

# *Prairie South Schools*

## **BOARD OF EDUCATION**

March 5, 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 – NONE**
  - 4.2 Presentations**
    - 4.2.1 Public Section Presentation: Larry Huber, Bert deGooijer, Ronna Pethick, Darrel Utley (1:00 p.m.)
    - 4.2.2 Smooth Transitions Monitoring Report, Lori Meyer & David Hall (2:00 p.m.)
- 5. Decision Items**
  - 5.1 2013-2014 School Year Calendar**
  - 5.2 Playground Equipment Removals**
  - 5.3 School Community Development Fund Proposals (Policy 109)**
  - 5.4 Motion from Previous Meeting**
    - 5.4.1 Notice of Motion

That the Prairie South School Division Board of Education extend their support for the South Hill grade 7 & 8 initiative at Riverview Collegiate until the end of the 2013-2014 school year.

- Crabbe
- 6. Discussion Items**
  - 6.1 Baragar Enrolment Projections**
  - 6.2 Prekindergarten Expansion for 2013-2014**
  - 6.3 Transportation Policy Revision #801 and #805**

- 7. Reports**
  - 7.1 Substitute Usage Report**
  - 7.2 Tender Report**
  
- 8. Consent Items**
  - 8.1 Suspensions**
  - 8.2 Out of Province Excursion – Bengough School to Niagara Falls, Ontario**
  
- 9. Committee Reports**
  - 9.1 Standing Committees**
    - 9.1.1 Higher Literacy and Achievement
    - 9.1.2 Equitable Opportunities
    - 9.1.3 Smooth Transitions
    - 9.1.4 Strong System-Wide Accountability and Governance
    - 9.1.5 Advocacy and Networking
    - 9.1.6 Rural Catchment Review
    - 9.1.7 Marketing Advisory
  - 9.2 Adhoc Committees**
    - 9.2.1 South Hill
  
- 10. Identification of Items for Next Meeting Agenda:**
  - Notice of Motions
  - Inquiries
  
- 11. Professional Sharing/Round Table**
  
- 12. Adjournment**

### **13. Information Items**

#### **13.1 Inquiries:**

- 13.1.1 Type of consent forms for overnight excursions/outdoor education/high risk that are used to obtain consent from parents/caregivers.  
- Radwanski

#### **13.2 Rockglen School Daycare**

#### **13.3 Capital Budget Re-allocation**

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 15 Thatcher Drive East, Moose Jaw, Saskatchewan on February 12, 2013 at 10:00 a.m.**

Attendance: Ms. C. Christopherson-Cote; Mr. D. Crabbe; Mr. S. Davidson; Mr. R. Gleim (via teleconference); 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

Delegations: Proposal by SCC Members from Central & Peacock Collegiates: Jody Oakes, Dena Demarche, Bobbie Goodison & Todd Johnson (2:00 p.m.)

Presentations: Strong System-Wide Accountability & Governance: Corinne Cobbe, Cheryl Searle & Barbara Compton (1:00 p.m.)

Motions:

- |                 |  |         |
|-----------------|--|---------|
| 02/12/13 – 1850 | That the meeting be called to order at 10:36 a.m.<br>- Christopherson-Cote   | Carried |
| 02/12/13 – 1851 | The following items were moved from information to discussion:<br>6.1 Substitute Usage Report (12.2)<br>6.2 Class Size Report (12.4)<br>6.3 Education Amendment Regulations, 2012 (12.5)<br>6.4 Educational Assistant Inservice (12.7)<br>6.5 Tender Report (12.3)<br>That the Board adopt the agenda as amended.<br>- Swanson | Carried |
| 02/12/13 – 1852 | That the Board adopt the Minutes of the regular meeting of January 8, 2013 as amended.<br>- Jelinski   | Carried |
| 02/12/13 – 1853 | That the Board adopt Reading and Facilities Utilization as its strategic priorities.<br>- Jelinski   | Carried |
| 02/12/13 – 1854 | That the Board adopt the parameters for the 2012-2013 school year calendar as presented.<br>- Jelinski   | Carried |
| 02/12/13 – 1855 | That the Board accept the proposal from Leroy Sloan to redefine our governance model with funding to come from within the governance area of the budget and individual trustees able to voluntarily use some of their professional development budget towards that process.<br>- Davidson                                      | Carried |

That the Board break at 12:00 p.m.

That Board reconvene at 1:00 p.m.

Ron Gleim left the meeting at 2:05 p.m.

- |                 |   |         |
|-----------------|---|---------|
| 02/12/13 – 1856 | That the delegation be allowed to address the Board.<br>- Swanson   | Carried |
| 02/12/13 – 1857 | That \$7500 be allocated to the collaborative efforts of Peacock Collegiate and Central Collegiate School Community Councils for a cyber-bullying educational workshop. And that in future budget years, consideration be given for budgeting on an annual basis.<br>- Swanson                    |         |
| 02/12/13 – 1858 | That we amend motion 02/12/13 – 1857 to increase the amount to \$10,000.<br>- McLeod  | Carried |
| 02/12/13 – 1859 | That \$10,000 be allocated to the collaborative efforts of Peacock Collegiate and Central Collegiate School Community Councils for a cyber-bullying educational workshop. And that in future budget years, consideration be given for budgeting on an annual basis.<br>- Swanson                  | Carried |
| 02/12/13 – 1860 | That the Board approve changes to the Continuous Agenda as follows: <ul style="list-style-type: none"><li>• Board Planning Session originally scheduled for March 19, 2013 be changed to March 26, 2013.</li><li>• Board Planning Sessions be added for April 17 and 18, 2013.</li></ul> - McLeod | Carried |
| 02/12/13 – 1861 | That the Board approve the B5 – Five Year Proposed Construction Plan as presented.<br>- Young   | Carried |
- Colleen Christopherson-Cote left the meeting at 3:25 p.m.
- |                 |  |  |
|-----------------|--|--|
| 02/12/13 – 1862 | That an adhoc committee of interested trustees be created (with administrative support as required) to oversee and make recommendations to the Board on the sale or long-term lease of the Thatcher Drive Board Office and the relocation of staff working there.<br>- Swanson |  |
|-----------------|--|--|

02/12/13 – 1863 That we amend motion 02/12/13 – 1862 to include  
“...make recommendations to the Board **with regards to space utilization within Prairie South School Division.**”  
- Radwanski

Carried

Young requested motion 02/12/13 – 1863 be a recorded vote:

In Favour of Motion: McLeod, Radwanski, Kessler, Swanson, Crabbe

Opposed to Motion: Young, Davidson, Jelinski

02/12/13 – 1864 That an adhoc committee of interested trustees be created (with administrative support as required) to oversee and make recommendations to the Board with regards to space utilization within Prairie South School Division.  
- Swanson

Carried

Young requested motion 02/12/13 – 1864 be a recorded vote:

In Favour of Motion: McLeod, Radwanski, Kessler, Swanson, Crabbe

Opposed to Motion: Young, Davidson, Jelinski

02/12/13 – 1865 That the Board extend the meeting until 4:30 p.m.  
- Young

Carried

02/12/13 – 1866 That the Board receive the consent items and approve the recommendations contained therein, as presented.  
- Young

Carried

### **Committee Reports**

#### **Standing Committees:**

##### *Higher Literacy & Achievement*

- The committee reported on the Comprehensive Learning Framework. They discussed its background, where it came from and purpose, how reading goals fit within the LITs, what would the process be for implementing a division wide reading goal, sharing information at the AME about the LITs, seeking volunteers to review the CLF on an ongoing basis, and the relationship between the committee and the Tell Them From Me survey.

##### *Equitable Opportunities*

- No report given.

##### *Smooth Transitions*

- No report given.

##### *Strong System-Wide Accountability and Governance*

- No report given.

##### *Advocacy and Networking*

- No report given.

##### *Rural Catchment Review*

- No report given.

##### *Marketing Advisory*

- No report given.

Adhoc Committees:

South Hill

- No report given.

02/12/13 – 1867

That Mr. Radwanski be appointed to the South Hill Adhoc Committee.  
- Swanson

Carried

Notice of Motions

02/12/13 – 1868

That Prairie South School Division Board of Education extend their support for the South Hill grade 7 & 8 initiative at Riverview Collegiate until the end of the 2013-2014 school year.  
- Crabbe

Inquiries

Type of consent forms for overnight excursion/outdoor education/high risk that are used to obtain consent from parents/caregivers.

- Radwanski

Professional Sharing/Roundtable

The Board acknowledged Sonja Susut, teacher and former teacher Lyle Johnson who were both recipients of the Queen Elizabeth II Diamond Jubilee Medal.

The Board thanked all Prairie South staff during Staff Appreciation Week.

Adjournment

02/12/13 – 1869

That the meeting be adjourned at 4:35 p.m.  
- Crabbe

Carried

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Colleen Christopherson-Cote  
Chair

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Bernie Girardin  
Superintendent of Business and Operations

Next Regular Board Meeting:

Date: March 5, 2013  
Location: Central Office, Moose Jaw

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	5.1
<b>Topic:</b>	<b>2013-2014 School Year Calendar</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

**Background:**

The 2013-2014 school year calendar is being presented for Board approval. Senior Administration met with PSTA on January 17 to discuss issues of concern. The calendar committee meet February 13 to discuss parameters and develop two draft calendars. The 25 member committee represented teachers, administrators, educational assistants, administrative assistants, PSTA, consultants, and School Community Councils. Two draft calendars were presented to school-based staff and parents through a survey to gather feedback. The survey had 658 responses: 77% were parents, 14% was school-based staff and 9% represented both categories. 65% preferred Option B with the spring vacation attached to Easter and the four day February break (including weekend).

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Barbara Compton	February 25, 2013	Calendar drafts 2013-2014 Calendar Survey Results

**Recommendation:**

That the Board approve OPTION B as the 2013-2014 school year calendar as submitted.



Prairie South School Division # 210  
OPTION A DRAFT - 2013-2014 School Year Calendar

FIRST SEMESTER				
MON	TUE	WED	THU	FRI
AUGUST, 2013				
26	27	28	29	30
TD= 4 ID= 0				
MON	TUE	WED	THU	FRI
SEPTEMBER, 2013				
2	3	4	5	6
9	10	11	12	13
17	18	19	20	21
23	25	26	27	28
30				
TD= 20 ID= 20				
MON	TUE	WED	THU	FRI
OCTOBER, 2013				
	1	2	3	4
7	8	10	11	12
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
TD= 22 ID= 22				
MON	TUE	WED	THU	FRI
NOVEMBER, 2013				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
TD= 20 ID= 19				
MON	TUE	WED	THU	FRI
DECEMBER, 2013				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
TD= 15 ID= 15				
MON	TUE	WED	THU	FRI
JANUARY, 2014				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	22	23	24	25
27	28	29	30	31
TD= 20 ID= 19				
First Semester Instructional Days=				95
Instructional Hours=				484

SECOND SEMESTER				
MON	TUE	WED	THU	FRI
FEBRUARY, 2014				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
TD= 19 ID= 19				
MON	TUE	WED	THU	FRI
MARCH, 2014				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
TD= 16 ID= 15				
MON	TUE	WED	THU	FRI
APRIL, 2014				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
TD= 20 ID= 20				
MON	TUE	WED	THU	FRI
MAY, 2014				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
TD= 21 ID= 21				
MON	TUE	WED	THU	FRI
JUNE, 2014				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
TD= 20 ID= 18				
Second Semester Instructional Days=				93
Second Semester Instructional Hours=				472.5
Instructional Days = 185 (188-3 for Early Dismissal)				
Total Instructional Hours=				956
Non Instructional Days =				12

Legend

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

Prairie South School Division # 210  
OPTION B DRAFT - 2013-2014 School Year Calendar

FIRST SEMESTER				
MON	TUE	WED	THU	FRI
AUGUST, 2013				
26	27	28	29	30
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
17	18	19	20	21
23	25	26	27	28
30				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	10	11	12
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
MON	TUE	WED	THU	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
MON	TUE	WED	THU	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	22	23	24	25
27	28	29	30	31
First Semester Instructional Days=				95
Instructional Hours=				484

SECOND SEMESTER				
MON	TUE	WED	THU	FRI
FEBRUARY, 2014				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
MON	TUE	WED	THU	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
MON	TUE	WED	THU	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
MON	TUE	WED	THU	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
MON	TUE	WED	THU	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
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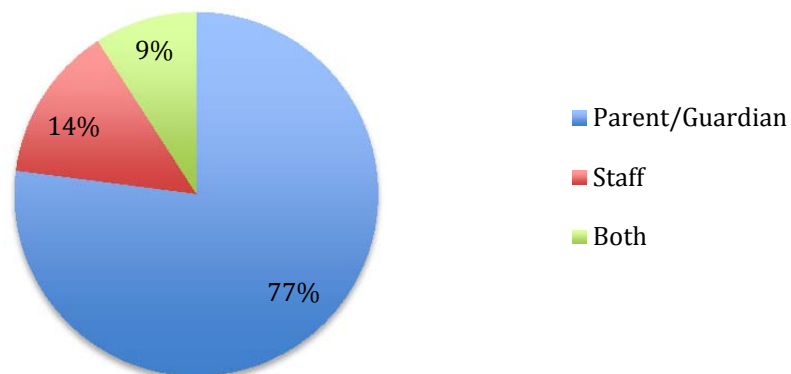
Legend

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

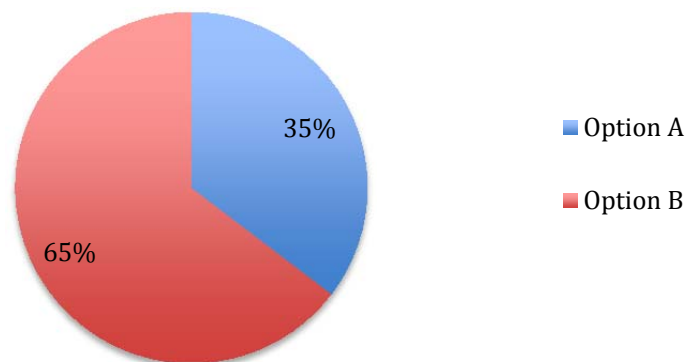
2013/2014 CALENDAR OPTIONS SURVEY RESULTS

**658 responses**

**Who answered the survey?**



**Which option did they choose?**



**OPTION A:** Spring vacation in March and the four day Easter vacation

**OPTION B:** Spring vacation attached to Easter and the four day February break

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Playground Equipment Removals</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:** Annually, all playgrounds in the school division are inspected by our in-house qualified inspectors to assure that they are safe and properly maintained.

