulation of Noon Supervision Days (NS Days)

12.9.1 NS Days:

In any one school year a teacher can accumulate a maximum of three (3) NS days. Three (3) unused NS days may be carried forward 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.

12.9.2 NS Days Combined With ROS Days:

In any one school year a teacher can accumulate a maximum of

- four (4) ROS days (*see Section 11*), or
- three (3) NS days, or
- a combination of both to a maximum of three (3) days.

Additional NS hours (rate as per 12.5.1) can be earned but must be paid out in the school year in which they were earned.

Three (3) unused days may be carried forward 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.

12.9.3 The school administrator shall approve NS Days considering substitute teacher availability.

Only the Superintendent of Human Resources or designate may approve the use of NS days in conjunction with other leaves.

**APPLICATION OF RECOGNITION OF SERVICE (ROS) DAYS
AND NOON SUPERVISION (NS) DAYS**

Section 13

13.1 ROS days and/or NS Days shall be granted to teachers in recognition of voluntary service for extra-curricular activities and/or for noon supervision of students.

13.2 A teacher must earn all days prior to using them. In special circumstances a school administrator may approve one (1) day before it is fully earned. If by June 10 of the current year the day is not earned the teacher shall forfeit the teacher's per diem salary, unless special approval has been granted by the school administrator based on completion of hours no later than June 30 of the current school year.

13.3 In one school year a teacher can accumulate a maximum of four (4) ROS days OR three (3) NS days, OR a combination of both. Three (3) unused days may be carried forward 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.

13.4 ROS days shall be used within one (1) school year of being earned. Carry-over shall be limited to one year.

- 13.5 Days in excess of those provided for in Section 13 shall be paid out according to the provisions of Section 11.3.3 (extra-curricular supervision) or Section 12.5.1 (noon hour supervision).
- 13.6 For the purpose of this contract a half day shall be one morning or one full afternoon.
- 13.7 School administration shall approve the ROS/NS days considering the substitute teacher availability.
- 13.8 Only the Superintendent of Human Resources or designate may approve the use of ROS/NS days in conjunction with other leaves.
- 13.9 Part-time Teachers and Recognition of Service Days

- 13.9.1 Part-time teachers who use ROS days or NS days do so prorated to their contracts to a maximum of five (5) days of their part-time days.
- 13.9.2 Recognition for part-time teachers shall be applied as follows:
- A 10% teacher who has earned three (3) days takes 3 days @ 10% which equals .30 from the bank of 3 days. 2.7 days remain in the bank for payout. The 2.7 days may be paid out or 2 days may be carried forward to the next year with the remaining .7 paid out.
 - A 20% teacher who has earned three (3) days takes 3 days @ 20% which equals .6 from the bank of 3 days. 2.4 days remain in the bank for payout.
 - A 50% teacher working half days who has earned three (3) days takes 3 days @ 50% which equals 1.5 from the bank of 3 days. 1.5 days remain in the bank for payout. The 1.5 days may be paid out or carried forward.
 - A 50% teacher working full days every second day who has earned three (3) days takes 3 days at 100% which equals 3 days from the bank of 3 days. 0 days remain in the bank for payout.

13.10 ROS Payouts

Any ROS days paid out shall be at the current rate of substitute teacher salary.

13.11 NS Payouts

Any NS payouts shall be at the rate of \$17.51 (12/13 rate) per hour with an annual adjustment based on the corresponding percentage adjustment of the provincial teachers' salary grid.

COMPASSIONATE LEAVE

Section 14

14.1 Definition

For the purpose of this Agreement, immediate family is defined as a teacher's spouse or partner of either sex, child, father, mother, brother, sister, grandparent, or grandchild of a teacher or of a teacher's partner. It also includes the partner of a teacher's child, grandchild, brother, or sister. Partner is defined as the individual who you have been living with for at least three (3) months.

14.2 In The Event of Serious Illness

- 14.2.1 In the event of each serious illness/injury within a teacher's immediate family, the teacher shall be granted compassionate leave with pay, to a maximum of five (5) school calendar days in a school year.
- 14.2.2 The Superintendent of Human Resources, may grant a maximum of three (3) additional days.

14.3 In The Event of Death

- 14.3.1 A teacher shall be granted leave with pay for a period not to exceed five (5) school calendar days in the event of a death of each member of a teacher's immediate family or the immediate family of a teacher's partner.
- 14.3.2 The Superintendent of Human Resources, may grant a maximum of three (3) additional days.
- 14.3.3 The Superintendent of Human Resources, may grant compassionate leave in instances other than the immediate family.
- 14.3.4 Up to a full day with pay shall be granted without loss of salary to act in an official capacity at a funeral. Official capacity would include being a pallbearer or eulogist.

14.4 Family Responsibilities

- 14.4.1 A teacher may be granted leave without pay to deal with family responsibilities.
- 14.4.2 The length of time shall be mutually agreed upon between the teacher and the Superintendent of Human Resources.

PRESSING LEAVE

Section 15

15.1 Pressing Leave:

- 15.1.1 Teachers with continuing full-time contracts or replacement contracts shall be granted days not to exceed two (2) days with pay within any one (1) school year to attend to:
- pressing matters
 - significant family events; or
 - emergencies which are beyond the control of the individual (e.g. disaster, fire, flood, snowstorm).

- 15.2 Pressing leave may be private and confidential. In consideration of privacy, these days may be accessed in the following manner:

- teacher requests can be made to the administrator who may confirm the leave or consult with the Superintendent of Human Resources; or
- in extenuating circumstances, teacher requests can be made directly to the Superintendent of Human Resources, after first notifying the administrator that the request has been made.

- 15.3 Teachers on temporary contracts employed for a period of greater than three (3) months may be granted pressing leave at the discretion of the Superintendent of Human Resources.
- 15.4 Part-time teachers' leave under this section shall be pro-rated according to their percentage of employment.
- 15.5 Pressing leave shall not be used for recreational purposes.

- 15.6 Pressing leave shall not normally be used for scheduled events.
- 15.7 Pressing leave days shall not be paid out or carried over to the following year.
- 15.8 In the event a teacher does not wish to provide a reason for a pressing day's leave, one (1) day may be taken at the cost of the current rate of substitute teacher salary with such cost deducted from the teacher's salary.

MATERNITY / PARENTING / ADOPTION LEAVE

Section 16

- 16.1 A teacher shall be granted maternity leave, parenting leave, and adoption leave in accordance with *The Labour Standards Act* and the Provincial Collective Bargaining Agreement. However, the teacher shall qualify for leave-without-pay as specified in *The Labour Standards Act*.
- 16.2 Parenting/Adoption Leave
- 16.2.1 Leave of up to two (2) days with pay shall be granted to a parent at the birth of or adoption of his/her child.
- 16.2.2 Leave of up to two (2) days with pay shall be granted to a non-birthing parent for the birth of his/her child.
- 16.2.3 In extenuating circumstances, the Superintendent of Human Resources may grant birth/parenting/adoption leave in excess of two (2) days with pay.

GRADUATION/CONVOCATION LEAVE

Section 17

- 17.1 A teacher shall be granted leave with pay for one (1) day to attend the high school graduation of partner or child.
- 17.2 A teacher shall be granted leave with pay for one (1) day to attend one of: convocation, graduation, or awarding of completion certificate of self, partner, child, or parent from a post-secondary institution.
- 17.3 A teacher shall be granted leave with pay for one (1) day for defense of the teacher's thesis or dissertation.

SPECIAL LEAVES

Section 18

- 18.1 Teachers Holding Executive Positions
- 18.1.1 A teacher shall be granted leave with pay for a period of up to three (3) teaching days per school year in order to attend a provincial, national, or international meeting or conference in which said teacher holds a current executive position.
- 18.1.2 Upon request the Superintendent of Human Resources may approve up to two (2) additional days of leave with pay.
- 18.2 Teachers and Competitions
- 18.2.1 A teacher may be granted leave with pay for a period up to two (2) days per school year in order to attend a provincial, national, or international championship event in which a teacher actively competes and has earned the right to compete at the event. This clause refers to participation in high level competitions rather than recreational/invitational championships.

- 18.2.2 There may be exceptional circumstances where the Superintendent of Human Resources may approve two (2) additional days of leave with pay to a teacher to compete in a provincial, national, or international championship event where the teacher has earned the right to compete at this level.
- 18.2.3 The leave shall be without pay where the teacher involved is paid for participating in the event.

18.3 Emergencies Beyond The Control Of The Individual

- 18.3.1 A teacher shall be granted leave with full salary up to a maximum of two (2) days in any school year for absences from work for emergencies beyond the control of the individual. These emergencies may result from a disaster, fire, flood, or snowstorm.
- 18.3.2 Upon request, the Superintendent of Human Resources, on behalf of the Board, may grant additional days with or without pay.

LEAVE OF ABSENCE WITHOUT PAY

Section 19

- 19.1 The Superintendent of Human Resources, on behalf of the Board, may grant leave of absence without pay for a period of four (4) days to fourteen (14) months.
- 19.2 For leaves greater than one (1) month a teacher shall make application four (4) months prior to the commencement of the leave.
- 19.3 The school administrator may grant up to three (3) days leave without pay to a teacher per school year.

EDUCATION LEAVES/TUITION REIMBURSEMENT

Section 20

20.1 Funding

- 20.1.1 The Board of Education shall make budget provision for the granting of education leaves and tuition reimbursement.
The provision shall not be less than an amount equal to the maximum of Class VI salary.
- 20.1.2 In the event there are other initiatives that provide education funding (i.e. government funding, Recruitment and Retention funding), those dollars shall be in addition to the maximum of Class VI salary.
- 20.1.3 Remaining funds shall be carried forward to the following school year.