**Current Status:** Attached please find a copy of the summary report on those findings. The smaller deficiencies will be addressed by our maintenance staff, however, you will note that the red highlighted items recommend removal of some equipment. These play structures pose a high liability factor for the school division and should therefore be removed during the summer school break. Should you decide to proceed with the removal of said equipment, the schools would be informed immediately to allow them time to fundraise to replace said equipment. I have attached the policy that the board has in place for playground funding. Since amalgamation, the board has contributed \$280,000 in playground funding to schools to bring their playgrounds up to CSA standard.

**Pros and Cons:** N/A

**Financial Implications:** N/A

**Governance/Policy Implications:** N/A

**Legal Implications:** N/A

**Communications:** N/A

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Aline Kirk	February 19, 2013	Playground Inspection Summary Playground Funding Policy

## ***Recommendation:***

The following schools are to be informed that because specific pieces of playground equipment do not meet CSA standards and cannot be modified, they will be removed at the end of the 2012/13 school year:

- 1) Bengough School - climber
- 2) Chaplin - climber
- 3) Coronach - climber
- 4) Rockglen - slide

# PRAIRIE SOUTH SCHOOLS 210

## OUTDOOR PLAYSPACE INSPECTION SUMMARY 2011/12

total removal	protective surface
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SCHOOL	SWINGS	SLIDES	SEE SAWS	CLIMBERS	MERRY GO ROUNDS	CREATIVE PLAY STRUCTURES	GENERAL SITE CONDITIONS	SIGNAGE	COMMENTS
Assiniboia 7th	caulking required on entrapment								
Assiniboia Elem.	spacing required	caulk entrapment				only 4" instead of 8" of rubber crumb			protective surface required everywhere
Avonlea						requires dig out and pea rock currently 4"		required	
Bengough			remove rubber handles and replace all wood components	remove/old/sharp/modified		roller too high needs brackets reversed	sandbox needs plastic border		pea rock required
Caronport Elementary						requires dig out and pea rock currently 4"		required	protective surface required on balance
Central Butte	requires protective surfacing and swing spacing								paint touch ups
Chaplin		requires new rivits		remove very old					

SCHOOL	SWINGS	SLIDES	SEE SAWS	CLIMBERS	MERRY GO ROUNDS	CREATIVE PLAY STRUCTURES	GENERAL SITE CONDITIONS	SIGNAGE	COMMENTS
Coronach		caulk entrapment		remove very old & too close to swing			sand box old and should have new border		pea rock needs screening or more
Craik	replace 3 seats	infill plexi glass						required	
Empire									
Eyebrow						remvoe protective surface and replace		required	
Glentworth	swings require replacement see armand	needs entrapment caulking							requires protective surfacing
Gravelbourg						protective surface			
Kincaid		caulking for entrapment							requires pea rock
King George									
LaFleche									requires add'l protective surface
Lindale									
Mankota									
Mortlach						remove protective surface and replace			no footrests on spring equipment

SCHOOL	SWINGS	SLIDES	SEE SAWS	CLIMBERS	MERRY GO ROUNDS	CREATIVE PLAY STRUCTURES	GENERAL SITE CONDITIONS	SIGNAGE	COMMENTS
Mossbank	remove sand and apply pea rock, new chains and hangers			climbing panel cracked requires repair					4" rubber crumb requires 8"
Palliser Heights							Requires border and replace gravel with pea rock three structures		general paint touch up
Prince Arthur									general paint touch up
Rockglen		remove not compliant							pea rock depth not adequate
Rouleau									
Sunningdale		minor rubber repair /crack infill flex 2000							
Westmount								requires owner operator signage	
William Grayson						guard rails required on bridge			general paint touch up

**ADMINISTRATIVE POLICY No. 902**

MAINTENANCE, INSPECTION AND SAFETY

Maintenance and inspection of Prairie South School Division facilities and school sites are important functions of the Board of Education. It is through regular inspection and appraisal of facilities and grounds that the Board is able to plan for on-going and scheduled maintenance of buildings and grounds, and provision of facilities to meet the educational and physical needs of students.

Prairie South School Division ensures that all personnel have access to safety training as required by provincial legislation.

**PROCEDURES**

**1. Responsibility of Facilities Manager**

The Facilities Manager is to arrange for *occupational health and safety training* for school personnel as required by provincial legislation.

**2. Responsibility of Principals**

- a. The principal is responsible on an on-going and daily basis for the supervision and monitoring of the general maintenance of the school and its grounds. The principal is to establish in-school procedures for reporting general maintenance and repairs required in the school and on the school grounds.
- b. The principal is to participate in *occupational health and safety training* for school personnel as required to safeguard the health and general well-being of everyone in the school.
- c. The principal and caretaker are to establish procedures for establishing and monitoring the school grounds, equipment, and facilities. Minor items in need of attention are to be carried out by the caretaker. Major items are to be reported to the Facilities Manager.



### **3. Annual Review of Facility**

- a. The principal is to submit recommendations for facility repair and minor renovations to the Facilities Manager for consideration in the Board's budget process.
- b. Major capital construction items are to be submitted by the Director to the Board for consideration of the Board when developing its five-year capital construction plan for submission to the Department of Learning. The Board reviews these items during its school facility and site visits.

### **4. Playground Development**

- a. Community groups and School Community Councils that are contemplating development of a school playground are to work in conjunction with their principal and the Facilities Manager.
- b. A detailed development plan including a budget showing revenue sources and projected expenditures is to be prepared for presentation to the Board of Education.
- c. Safety, accessibility and equipment standards as detailed by the Facilities Manager must be adhered to in all aspects.
- d. The Board may annually budget funds to assist local school communities in upgrading and developing their playgrounds.
- e. Details as to actual construction involving tenders, purchasing, and contracting services are to be in accordance with school division directives provided by the Facilities Manager.
- f. School property development, when allocated for off-street parking is to be consistent with the long-range development of playgrounds and represent a safe condition for students.

### **5. School Grounds Development Funding Policy**

All new school grounds and all school grounds undergoing renovation are required to meet CSA Standards. The Board will assist local school communities in upgrading and developing their school grounds by providing the following funding assistance:

- a. All schools shall be eligible for funding of up to \$10,000 plus \$50 per full-time equivalent student.

**Prairie South School Division**

15 Thatcher Drive East

Moose Jaw, SK S6J 1L8

Phone: 306.694.1200

- b. All Board funding shall be made available on a 50/50 basis with fund raising done by school communities, i.e. if a school raises \$12,000 then the board shall match up to \$12,000 as determined by what the school is eligible for under the funding formula (i.e. \$10,000 plus \$50 per F.T.E. student).
- c. In the event that a school ground structure is determined by the school division facilities staff to be unsafe, the Board may provide in advance, up to \$5,000 of its contribution to allow for the purchase and installation of some school ground structure pending the completion of any fundraising efforts by the school.
- d. Applications for school ground development funding shall be submitted to the Facilities Manager by April 1, to be included in the upcoming budget year which runs from September 1 to August 31.
- e. Charitable receipts shall be made available to individuals and businesses donating to school ground projects provided funding is sent directly to the Prairie South School Division No. 210. These funds will continue to form part of the fundraising portion done by the school.
- f. Purchasing and expenses for playground development shall be administered by the school division facilities department in consultation with the purchasing and accounting departments.

## **6. Roof Level Fall Protection**

Shall apply to all employees, including third party service providers, working for the school division in elevated areas such as rooftops and elevated platforms.

Applicable Regulations & Standards include:

- 1. *Saskatchewan Occupational Health and Safety Regulations*
- 2. *Canadian Standards Association(CSA) – Z259 Series*

### **a. Definitions:**

*Flat Roof – Roof system with a slope less than or equal to 4% ( $1/2$  inch change in vertical elevation versus 12 inches of horizontal run).*

*Sloped Roof – Roof system with a slope greater than 4% ( $1/2$  inch change in vertical elevation versus 12 inches of horizontal run).*

*Control Zone – 2 meter wide danger zone at the unguarded edge of a roof or elevated platform on a flat roof.*

*Fall Protection Personal Protective Equipment – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.*

*Fall Protection Device – Compliant permanent Roof Anchor, permanent and/or non permanent Guardrail or other approved device.*

b. Fall Risk Assessment

Roof level fall risks have been divided into the following fall risk zones:

- FALL RISK ZONE 1 – Located in the interior of a Flat Roof, not in the control zone. Low fall risk.
- FALL RISK ZONE 2 – Located within the Control Zone on a Flat Roof. Moderate Fall Risk.
- FALL RISK ZONE 3 – Sloped Roof with no roof top equipment that requires ongoing maintenance. Moderate Fall Risk.
- FALL RISK ZONE 4 - Sloped Roof with roof top equipment that requires ongoing maintenance. Major Fall Risk.
- FALL RISK ZONE 5 – Restricted access roofs due to fall risk. Steep sloped roofs, narrow flat roofs with significant fall risk exposure. Serious Fall Risk.

c. Risk Mitigation Procedures

The following risk mitigation procedures have been provided for each fall risk zone:

1. Fall Risk Zone 1:

- i. Training Requirements – 2 hour Fall Protection Training course.
- ii. Fall Protection Personal Protective Equipment – Not Required.
- iii. Other Fall Protection Devices – Not Required.
- iv. Control Zone Markers – Temporary marking of Control Zone required.

2. Fall Risk Zone 2:

- i. Training Requirements – 8 hour Fall Protection Training course describing proper use of fall protection personal protective equipment and other fall protection devices.
- ii. Fall Protection Personal Protective Equipment – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.
- iii. Access to Unguarded Edge of the roof - Compliant permanent Roof Anchor, permanent and/or non permanent Guardrail or other approved device. Alternatively, access to unguarded edge of roof can be completed from ladder (for heights less than 5 meters (16 ft 5 inches), Hydraulic Lift and/or portable scaffold.
- iv. Control Zone Markers – Weighted 42 inch tall pylons with 3/8" Nylon rope strung between to mark control zone.

3. Fall Risk Zone 3:

- i. Training Requirements – 8 hour Fall Protection Training course describing proper use of fall protection personal protective equipment and other fall protection devices.
- ii. Fall Protection Personal Protective Equipment – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.
- iii. Access to Roof – Worker must be connected to a Compliant permanent Roof Anchor at all times when on the roof.

4. Fall Risk Zone 4:

- i. Training Requirements – 8 hour Fall Protection Training course describing proper use of fall protection personal protective equipment and other fall protection devices.  
Fall Protection Personal Protective Equipment – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.
- ii. Access to Roof – Worker must be connected to a Compliant permanent Roof Anchor at all times when on the roof.

5. Fall Risk Zone 5

- i. Training Requirements – 8 hour Fall Protection Training course describing proper use of fall protection personal protective equipment and other fall protection devices. Training also required for specialized access procedures.
- ii. Fall Protection Personal Protective Equipment – CSA approved Full Body Harness, Lifeline, Lanyard and Carabiner.
- iii. Access to Roof – Worker must be connected to a Compliant permanent Roof Anchor at all times when on the roof.

d. Responsibilities

Managers:

- 1. Ensure that only trained individuals are assigned work that requires the use of fall protection systems.
- 2. Ensure the appropriate equipment is purchased and available for employees.
- 3. Assure worker compliance with this policy.
- 4. Assist in the development, updating, and delivery of the training program.
- 5. Maintain all training records.

Approved Sept. 1, 2006  
Revised: December 5, 2006  
Revised: April 5, 2011

*Learning Excellence*

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>School Development Funds Application Policy 109</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

## Background:

Policy 109 allows schools to apply for matching funds for special projects. The deadline for applications was February 1, 2013.

## Current Status:

Seven applications for funds have been submitted under Policy 109. Two and part of one application qualify under Policy 109. The other applications qualify under Policy 902 which is for grounds and playground enhancements which also provides a matching grant. Two of the Coronach projects do not qualify: the screen/projector and the microphones/spotlights.

The projects that qualify for funds under Policy 109 are: Mortlach - School Gymnasium upgrade. This project is completed but they are looking for funds after the fact, which is not the intent of the policy.

Coronach School - Kitchen Upgrade this is the only project that qualifies under this policy out of their several applications.

Eyebrow School - Entrance Relocation. This project requires more funding than stated in application as the architect fees and GST were not included. Those have been added. Therefore the project cost is revised to \$124,488.

The following applications will fall under Policy 902:

Coronach School - Grounds beautification

Lafleche Central - Tarmac

Rockglen School - Playground

Prince Arthur School - Sod

Empire School - Outdoor Play Space Development

## Pros and Cons:

The Coronach project for equipment is straight forward.

The Mortlach project would be straight forward except that the project is already completed. The policy states the funding is for projects that are being contemplated and for the next fiscal year.

The Eyebrow project is a renovation and may have more risk. They also have the bulk of their fundraising ahead of them.

**Financial Implications:** The total request for funds is \$69,994 which is less than the \$150,000 allowed under this policy.

**Governance Implications:**

**Legal Implications:**

**Communications:** Each school that has applied for funds will be notified of the Boards decision.

Prepared By:	Date:	Attachments:
Bernie Girardin	February 26, 2013	Applications

***Recommendation:***

That the Board under Policy 109 approve funding in 2013-14 for the Mortlach School Gymnasium upgrade to a maximum of \$4,750. This project has been completed; however, the school's fundraising portion must be forwarded to the school division. Further, the Board's portion will be paid in the 2013-14 fiscal year.

That the Board under Policy 109 approve funding in 2013-14 for the Eyebrow School - Entrance Relocation to a maximum of \$62,244. The school's fundraising portion must be received prior to the commencement of the project. Further, the funds will be made available up to and including August 31, 2015, to allow the fundraising to be completed.

That the Board under Policy 109 approve funding in 2013-14 for the Coronach School - Kitchen upgrade to a maximum of \$3,000. The schools fundraising portion must be received prior to the commencement of the project.

## School Development Fund (Policy 109)

### PROPOSALS

*February, 2013*

School	Name of Project	Projected Expenditure	Funds Requested	Date Board Funds are Required	Anticipated Project Start Date	Anticipated Project End Date
Mortlach School	Gymnasium Upgrade	\$9,499.16	\$4,749.58	March 1, 2013	September, 2010	January, 2013
Coronach School	Kitchen Upgrade	\$6,000	\$3,000	April 15, 2013	February 15, 2013	August 30, 2013
Lafleche Central	Tarmac	\$30,000-\$35,000	\$12,568.28	Spring, 2013	May, 2013	No later than Aug 2013
Rockglen School	Playground	\$7,000	\$3,500	September 30, 2013	September 30, 2013	June, 2014
Eyebrow School	Entrance Relocation	\$124,488	\$62,244	July, 2014	July, 2014	September, 2014
Prince Arthur	Lay the Sod	\$27,981	\$14,000	Fall, 2013	TBD	August, 2014
Empire	Outdoor Play Space Development	\$4,855.70	\$3,000	May, 2013	Spring, 2013	June, 2013
<b>TOTAL</b>			<b>\$69,993.58</b>			



## School Development Fund (Policy 109)

PROPOSAL FORMName of Project: Mortlach School Gymnasium UpgradeSchool: Mortlach SchoolProject Leader: Cori Saas and Miranda SommerContact InformationPhone: School # 355-2332Email: saas.cori@prairiesouth.caDescription/Details of the Project: see attached document.Budget InformationRevenue Sources: See fundraising  
Donation from an anonymous benefactorProjected Expenditures: see attached paperwork.Funds Requested: \$4,749.58Date Fundraising will be Completed: has been completedDate Board Funds are Required: March 1, 2013.Anticipated Project Start Date: September 2010Anticipated Project End Date: January 2013

Date of Approval \_\_\_\_\_

Superintendent of Business &amp; Operations \_\_\_\_\_

Please submit completed form to Heather Boese at [boese.heather@prairiesouth.ca](mailto:boese.heather@prairiesouth.ca).

### Mortlach School Gymnasium Upgrade

In order to have basketball games at our school we are in need of an upgrade to our gymnasium. We need a new score clock and shot clocks.

Research was conducted as to the cost of a new score clock and shot clocks. It was decided that we would use Apple TV's and iPads and apps for the score clock. This type of set up has been seen in other schools and works very well.

The equipment once installed can be used for other activities in the school, not just for sports.

We have spoken with our SCC to help with getting the sheets of plywood necessary to act as screens and to build a cart for the equipment to be stored in.

### NEC NP-P350X PROJECTORS

	<i>Per/Unit</i>	<i>X 2</i>	<i>With Taxes</i>	<i>Discount</i>	<i>Total</i>
<i>Projector:</i>	\$ 1,200.00	\$ 2,400.00	\$ 2,640.00	\$ -	\$ 2,640.00
<i>Projector Mount:</i>	\$ 100.00	\$ 200.00	\$ 220.00	\$ 220.00	\$ 0.00
<i>64GB iPad:</i>	\$ 719.00	\$ 1,438.00	\$ 1,581.80	\$ -	\$ 1,581.80
<i>Apple TV:</i>	\$ 100.00	\$ 200.00	\$ 220.00	\$ 220.00	\$ 0.00
<i>Cabling/Labour:</i>	???	???	\$ 4,617.36	\$ -	\$ 4,617.36
			\$ 9,279.16	\$ 440.00	\$ 8,839.16

### NEC NP-P420X PROJECTORS

	<i>Per/Unit</i>	<i>X 2</i>	<i>With Taxes</i>	<i>Discount</i>	<i>Total</i>
<i>Projector:</i>	\$ 1,500.00	\$ 3,000.00	\$ 3,300.00	\$ -	\$ 3,300.00
<i>Projector Mount:</i>	\$ 100.00	\$ 200.00	\$ 220.00	\$ 220.00	\$ 0.00
<i>64GB iPad:</i>	\$ 719.00	\$ 1,438.00	\$ 1,581.80	\$ -	\$ 1,581.80
<i>Apple TV:</i>	\$ 100.00	\$ 200.00	\$ 220.00	\$ 220.00	\$ 0.00
<i>Cabling/Labour:</i>	???	???	\$ 4,617.36	\$ -	\$ 4,617.36
			\$ 9,939.16		\$ 9,499.16



**Pro-Tec Electric Ltd.**  
Electrical Service & Construction

514 Fairford St. W. Moose Jaw, Sk. S6H 1W3 Bus. (306) 693-7733 Fax. (306) 693-7676

Email. [Protec.electric@sasktel.net](mailto:Protec.electric@sasktel.net)

November 14, 2012

Ref. #12-118

Paririe South School Division  
Mortlach School  
Box 98  
Mortlach, Sk. S0H 3E0  
306 - 355 - 2332  
Attn. Corinne E. Cobbe

Re: Mortlach School Gymnasium Projectors.

*The estimated cost to provide labour and material to complete the following scope of work is quoted at the firm price of \$4,397.49 plus GST, wired as per the Canadian Electrical Code and Safety Standard Regulations.*

**Electrical as described.**

- Supply and install raceway, cabling and devices for data (2) Gymnasium projectors and apple T.V. units.
- Supply and install data cabling to gymnasium area from data closet.
- Supply and install protective cages as required.

Thank You.

Sincerely,

*Don Kabanuk*

Manager - Electrical

*School Development Fund (Policy 109)***PROPOSAL FORM****Name of Project:** School Beautification**School:** Coronach School**Project Leader:** Amanda Gent***Contact Information*****Phone:** 267-4567**Email:** neil.amanda@starband.net**Description/Details of the Project:**

Coronach School Community Council has consistently worked towards improving the physical components of our school, both inside and out. This year's projects include:

1. Backyard Track renewal: track needs dragging, cleaning, edging and new red shale. We plan to purchase and install park benches next to the ball diamonds near the track.
2. Projector for gym ceiling and screen for our gym back wall to be used as a combination for score clock and displays.
3. Perennial/Shrubs for front yard - to replace and add to the landscaping that has already been done.
4. Kindergarten entrance which is part of our front yard. We would like to purchase two benches and 2-4 smaller drought flower pots which the K students and K teacher would like to use for classroom flowers and plants.
5. Milkroom/Kitchen upgrade - for sporting events - electrical upgrade, plumbing repair to existing sink and appliances. This area is located directly off the entrance to the gym/stage.
6. Choir microphones and spotlights for our stage.

Coronach School has been overwhelmed and fully supported by the community of Coronach with the creation of the Hart Butte Community Farm Inc. We feel our ongoing work has created an on-going appreciation and involvement with each other and has continued to build our school/community.

We hope to have Board support to continue our project(s).

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**Budget Information**

**Revenue Sources:**

SCC Fundraising from Hart Butte Community Farm Inc.

**Projected Expenditures:**

Red Shale - \$3000.00

Bob Cat work - \$1000.00

Park Benches - \$2000.00

Perennials - \$2000.00

Drought Planters - \$2000.00

Projector and Screen including installation - \$6000.00

Kitchen upgrade - \$6000.00

Microphones and spotlights - \$4000.00

→ Playground Policy 902

→ Does not qualify

→ Policy 109

→ Does not qualify

**Funds Requested:**

\$13 000.00

**Date Fundraising will be Completed:** it is complete

**Date Board Funds are Required:** April 15, 2013

**Anticipated Project Start Date:** February 15, 2013

**Anticipated Project End Date:** August 30, 2013

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

### **PROPOSAL FORM**

**Name of Project:** Entrance Relocation

**School:** Eyebrow School

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

#### **Contact Information:**

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

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

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

##### **Phase I (Part A of option 1 of architect plans)**

- Building a small vestibule addition, the infilling of the existing vestibule doors, and the relocation of the work room into the library
- 

#### **BUDGET INFORMATION**

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

##### **1. Currently have:**

\$2 000 Canteen contribution

1 500 SCC contribution

4 000 Community donation

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

## 2. Fundraising Activities

Events planned thus far include:

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

## 3. Decentralized Funds

- none

### Projected Expenditures:

Phase I- 250 sq ft @ \$300.00/sq ft = \$ 75,000.00

190 sq ft @ \$175/sq ft= \$ 33,250.00

Total **\$108,250.00** +15% = \$124,488

### Funds Requested:

We are requesting the board provide \$54,125.00

This will match the amount that we will provide for the project.



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

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

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

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

### **Future Plans**

- **Phase II** -build a 321 sq ft meeting room/lounge (see architectural plans Part B of Option 1)
  - **Phase III** -Extend the existing general office and principal office into the corridor. A pass through window will be installed, emphasising the office area to both students and the public.(Part C of option 1 of architect plans)
- 

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Date of Approval

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Superintendent of Business & Operations

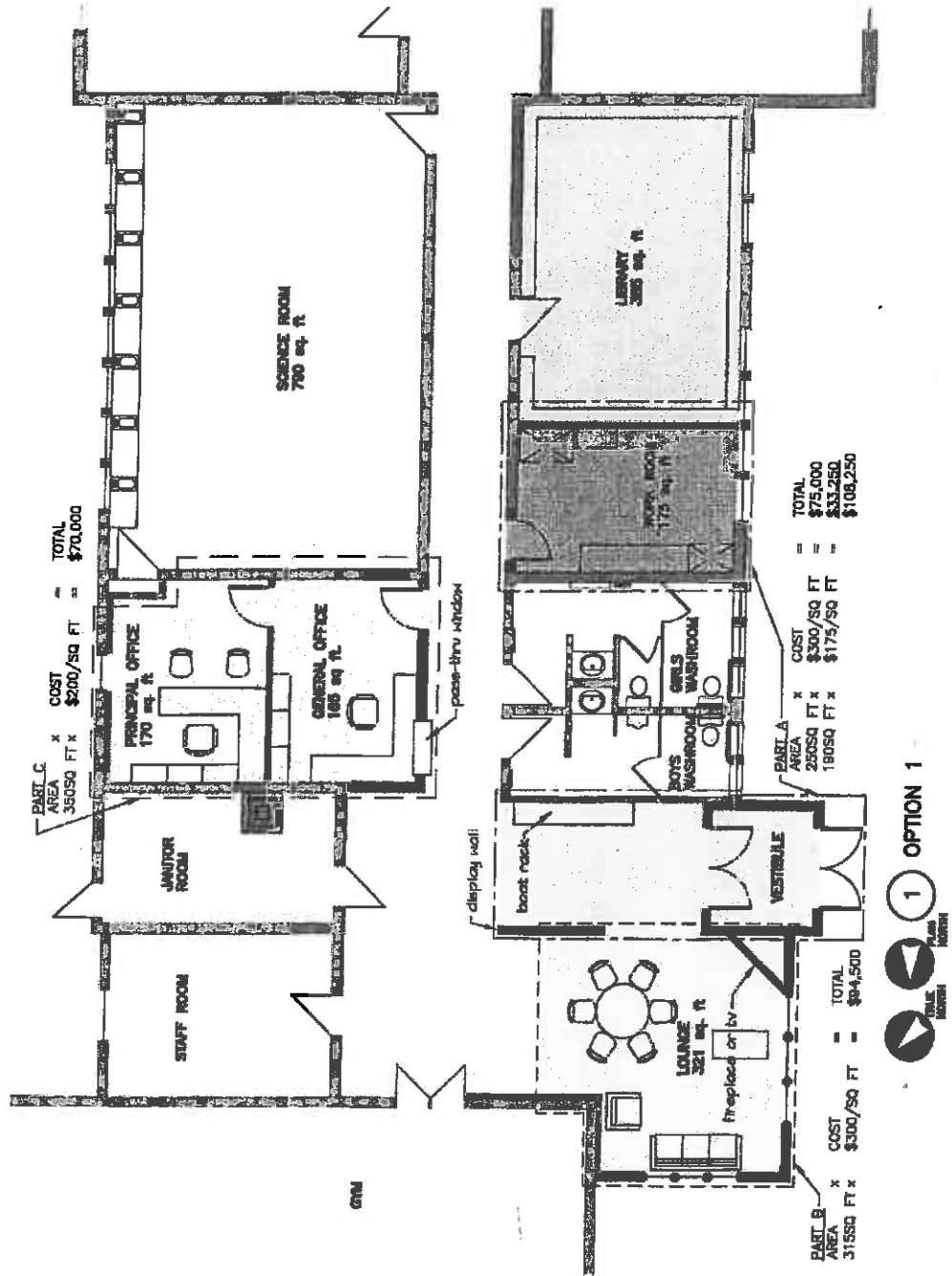
**OPTION 1**

3434 Regina Avenue  
Regina, SK S4S 7J9  
Phone: (306) 584-2020  
Fax: (306) 584-6252

ON 27

ON DRIVE

P-1



# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	5.4.1
<b>Topic:</b>	<b>Notice of Motion: Extend South Hill Initiative</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

## Background:

The following Notice of Motion was given at the February 12, 2013 Board Meeting:  
 "That the Prairie South School Division Board of Education extend their support for the South Hill grade 7 & 8 initiative at Riverview Collegiate until the end of the 2013-2014 school year."