20.2 Education Leave and Advisory Committee (ELAC) and Application Procedure

- 20.2.1 A Selection Committee for education leaves and tuition reimbursement shall be composed of the following members:
- the Superintendent of Human Resources
 - the PSTA president
 - two (2) teachers appointed by the PSTA Executive

20.2.2 Applications for tuition reimbursement shall be submitted to the Education Leave Advisory Committee (ELAC) by March 1, June 1, or October 1.

20.2.3 Applications will be considered as per the guiding principles of ELAC.

20.3 EDUCATION LEAVES

20.3.1 Preamble

The Board of Education and the teachers in its employ recognize the value of education leave and mutually agree to promote its utilization.

20.3.2 Definition

An education leave is a period of time during which a teacher undertakes a program of study to meet a need in the school division.

20.3.3 Terms of Leaves

20.3.3.1 Where leave is granted under this section, the teacher and the Superintendent of Human Resources shall execute a written agreement incorporating the appropriate terms and conditions stated herein.

20.3.3.2 Short-Term Leave

A short term leave shall consist of six (6) months or less. Reasons for a short term leave may include the following:

- taking classes,
- conducting research,
- acquiring information through visiting other school systems,
- attending education conferences,
- contributing to the professional growth of a teacher, or
- other purposes related to the welfare of the school system.

20.3.3.3 Long-Term Leave

A long term leave shall be greater than six (6) months, to a maximum of fourteen (14) months.

20.3.4 Eligibility

To be eligible to apply for a short-term or long-term education leave,

- the teacher must be employed under a continuing full-time or part-time contract of employment and have been employed by the Board for a minimum of three (3) years; or
- the teacher may qualify with less than three (3) years of service at the discretion of the Superintendent of Human Resources; however,
- the teacher shall not qualify when teaching under temporary or replacement contracts.

20.3.5 Salary Awards

Salary during an education leave shall be 50%-75% of the maximum of the salary the teacher would have received by teaching during the period of the leave.

20.3.6 Applications

An application outlining the program of study to be undertaken shall be submitted to the selection committee (ELAC) no later than March 1 for leaves commencing in May, May 1 for leave commencing in August or later and October 1 for leaves commencing in January.

20.3.7 Return Service Provisions

20.3.7.1 Immediately following the leave, the teacher shall provide the following return service to the Board:

- one (1) year of return service for a short-term leave, or
- two (2) years of return service for a long-term leave.

20.3.7.2 Upon return to the school system, the teacher shall be placed in a position as determined by the school division administration after consultation with the teacher.

20.3.7.3 Should the teacher fail to successfully complete the program approved as a condition of the leave, the teacher shall undertake to refund the full amount of the payment made together with interest at the prime bank lending rate prevailing at the time the leave was granted. The refunding shall commence no later than one (1) year following the date of the teacher's return to the employ of the Board. Should the teacher successfully complete the education requirements of the approved program during the first year of return service, no repayment of funds will be required. In the event of partial completion of the approved program, the Board may waive in full or in part the repayment of funds paid under this section.

20.3.7.4 Should the teacher fail to complete the required return service, the teacher shall refund the full amount of the payments made, with interest at the prime bank lending rate prevailing at the time the leave was granted. In the event there is partial compliance regarding return service, the amount of the refund shall be determined pro-rata.

20.3.7.5 Subject to 20.4.7.3 and 20.4.7.4, the Board may waive compliance by the teacher in whole or in part.

20.3.7.6 Should the teacher die or be disabled to a degree that would render the teacher unable to return to teaching duties while on leave under this section or during the period of return service, there shall be no liability on any person or estate for refund of payments outstanding.

20.3.7.7 Leave of absence under this section shall not be credited as experience for incremental purpose on the teacher's return to the system nor shall it constitute a break in tenure unless the leave was initiated by the Board.

20.3.7.8 If the teacher's contract is terminated by the Board before the full return service is completed, the teacher shall be exonerated from these financial obligations as outlined above.

20.3.7.9 Should the teacher be declared redundant at any date following the granting of the leave and before the completion of the return service, there shall be no obligation for the teacher to refund any portion of the grant that would otherwise be refundable.

20.4 TUITION REIMBURSEMENT

20.4.1 Upon application teachers may be reimbursed for tuition for post secondary accredited courses.

20.4.2 Application

Application shall be made prior to the commencement of the course by March 1, June 1 or October 1. Applications will be considered as per the guiding principles of ELAC.

20.4.3 Eligibility

To be eligible to apply for tuition reimbursement the teacher must be employed under a continuing full-time or part-time contract of employment. Teachers under temporary or replacement contracts do not qualify.

20.4.4 Tuition Reimbursement

20.4.4.1 A teacher may be reimbursed for the full amount of tuition or as determined by ELAC.

20.4.4.2 Upon receipt of proof of registration, the Board shall reimburse the approved amount.

20.4.4.3 A teacher receiving an award shall submit evidence of successful completion of the course within sixty (60) days of the end of the course. If such evidence is not received by the Superintendent of Human Resources, the teacher shall repay the amount received through a deduction from salary.

SCHOOL DETERMINED PROFESSIONAL DEVELOPMENT

Section 21

21.1 Preamble

The Board of Education and the Prairie South Teachers' Association believe that professional development is necessary in order to improve teaching and learning. Professional development includes a variety of experiences which provide an opportunity for professional growth as well as an opportunity to be a part of an organizational vision.

21.2 By October 30 of every school year, the Board shall make formula-based budgetary provision for School Determined Professional Development. This funding shall be allocated separately from school budgets and shall be administered collaboratively in each school. In order to receive the decentralized funding, a Professional Development Committee shall be established in each school and the committee names and guidelines forwarded to the Board office by September 30. With the exception of schools with staffs of fewer than three (3), the committee shall consist of one administrator plus a minimum of two teachers.

21.3 Professional development opportunities may include conferences, professional exchanges, seminars, workshops, short courses, summer STF courses, and conventions.

21.4 All professional development expenses shall be reimbursed at current school division rates. This shall include mileage, hotels, parking, substitute teacher costs, and registration fees. Original receipts are required for hotels, parking, and registration.

PREPARATION TIME

Section 22

22.1 Principles

The Prairie South School Division maintains its commitment to the curricular program through provisions of preparation time for teachers. This time is based on three foundational principles:

- provision shall be equitable (just and fair);
- provision shall enhance the teachers' capacities to meet the needs of students; and
- provision shall enhance the school's capacity to be a learning community.

22.2 Definition

Preparation time is time (other than recess and lunch period) within the school day, as defined by *The Education Act 1995*, when the teacher is not performing instructional tasks involving direct interaction with students.

22.3 Allocation of Preparation Time

22.3.1 10% Preparation Time Within the School Timetable

10% preparation time shall be allocated to schools based on full time teaching equivalents. The assignment of preparation time to individual teachers may be less than 10% in schools where administration in joint consultation with *all* staff, determines creative and practical ways to meet the needs of their teachers and schools. Variance to the 10% allocation must be reported to the Superintendent of Human Resources.

22.3.2 Non-scheduled Preparation Time

22.3.2.1 There shall be four (4) preparation days to be scheduled at the teacher's discretion, as per the Guiding Principles (22.3.2.3). A substitute teacher shall be provided for each day.

- There shall be five (5) **common** non-student preparation days scheduled by the Superintendent of Human Resources in conjunction with Central Office Administration and the Calendar Committee.

22.3.2.2 Guiding Principles

- All preparation time is pro-rated according to the teacher's contract assignment, including administrators with teaching assignments.
- Full-day preparation time is recommended wherever possible.
- Preparation days may be utilized in half-day increments but must be taken in an equal number of mornings and afternoons.
- Preparation days must be arranged with the school administrator at least one (1) week in advance.
- Teachers with no preparation time scheduled in one semester (e.g. high school) may use all days in that semester.
- Permission must be granted by the school administrator to utilize two or more preparation days consecutively.
- Teachers are expected to be at work during preparation days. Out-of-building preparation time must be approved by the school administrator.
- Preparation days shall not be taken in conjunction with ROS days.
- Preparation days shall be taken on student-contact days.
- Preparation days must be used by June 30 and will not be carried forward to the next year; nor will they be paid out if not used.

EARLY NOTICE OF RETIREMENT

Section 23

- 23.1 Teachers who have a minimum of ten (10) years of immediate prior continuous service with the Prairie South School Division, or with the Prairie South legacy school divisions, who provide early notice of retirement, shall be granted an incentive of \$6000.
- 23.2 The incentive shall be pro-rated to the percentage of contract at the time of application and is subject to the following conditions:

23.2.1 Superannuation at June 30

- by February 15 of the applicable school year, the teacher must indicate, in writing, to the Superintendent of Human Resources, intent to retire on June 30 of the current school year.
- the teacher must meet eligibility requirements to superannuate.
- the teacher may choose the option to receive a cash payment (taxable) or a transfer to RRSP or annuity plans (tax deferred), if applicable.

23.2.2 Superannuation at end of Semester One

- by May 1 of the current school year, the teacher must indicate, in writing, to the Superintendent of Human Resources, intent to retire at the end of semester one of the following school year.
- The teacher must meet their first eligibility date of superannuation after June 30 of the current school year and by January 31 of the following school year.
- The teacher may choose the option to receive a cash payment (taxable) or a transfer to RRSP or annuity plans (tax deferred), if applicable.

23.3 Continuous service with the Board shall include:

- secondment;
- maternity, adoption, or parenting leave;
- income continuance; or
- deferred salary leave (for the year of the leave).

23.4 Continuous service with the Board shall not include leave of absence without pay.

DEFERRED SALARY LEAVE PLAN

Section 24

24.1 Definition

The Deferred Salary Leave Plan (DSLP) shall enable a member of Prairie South Teachers Association to schedule and finance a one-year leave of absence. The one-year leave of absence shall be taken with pay provided for by deferring a percentage of salary for a specified number of preceding years.