A South Hill Advisory Ad Hoc Committee was formed in April of 2010. Please note the motion below from May 4, 2010:

"That a South Hill Steering committee be established consisting of south hill community members, trustees and senior administration." - Carried. The following trustees were appointed to the committee: Brian Swanson, Darrell Crabbe, Jackie Jelinski.

A second motion was made on December 7, 2010 to continue the committee:

"That the South Hill Ad Hoc Committee of Brian Swanson, Darrell Crabbe and Jackie Jelinski continue." - Carried

In March of 2011 a motion was introduced to review the South Hill Initiative by June 30, 2013. This motion was tabled. These motions are included below:

"That the South Hill Initiative be reviewed by June 30, 2013" - Tabled

"That we table the above motion until the next board meeting." - Carried

The mandate of the South Hill Advisory Ad Hoc Committee is to study and consult regarding ways to enhance the retention of students on the South Hill. Four full-time teacher equivalents (FTEs) above the regular staffing formula have been allocated, each of the last three school years, to support initiatives to this end. The grade 7 and 8 afternoon program at Riverview has been a major part of this initiative.

**Current Status:**

Parent, student and staff surveys have taken place in 2011, 2012 and 2013. The results of these surveys are contained in the attachment entitled South Hill Survey Data 2011 to 2013 (comments from each survey are also attached). The attachment entitled Grade 9 Enrolment Data shows grade 9 enrolment at Riverview prior to the initiative and over the past three years. It also shows a projection for the 2013-14 school year.

The attachment entitled, Pupil Count by Catchment Area shows where students from our elementary school catchment areas actually attend.

**Pros and Cons:****Financial Implications:**

The cost of continuing the initiative for the 2013-14 school year is projected to be \$336,796. The attachment entitled South Hill Costs, gives a breakdown of costs associated with the initiative over the past three years and the projected costs for 2013-14.

**Governance Implications:****Legal Implications:****Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	February 26, 2013	1. South Hill Survey Data 2011-2013 2. Grade 9 Enrolment Data 3. South Hill Costs 4. Pupil Count by Catchment Area

***Recommendation:***

Board decision.

### South Hill Initiative Survey Data 2011 to 2013

Survey Participation Rate			
	2011	2012	2013
Students	94	93	74
Parents	16	27	17
Staff	0	26	31

2011-12 Survey Results						
Parameters			SD	Disagree	Agree	SA
Learning Opportunities			3%	3%	41%	53%
Extra Curricular			5%	5%	47%	43%
Learning with Students from Another School			6%	6%	45%	43%
Communication			5%	10%	64%	21%
Transportation			7%	12%	52%	29%
Adjusted Noon Hour			13%	17%	39%	31%

2011-12 Overall Rating of SH Initiative - 1-5 Scale (1 being poor 5 being excellent)					
	1	2	3	4	5
Rating	3.6% (4)	5.5% (6)	26.4% (29)	46.4% (51)	18.2% (20)

Brackets = Response Count

South Hill Survey February 2013					
Question: Preference to location of Afternoon classes: Riverview or Home School					
Who Surveyed	# Respondants	# Riverview	%	# Home School	%
Staff	31	11	35.5	20	64.5
Parents	17	5	29.4	12	70.6
Empire Grade 6's	11	100			
Empire Grade 7's	13	100			
Westmount Grade 6's	27	23	85.2	4	14.8
Westmount Grade 7's	23	22	95.7	1	4.3

## 2011-12 South Hill Survey Results - Comments

### Suggestions:

- Need more communication, especially from Riverview
- Phys-ed should be all year long.
- Terms for class should be longer (currently less than 30 days)
- Convert South Hill into ONE K-6 school and ONE 7-12 school
- Riverview should have an option of electives that we could choose from
- More leadership type activities eg Christmas Lit
- More choice in what we take
- Like most aspects of program. However, find that homeroom class doesn't get same attention in core subjects as they should. Not enough time in the morning to get it all in. I suggest moving some core subjects (science, social) to RVCI in the afternoon. Have some electives with my homeroom class, get quality amount of ELA/math time with them.
- SST time seems stretched a bit thin in morning, moving some core subjects to afternoon may help that.
- Longer lunch hour

### Programs:

- Advanced math and science classes need to be offered for students who are excelling. Too much emphasis is placed on students struggling.
- Utilize the science labs – more hands on projects
- Expand Technology programs to include:
  - o Graphic Arts
- Programs changes or offering suggestions
  - o Cosmetology at an earlier age
  - o Finance (Money Management)
  - o Dance
  - o Fashion Design
  - o Sewing
  - o Jewellery Club
  - o After school choir
  - o Animal Sciences or animal care classes
  - o Expand PAA
  - o Art Club with actual art supplies
  - o Phys-ed classes like:
    - Soccer Academy
    - Football Academy
    - Outdoor Education/Survival
    - Swimming

### Comments:

- Was told that there would be no mixing of 7's and 8's and of elementary with high school. FALSE
- Initial meetings parents concerned about 7/8's mixing with HS students. Admin and others reassured parents this would not be an issue. However, this is not happening. Westmount enters, HS kids are using the lobby. Told some HS students kissing ect.. in lobby. HS students smoking across from RVCI for our students to see. Yes, happens in elementary but kids are more supervised - yard aids, ea's and teachers. There are gr 9s in classes with 7/8's which was never discussed with parents. I would guess that the intramurals also combined with HS students. Parents need to be supported in this unchosen situation
- Gym classes are too large and therefore no enough supervision
- Increased bullying, especially between schools
- Not happy with combined sports teams (Empire and Westmount). Both school could have had teams. By combining, some students did not get the opportunity to play.
- Bussing is an issue
- During lunch, some students are on the bus for 30 minutes
- Students have lost their identity. They are no longer leaders in a school and do not know which school they belong to.
- The disruption in the day erases the benefits
- Return students to their regular schools where they used to receive a fine uninterrupted education
- Lacking leadership from senior students at home school
- Allow students to take books out of Riverview's library. Larger selection and higher reading level
- Classes offered at RVCI could be offered at Westmount especially if part of curriculum.
- Don't feel program is enriched compared to other schools in Moose Jaw.
- I would just like to say that I really enjoy the fact that Westmount and Empire were put together in classes. It has given me the opportunity to become friends with a lot more people.
- Attendance at Empire after lunch is stupid. We aren't going to get lost on the way to Riverview.. We take attendance in 4th period anyway, I don't see the point. It's just a waste of time
- Science at RVCI where there are materials and space. Visual Art or Health/Career Ed. at home school. We need "fun" classes in the morning too. Students interpret morning = no fun, afternoon = fun.
- For sake of our children's education, I would like to see the PSSD board of ELECTED officials listen to what parents and teachers have been saying all along - program is disruptive, not beneficial in ANY way to our children's education....serves one purpose alone: attempt to entice children to choose RVCI as their HS. The only thing this is achieving is disrupting all sorts of things (lunch break, school sports, teaching, etc) for OUR students.
- grade 9 students should not be in classes with 7/8's, especially gym. -the number of gym students should never be 40 to accommodate the hockey program. (smaller gym size)
- Learning benefits could happen just as easily at Westmount. Those skilled teachers could come to Westmount to teach in afternoons instead of bussing kids. Transportation - seems wasteful of time to bus students back and forth (20 minutes lost).
- Purpose to get kids to go to RVCI HS. RVCI is needed on South Hill, fits needs of many students. Getting 7/8's comfortable there may help increase enrollment but has made things much more complicated for many. I think admin has done best they can but think if people had choice would want child to have normal experience of 7/8 and then HS.

- I don't learn at Riverview at all and WHY do we go to Riverview because one I don't think it is fair for other schools not to go in the afternoon but we have to
- Facility upgrades (lockers)



## 2013 South Hill Survey Results – Comments

### Parent Survey Results 2013 - Comments

My daughter is not interested in the hockey academy so why should she go to rvci. classes should be available at westmount or she can take those classes in high school

Before deciding where our students are educated ask yourself Is this a Southill initiative or a RVCi one? If it Southill, what are you doing for the elementary school? How many staff living on Southill send their children to RVCi? How many board members? Carefully look at these questions prior to determining the fate of our children.

What educational value is there sending them. They spend extra time on the bus and for what. You are extending the school day for instruction and students have to spend extra time on a bus. This does not make a lot of sense.

Thank you for the opportunity to share. My daughter absolutely loves going to Riverview for the social aspect of school and being with her friends but she does not plan to go there for high school. Riverview has nothing to offer high school students. It has no identity. Everything they do is in conjunction with other schools. Sports, drama, and even classes are combined with other schools or the 7 and 8's.

The purpose of having the 7 and 8s attend rvci in the afternoon was to hopefully get them to register for grade 9 at rvci. This is not happening. I think it is time to find another route to increase enrollment. Maybe offering a busing service to rvci for south hill students in grade 9 would be incentive. Moving coaches around in the highschoools may help also for attracting athletes. Offering more class options for students. Its time to take a different approach. Taking students from empire and westmount hurts those schools in many ways. My child has spent 2 years at rvci and is not planning on going in grade 9. Why? Because highschool is about new experiences, friends, teachers, classes, learning, sports. He feels he has more choices at the other highschoools. Its unfortunate but the pilot project is not meeting its purpose.

What is the reason you are doing this? If it is to provide Empire and Westmount students the opportunity to use the shops etc, GREAT. If your plan is to increase enrolment at Riverview, then STOP. Enrolment has not improved in the last three years, therefore, if you are going to do exactly the same, whay would you expect a change? Use coomon sense please.

My daughter will be in high school next year and will be attending Riverview. She has really enjoyed going over for the afternoons and I think it is a program that should continue into the future. Whether they choose to go to Riverview or not I think it is a great way to help transition our children to high school, they are very fortunate to be a part of this program. As far as parents being concerned with the kids being with high school students, if they take a look at our rural schools they are all K-12 and there doesn't seem to be any issues. They should also remember that the grade 12 students are also the same kids that were in grade 5 when they started kindergarten and they probably didn't have a problem with that!!!

If you are not an Empire student, why would you want to go to Riverview. Riverview is next door to Empire making the use of the building easy. For Westmount students there is no advantage. Why would we want our children to do there as most will not be going there for high school anyway. Riverview has nothing to offer our children (and hockey academy is not the answer). Maybe invest your time and money where it will have an impact on students instead of wasting it on bussing students to Riverview

Our children do not need to change schools for their afternoon classes, they have the opportunity to try some of these classes when they get to Grade 9 and the rest of the classes can be taught at their own school just like they were before. Our daughter went through this program the first year it started and was unhappy about it the whole year. You seem to forget all the things the students have to go through with this program. Our children are bus students and they have to make sure they have everything they need for both schools and then if they don't they were sent back to the other school to get it, plus carry their lunch bags and shoes with them everyday from one school to the other plus sit on a bus for 30 - 45

minutes every day after school. Oh and yes we do know that they are dismissed at 3:15 and we can pick them up ourselves as we were so politely told but when you work it is really hard to pick up your child everyday. This may not seem like much to you but it does not have a positive impact on the student or the program so why would they continue to want to go there. Also we have been considering pulling our children out of Westmount and Prairie South next year and switching to Holy Trinity to avoid having our children go through this program since they will now be in Grade 7. They are talking about having to make the school days longer as our children are not learning enough maybe they should leave them in the school they are in and spend more time on the important classes and less time at Riverview taking fluff classes trying to convince them that Riverview is a great school. My children will not go there as I have spoken with too many parents whose children have not passed Grade 12 or it has come down to the very last class because they were not informed by the teachers or councillors until it was too late. We have 2 children at Peacock and will be making sure our younger 2 know what a great school it is so this program is a waste of time.

I believe it is disruptive and sometimes confusing for the students to have to change schools for their afternoon. It creates issues that wouldn't normally arise if they remained at their "home school" all day. For example: add 2 more lockers/combinations-homework due at Westmount the following morning has been forgotten in Riverview locker, therefore homework is not completed and handed in late. When buses do not run due to extreme temps, Westmount students have no transportation to Riverview and have to miss afternoon classes they would normally attend. Parents were told that 7-8's would not be mixing with highschool students when in fact there were some combined classes with grade 9's last year. I strongly believe that a disconnect is created by changing schools for half the day and I feel that it isn't beneficial that Westmount/Empire schools really lose their leaders when the grade 7/8's are gone every afternoon. My oldest attended Riverview for his grade 7/8 years every afternoon but did not even consider it an option to attend in High School.

#### **Staff Survey Results 2013 - Comments**

Having students at two different schools strongly effects their sense of belonging, ownership for their school & continuity within the school. Having elementary students following the high school schedule (Very long AM and short PM) is very challenging for students as the AM is too long for students to remain engaged. This negatively effects learning. If one adds up all of the time these students are spending on the bus - it is a significant amount of lost instructional time, not to mention a huge cost to the school division. They could easily receive the education at their AM school and this money could be spent on student learning. Families that have students in Pre K or Kindergarten (two programs that must run on the "typical" elementary time schedule) and have older children in the school must juggle two different end times every AM, and two different start times for the PM. Parents pick up children from these programs at 1140 and wait half an hour until older children are done OR they must bring their Pre K child back to school for 1240, while their older children are still at home for lunch for another half hour. This is disruptive to family life. It also effects the cohesiveness of the staff within the school. Having staff on two completely different time schedules means that some of them literally never see one another. Having staff at two different schools also dramatically effects staff cohesiveness. It disrupts the staffs sense of belonging and ability to communicate and work together effectively. I am very concerned that the South Hill Initiative was created for political reasons - and not because it is in the best interest of student learning for ALL students in Moose Jaw. The inequalities of resources and money spent on this initiative has negatively impacted the education of ALL students in Prairie South - not just South Hill. Is it ethical to funnel PUBLIC money, staff & equipment into an initiative in order to keep a school open? Is it ethical to give a disproportionate amount of money to SOME schools within the division based on the desire to keep these schools open and NOT due to educational needs of the students???