24.1.1 Eligibility

The DSLP shall be available for teachers employed in Prairie South School Division on permanent contracts.

24.1.2 Restrictions

The DSLP shall be restricted to a one (1)-year leave of absence called the "leave period." Salary (not including allowances) shall be set aside in each of the preceding three (3), four (4), or five (5) years called the "deferral period." The participant shall choose one of the three available deferral periods.

24.1.3 Leave Period

The leave period shall be one (1) school year, from the commencement of school in August or September to June of the following calendar year.

24.1.4 Deferral Period

The deferral period of three (3), four (4), or five (5) years shall be each of the three (3), four (4), or five (5) school years preceding the leave period.

24.1.5 Applications

Applications must be completed by the teacher prior to February 1 preceding the school year in which the deferral period is to begin. Applicants shall be notified within 45 days of receipt of their application as to whether or not their application has been approved.

24.1.6 Application Approval

When the application is approved, the teacher shall be required to sign a deferred salary contract supplied by the Board. The deferred salary contract must be completed prior to June 1 of the school year preceding the first year of the deferral period.

24.1.7 Withdrawal From Plan

A teacher shall be required to take the planned leave of absence if they have not withdrawn from the plan prior to March 1 of the school year preceding the leave period.

24.1.8 Federal Regulations

The DSLP is subject to the changes to the regulations of Canada Revenue Agency and The Income Tax Act. Should a discrepancy arise between this plan and The Income Tax Act, the Act shall prevail. The position shall be at the discretion of the Superintendent of Human Resources.

24.2 Terms and Conditions: *See Memorandum of Agreement #3.*

DISPUTE RESOLUTION AND GRIEVANCE PROCEDURE

Section 25

25.1 Purpose

The purpose of the dispute resolution and grievance procedure is to deal with any questions regarding the interpretation, application, or alleged violation of any section or subsection of this agreement. It is believed that the best way to handle such disputes or grievance is to encourage a focus on problem resolution through engagement in open communication of the parties involved.

25.2 Disputes Between a Teacher and the Board

Informal

Step 1: The teacher involved shall first attempt resolution by seeking information and clarification from those individuals who are most likely able to provide such information and clarification. This may include, but is not limited to, a LINC representative, the LINC Chairperson, the PSTA president, the Superintendent of Human Resources, and the Director.

Step 2: If, after such discussions a dispute still exists, the teacher(s) involved shall refer the dispute to the LINC Chairperson and shall seek resolution by using (a) or (b) below:

- a) The LINC Chairperson receives the complaint, gathers information, and makes known his/her interpretation to the individual(s) involved.
- b) The LINC Chairperson follows the process outlined in (a) but meets face to face with the individual(s) involved before making a final interpretation regarding the dispute.

In each of (a) and (b), the LINC Chairperson shall have fifteen (15) calendar days to make known their interpretations of the dispute.

Formal

Step 1: If a dispute still exists, the dispute now becomes a formal grievance and shall be written by the individual(s) involved setting forth:

- a) the section(s) of the agreement infringed upon or claimed to have been violated;
- b) the nature of the grievance and the circumstances out of which it arose; and
- c) the resolution being sought.

The written grievance shall be submitted to the Superintendent of Human Resource within ninety (90) days of the individual(s) having access to the information that would make them aware of the alleged act causing the grievance. The Superintendent of Human Resources shall gather information as appropriate and shall make known his/her decision to the aggrieved within fifteen (15) days of receipt of the grievance.

Step 2: If the aggrieved is still dissatisfied, the individual may within fifteen (15) days submit the grievance to arbitration as provided for in *The Education Act, 1995 (Sections 261-263)*.

Step 3: Arbitration

- 25.3 In the event the initiator of the grievance fails to follow the procedure and the time limits established in this section, the grievance shall be deemed to be abandoned.
- 25.4 Where the recipient of the grievance fails to respond within the time limits prescribed, the grievance shall proceed to the next step.

TEACHER WORKLOAD/WORKLIFE/WELLNESS

Memorandum of Agreement #1

- It is mutually understood that ongoing dialogue is necessary to address issues concerning workload, worklife, and wellness of teachers.
- A committee shall be organized to explore ways in which to improve teacher workload, worklife, and wellness. The composition of this committee shall be the LINC Chair, three (3) additional PSTA members as determined by the PSTA Executive, and one (1) representative of the Central Administrative Council.
- The committee members shall be determined within thirty (30) days of the signing of this agreement.
- An annual report (June) of the committee shall be made to the LINC Emergent Issues' Committee.
- To fund the initiatives established by the committee, the Board shall contribute \$10,000 each year to a Workload/Worklife/Wellness fund. The fund shall be administered by the PSTA.

HISTORICAL OPERATING PROCEDURE: OUTSIDE YARD DUTY

Memorandum of Agreement #2

For the legacy Moose Jaw School Division #1, part of their Agreement included an historical recognition of a provision with regard to recess duty (*see Interpretive Bulletin #6*) and is as follows:

Teachers shall be required, as part of their duty and responsibility, to provide supervision of students within the school building during recess periods. A teacher's salary shall constitute full compensation for this service.

In recognition of this historical agreement, the procedure is as follows:

1. For teachers *teaching in the schools* from the legacy Moose Jaw School Division #1, the current historical operating practice concerning yard duty shall continue.
2. In keeping with current practice, supervision by teachers on *outside yard duty* shall be voluntary.
3. The schools affected by this historical operating procedure are Empire, King George, Palliser Heights, Prince Arthur, Sunningdale, Westmount, and William Grayson.
4. Teachers originally under contract in legacy Moose Jaw School Division #1 who are assigned to schools in Prairie South School Division #210 other than those listed in (3) shall provide outdoor recess supervision as per *The Education Act, 1995* as assigned or determined at the school.

DEFERRED SALARY LEAVE PLAN

Memorandum of Agreement #3

3.1 Bank Account

An individual bank account shall be set up for each participant in the plan, by the Superintendent of Human Resources, at the banking institution of the Board.

At the same time as each payroll payment is made to the participant, deferral amounts shall be deposited into the account and held in trust for the participant.

The participant shall not have signing authority on the account. Only the official signing officers of the Board shall have signing authority on the account.

The account shall be a Savings Account, and the interest rate on the trust funds in the account shall be at the rate as prescribed from time to time by the banking institution where the account is established.

Interest earned in the account, net of any service charges for each calendar year the account is in existence, shall be paid to the participant in January following each such calendar year. The total interest earned shall be taxable income to the participant.

A statement of the balance held in trust for the participant, as of June 30 of each year the bank account is in existence, shall be provided to the participant prior to the following August 31.

3.2 Deferral Period and Payment

The deferral period shall be three (3), four (4), or five (5) consecutive years. The year shall be the school year from August or September commencement to the following June (or August in the case of participants on the twelve-month salary plan).

The deferral plan may be interrupted for approved leave under the collective agreement or the LINC agreement; however, the deferral period cannot be extended beyond six (6) years.

If the deferral period is interrupted, the maximum deferral period in total shall remain three (3), four (4), or five (5) years.

The deferral payment is the amount that shall be withheld from each payroll payment and deposited in the bank account.

The deferral payment shall be:

- 25% of the gross salary of the participant for each payroll period for a three (3) year deferral period,
- 20% of the gross salary of the participant for each payroll period for a four (4) year deferral period, or
- 16.7% of the gross salary of the participant for each payroll period for a five (5) year deferral.

The deferral payment terms shall be:

- Each participant, whether on the 10-month salary plan or the 12-month salary plan at the commencement of the DSLP, must remain on the same salary plan for the duration of their participation in the DSLP.
- The taxable income for a calendar year for each participant during the deferral period shall be their gross salary minus the deferral payments.

- If the gross salary of a participant changes during the deferral period for reasons such as increments or a change of assignment (i.e., the participant changes from a 100% contract to an 80% contract), the deferral payment shall still be 25%, 20%, or 16.7% of the actual gross salary for each pay period depending upon which deferral period the participant has chosen. The accumulated deferral payments as deducted shall be the fund to finance the leave of absence in the leave year.
- For incremental purposes, service during the deferral period shall be credited in accordance with the participant's contract with the school board and not a reduced amount due to the deferral payment; however, there shall be no service credit during the leave period.

3.3 Benefits and Payroll Deductions

3.3.1 CPP

During the deferral period, deductions and contributions shall be based on the gross salary minus the deferral payment for the pay period. During the leave period, deductions and contributions shall be based on the leave payment. The amount of the employer portion of the CPP during the leave period shall be paid by the participant to the employer by way of a miscellaneous deduction from each leave payment.

3.3.2 EI

During the deferral period, deductions and contributions shall be based on the gross salary per pay period. During the leave period, there shall be no deductions and contributions, and the participant shall not be eligible for EI benefits.

3.3.3 Income Tax

During the deferral period, income tax shall be withheld based on the gross salary minus the deferred payment. Taxable income for the year shall be gross salary minus the deferred payments. The participant shall have to include, in taxable income for a year, the interest earned in the bank account.

During the leave period, income tax shall be withheld on the leave payments. Taxable income for the year shall include the leave payments.

3.3.4 Pension

During the deferral period, pension deductions and contributions shall be based on the gross salary amount. Service for pension purposes shall also be credited as per the participant's contract and gross salary amount.

During the leave period, the participant may purchase pensionable service at a rate applied to the gross salary that the participant would have had if they had been teaching.

3.3.5 Dental

Coverage shall continue during both the deferral period and the leave period. Claims should be forwarded directly to the insurance carrier designated at the STF.

3.3.6 Income Continuance

During the deferral period, deductions and contributions are based on the gross salary. Benefits apply during the deferral period.

During the leave, membership is optional. To continue coverage the participant must apply to the STF for an Extended Coverage within thirty (30) days of the date coverage would otherwise cease.

3.3.7 Life Insurance

During the referral period, premiums shall be deducted and contributions made. Coverage shall continue

1. Terms of Agreement

The date of the contract begins and ends with August to align with the school budget year.

2. Local Association Professional Leave

The \$10,000 Board provision to the local association is an annual grant in effect from the first day of the school year to the last day of the school year.

3. Travel Reimbursement

Examples of travel required by the Board include attendance at a workshop, a visitation to another teacher's classroom, or attendance at administrators' meetings.

Mileage shall not be paid for single-teacher vehicles when opportunities for carpooling are available.

4. Noon Supervision

Noon supervision shall not be claimed as extra-curricular hours (e.g. a sport's team practice during the noon period is counted as extra-curricular and not as noon supervision; supervising a yearbook committee while also supervising a room of students eating lunch shall not be counted towards extra-curricular hours as well as noon supervision). The noon period supervision list shall be organized at each school. A teacher volunteering for noon supervision shall adhere to the schedule and claim that time only for noon supervision recognition.

5. Yard Duty

In the early 1980s the legacy Moose Jaw School Division #1 contested the practice of teachers being required to supervise students during the noon lunch period. This led to a strike situation and, eventually, an arbitration ruling. It was determined that supervision during the noon lunch period would be voluntary as opposed to mandatory. The arbitration report included outside yard duty during the morning and afternoon recess periods. Supervision of students would remain an expected duty *inside* the school (e.g., hallways) but not *outside* on the playground.

The voluntary noon supervision provision is now common practice throughout the province. However, the recess yard duty clause has applied only to Moose Jaw School Division #1. The Prairie South School Division #210 has made the decision to honour this historical operating procedure. The elementary schools in legacy Moose Jaw School Division #1 shall continue their present practice. The secondary schools are not included because the recess breaks do not involve supervision similar to that of elementary schools.

Other schools in the city of Moose Jaw, including any new schools that might be constructed, have never been a part of the historical yard duty procedure. This practice shall continue. Only those schools from the legacy Moose Jaw School Division #1 "qualify" and when teachers from those schools transfer to other city schools, they shall follow the practice of their new school. Teachers who transfer into one of the former Moose Jaw School Division #1 schools follow the practice of that particular school. The yard duty clause remains *with the school*. It does not follow the teacher.

1. Philosophy

- Meeting the needs of students is the first priority.
- Changes of assignment within a school or transfer to a different school can offer an opportunity for professional rejuvenation and growth.
- Transfers allow teachers to work in a teaching area in which they can be most successful in the creation of a staff with optimum balance of skills and abilities.
- Transfers allow staffs to be balanced in terms of age, experience, gender, and extra-curricular interests.
- Changes of assignment and transfers may promote flexibility and assist teachers in dealing with change.
- Transfers help to build cohesiveness within the system.
- Transfers help to ensure compatibility between teachers and administrators and between teachers and fellow staff members.
- Potential transfers should be discussed with teachers; Central Office administration should be sensitive to a teacher's personal circumstances at a time when a transfer is considered.
- Competency concerns shall be addressed through processes other than transfers.
- When a transparent transfer protocol is followed, transfers promote success and rejuvenation.

2. Factors to be considered:

- specific needs of individual schools;
- enrolment changes;
- school closures and grade discontinuance;
- teacher requests from in-school administrators; and
- personal circumstances of teachers for whom transfers are considered.

3. In general, the following staffing sequence will be applied:

- central office positions filled;
- in-school administration positions filled;
- transfers and placement of teachers returning from leaves;
- teaching assignments determined by school administrators;
- regular teaching position vacancies filled; and
- temporary positions filled.

4. Recommended Actions:

- Develop strategies to remove negative connotations to change and promote the positive aspects.
- Provide assistance to teachers in moving materials. Ensure that incoming teachers' materials are placed in the appropriate rooms.
- Determine a consistent method of informing teachers about their transfers. All teachers shall be made aware of their transfers in an appropriate manner and at a similar time.
- When possible, ensure that incoming teachers have input into their new assignment similar to the input allowed to teachers already present in the school (i.e., through invitations to meetings regarding class make-up).
- Welcome new incoming staff.
- Ensure that new teachers shall be provided with adequate supplies.
- Provide opportunities for outgoing staff to move without compromising instructional time. Examples may include:
 - reduction from exam supervision schedule or other year end activities, or
 - coverage during year end events.

5. Follow-up:

All teachers shall receive a letter informing them of their transfers with reference to their written requests. The Superintendent of Human Resources or designate shall be available for consultations before and after the process.


Dated this 11th day of September, 2012
at the city of Moose Jaw, in the province of Saskatchewan.

Signed on behalf of the Teachers Bargaining Committee
Laura Connors, Sonja Susut, Jeff Feeley, Daphne Fogal, Martin Holzer, Sandi Hutchinson, Stan Scribner, Suzanne Vance,
Debbie Wildfong, Allison Shillington

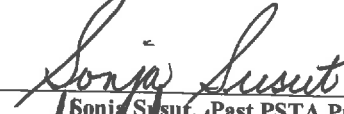

Laura Connors, PSTA President












Sonja Susut, Past PSTA President






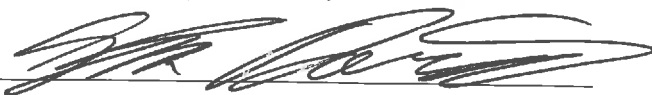
Signed on behalf of the
Central Office Bargaining Committee:

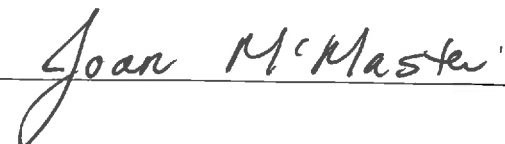

Ryan Boughen, Superintendent of Human Resources


Jeff Finell, Director of Education

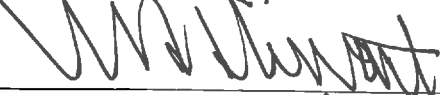
Signed on behalf of the Board:
Shawn Davidson, Darrell Crabbe, Ron Gleim, Jackie Jelinski, Al Kessler, Joan McMaster,
Gordon Stewart, Brian Swanson, Lew Young


Colleen Christopherson-Cote, Board Chair













AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	5.1.2
Topic:	Notice of Motion: Attendance at Board Meetings		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

At the December 11, 2012 Board Meeting the following motion was made:

"That with respect to Prairie South School Division Board Meetings, administration attendance be as follows:

In Regular Attendance:

- Director of Education or designate
- Superintendent of Business & Operations or designate
- Executive Assistant to the Director or designate
- Communication Co-ordinator

Not in regular attendance but available to the meetings as required:

- Other administrative staff."

- Swanson

Current Status:

Currently, the Director of Education, Superintendent of Business & Operations, Executive Assistant to the Director, Communications Co-ordinator, Superintendent of Learning, Superintendent of Human Resources and the three Superintendents of Operations are in regular attendance. Senior administration in Manager positions attend as required. The same occurs with respect to planning sessions. The Superintendents should be present for an item for which they develop a template. Occasionally, another administrator may present an item on behalf of the administrator who prepared the template. It is understood that Superintendents have the discretion to attend all portions of the meeting where they believe participating in the discussion is of benefit. Superintendents may miss meetings when something conflicts with the schedule.

Pros and Cons:

The Superintendents already have the option of not attending meetings. The Superintendents usually attend the meetings because it is important for them to hear the discussion for information purposes. They would not participate if they did not find it to be of value. The Board is evolving towards a more strategic focus through its use of standing committees. For information purposes it is essential that Board members and senior administration have access to the same information and an understanding of the direction set by the Board.

Financial Implications:

Governance Implications: Board Procedure No. 102 - Meetings, Section 5, outlines attendance required at Board Meetings. Section 5 (c.) and (d.) state:

- c. The Director of Education or designate is to attend all sessions of all meetings of the Board unless his/her own salary or status is under review.
- d. The Director is to invite other members of the administrative staff to attend meetings as may be needed.

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Jeff Finell	December 14, 2012	Board Procedure No. 102 - Meetings

Recommendation:

That the motion not be approved as it contradicts existing policy.

BOARD PROCEDURE NO. 102

MEETINGS

The Education Act, 1995 (<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487>) requires that the Board hold an organizational meeting annually, and in addition meet at least six times each year at times established by Board resolution. The Board may meet at any other time at the call of the Chairperson or any three members of the Board.

PROCEDURES

1. Organizational Meeting

- a. The organizational meeting is to be held no later than November 30 in each year.
- b. The Director of Education is to convene the meeting, call it to order, and receive the certificate of declaration of office from each of the members of the Board in accordance with *The Education Act, 1995*. (<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487>)
- c. The Director is to call for the election of a Board Chairperson by requesting nominations. If more than one person is nominated a vote by ballot is to be held. The Board member receiving the majority of the votes of the members present is to be declared elected.

If no member receives a majority of votes, successive ballots are to be taken until one member receives a majority vote. The nominee receiving the fewest number of votes is to be eliminated on each successive ballot.

- d. The Chairperson, on being elected, is to take the Chair and call for nominations of a vice-Chair who is to be elected by nomination and ballot in the same manner as for the Chair.

Prairie South School Division
Module 1 – 102
Board of Education – Board Meeting Procedures

- e. The Board is to proceed with the following items on the agenda:
 - i. Appointment of auditors
 - ii. Banking resolution
 - iii. Signing officers
 - iv. Indemnity and vehicle rates.