The culture and community of our school is negatively affected by not having our senior students here. Activities that would be best provided in the afternoon-ie ;assemblies, gym blasts, winterfests need to be in the morning. The early years need to be on an alternate time table meaning they are segregated from the rest of the staff, as are our middle years staff when out of the building. Students struggle to keep track of their materials and often attend practice without shoes as they were left at the other school.

I believe the students At Westmount and Empire have great opportunities at RVCI. The Science, Home Ec, Industrial Arts, Health and Gym classes allows a better learning community for our students. They get a chance to meet the other students creating a more diverse classroom. I believe we have the space for these classes (Home Ec/ Industrial Arts) right here on South Hill and we do not need to send our kids to other communities. Thanks

I feel for the most part that things are going reasonably well and when i ask the students how they feel about going to Riverview it is basically positive. Is there a possibility that they go full time to Riverview?????

I would like the students to continue to do PAA at Riverview.

I don't feel that the students take the classes they attend at Riverview very seriously. They often comment on how easy the classes are, that they never receive any kind of homework and that there is not a lot of accountability. I also don't know if they are receiving enough curriculum minutes in certain subjects due to the transportation issue. I feel that it would be much more beneficial for our students to remain at the school where they attend morning classes.

The students need to be in one building for the whole day. Too difficult to keep track off, too many teachers, too many admin.

There is no collaboration between teachers at the two schools. Students that need extra help or are on PPPs are forgotten about at Riverview. Being at two schools makes it hard for the home school to create "student leaders" within the whole school because the students are only there for half the day. Entire school activities then need to be in mornings only which eats into CORE curriculum time.

I think there may be a middle ground where some 7/8 classes could happen at Riverview and some at home schools in the p.m.

I feel things are working better with science being offered as one of the afternoon classes at RVCI.

If students have the opportunity to continue going to RVCI in the afternoon I would like to see a wider variety of classes offered. Part of the students excitement about going over to RVCI was the hopes that they would have classes not offered in an elementary school. Things like technology or electronics, etc... Classes that would still fit into their PAA component. I do think keeping a few academic classes like Science, Health, Career, etc... over at RVCI is also important because cramming all the core subjects into the morning is just not practical. I also think there needs to be better communication between all 3 schools. Perhaps a weekly memo that pertains to what is going on that week that effects all 3 schools.

I have not noticed a significant increase in enrollment over the last 2 years of this program for Gr. 9 at Riverview and don't think this is going to solve the low enrolment at that school. The comments I have heard from Gr. 7 & 8 students going over there are that they enjoy the different classes being offered. Perhaps if there was more than just 2 schools sending over Gr. 7 & 8's?

From my perspective and what I have learned from the older students the majority of students look forward to attending RVCI. One drawback is you lose some of the leadership potential and abilities of the older students.

Before the current situation there was better school identity. Now there is too much mis communication and lack of unity within home schools. People are spread too thin and staff morale has declined.

Losing our grade 7/8 students in the afternoons robs them of their opportunity of the grade 8 leadership activities (SRC, etc). They also have less attachment to their home school and don't have the pride attached that I have felt in senior students in other schools. Our younger students lose the school leaders because the grade 6 students are unable to step up because for half the day they are not the 'big kids' and the senior students don't step up because of their lack of attachment. Having an unbalanced day makes scheduling difficult and sub bookings a hassle. Most schools have gone to a 45 minute lunch hour which

is great with all of the students staying for lunch. An hour lunch is needed to accommodate the RVCI schedule and this leaves far too much time for students to 'find something to do' after they eat in the first ten minutes of lunch. I am all for working to keep RVCI open in whatever capacity we can, I just don't want to do it at the expense of Westmount.

### **Student Survey Results 2013 - Comments**

I would like to have metal shop at Riverview more experiments in science

The reason why i choosed riverveiw collegiatie is because we do hockey classes for gym for have the year if you sign the note and you do really phasical thing and at our gym classes we dont do anything

i like going to the high school for the afternoons because, we get to meet new people, its fun, it prepares us for high school and we know what its like to go to high school

In the afternoon at riverview collegiate i would like to do more then woods,foods,science,gym, and health like art and drama.

I like to go to RVCI because we get to do home.ec, industrial arts, hockey program and we also have a proper science lab unlike at empire. we also get to meet new people and get to mingle and organize different activities.

I think river view is cool

I like Riverview because we get to meet other kids. And we get classes that we wouldnt normally get at our home school. Its a good for when we go to high school because we kinda know how it will work.

i really want to attend riverview collegiate for my afternoon classes because i really want to do woods class

i dont really like health

id like to stay at my school but i like the classes at Riverveiw

I can't wait to see how much fun it is at Riverview. I wonder what it is like to do things at RVCI?

I like going to river view and I would like to still attend river view it would make things easier

i like the classes at riverview, they help me learn about new things and help me decide what i want to do when im older.

we should just have either cooking or woods

I find Riverview is a great oppurtunity, although I hate how grade sevens and grade eights are always paired together.

we should just have either cooking or wood shop for the year i dont want to do cooking then switch to woods if you know what i mean.

I like going to Riverveiw in the afternoons because you get more oportunities to meet new people, and new teachers.It also gets us ready for high school with the 5 minute time period to switch classes. I also like the gym class because you get more time, and more physical activity.

i love riverview and want to continue attending there for my afternoon class

Riverview is Awesome! We have more oppurtunities there! We get to meet new people and be prepared for high school.

## Grade 9 Enrolment Data

Grade 9 Enrolment prior to South Hill Initiative						Grade 9 Enrolment during 3 years of South Hill Initiative								
School	2007-08	% of Pop	2008-09	% of Pop	2009-10	% of Pop	2010-11	% of Pop	2011-12	% of Pop	2012-13	% of Pop	Proj 2013-14	% of Pop
Central	104	32.0988	105	33.123	96	35.4244	113	35.0932	98	32.4503	95	34.7985	76	31.6667
Peacock	176	54.321	179	56.4669	146	53.8745	194	60.2484	178	58.9404	159	58.2418	148	61.6667
Riverview	44	13.5802	33	10.4101	29	10.7011	15	4.65839	26	8.60927	19	6.95971	16	6.66667
	324		317		271		322		302		273		240	

## South Hill Costs

	2010-11	2011-12	2012-13	2013-14	Total
<b>Staffing</b>					
4 Teachers and additional Administration Time	304,710	317,750	326,026	326,026	1,274,512
Additional Admin time at Empire @ 0.2	22,558	24,216	16,124		62,897
Additional Admin time at Riverview @ 0.2	15,058	15,716			30,774
<b>Total additional staff</b>	<b>342,326</b>	<b>357,682</b>	<b>342,150</b>		<b>1,368,183</b>
Transportation - 2 Drivers for an hour per day	6,255	6,380	6,508	6,770	25,912
Special Events	4,000	4,000	4,000	4,000	16,000
<b>Startup Costs</b>					
6 Mac Computers	12,000				12,000
TiCat uniforms	2,600				2,600
Smartboard	2,000				2,000
<b>Startup Costs Total</b>	<b>16,600</b>				<b>16,600</b>
<b>Estimated 4 Year Costs</b>					<b>1,443,295</b>

The 2013-14 staff costs are estimated to be the same as the previous year as the province and STF have not agreed on salary rates for 2013-14.

## Pupil Count By Catchment Area

### Summary of Pupil Counts of Where Catchment Area Residents Attend

Catchment	# of students in area	Schools Students are Attending									
		C	E	KG	L	PA	PH	S	W	WG	Other
Empire	185	35	83	5	8	11 (9)	11 (10)	3	23	6	122 (39.7)
King George	417	27	8	247	14	46 (33)	50 (34)	10	1	14	154 (26.9)
Lindale	222	19	6	6	177	1	12 (12)	1	0	0	77 (25.7)
Prince Arthur	230	10	3	23	11	146 (26)	22 (18)	9	4	2	90 (28.1)
Palliser Heights	366	20	2	11	69	2 (1)	240 (62)	16	0	6	139 (27.5)
Sunningdale	435	31	0	12	14	14 (12)	43 (26)	318	2	1	129 (22.8)
Westmount	381	38	21	11	6	19 (18)	56 (46)	2	226	2	243 (38.9)
William Grayson	170	5	2	18	9	4 (4)	45 (19)	4	3	80	49 (22.3)
School Population	185	125	333	308	1	0	363	259	111		

#### PLEASE NOTE

The number in Brackets under PA indicate the # of EAL students

The number in Brackets under PH indicate the # of FI students

The OTHER column refers to students schooling outside our division. This may include: Holy Trinity, Francophone school, or home schooled

The number in Brackets under the OTHER column refers to the percentage of students in that catchment area.

#### Identified Reasons for Attending Cornerstone Christian School

1. Bus Service - Door to door pickup/dropoff
2. Dropoff Times - Students can be dropped off at 8:00 am
3. Friends - Friends attend CCS
4. Issues at neighborhood school
5. Like idea of Christian viewpoint

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	6.1
<b>Topic:</b>	<b>Baragar Enrolment Projections</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Report <input type="checkbox"/> Information		

## Background:

Each year Baragar provides a projection of enrolments extending out 15 years from the current school year. The projection is based on enrolment data provided by the school division, information from Canada Post, CRA, Statistics Canada-Census and the Provincial Bureau of Vital Statistics. It includes information on births, population, migration and participation rates in the school division regular program.

## Current Status:

The current year's projection is not significantly different from last years in total but there are variances for individual schools. The projection is still for growth with the end total 108 FTE students more than last year's projection. As always there is the caution that once the projection reaches the sixth year out, the data is now based on projections for births as well. Baragar has used a projected birth rate that is slightly less than Statistics Canada's projected birth rates.

There continue to be schools where we have a concern with declining enrolments leading to small numbers in the future including Eyebrow, Glentworth and Mankota. We also have some schools where projected growth will cause capacity issues such as Lindale and Sunningdale. Schools where the projected growth may not be realistic are Lafleche and Caronport Elementary.

The projection for the year 2013-14 (next year) only is a combination of the Baragar and School's projections after a review by HR.

## Pros and Cons:

N/A

## Financial Implications:

N/A

## Governance Implications:

N/A

## Legal Implications:

N/A

## Communications:

N/A

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	February 25, 2013	Baragar Enrolment and Birth Projections

## Recommendation:

Information only.