2. Regular Meetings

- a. The Board is to develop an annual schedule of meetings and continuous agenda prior to May 15 in each year for the period August 1 to July 31.
- b. The majority of members of the Board constitutes a quorum.
- c. The vote of the majority of the quorum is valid and binding on the division.
- d. The Chairperson has the right to vote, but in the case of an equality of votes the motion is defeated.
- e. Regular meetings of the Board are open to the public. No person is to be excluded except for improper conduct as determined by the Chairperson.
- f. For each meeting, the Chairperson and Director are to arrange for the preparation and delivery to Board members in advance of the meeting, an agenda and a file of related materials which will be used in the meeting.
- g. No act, proceeding, or policy of the Board is deemed valid unless adopted at a regular or special meeting at which a quorum of the Board is present.

3. Special Meetings

- a. The Board may hold special meetings in addition to regular meetings to transact any unfinished business.

Prairie South School Division
Module 1 – 102
Board of Education – Board Meeting Procedures

- b. A special meeting may be scheduled by:
 - i. The Board passing a motion at a legally constituted meeting of the Board.
 - ii. The Chairperson or any three members of the Board giving at least six clear days notice to each member by registered, certified, or special delivery mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence.
 - iii. The Board by unanimous consent waiving notice. Such consent is to be subscribed to in writing by each member of the Board and recorded in the minutes of the meeting.
- c. Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

4. Delegations

- a. Delegations wishing to appear before the Board are required to give notice, in writing, to the Chairperson or Director at least seven full days before the meeting at which they are to be heard. The Director and Chair have the authority to waive the time requirement.
- b. Delegations will be given a maximum of 45 minutes (20-25 minutes for the presentation and the remaining time will be for the Board to ask questions and/or seek clarification).
- c. When scheduling an appointment, delegations should:
 - i. State the nature of the subject that they intend to bring before the Board,
 - ii. Provide a written submission prior to the presentation,
 - iii. Identify the spokesperson for the group,
 - iv. Provide an estimate of the number of people who will be in attendance,
 - v. Be prepared to speak to, as opposed to reading, the submission.
- d. The Board reserves the right to invite delegations to appear before the Board.

Prairie South School Division
Module 1 – 102
Board of Education – Board Meeting Procedures

5. Attendance

- a. Board members are expected to attend all meetings of the Board. A record is to be kept of the members present at each regular, special, and closed session meeting.
- b. A Board member is required to vacate his or her office if:
 - i. The member is convicted of an indictable offence.
 - ii. The member is absent from three or more consecutive regular meetings of the Board without authorization of the Board.
- c. The Director of Education or designate is to attend all sessions of all meetings of the Board unless his/her own salary or status is under review.
- d. The Director is to invite other members of the administrative staff to attend meetings as may be needed.

6. Closed Sessions

- a. The Board may adjourn into closed session at the conclusion of a regular or special meeting of the Board, or at other times as may be necessary on a motion of the Board.
- b. Items which may be considered in closed session are:
 - i. Personal or confidential matters relating to staff, students, or finance.
 - ii. Legal opinions respecting the Board and its activities.
 - iii. Negotiations with respect to the purchase, lease, or sale of property.
 - iv. Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.
- c. Decisions reached in closed session must be presented as reports or motions in the open board meeting to make them valid and binding on the division.

7. *Electronic Meeting*

- a. The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.
- b. At least one of the following persons must be present at the Board Office during the meeting:
 - i. A member of the Board
 - ii. The Director of Education
 - iii. The Superintendent of Business and Operations.
- c. Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- d. A Board member may participate from a location to which the public does not have access.

8. *Minutes*

- a. The Superintendent of Business and Operations, or designate is to record the minutes of each organizational, regular, and special meeting in a form approved by the Board.
- b. Copies of the minutes are to be distributed to Board members, the Director, and to such other persons as the Board or Director deems practicable.

9. *Annual Meeting of Electors*

- a. The Board is to convene an annual meeting of electors after receipt of the audited financial statement of the Board. In the year a general election of members of the Board is held, the annual meeting must be held before the general election.
- b. The Superintendent of Business and Operations is to give notice of the meeting in accordance with the provisions of *The Local Government Election Act*.
(<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=609>) subsection 45(3) with necessary modification.
- c. The Board is to establish the agenda for the meeting following consultation with the School Community Councils.

Prairie South School Division
Module 1 – 102
Board of Education – Board Meeting Procedures

- d. At least fourteen days prior to the meeting School Community Councils are to receive copies of the:
 - i. Report of the Board
 - ii. Report of the Auditor and financial statement for the preceding year
 - iii. Report of the Director
- e. Electors present at the meeting are to elect one of their number to preside as Chairperson and one other as secretary for the meeting. The Superintendent of Business and Operations is to facilitate the nomination procedure and conducting of the meeting.
- f. The statement of proceedings of the meeting, as prepared by the secretary to the meeting, is to be distributed to the Board and School Community Councils.

10. Special Meeting of Electors

- a. A special meeting of electors may be held at any time.
- b. The Superintendent of Business and Operations is to call a special meeting when required to do so by:
 - i. The Board
 - ii. The Minister of Learning
 - iii. Request in writing by twenty-five or more electors of the school division.
- c. The Superintendent of Business and Operations is to give notice of the meeting in accordance with the provisions of *The Local Government Election Act* (<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=609>), subsection 45(3) with necessary modifications.
- d. Procedures for conducting the meeting are the same as for the annual meeting of electors with the exception that only business that is set out in the notice of meeting is to be considered at the meeting.

AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	5.2
Topic:	Conditions of Employment Renewal - 2012-2013		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background: The out of scope employees are governed by a document called "Conditions of Employment". It contains things such as benefits, vacation and leaves provisions. This document had an expiry date of August 31, 2012.

Current Status: Expired.

Pros and Cons: Having a common agreement makes for a more efficient management process. All employees have a written reference to consult if needed.

Financial Implications: The revised Conditions of Employment has a 2% salary adjustment to reflect inflationary pressures. This money has already been budgeted.

Governance Implications:

Legal Implications: The Conditions of Employment is a common employment contract with all out of scope employees.

Communications:

Prepared By:	Date:	Attachments:
Rory Griffith	December 18, 2012	1) Summary of Changes 2) Revised Conditions of Employment

Recommendation:

That the Board approve the Conditions of Employment Renewal, 2012-2013 as presented.

AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	5.3
Topic:	Transfer of 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.

There are two lots, lot 13 and lot 14 on block one in Central Butte that are still in the name of Prairie South School division. There is a building straddling the two lots that the town had asked to be transferred to it for use as a recycling depot. The building is currently being used by the town but we are unable to find a record of the actual agreement to transfer the land and building. The letter from 2004 requesting the transfer is attached.

Current Status:

We have talked to the town and they do not have a record of the agreement to transfer title but have been using the building in the understanding that it was transferred. We have also talked to the Ministry and they would approve the transfer of the land if there was a board motion approving the transfer.

Pros and Cons:

It would probably be good public relations to transfer the land as the town has been using the building on the understanding that it and the land were transferred to them by Herbert School Division. They have offered that we can park buses there if we ever need the space.

Financial Implications:

We could ask the town to pay fair value for the land and building. This is one property that could have some value. However they have been operating on the belief that it was transferred. Because the land and building has some value there could be title transfer fees in this case that we should ask the town to bear.

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	December 19, 2012	Letter asking for transfer

Recommendation:

That the Board approve the transfer of the title for lots 13 and 14 on Block 1 in the Town of Central Butte to the Town of Central Butte for the cost of the title transfer fees if any.



Town of Central Butte

Incorporated July 1, 1967

Service Centre of the Region

Kristin Dyck
Business Assistant
Prairie South School Division
15 Thatcher Drive E.
Moose Jaw, Sask.

June 15, 2011

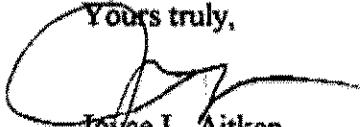
Dear Kristin;

Re: Lots 13 & 14 Block 1

Central Butte, Sask.

I have searched in all our files and there does not appear to be any agreement for sale/transfer for the above mentioned properties. The only document that was on file is our original letter requesting the school division to transfer the property to the town upon decommission. I have enclosed a copy of that letter. I don't recall their ever being an agreement. I believe what occurred was the school division simply transferred the property to the town. As it sits, the building is in the centre of the two lots, so Lot 13 definately needs to be transferred to the town. I think it was simply an oversite that Lot 13 wasn't transferred as well. It was certainly not a case of lot 13 being empty and the division deciding to retain it.

Yours truly,



Joyce L. Aitken
Administrator



Town of Central Butte

Incorporated July 1, 1967

Service Centre of the Region

Rod Quinten
Administrator
Herbert School Division
Box 100
Herbert, Sask.
S0H 2A0

May 27, 2004

Dear Mr. Quinten;

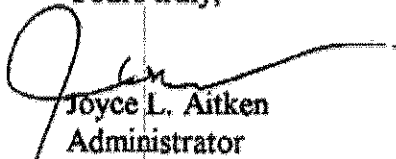
Re: Lots 13 & 14 Block 1
Town of Central Butte

It is our understanding that the school division intends to decommission the above property as a bus maintenance shop.

The Town of Central Butte could make use of the property for a recycling depot to house our cardboard baling operation as well as paper recycling. The recycling operation would primarily be confined to the inside of the building. If at any time in the future the Division required a parking spot for any buses it could be accommodated on the site as well.

The Town is therefore respectfully asking for your board to consider transferring this property to the Town of Central Butte for use in our environmental protection program.

Yours truly,


Joyce L. Aitken
Administrator

AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	6.1
Topic:	Joint Board Meeting with Holy Trinity		
Intent:	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

Prairie South and Holy Trinity have held joint board meetings since amalgamation. This year it is our turn to host this annual meeting between board members and senior administration. The Board needs to determine possible meeting dates to forward to Holy Trinity so that we can book an appropriate venue for this meeting.

Current Status:

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Jeff Finell	December 19, 2012	n/a

Recommendation:

Board discussion

AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	6.2
Topic:	National Congress on Rural Education		
Intent:	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

Background:

The 18th National Congress on Rural Education is March 17-19, 2013 at TCU Place, Saskatoon. A block of rooms has been booked at the Downtown Holiday Inn, Saskatoon for March 17 and 18, 2013.

Current Status:

If you would like to attend, please let Heather Boese know by January 25. Please indicate whether you require an extra banquet ticket and whether you plan to attend the pre-congress workshop. Early bird registration deadline is February 1, 2013.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

The program is attached and is available at <http://www.usask.ca/education/ruraled/>

Prepared By:	Date:	Attachments:
Jeff Finell	December 28, 2012	Program

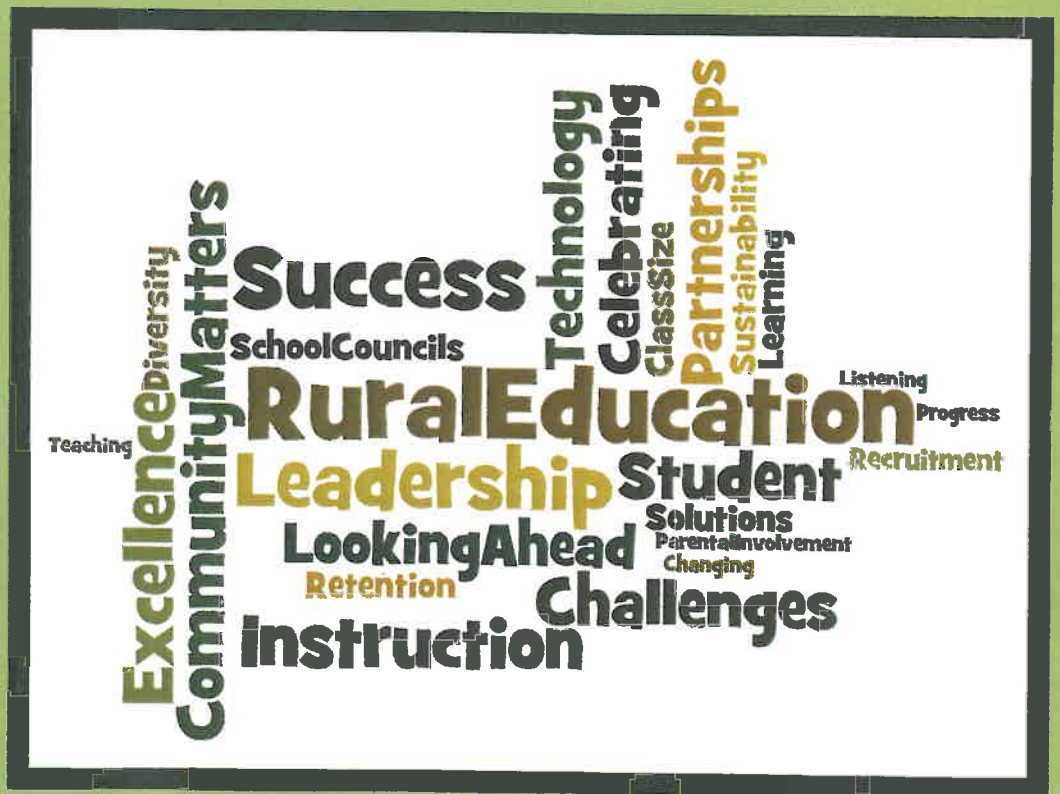
Recommendation:

Board discussion.

Eighteenth National Congress on Rural Education in Canada

Invitation to Attend

Rural Schools: Making a Difference



March 17-19, 2013

TCU Place

Saskatoon, Saskatchewan

Pre-Congress Workshop

What the Heck is Happening with Student Assessment and Evaluation?



Sunday, March 17, 1:00 - 4:00 pm

featuring Cheryl Erlandson, Director of the Saskatchewan Professional Development Unit (SPDU) at the Saskatchewan Teachers' Federation

THE SESSION: Over the past decade, thousands of studies have been conducted examining the ways in which assessment and evaluation can positively impact on the teaching and learning process. The research has consistently demonstrated the power classroom assessment can have in supporting student learning. This session will examine the research-based practices that consistently demonstrate improvement in student learning that includes:

- providing clarity around learning outcomes and sharing criteria for success with students,
- using varied approaches to assessing student learning,
- using formative assessment,
- involving students in the learning and assessment process, and
- using outcomes-referenced grading and reporting.

In addition, this interactive session will examine the impact these changes have on school division policy development and the types of policy needed in order for assessment practices to support student learning.

THE PRESENTER: Cheryl Erlandson is the Director of a highly successful professional development unit. In her role at SPDU, Cheryl creates professional development resources and activities that focus on professional growth of teachers and supports for student learning. Although the work of unit primarily supports Saskatchewan teachers and administrators, SPDU has delivered programming in other provinces.

Prior to joining SPDU, Cheryl was a middle year's teacher with the Saskatoon Public School Division for 16 years. As well, she has been a sessional lecturer at the University of Saskatchewan instructing classes on student assessment and children's literature. Cheryl has done presentations on a variety of topics in Alberta, British Columbia, P.E.I. and Nova Scotia.

Highlights!

Youth in Action
E-Journalism students from the
Sun West School Division with
daily Congress reports

Concurrent Sessions
Over 50 sessions on Rural
Education issues and solutions

Banquet & Student
Entertainment

Congress-at-a-Glance

Sunday, March 17, 2013

Pre-Congress Workshop

1:00 pm - 4:00 pm

Registration - TCU Place

2:00 pm - 7:00 pm

Welcome & Greetings 7:00 pm

Opening Keynote Presentation

Mark Tewksbury

Reception 8:30 pm

Monday, March 18, 2013

Breakfast 7:30 am

Keynote Presentation 8:30 am - 9:40 am

Dean Fink

Concurrent Sessions

10:00 am - 12:15 pm

Lunch 12:15 pm - 1:15 pm

Concurrent Sessions

1:15 pm - 3:45 pm

Banquet

Reception/Cocktails 6:30 pm

Dinner 7:00 pm

Entertainment 8:00 pm

Tuesday, March 19, 2013

Breakfast 7:15 am

Keynote Presentation 8:30 am - 9:30 am

Chief Clarence Louie

Concurrent Sessions

9:45 am - 12:00 noon

Noon Luncheon & Door Prizes

Keynote Presenters



Mark Tewksbury

Great Traits of Champions: The Fundamentals for Achievers, Leaders and Legacy Leavers

Mark Tewksbury is a champion communicator and one of Canada's most sought after speakers. He was the Chef de Mission for the Canadian Olympic team that competed in the 2012 London Olympics. Twenty years ago Mark returned from his first Olympics as a competitor and started speaking to students about his experiences and this has led to Mark sharing his ideas and stories with millions of people around the world.

Along with his athletic prowess, Mark champions several important causes including support for sick children and currently sits on the National Boards for Special Olympics and the Canadian Psychiatric Research Foundation. Mark has authored three books with his most recent being *Great Traits of Champions*, co-authored with Olympian coach Debbie Muir, which focuses on fundamentals for achievers, leaders and legacy leavers.

Mark is an accomplished speaker and great story teller. His *Great Traits* engaged people in becoming champions in their own lives and offers solutions to achieve quality, repeat success and make a positive impact while doing it.



Dean Fink

The 4 C's of Sustainable Leadership: Commitment, Confidence, Competence and Consistency

Dean Fink is an international educational development consultant and a former superintendent with the Halton Board of Education in Ontario. During his career he has taught at all levels of education from primary grades to graduate school at the University of Toronto. Dean has published numerous articles on topics related to school effectiveness, leadership and change in schools.

Dean is an associate of the International Centre for Educational Change at the Ontario Institute for Studies in Education, a fellow of the University of Hull in the United Kingdom and a research associate of the Centre for Teacher and School Development at the University of Nottingham, UK.

Based on the books *Leadership for Mortals* and *Sustainable Leadership* co-authored with Andy Hargreaves, this presentation will highlight how all schools can develop and sustain educational excellence over time. By focusing on deep learning for all students, building and sustaining a climate of trust and ensuring professional excellence and succession management, all schools can succeed against the odds of place and space.



Chief Clarence Louie

Developing Self-Reliance for Native People

Clarence Louie was elected Chief of the Osoyoos Indian Band in 1985 and has since transformed the Band's economic, social and education standing, both within the community and across the country.

Currently, the Band owns and operates nine businesses on the reserve which include, retail stores, a construction company, a championship golf course and the first Aboriginal winery in North America, Mk'Mip Cellars. Chief Louie has negotiated land claim settlements during his tenure that led to the acquisition of hundreds of acres of land added to the reserve and initiated financing for education and health.

Chief Louie's efforts have been widely recognized in Canada and the U.S. He has received numerous awards including the Order of British Columbia and the National Aboriginal Achievement Award. *MacLean's* magazine listed him as one of the Top 50 Canadians to watch.

Chief Louie's presentation shares his experiences and best lesson learned using a simple and direct approach. Chief Louie believes the Aboriginal people and government must make economic development, self-sustaining job creation and business growth an everyday priority.