Baragar Enrolment Projections-FTE of Students  
Including Pre-K

Actual 08/09-12/13, Projections 13/14 and on	Actual	Actual	Actual	Actual	Actual															
Schools	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	1019/20	2020/21	2021/22	2022/23	2023/04	2024/25	2025/26	2026/27	2027/28
Empire School (PreK-8)	156.0	151.0	149.5	131.0	134.5	131.0	130.0	133.5	132.0	134.0	132.0	132.0	136.5	136.0	138.0	138.0	143.0	147.0	149.0	151.5
King George School (PreK-8)	327.0	357.0	337.5	338.0	332.5	339.0	335.5	337.0	348.5	361.5	360.5	366.5	370.0	376.5	383.5	381.5	386.0	386.0	390.0	394.0
Palliser Heights School (PreK-8)	479.0	465.5	463.5	468.0	467.0	491.5	487.5	486.0	485.5	487.5	475.5	485.5	487.5	487.5	491.0	496.0	498.0	502.0	504.5	508.5
Prince Arthur School (PreK-8)	242.0	222.0	212.0	208.5	235.0	245.5	252.0	258.5	268.0	278.0	282.5	284.5	291.5	289.5	291.0	292.0	296.0	299.0	300.0	300.0
Sunningdale School (PreK-8)	292.5	295.5	311.5	341.0	360.5	373.0	385.0	402.0	413.5	442.0	447.0	448.0	468.0	467.5	472.0	469.0	486.0	472.5	464.5	457.0
Westmount School (PreK-8)	307.5	290.0	282.5	264.0	264.5	258.0	259.5	264.0	278.5	285.5	291.5	308.0	315.5	323.5	327.5	335.5	333.5	333.0	333.0	333.0
William Grayson School (PreK-8)	143.5	136.5	118.0	118.0	110.5	114.5	113.5	113.0	106.0	108.0	104.0	104.0	107.0	105.5	105.5	106.5	108.5	109.5	110.5	111.5
John Chisholm Alternate School (7-12)	25.0	7.0	14.0	21.0	10.0	10.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
Central Collegiate (9-12)	496.0	475.0	472.0	458.0	439.0	396.0	372.0	355.0	355.0	363.0	385.0	400.0	410.0	433.0	434.0	446.0	462.0	467.0	477.0	485.0
Peacock Collegiate (9-12)	718.0	717.0	725.0	717.0	707.0	703.0	683.0	658.0	645.0	634.0	631.0	627.0	611.0	644.0	640.0	660.0	700.0	709.0	726.0	743.0
Riverview Collegiate (9-12)	223.0	199.0	145.0	134.0	125.0	120.0	120.0	112.0	109.0	110.0	110.0	112.0	112.0	117.0	117.0	121.0	128.0	130.0	132.0	135.0
Total Moose Jaw	3,409.5	3,315.5	3,230.5	3,198.5	3,185.5	3,181.5	3,150.0	3,131.0	3,153.0	3,215.5	3,231.0	3,279.5	3,321.0	3,392.0	3,411.5	3,457.5	3,553.0	3,567.0	3,598.5	3,630.5
Assiniboia Elementary School (5-8)	168.0	147.0	149.0	141.0	141.0	150.0	153.0	159.0	157.0	147.0	143.0	149.0	160.0	174.0	178.0	176.0	170.0	169.0	169.0	169.0
Assiniboia Comp High (9-12)	247.0	215.0	206.0	192.0	190.0	177.0	165.0	162.0	156.0	166.0	170.0	175.0	175.0	163.0	159.0	168.0	179.0	194.0	201.0	199.0
Assiniboia 7th Ave. School (PreK-4)	160.5	178.5	180.5	181.0	180.0	176.5	174.5	181.0	191.5	207.0	211.5	210.0	205.5	205.0	204.5	205.0	204.5	205.0	204.5	205.0
Avonlea School (K-12)	141.5	136.5	131.0	124.5	131.0	136.0	146.5	152.0	151.0	153.5	155.5	159.5	157.5	160.5	162.5	165.5	159.5	158.5	157.5	154.5
Baildon Hutterite Colony (K-9)	11.0	8.5	8.5	8.0	8.0	7.5	7.5	7.5	7.5	8.5	8.5	8.5	9.5	9.5	8.5	8.5	8.5	8.5	8.5	8.5
Belle Plaine Hutterite Colony (K-12)	16.0	15.5	16.5	16.0	18.0	18.0	19.0	20.0	20.0	22.0	23.0	22.0	23.0	23.0	24.0	25.0	25.0	25.0	25.0	25.0
Bengough School (K-12)	128.5	122.0	117.0	115.0	106.5	101.0	89.5	88.5	85.0	78.5	74.5	73.5	70.5	71.5	67.5	66.5	62.5	59.5	60.5	58.5
Caronport Elementary School (K-8)	152.0	131.5	141.0	150.0	142.5	145.0	142.5	155.0	154.5	163.5	160.5	162.0	172.0	173.0	183.5	191.0	195.0	210.0	218.0	226.5
Central Butte School (K-12)	122.5	128.5	129.5	115.0	108.0	111.0	114.0	117.5	123.5	130.5	134.5	146.5	141.5	154.5	162.5	168.5	170.5	171.5	168.5	164.5
Chaplin School (K-12)	45.0	16.5	45.5	44.5	55.0	49.0	63.5	72.0	81.0	84.5	86.5	93.0	88.0	86.0	80.0	77.0	76.0	71.0	64.0	60.0
Coronach School (K-12)	201.0	188.0	182.5	166.0	151.0	144.5	131.5	136.5	140.0	147.5	153.5	160.5	164.5	166.5	171.5	170.5	174.5	177.5	179.5	179.5
Craik School (K-12)	130.0	132.5	125.5	111.5	96.5	89.5	81.5	74.5	67.5	68.5	68.5	72.5	76.5	80.5	86.5	92.5	93.5	95.5	99.5	99.5
Eyebrow School (K-12)	61.5	65.0	58.0	59.0	62.5	61.0	65.5	61.5	59.0	52.5	45.5	35.5	29.5	26.5	21.5	17.5	20.5	19.5	19.5	18.5
Glentworth School (K-12)	105.0	105.5	96.5	95.0	88.0	82.5	86.5	82.5	78.0	72.5	68.0	64.5	63.0	54.5	52.0	48.5	46.0	40.5	38.0	34.5
Gravelbourg High School (8-12)	99.0	107.0	106.0	109.0	104.0	106.0	92.0	85.0	79.0	71.0	74.0	79.0	86.0	89.0	91.0	95.0	99.0	96.0	96.0	99.0
Gravelbourg Elementary School (PreK-7)	124.0	122.5	134.5	125.5	112.0	122.0	128.5	132.5	135.0	139.5	142.0	150.5	148.0	149.0	152.5	154.0	157.5	158.5	161.0	162.5
Huron Hutterite Colony (1-9)	12.0	10.0	8.0	8.0	7.0	7.5	8.0	8.5	9.0	10.5	12.0	12.5	13.0	13.5	13.0	13.5	13.0	13.5	13.0	13.5
Kincaid School (K-12)	76.5	82.0	86.0	90.0	102.5	104.0	103.0	103.5	101.0	94.5	93.5	91.5	88.5	84.5	79.5	76.5	74.5	70.5	67.5	62.5
Lafleche Central School (PreK-12)	67.5	65.0	70.5	61.0	82.5	93.0	93.5	101.5	117.0	129.0	140.5	151.5	163.5	170.5	179.5	185.0	192.0	197.0	203.0	205.5
Lindale School (PreK-8)	250.0	274.0	271.0	276.0	327.0	347.0	353.5	365.5	389.0	405.0	420.5	438.0	457.0	463.0	470.5	478.5	478.0	480.0	482.5	487.5
Mankota School (K-12)	73.0	64.5	60.5	56.0	50.5	51.5	44.0	43.5	35.0	35.0	36.5	36.0	35.5	39.0	40.5	40.0	39.5	40.0	40.5	42.0
Mortlach School (K-12)	86.5	102.0	74.0	69.5	69.0	70.0	70.5	74.0	75.0	76.5	77.0	77.5	75.0	78.0	76.5	73.0	76.5	74.0	66.5	65.0
Mossbank School (K-12)	107.5	101.0	98.5	105.0	102.0	100.0	99.5	97.0	97.5	103.5	100.0	107.5	110.5	114.0	118.5	121.0	124.5	130.0	128.0	131.5
Rockglen School (K-12)	142.5	122.5	123.5	113.5	99.5	100.5	96.0	98.5	98.0	98.5	102.5	110.5	118.5	126.5	128.5	131.5	133.5	133.5	134.5	135.5
Rose Valley Hutterite Colony (1-9)	18.0	17.5	20.0	19.5	17.5	18.0	15.5	15.5	14.5	13.5	11.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5
Rouleau School (K-12)	105.0	106.5	108.5	110.5	114.0	116.5	126.0	124.0	132.0	140.0	141.0	146.5	153.5	157.5	158.0	161.0	160.0	162.0	161.5	163.5
Vanguard Hutterite Colony (1-8)	31.0	29.0	31.0	17.0	17.0	14.0	13.0	12.0	10.0	10.0	10.0	10.0	11.0	10.0	11.0	10.0	11.0	10.0	11.0	10.0
Total Rural	2,882.0	2,794.0	2,779.0	2,679.0	2,682.5	2,698.5	2,683.0	2,730.5	2,763.5	2,828.5	2,864.0	2,951.5	3,004.5	3,051.0	3,089.0	3,127.5	3,152.5	3,178.5	3,186.5	3,189.0
Total PSSD	6,291.5	6,109.5	6,009.5	5,877.5	5,868.0	5,880.0	5,833.0	5,861.5	5,916.5	6,044.0	6,095.0	6,231.0	6,325.5	6,443.0	6,500.5	6,585.0	6,705.5	6,745.5	6,785.0	6,819.5
Cornerstone Christian School (K-12)	268.0	281.5	274.0	261.0	261.5	273.0	253.0	248.0	250.0	234.0	217.5	213.5	202.5	205.5	202.5	209.5	210.5	212.5	216.0	218.0
Caronport High School (9-12)	200.0	155.0	153.0	174.0	187.0	202.0	209.0	198.0	196.0	197.0	195.0	202.0	204.0	212.0	214.0	223.0	239.0	244.0	247.0	249.0
Total Associate Schools	468.0	436.5	427.0	435.0	448.5	475.0	462.0	446.0	446.0	431.0	412.5	415.5	406.5	417.5	416.5	432.5	449.5	456.5	463.0	467.0
Total Student Numbers-all Schools	6,759.5	6,546.0	6,436.5	6,312.5	6,316.5	6,355.0	6,295.0	6,307.5	6,362.5	6,475.0	6,507.5	6,646.5	6,732.0	6,860.5	6,917.0	7,017.5	7,155.0	7,202.0	7,248.0	7,286.5

Prairie South School Division  
2012/2013 Births-Actual and Projected



School:	Grades	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
Central Collegiate	9-12																									
Empire	Pre-K-8	37.0	38.0	27.0	34.0	35.0	46.0	39.0	41.0	45.0	44.7	46.2	47.0	47.3	47.7	48.1	48.5	48.9	49.3	49.7	50.1	50.5	50.9	51.3	51.7	52.1
John Chisholm	9-12																									
King George	Pre-K-8	46.0	61.0	64.0	61.0	64.0	74.0	72.0	75.0	76.0	76.7	77.4	78.1	78.8	79.5	80.2	80.9	81.6	82.3	83.0	83.7	84.4	85.1	85.8	86.5	87.2
Palliser Heights	Pre-K-8	59.0	56.0	53.0	40.0	62.0	59.0	58.0	55.0	54.0	53.0	52.1	51.6	51.4	51.2	51.2	51.1	51.1	51.1	51.1	51.1	51.1	51.1	51.1	51.1	51.1
Peacock	9-12																									
Prince Arthur	Pre-K-8	56.0	52.0	54.0	52.0	50.0	53.0	54.0	55.0	57.0	57.5	58.3	58.6	59.0	59.4	59.8	60.2	60.6	60.8	61.0	61.2	61.4	61.6	61.8	62.0	62.2
Riverview Collegiate	9-12																									
Sunningdale	Pre-K-8	32.0	37.0	41.0	46.0	36.0	41.0	49.0	45.0	61.0	59.0	62.0	63.5	64.3	65.1	65.9	66.7	67.5	68.3	69.1	69.9	70.7	71.5	72.3	73.1	73.9
Westmount	Pre-K-8	79.0	71.0	59.0	65.0	52.0	73.0	75.0	73.0	78.0	76.3	77.0	77.7	78.4	79.1	79.8	80.5	81.2	81.9	82.6	83.3	84.0	84.7	85.4	86.1	86.8
William Grayson	Pre-K-8	34.0	37.0	36.0	26.0	41.0	40.0	38.0	29.0	33.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0
Total Moose Jaw		343.0	352.0	334.0	324.0	340.0	386.0	385.0	373.0	404.0	402.2	408.0	411.5	414.2	417.0	420.0	422.9	425.9	428.7	431.5	434.3	437.1	439.9	442.7	445.5	448.3
Assiniboia Elem	5-8																									
Assiniboia HS	9-12																									
Assiniboia 7th Ave	Pre-K-4	52.0	40.0	43.0	32.0	31.0	31.0	50.0	46.0	42.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0	44.0
Avonlea	K-12	4.0	8.0	9.0	11.0	19.0	10.0	18.0	11.0	4.0	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8	10.8
Baldon Colony	1-8																									
Belle Plaine	1-12																									
Bengough	K-12	6.0	10.0	6.0	9.0	6.0	2.0	6.0	3.0	4.0	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3	4.3
Caronport Elem	K-8	17.0	16.0	19.0	16.0	19.0	15.0	15.0	29.0	17.0	21.0	21.7	22.4	23.1	23.8	24.5	25.2	25.9	26.6	27.3	28.0	28.7	29.4	30.1	30.8	31.5
Central Butte	K-12	12.0	7.0	16.0	8.0	8.0	11.0	12.0	9.0	11.0	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7	10.7
Chaplin	K-12	4.0	3.0	8.0	2.0	4.0	5.0	4.0	3.0	4.0	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7	3.7
Coronach	K-12	9.0	11.0	15.0	8.0	8.0	9.0	8.0	16.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0	12.0
Craik	K-12	7.0	9.0	8.0	3.0	1.0	2.0	6.0	3.0	7.0	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Eyebrow	K-12	4.0	6.0	3.0	1.0	5.0	1.0	2.0	1.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0
Glentworth	K-12	11.0	4.0	8.0	5.0	13.0	3.0	12.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Gravelbourg HS	8-12																									
Gravelbourg Elem	Pre-K-7	16.0	14.0	16.0	9.0	14.0	19.0	18.0	16.0	20.0	18.7	19.0	19.3	19.6	19.9	20.2	20.5	20.8	21.1	21.4	21.7	22.0	22.3	22.6	22.9	23.2
Huron Colony	1-9																									
Kincaid Central	K-12	11.0	6.0	6.0	6.0	9.0	11.0	8.0	5.0	6.0	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3
Lafleche Central	Pre-K-12	10.0	7.0	6.0	8.0	7.0	9.0	8.0	8.0	12.0	10.8	11.2	11.4	11.6	11.8	12.0	12.2	12.4	12.6	12.8	13.0	13.2	13.4	13.6	13.8	14.0
Lindale	Pre-K-12	50.0	30.0	21.0	25.0	31.0	31.0	31.0	44.0	38.0	42.1	42.6	43.2	43.8	44.4	45.0	45.6	46.2	46.8	47.4	48.0	48.6	49.2	49.8	50.4	51.0
Mankota	K-12	2.0	4.0	7.0	4.0	2.0	3.0	1.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Mortlach	K-12	3.0	7.0	4.0	1.0	2.0	7.0	5.0	8.0	3.0	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3	5.3
Mossbank	K-12	4.0	7.0	7.0	6.0	5.0	13.0	7.0	7.0	12.0	10.6	11.0	11.2	11.4	11.6	11.8	12.0	12.2	12.4	12.6	12.8	13.0	13.2	13.4	13.6	13.8
Rockglen	K-12	6.0	7.0	5.0	9.0	5.0	10.0	7.0	8.0	9.0	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5	8.5
Rose Valley	1-9																									
Rouleau	K-12	6.0	7.0	5.0	3.0	3.0	8.0	7.0	11.0	6.0	8.2	8.4	8.6	8.8	9.0	9.2	9.4	9.6	9.8	10.0	10.2	10.4	10.6	10.8	11.0	11.2
Vanguard Hutterite	1-8																									
Total Rural		234	203	212	166	192	200	225	236	218	232	235	237	239	241	244	246	248	250	252	255	257	259	261	263	266
Total - PSSD		577	555	546	490	532	586	610	609	622	635	643	649	653	658	664	669	674	679	684	689	694	699	704	709	714
Cornerstone Christian	K-12																									
Caronport HS	9-12																									
Total Assoc			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total		577	555	546	490	532	586	610	609	622	635	643	649	653	658	664	669	674	679	684	689	694	699	704	709	714

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	6.2
<b>Topic:</b>	<b>Prek Expansion for 2013-2014</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

**Background:** Over the past 3 years Prairie South Board has been extremely supportive of expanding early learning options for 3 and 4 year olds.

**Current Status:** Please see attachment for current programs and costs. In addition we have received requests for Prek programs from the following SCCs - Glentworth, Avonlea and Chaplin.

It should also be noted that Prince Arthur School had a waiting list this year for the first time in many years. Students from the PA area have significant vulnerabilities and should be considered for expansion. The request to expand PA prek programming to two programs has been made to the ministry; however, no decisions will be made until budget time. If this program is not supported by the Ministry, Prairie South Board may want to prioritize this expansion.

**Pros and Cons:**  
 Pros: 1. ability to offer high quality early learning opportunities for Prairie South children 2. continue to grow enrollment.  
 Cons: 1. financial implications which are included in the attachments.

**Financial Implications:** See attachments

**Governance Implications:** N/A

**Legal Implications:** N/A

**Communications:** N/A

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Lori Meyer for the Smooth Transitions Committee	March 5, 2013	Letter from Glentworth, letter from Avonlea, letter from Chaplin, Prek Info for Smooth Trans Committee

**Recommendation:**  
 Board discussion



CARING IS THE KEY

# GLENTWORTH CENTRAL SCHOOL

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Principal: Mrs. Kathy Rieder  
Box 100, Glentworth, Saskatchewan, Canada S0H 1V0  
Telephone (306)266 – 4804 Facsimile (306)266 – 2099  
E-mail: [rieder.kathy@prairiesouth.ca](mailto:rieder.kathy@prairiesouth.ca)

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Friday, February 8, 2013

Glentworth Central School, in cooperation with the School Community Council, is submitting a proposal for a Pre-Kindergarten Program to commence in our community in September 2013.

It is proposed that the Pre-Kindergarten Learning program be held in conjunction with our Kindergarten program on Tuesday and Thursday mornings. The program will consist of three and four year olds, joining our Kindergarten students. Our projected numbers indicate that we will have 5 Kindergarten students, with a possibility of 8 children who are age 4, and 3 children who are age 3. Glentworth Central School currently has a teacher with a diploma in Early Childhood Development, who would be responsible for the weekly programming.

The Pre-Kindergarten program will provide an environment with high quality materials and engaging experiences. Programming will promote early learners' social competencies that support their social, emotional, intellectual, and physical development. We recognize and value the importance of the early years and are aware of the critical time window of opportunity for our young children.

Bus service for our Pre-Kindergarten students is requested to the school at the beginning of the day and parents will pick their child up at lunch time.

Please contact Kathy Rieder, Principal of Glentworth Central School, for further clarification of the proposed Pre-Kindergarten program.

Sincerely,

Kathy Rieder  
Principal,  
Glentworth Central School

October 25<sup>th</sup>, 2012

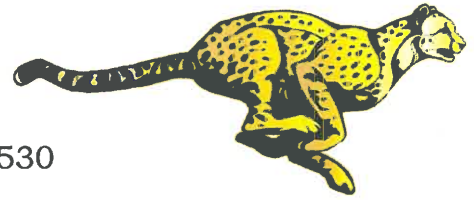
Greetings to the Prairie South Division Board Members,

On Thursday, October 25<sup>th</sup>, 2012, a number of enthusiastic parents attended an informational meeting about Prairie South's Pre-Kindergarten Program. Our Superintendent of Learning, Lori Meyer, did an excellent job of the presentation and answered many questions posed by parents who are very excited and eager to have this program in our community. Previous to this meeting, the Avonlea School Community Council had discussed the possibility of applying for a Pre-Kindergarten and once we began sharing this idea with the public it became very evident of the level of support for this program. Please consider this our community's application for such a program for the 2013-2014 school year and beyond.

Sincerely,

A handwritten signature in cursive script that reads "Daniel".

Christina Daniel (Chair of Avonlea School Community Council)



January 22<sup>nd</sup>, 2012

Superintendent Meyer:

The Chaplin Community School Council would like to formally request, on behalf of our community, that Chaplin School be considered for the creation of a Prekindergarten Program for the 2013-2104 school year. Our community has displayed great interest in the early learning program and believes it will be an advantageous step forward for our students, school and community.

In the pursuit of personal success we believe that the Prekindergarten Program will be the beginning of great things for our students and provide a solid foundation for their development and growth. On behalf of our community we would like to thank you for the opportunity to provide the best programming for our students. We look forward to hearing from you.

Yours in Education

A handwritten signature in blue ink that reads "Ambyr Wakeford". The signature is fluid and cursive.

Ambyr Wakeford  
SCC President

A handwritten signature in blue ink that reads "Michael Alexanderson". The signature is stylized and cursive.

Michael Alexanderson  
Principal

## **Prekindergarten Information –Current and Expansion Costs**

**March 2013**

Prairie South currently has the following prek programs in operation:

Assiniboia 7<sup>th</sup> Avenue School – 2 programs, 1 is ministry funded and 1 is Prairie South funded

Empire School – 2 programs, both are ministry funded

Gravelbourg Elementary – 1 program in French Immersion, Prairie South funded

King George School – 2 programs, 1 is ministry funded and 1 is Prairie South funded

Lafleche – 1 program, Prairie South funded

Lindale – 2 programs, both are Prairie South funded

Palliser Heights – 1 program in French Immersion, Prairie South funded

Prince Arthur – 1 program, ministry funded

Sunningdale – 2 programs, both are Prairie South funded

Westmount - 2 programs, both are ministry funded

William Grayson – 1 program, ministry funded

**Total programs:**

**Prairie South funded = 9**

**Ministry Funded = 7**

Total number of students involved = approx. 305 children aged 3 and 4

Approximate Cost to Prairie South to operate these programs annually:

Staff (1 teacher and 1 EA per program) = \$410,000

Nutrition = \$18,000

Other materials and supplies (not including start up costs) = \$10,000

Total = approximately \$438,000

In addition:

Coronach Early Learning and Literacy Center (daycare) operates in Coronach School. They operate an early learning program that Prairie South pays for. There are approx. 25 children involved.

The annual budget for this program is \$59, 568.04

YMCA of Moose Jaw operates an early learning program in Palliser Heights that Prairie South pays for. There are approx. 30 children involved.

The budget for this program is \$84,000

YMCA of Moose Jaw operates a daycare in Peacock Collegiate as part of the Student Age Parent Program. The school division donates the space to the Y and between the Y and the govt the program is funded.

No budget for this program.

**Total Expenses annually for all Prairie South programs listed above = \$581, 568.04**

### **Continuation and Expansion Costs for 2013-2014**

1. Glentworth request (requires .3FTE) \$ 46,000
2. Avonlea Request \$60,000
3. Chaplin Request \$60,000
4. Continuation of Current Prairie South Programs \$450,000
5. Continuation of Current Early Learning Programs \$150,00

**Total cost to continue current programs and expand Prek programs in Prairie South \$ 766,000**

\*The board may want to consider making expansion at PA at priority if this request is not met by the Ministry. The cost would be for teacher, EA and nutrition expenses of approx. \$50,000.



## AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	6.3
<b>Topic:</b>	<b>Transportation Policy Revision #801 and #805</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

**Background:** Review of Transportation Administrative Policies #801 and #805 by SSWAG and updated changes included for discussion.

**Current Status:** These two policies have been updated to reflect current issues and practises.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Clarke Baker	February 26, 2013	Administrative Policies #801 & #805

**Recommendation:**  
For discussion.

## **ADMINISTRATIVE POLICY NO. 801**

### **TRANSPORTATION SERVICES**

Prairie South School Division provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

Student transportation shall be safe, effective and efficient. The safety of students and staff is paramount.

### **PROCEDURES**

#### **1. Eligibility For Transportation**

Students will be provided transportation based on the following criteria:

- a. Urban (City of Moose Jaw boundaries) Students (Prek-8) –
  - i. Grade 1-8 students who reside within the school catchment area of the school they are attending, and live outside a one kilometer radius from the school;
  - ii. Prekindergarten and kindergarten students who reside within the school catchment area of the school they are attending;
  - iii. Students are required, by the division, to attend a school other than their home school;
  - iv. Students whose walking route to school is considered to be hazardous. Hazardous areas, to be determined by the Transportation Manager.
- b. Grades 9 to 12 students will not be bussed in Moose Jaw.
- c. Rural Students (K-12)
  - i. Students who are attending the catchment area school that is designated by the location of their residence and who reside outside of the town where the school is located;
  - ii. In Assiniboia grade PreK-8 students will only be bussed from the area located west of 2<sup>nd</sup> Street West. Grades 9 to 12 students will not be bussed in Assiniboia;
  - iii. Students who are required to attend a designated program housed at a school other than their home school.
- d. Transportation Boundaries (School Catchment Areas) relating to transportation services are to be determined by the Transportation Manager and approved by resolution of the Board.

## **2. Provision of Services**

- a. Transportation for students residing in the school division is provided through the use of school buses and other approved means.
- b. The Board may provide transportation services to other school divisions under contract.
- c. The Director of Education may approve interim procedures in emergent situations. These procedures are to be reported to the Board at a subsequent meeting of the Board.

## **3. Regular Student Transportation**

- a. The Transportation Manager is responsible for bus scheduling and routing in consultation with the Superintendent of Business and Operations:
  - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
  - ii. Yard service may be approved if the residence is at least 200 metres from the road allowance (fence line), the access road is of all weather construction, and there is a clear area to enable the bus to turn around without backing up. Yard service may be provided in other situations to address safety issues. **Note: In some circumstances it may be necessary for a driver to do a turnaround.**
  - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than twenty minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location. Buses depart from the school ten minutes after dismissal time.
  - iv. Variations in scheduling or routes are to be communicated to parents.

~~b. Students who meet the eligibility criteria for transportation may remain at school for lunch and shall not be subject to lunch fees.~~

b. There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases the Transportation Manager is to make special arrangements in consultation with the appropriate superintendent. These special arrangements may include:

- i. Provision of transportation through the use of taxi cabs and municipal buses.
- ii. Provision of transportation allowance for parents who convey their children. Such an allowance is only available if students do not have full bus service to their Board designated school.

~~iii. Provision of a boarding allowance is available to parents who do not have bus service and who choose to board their children away from home. The allowance payable is to be the same as the transportation allowance with the following exceptions:~~

- ~~• The rate is on a per pupil rather than a per family basis.~~
- ~~• When the distance from the home of the student to the nearest school or bus route exceeds four kilometres. The boarding allowance is \$6.00 per regular pupil per day.~~
- ~~• The board and room allowance for designated special education students is to be the actual cost up to the maximum recognized by the Department of Learning.~~

~~In addition, parents are eligible to receive a student transportation allowance to and from the centre in which their children are attending school to enable students to be home for weekends. This allowance is set at the transportation rate recognized by the Department of Learning for a maximum of two round trips per week. Payments are made at the end of each school term.~~

#### **4. Buffer Zone**

On June 2, 2009, based on the 2008 – 2009 pilot project, the Board approved a 2.5 mile buffer zone on each side of all boundary catchment lines in the rural areas of the Prairie South School Division No. 210. This provided some flexibility for the school division to respond to individual family requests without sacrificing overall transportation efficiency.

#### **5. Student Transportation to Alternate School Locations**

The following only apply to those individuals residing within a buffer zone as noted above.

- a. "Alternate location" refers to any rural school location within Prairie South School Division other than the designated school of a student.
- b. Subject to the following mandatory provisions students may be transported to an alternate location upon parent request:
  - i. No significant alteration to existing bus routing is required. A bus will not travel more than five kilometers (one way) into another catchment area to pickup students.
  - ii. There is and continues to be space on the bus. Permission to ride will be rescinded if space becomes an issue.
  - iii. Alteration to existing bus routing does not result in more than one bus required to enter a particular yard.
  - iv. Conveyance allowance may be paid to families who are within the designated buffer zone but are in an area where a bus would have to travel more than five kilometres (one way) into another catchment area to pick up the student(s) and/or where roads may be impassable due to winter roads and/or other road conditions. The conveyance would be paid from the home location to the nearest existing bus pickup point. Conveyance Allowance will only be paid if the student(s) is transported on the bus.
- c. Parents opting to enroll their children in a school other than the designated school, that do not meet the preceding criteria, assume responsibility for transportation of their children. To that end, the following option may be available:
  - i. They may meet a Prairie South School Division bus at a regularly scheduled existing stop provided that:
    1. There is and continues to be space on the bus. Permission to ride will be rescinded if space becomes an issue.
    2. Permission (if required) is received by the parent/guardian (requesting this service) from the land owner.

## **6. French Immersion Program**

- a. Students attending the French Immersion Program in Moose Jaw will be provided transportation if their residence is located within the City of Moose Jaw and/or Lindale School Catchment Areas.
- b. Students attending the French Immersion Program in Gravelbourg will be provided transportation if the students reside outside of the Town of Gravelbourg and are located within the Gravelbourg School catchment area.
- c. For students residing outside the Lindale and Gravelbourg schools catchment areas, a conveyance allowance may be paid from their residence to the nearest existing stop on a route located within those catchment areas. Conveyance allowance will only be paid if the student(s) is transported on the bus.

## **7. Conveyance Allowance**

The daily maximum limit for authorized conveyance allowance will not exceed \$50. Parents and/or guardians seeking conveyance allowance exceeding \$50 may submit a request for review by the Board.

Approved Sept. 1, 2006  
Revised: March 23, 2012

**ADMINISTRATIVE POLICY NO. 805**

**CLOSURE – SEVERE WEATHER AND STUDENT TRANSPORTATION**

Because of the geographic size of Prairie South School Division the Board believes that enabling policy providing local discretion in dealing with weather conditions is both prudent and appropriate.

The Director of Education, or designate is authorized to dismiss students, discontinue transportation services, and/or close school in emergency situations.