Follow us on



#ruralcongress2013

Eighteenth National Congress on Rural Education in Canada

Rural Schools: Making a Difference

REGISTRATION

The \$335.00 fee includes:

- Sunday 7:00 p.m. opening presentation by Mark Tewksbury, followed by a reception
- Two breakfasts and luncheons (Monday and Tuesday)
- Banquet on Monday evening with entertainment
- Three keynote presentations
- Over 50 concurrent sessions from which to choose

Early bird by February 1st, 2013. After February 1st, 2013 add \$25.00 to Regular Conference Registration

_____ Regular Conference Registration:	\$335.00 + \$16.75 GST = \$351.75
_____ Students:	\$235.00 + \$11.75 GST = \$246.75
_____ Presenters:	\$235.00 + \$11.75 GST = \$246.75
_____ Extra Banquet Tickets:	\$35.00 + \$1.75 GST = \$36.75
_____ Pre-Congress Workshop:	\$60.00 + \$3.00 GST = \$63.00

**THE REGISTRATION FORM IS AVAILABLE ON THE
RURAL EDUCATION WEBSITE:
<http://www.usask.ca/education/ruraled>**

HOTEL ACCOMMODATIONS

Radisson Hotel	\$161.00 Single/Double Phone: (306) 665-3322 Toll Free: 1-800-333-3333 Fax: (306) 665-5531
Sheraton Cavalier	\$165.00 Single/Double Phone: (306) 652-6770 Toll Free: 1-800-325-3535 Fax: (306) 244-1739
Delta Bessborough	\$149.00 Single/Double • \$169.00 Riverview Phone: (306) 244-5521 Toll Free: 1-800-268-1133 Fax: (306) 655-7262
Park Town	\$145.00 Single / \$135.00 Double Phone: (306) 244-5564 Toll Free: 1-800-667-3999 Fax: (306) 665-8698
Hilton Garden Inn	\$179.00 Single/Double Phone: (306) 244-2311 Toll Free: 1-877-782-9444 Fax: (306) 244-0621

Please advise the hotel you are registering with the National Congress on Rural Education in Canada to receive the above rates.

Presented by:

Saskatchewan Educational Leadership Unit (SELU) in conjunction with the Ministry of Education, Saskatchewan School Boards Association, Saskatchewan Teachers' Federation (STF), League of Educational Administrators, Directors and Superintendents (LEADS), Saskatchewan Association of School Business Officials (SASBO), Saskatchewan Professional Development Unit (SPDU), University of Regina and the University of Saskatchewan.

AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	7.2
Topic:	1st Quarter Finance Report		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information

Background:

Current Status:

Overall we have received 31% of our revenues and have spent 24% of our planned expenditures at the end of the 1st quarter. At the end of the first quarter we are on target to budget.
In addition to the finance report the facility project update is attached.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin, Ron Purdy, Aline Kirk, Georgia Hanwell	January 2, 2013	Balance Sheet Summary of Revenue & Expenses Facility Project Update

Recommendation:

Prairie South School Division
Statement of Financial Position
As At November 30, 2012

	12/13 Actual	11/12 Actual
FINANCIAL ASSETS		
Cash	28,309,108	32,575,257
Short Term Investments	29,632	1,581,137
Taxes Receivable	10,428,801	13,114,911
Provincial Grants Receivable	338,095	995,957
Other Receivables	285,485	322,938
Inventories for Resale	-	2,322
Long Term Investments	237,850	235,101
Other Assets	17,577	20,212
TOTAL FINANCIAL ASSETS	39,646,547	48,847,836
LIABILITIES		
Provincial Grant Overpayment		-
Other Payables	3,173,462	5,293,865
Capital Loans	2,088,236	2,396,032
Other Liabilities	-	51
Accrued Employee Future Benefits	1,947,212	1,823,900
Deferred Revenue	830,510	2,914,353
TOTAL LIABILITIES	9,287,552	12,428,201
NET FINANCIAL ASSETS(DEBT)	30,358,995	36,419,635
NON-FINANCIAL ASSETS		
Physical Assets	123,160,112	115,640,563
Amortization	(68,748,731)	(63,183,901)
Inventories of Supplies	314,108	389,071
Prepaid Items	463,317	553,649
TOTAL NON FINANCIAL ASSETS	55,188,806	53,399,381
Current Year Net Income(Loss)	5,336,401	
ACCUMULATED SURPUS(DEFICIT)	90,884,202	89,819,016

PRAIRIE SOUTH SCHOOL DIVISION NO. 210
STATEMENT OF FINANCIAL ACTIVITIES
For the period ending November 30, 2012
12/13

	12/13 Approved Budget	1st Quarter Budget	Total Revenue/Expenses & Encumbrances	Budget Remaining	Percentage of Budget Used	Percentage of 1st Quarter Budget Used
REVENUE						
Taxation	29,937,035	7,484,259	12,659,466	17,277,569	42%	169%
Grants	50,270,592	12,567,648	12,334,170	37,936,422	25%	98%
Tuition	40,500	10,125	-	40,500	0%	0%
School Generated Funds	1,500,000	375,000	489,579	1,010,421	33%	131%
Other Revenue	501,625	125,406	170,004	331,621	34%	136%
Complementary Services	525,836	131,459	160,354	365,482	30%	122%
External Services	4,019,440	1,004,860	1,030,533	2,988,907	26%	103%
TOTAL REVENUE	86,795,028	21,698,757	26,844,105	59,950,923	31%	124%
EXPENSES						
Governance	619,151	154,788	102,408	516,743	17%	66%
Administration	1,934,932	483,733	489,630	1,445,302	25%	101%
Instruction	57,435,773	14,358,943	14,386,091	43,049,682	25%	100%
Plant Operation	16,357,827	4,089,457	2,697,689	13,660,138	16%	66%
Transportation	7,070,165	1,767,541	1,826,916	5,243,248	26%	103%
Tuition Expense	75,000	18,750	-	75,000	0%	0%
School Generated Funds	1,500,000	375,000	404,026	1,095,974	27%	108%
Interest and Bank	98,441	24,610	25,801	2,150,210	26%	105%
Complimentary	2,176,011	544,003	572,652	3,215,199	26%	105%
External Services	3,787,850	946,963	1,002,491	(1,002,491)	26%	106%
TOTAL EXPENSES	91,055,149	22,763,787	21,507,704	69,449,004	24%	94%
Consolidated Net Income(Loss)	(4,260,121)	(1,065,030)	5,336,401	(9,498,081)		

2012/13 Facility Projects		Estimated cost	Ministry Funding	Net Cost	Minor Renova-tions	Capital	Budget code	
School	Project Name							
A.E. Peacock	Plumbing/piping/asbestos	400,000		400,000	400,000		1-2-13-145-404-FACI-PEAC-PLUM	In design stage
Assiniboia Elem.	HVAC upgrade - Phase 2	1,000,000		1,000,000		1,000,000	1-5-82-910-757-FACI-ASSE-HVAC	In design stage
	Partial roof replacement - section 2	250,000		250,000	250,000		1-2-13-145-404-FACI-ASSE-ROOF	Awarded to Skyline Building Envelope Solutions \$236,917
Bengough	Window replacement	250,000		250,000	250,000		1-2-13-145-404-FACI-BENG-WIND	Awarded to C & S Builders \$258,366
	Dust collection	60,000		60,000	60,000		1-2-13-145-404-FACI-BENG-DUST	Designed and ready to tender
Central Collegiate	Bleachers	100,000		100,000		100,000	1-5-82-920-760-FACI-CENC-BLEA	Tender in spring for summer installation
	Partial roof replacement - section 5	12,000		12,000	12,000		1-2-13-145-404-FACI-CENC-ROOF	Awarded to Duncan Roofing Ltd. \$26,625
Coronach	Partial roof replacement - sections 3,5	165,000		165,000	165,000		1-2-13-145-404-FACI-CORO-ROOF	Awarded to Skyline Building Envelope Solutions \$125,699
Craik	Window replacement	250,000		250,000	250,000		1-2-13-145-404-FACI-CRAI-WIND	Awarded to B.M. Industries \$82,017
Empire	HVAC Phase 2	800,000		800,000		800,000	1-5-82-910-757-FACI-EMPI-HVAC	On hold
Eyebrow	Fire alarm/emergency lighting/elect upgrade	150,000		150,000	150,000		1-2-13-145-404-FACI-EYEB-FIRE	In design stage
	Gym lighting	20,000		20,000	20,000		1-2-13-145-404-FACI-EYEB-LITE	In design stage
Glentworth	Lighting upgrade	100,000		100,000	100,000		1-2-13-145-404-FACI-GLEN-LITE	In design stage
John Chislolm	Window/ext door replacement	150,000		150,000	150,000		1-2-13-145-404-FACI-JOHN-WIND	Awarded to C&S Builders \$15,555 (complete)
Kincaid	T8 lighting upgrade	200,000		200,000	200,000		1-2-13-145-404-FACI-KINC-LITE	In design stage
Lafleche	Washroom/changeroom upgrade	250,000		250,000	250,000		1-2-13-145-404-FACI-LAFL-WASH	In design stage - recommend including crawlspace
Lindale	Partial roof replacement	205,000		205,000	205,000		1-2-13-145-404-FACI-LIND-ROOF	re-allocate to Bengough roof
Mankota	Boiler/pipes/pumps/crawlspace upgrade	500,000		500,000	500,000		1-2-13-145-404-FACI-MANK-BOIL	In design stage
Mossbank	Windows - Phase 2	200,000		200,000	200,000		1-2-13-145-404-FACI-MOSS-WIND	Awarded to C&S Builders \$184,784
Riverview	Bleachers	60,000		60,000		60,000	1-5-82-920-760-FACI-RIVE-BLEA	Tender in spring for summer installation
Rockglen	Boiler/pipes/pumps/electrical upgrade	800,000		800,000	800,000		1-2-13-145-404-FACI-ROCK-BOIL	In design stage
Sunningdale	Chillers	250,000		250,000	250,000		1-2-13-145-404-FACI-SUNN-CHIL	Ready to tender
Westmount	Boiler/furnace upgrade	500,000		500,000	500,000		1-2-13-145-404-FACI-WEST-BOIL	In design stage
William Grayson	Boiler upgrade	350,000		350,000	350,000		1-2-13-145-404-FACI-WILL-BOIL	In design stage
Thatcher Office	Roof replacement	200,000		200,000	200,000		1-2-11-145-404-FACI-OFFI-ROOF	Awarded to Skyline Building Envelope Solutions \$102,467.53 (complete)
		\$7,222,000	0	7,222,000	5,262,000	1,960,000		

Playground Equipment :

	Cost	School Portion	Net Cost
Palliser Heights	40,000	20,000	20,000
Lindale	50,000	25,000	25,000
Total	90,000	45,000	45,000

Maintenance Vehicles:

Tractor for South Maintenance Zone	20,000	1-5-82-910-757-FACI-MAIN-1000
Upgrade Maintenance Vehicle	30,000	1-5-82-910-757-FACI-MAIN-1000
Total	50,000	

AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	7.3
Topic:	Out of Province Excursion - Central Collegiate to Banff, Alberta		
Intent:	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information		

Background: Central Collegiate students to attend a Leadership Seminar in Banff. Skiing will be a part of the excursion as well.

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	December 28, 2012	Application form

Recommendation:

That the Board give approval for a group of students from Grades 9-12 at Central Collegiate to go to Banff on a leadership seminar/ski trip from March 3-6, 2013.



OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Robbie Bedford-Beesley Malinda Strueby	School: Central Collegiate
Type of Activity: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input checked="" type="checkbox"/> High Risk Activity <u>Down Hill Skiing/Tubing</u>	
Grade Level: 9-12	Number of Students: 80
Destination: Banff, AB	Trip Date: May 10-11 march 3-6, 2013
Number of School Days (Partial/Full): 3 full	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: Moose Mountain Buslines <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____	
Number of Teachers, Parents, Chaperones: 10 Have asked police member and will be asking paramedic	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

C. BUDGET
<p>❖ Anticipated Budget --see attached sheets</p> <p>❖ Description of Funding Sources --school, student, and fundraising</p> <p>❖ Out of Pocket Cost per Participants--see attached (fundraising initiatives have been put into place)</p>

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

D. LEARNING OBJECTIVES

Music:

- SW be working towards technical accuracy and fluency
- SW be demonstrating a commitment to their own musical growth and education
- SW demonstrate a commitment to artistic quality in all musical pursuits
- SW working together as a group to achieve a common goal
- SW be applying technical abilities as a means to musical expression
- SW be responding to constructive criticism by taking steps to improve

Physical Education:

- SW be working towards life -long participation, development of healthy lifestyles, life enhancing behaviors, and development skillful movement while learning how to ski or snowboard.
- SW develop understanding of the terminology, rules, safety concepts, mechanical principles and current developments that apply to outdoor pursuits.
- SW display increased self-confidence, self-sufficiency and individual initiative.
- SW will develop the basic movement patterns and performance cues related to outdoor pursuits.
- Students will develop an awareness of the potential of the natural environment for worthwhile lifetime outdoor pursuits in all seasons.
- SW develop an appreciation and respect for the natural environment.
- SW develop social skills that promote acceptable standards of behaviour and positive relationships with each other and the environment.
- SW develop the ability to identify and pursue a variety of fitness-related activities that complement selected outdoor pursuits.

Choral and Band/ Physical Education;

- SW collaborate and develop personal and social responsibility with one another and will work towards achieving high levels of leadership in various forms.
- SW work in an interdisciplinary manner to create positive and healthy experiences
- SW enhance self- esteem and feeling of expression through the arts and through physical activity.
- SW be a part of a positive "community" that promotes a unique, welcoming, and accepting culture in and outside of school.
- SW have an opportunity to be involved in a cross-curricular event

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

a) Pre-Excursion Learning

- 1) Safety implications of skiing on hill. Ski hill safety, proper dress, etc.
- 2) Music:
- 3) Reflection on Personal and Social Responsibility/Leadership

b) Excursion Learning

- 1) Music Clinicians
- 2) Skiing technique and forms
- 3) Acclimation to environment
- 4) Social Responsibility

c) Post-Excursion Learning


- 1) reflections on impact of experiences
- 2) self-assessment on social responsibility

F. SCHEDULE OF ACTIVITIES

See attached


Teacher Signature

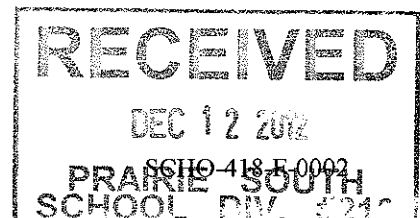
Dec. 11/2012
Date


Principal Signature

Dec 11, 2012
Date

Director/Superintendent Signature

Date Revised: April 19, 2007



AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	7.4
Topic:	Out of Province Excursion - Avonlea School to Asessippi, Manitoba		
Intent:	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information		

Background: Avonlea School students ski trip to Asessippi Ski Resort in Manitoba.

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	December 28, 2012	Application form

Recommendation:

That the Board give approval for grades 11 & 12 students from Avonlea School to go on a ski trip to Asessippi Ski Resort.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Brent Lothian	School: Avonlea
Type of Activity: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input checked="" type="checkbox"/> High Risk Activity _____	
Grade Level: 11 and 12	Number of Students: 13
Destination: Asessippi, Manitoba	Trip Date: March 7 and 8
Number of School Days (Partial/Full): 1 student day plus one Prep day	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <u>Brent Lothian</u> <u>Cheryl Beitel</u> <u>One other parent volunteer</u> _____	
Number of Teachers, Parents, Chaperones: 3	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

C. BUDGET
❖ Anticipated Budget <u>\$200 to stay in Inglis Hall; \$1000 for rental and lift; \$400 or \$500 for gas.</u> Description of Funding Sources <u>We are doing one fundraiser and the rest will come out of decentralized budget / Students pay for their own meals</u> ❖ Out of Pocket Cost per Participant <u>4 or 5 meals so approximately \$50.</u> _____

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

D. LEARNING OBJECTIVES

This is part of our school Outdoor Education plan. It also ties into skill related fitness, Outdoor pursuits. They will hopefully develop skills to allow for participation in a lifelong sport.

We alternate with the grade 11 and 12 doing a Canoe trip one year and a shorter ski trip the other year.

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

a) Pre-Excursion Learning Safety and proper clothing discussion in class beforehand. We will also do sport specific fitness training.

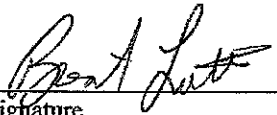
b) Excursion Learning

Each student is required to do a lesson on the first day. They then get a safety check and can not go on the more advanced hills unless they are given a specific ticket that allows them to go on those lifts.

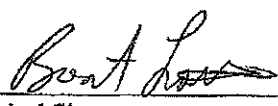
c) Post-Excursion Learning : Discussion of skills learned.

F. SCHEDULE OF ACTIVITIES

Leave Avonlea at 6:30 am. Arrive around 10:30 or 11:00. Have lessons and then ski until 4:30 that day. Supper and then stay over in Inglis (Mats and sleeping bags). We will return to Asessippi and ski until 4:30 or 5:00 and then return to Avonlea arriving home about 9:30 or 10:00.


Teacher Signature


Date


Principal Signature


Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	January 8, 2013	Agenda Item #:	7.5
Topic:	Out of Province Excursion - Central Collegiate to Winnipeg, Manitoba		
Intent:	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information		

Background: Central Collegiate students going to Model UN Assembly in Winnipeg, Manitoba.

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	December 28, 2012	Application form

Recommendation:

That the Board give approval for two grade 12 students from Central Collegiate to attend assembly in Winnipeg from May 9 - 12, 2013.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: <u>YASMINA LEMIEUX</u>	School: <u>CENTRAL COLLEGIATE</u>
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <u>MODEL UN ASSEMBLY</u> <input type="checkbox"/> High Risk Activity _____	
Grade Level: <u>GR. 12</u>	Number of Students: <u>2</u>
Destination: <u>WINNIPEG, MB</u>	Trip Date: <u>MAY 9-12, 2013.</u>
Number of School Days (Partial/Full): <u>TWO FULL DAYS.</u>	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <u>YASMINA LEMIEUX</u>	
Number of Teachers, Parents, Chaperones: <u>1 TEACHER.</u>	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

C. BUDGET
❖ Anticipated Budget <u>Ø</u> ❖ Description of Funding Sources <u>MOOSE JAW ROTARY CLUB SPONSORSHIP.</u> ❖ Out of Pocket Cost per Participant <u>\$10 PER STUDENT (DEPOSIT ONLY) \$ SPENDING MONEY.</u>

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

D. LEARNING OBJECTIVES

Participate in: research, speech-writing and delivery, assembly protocol, debate, foreign affairs.

Critical thinking: learning about a new country, ascertaining its stance on global issues, and representing that country in the context of various topical resolutions.

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

- a) Pre-Excursion Learning Research on a given country and its position (relative to those of other countries) on global issues and specifically assigned resolutions.
- b) Excursion Learning Participation in a model UN assembly, using Robert's Rules of Order and assembly protocol. Learning about global issues, partnerships, political views and world affairs.
- c) Post-Excursion Learning Reflection and preparation of presentation for the Moose Jaw Rotary Club.

F. SCHEDULE OF ACTIVITIES

THURSDAY, MAY 9 - Travel to Winnipeg, MB.

- Registration + meet + greet supper.

FRIDAY, MAY 10 - SATURDAY, MAY 11 - Model United Nations Assembly sessions.

SUNDAY, MAY 12 - Return to Moose Jaw.

Teacher Signature

Date

Dec. 11, 2012.

Principal Signature

Date

Dec 11, 2012

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