**PROCEDURES**

**1. Responsibility of the Director of Education**

- a. The Director of Education or designate, in consultation with the principal(s), may close one or more schools in the Division.
- b. The Director is to instruct the Transportation Manager to inform bus drivers when classes have been rescheduled, students have been dismissed, or a school has been closed.
- c. The Director is to receive, review, and maintain on file reports from the Transportation Manager and principals regarding the stopping of any operation of buses or schools.
- d. The Director of Education or designate shall cancel applicable bus routes **when the temperature including wind chill reaches -40°C or lower.** ~~when the temperature reaches -40 C and/or -45 C.~~
- e. Buses may be cancelled pending consideration of the following factors:
  - Severely drifted or extremely icy roads
  - Limited visibility because of fog or blowing snow
  - Other environmental conditionsThese environmental conditions are typically announced by Environment Canada through its telephone information services, web site or on a local radio station.
- f. The decision to cancel morning buses is to be made by 7:00 a.m.

- g. The decision to cancel afternoon buses is to be made no later than 2:00 p.m.
- h. If a bus is cancelled in the morning it will not operate in the afternoon.
- i. All out-of-school curricular and extracurricular activities are cancelled on days that transportation services are cancelled.

## **2. Responsibility of Principals**

- a. Principals in consultation with the Director are responsible for deciding when to relocate students or, when applicable, to reschedule classes to ensure the safety and well being of students.
- b. When students are relocated, the principal is to arrange for each student to be directed to a safe, supervised location and then inform respective parents or guardians either directly or indirectly.
- c. The Transportation Manager is to notify news media to broadcast pertinent information for parents and students.
- d. The principal is to inform the principal(s) of any other school(s) and other appropriate authorities affected by the decision.
- e. If necessary, the principal is responsible for billeting students and staff at the school. The division will assume any costs incurred.
- f. The principal is to maintain a record of emergency residences for all bus students.
- g. The principal is to ensure that the school is accessible to students during normal school hours when classes have been dismissed or when the school has been closed.
- h. Due to the diversity of weather conditions within the division, the principal may contact the Director or designate seeking direction for school closure in response to local weather conditions.



### **3. Responsibility of Bus Drivers**

- a. Each bus driver is responsible for canceling a route to ensure the safety and well being of his/her passengers.
- b. Having made such a decision, the bus driver is to inform the Transportation Manager by telephone or radio. ~~In addition, the driver is to complete and submit the *Route Information Form* stating the circumstances leading to the decision.~~
- c. Under no circumstances should buses start on the route at the height of a winter storm.
- d. Under no circumstances should bus drivers commence their routes prior to normal departure time.
- e. If the decision is made before students have been picked up from home in the rural area, the driver is to inform parents or guardians of all passengers that the bus will not operate.
- f. If the decision to stop operation is made after students have been picked up, the driver is to arrange to deliver each student to a safe, supervised destination. **In the rural area,** drivers are to inform parents or guardians directly or indirectly of the location of the students. The driver must also inform the principal and Transportation Manager.
- g. In Moose Jaw and in the Town of Assiniboia, families will be notified of bus cancellations by listening to local radio stations and by checking the Prairie South Schools website at [www.prairiesouth.ca](http://www.prairiesouth.ca).
- h. Bus drivers have the right to refuse transportation to students who are not dressed appropriately for weather conditions.

### **4. Responsibility of Transportation Manager**

- a. The Transportation Manager is to facilitate communication among schools, bus drivers, and parents or guardians.
- b. The Transportation Manager is to inform the Director whenever a partial bus operation has been cancelled due to weather conditions.

- c. In the event bus service is cancelled pursuant to 1(e), the Transportation Manager shall notify the bus drivers and schools through the local radio stations and internal communication.

#### **5. Responsibility of Teacher and Other School Personnel**

- a. Except when notified that the school is closed, all teachers and personnel are expected be in attendance for the purpose of performing their normal or related duties. Personnel are not to lose pay when informed that the school has been closed.
- b. Upon receipt of a written explanation, the Director or designate may deal with individual instances of absence due to weather or other hazardous situations.

#### **6. Responsibility of Parents or Guardians**

- a. Parents or guardians of all bus students are to arrange for appropriate emergency residences for the individual students and to inform the school and bus driver of those arrangements.
- b. Parents and guardians always have the right to keep their children at home during severe weather conditions or when in the considered opinion of the parent or guardian, they have concern regarding the safety of their children. They also have the right to drive their children to school if the bus does not run.
- c. Parents or guardians are responsible to ensure that their children are appropriately dressed for weather conditions.

Approved Sept. 1, 2006 Revised: March 23, 2012
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## AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	7.1
<b>Topic:</b>	<b>Substitute Usage Report</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Report <input type="checkbox"/> Information		

**Background:** A copy of the January 31-February 21, 2013 Substitute Usage Report is attached.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	February 22, 2013	Substitute Usage Report

***Recommendation:***  
Information only.

## Teacher Absences & Substitute Usage

**Date Range:** January 31, 2013 to February 21, 2013

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 6435 days
Compassionate Leave	21.2	2.70%	12.06	56.89%	0.33%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Court/Jury	0	0.00%	0	0.00%	0.00%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	4.5	0.57%	3.3	73.33%	0.07%
Executive Leave	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Teach	35.16	4.48%	18.46	52.50%	0.55%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	1	0.13%	0	0.00%	0.02%
Illness - Teacher	225.82	28.75%	166.11	73.56%	3.51%
Illness - Long Term	112	14.26%	0	0.00%	1.74%
Internship Seminar	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	30.43	3.87%	21.93	72.07%	0.47%
Medical/Dental Appt	127.61	16.25%	109.08	85.48%	1.98%
Noon Supervision Day	31.55	4.02%	28.15	89.22%	0.49%
Paternity Leave	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	14	1.78%	14	100.00%	0.22%
PP Teacher	18.5	2.36%	11.86	64.11%	0.29%
Prep Time	31.9	4.06%	29.3	91.85%	0.50%
PSTA	0	0.00%	0	0.00%	0.00%
Rec. Of Service	70.71	9.00%	59.03	83.48%	1.10%
Secondment	11.5	1.46%	10.3	0.00%	0.18%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
SONO Meet/PD	21.9	2.79%	21.4	97.72%	0.34%
SOSO Meet/PD	10.81	1.38%	8.49	0.00%	0.17%
STF Business - Invoice	4	0.51%	4	0.00%	0.06%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
Leave Without Pay	12.9	1.64%	10.9	84.50%	0.20%
<b>Total Absences</b>	<b>785.49</b>	<b>100.00%</b>	<b>528.37</b>	<b>67.27%</b>	<b>12.21%</b>

Teachers (FTE)

429

# of teaching Days

15

Possible Days

6435

Absence Reason	Agreement	Max	Explanation	Example
Compassionate Leave	LINC Sec. 14.1	5 days	Death/serious illness immediate family	Father passed away
Competition Leave	LINC Sec 18.2	2 days	Province/National/International actively competes	National Powerlifting Championship
Convocation Leave	LINC Sec 17	1 day	Graduation/Convocation of child or self	Child convokes University
Court/Jury			Legally obliged to attend as witness or jury duty	
Education Leave	LINC Sec 20.3		Short (6 mo or less) Long Term (over) to attend school	Attends university for Masters
Emergency Leave	Sec. 18.3 LINC	2 days	Result from disaster, fire, flood or snowstorm	house flood (hot water heater)
Executive Leave	Sec 18.1 LINC	3 days	Provincial/National/International holding executive position	Prov. Chair Rotary Club
Extra/Co-curr Teach			Taking students on field trip	Class to Agribition
FACI Meet/PD			Meeting requested by Facility Manager	Facility Issues
HUMA Meet/PD			Meeting requested by HR (interviews, discipline, growth rubric)	Interviews, Committee Meetings
Illness - Teacher	PROV		Illness, call daily to report	Flu
Illness - Long Term	PROV		Illness, long term, temporary replace in	Surgery
Internship Seminar			Attending with Intern, <b>sub costs reimbursed from University</b>	Usually a few days in fall/spring
LRNG Meet/PD			Requested by Superintendent (Learning)	Hutterian teachers LIT
Medical/Dental Appt			Medical/Dental appointments (generally scheduled)	Dentist appointment
Noon Supervision Day	LINC Sec 12	5 days	Time earned by noon supervision 18hrs service = 1 day	
Paternity Leave	LINC Sec. 16.1	2 days	Non-birthing parent attending birth/adoption of child	Birth of baby
PD DEC Teachers	LINC Sec 21		Professional Development approved by school committee	Attending a Reading Conference
PP Teacher	LINC Sec. 15.1	2 days	pressing matters/significant family event/emergencies	funeral of aunt/uncle
Prep Time	LINC 22	4 days	Used at teachers discretion	Preparing report cards
PSTA	LINC 3.2		PSTA officers to carry out duties, <b>sub costs reimbursed</b>	
Rec. Of Service	LINC Sec. 11	5 days	Time earned by extracurricular involvement	
Secondment			Seconded by Ministry or other, <b>sub costs reimbursed</b>	Ministry requested participation
SOEH Meet/PD			Requested by Superintendent of Operations (Elementary)	Band Mtgs, In Motion
SONO Meet/PD			Requested by Superintendent of Operations (North)	Arts Council
SOSO Meet/PD			Requested by Superintendent (South)	SSC Mtgs, PAA Development, Calendar Mtgs
STF Business - Invoice			Requested by Provincial STF - <b>sub costs reimbursed</b>	Provincial STF Committees
TRAN Meet/PD			Meeting requested by Transportation Manager	Transportation Issues
Leave Without Pay			Leave does not fall into category, or sick leave runs out	Already used 2 days pressing leave

Teachers who are on Long Term Disability (sick leave had run out) are not included in this report. Teacher applies to Income Continuance Plan (STF).

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	7.2
<b>Topic:</b>	<b>Tender Report</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Report <input type="checkbox"/> Information		

## Background:

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

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

This report covers the period from February 1, 2013 to February 22, 2013.

## Current Status:

A tender was issued for the Phase II HVAC upgrade at Assiniboia Elementary School.

A tender was issued for plumbing/piping upgrades at Peacock Collegiate.

## Pros and Cons:

### Financial Implications:

The tender for the Phase II HVAC upgrade at Assiniboia Elementary School was awarded to C&S Builders for \$890,889. The tender for the plumbing/piping upgrades at Peacock Collegiate was awarded to C&E Mechanical for a cost of \$378,000.

**Governance Implications:** N/A

**Legal Implications:** N/A

**Communications:** N/A

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	February 25, 2013	n/a

## Recommendation:

Information only.

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	8.2
<b>Topic:</b>	<b>Out of Province Excursion - Bengough to Niagara Falls</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:** Grade 12 students at Bengough to take trip to Niagara Falls, Ontario.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi	February 21, 2013	Application Form

***Recommendation:***

That the Board give approval for nine Grade 12 students from Bengough School to travel to Niagara Falls, Ontario from May 17-20, 2013 to enhance their History 30 and ELA B30 learning.

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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: Theresa Mooney	School: Bengough
Type of Activity: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity _____	
Grade Level: 12	Number of Students: 9
Destination: Niagara Falls, Ontario	Trip Date: May 17-May 20, 2013
Number of School Days (Partial/Full): 1 Full Day	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: Fly via West Jet <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____ _____	
Number of Teachers, Parents, Chaperones: Theresa Mooney, TBD (one male parent)	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

<b>C. BUDGET</b>
❖ Anticipated Budget \$8000.00 ❖ Description of Funding Sources <u>Students performed community fundraisers last school year</u> ❖ Out of Pocket Cost per Participant <u>\$150.00</u>



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

**D. LEARNING OBJECTIVES**

**History 30 –**

- tell that in every society there exists a contest among groups to gain influence over the decision-making process
- explain how the well-being of every society will be influenced by continual contact with other societies
- explain how the colonizing powers tried to push their decision-making process onto the First Nations
- see that when two societies come into contact, the difference in their worldviews can shape their relations

These outcomes will be met by the Re-enactment of the War of 1812. It will show continual contact with other societies and the repercussions of the war on the British and the First nations people.

**ELA B30 –**

- Listen in order to assess positions on individual, community, national, or world issues
- Write for a variety of purposes including to: reflect, clarify, and explore ideas; express self;
- Experiment with various forms of writing such as a diary entry
- Present a point of view in a personal essay

These outcomes will be met as each student will be expected to track their trip with a daily journal which will not only detail what happened but what they learned – there will be daily discussions with the group to determine learning from the day

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

**a) Pre-Excursion Learning**

History 30 course taken last year taught all the outcomes for History 30 – a brief review of the connection between the outcomes and the War of 1812 (the war itself as well as the after-effects dealing with contact and society continuation) will occur before departure

ELA B30 – course is being taken this semester so pre-teaching of effective listening (for during tours); how to write a diary entry and a personal essay

**b) Excursion Learning**

Students will tour various areas within Niagara Falls and experience the War of 1812 and its effect (the History 30 outcomes)

Students will write a daily journal of learning to share their experiences and their learning (ELA outcomes)

Students will have a chance to see and experience a Natural wonder that is part of Canada and so unlike Southern Saskatchewan

**c) Post-Excursion Learning**

Students will complete a daily journal of learning and a personal essay to share with their class

**F. SCHEDULE OF ACTIVITIES**

May 17 – Fly out of Regina at 6:25 AM

- Arrive in Toronto 11:15 AM
- bus to Niagara Falls
- Check in to hotel and tour the town
- fireworks over the falls (a chance to see the beauty of the falls lighted by fireworks)

May 18 – Niagara Falls Botanical Gardens (self-guided tour to learn about various plants that are different from our natural vegetation)

- McFarland House (guided tour of a hospital during the War of 1812)
- 1812 Battle Re-enactments at Old Fort Erie
- Fireworks over the falls (a chance to see the beauty of the falls lighted by fireworks)
- Ten Thousand Buddha Temple (guided tour of Buddhist art and artifacts – a chance to explore a new religion)


May 19 – ride the Maid of the Mist (organized tour)

- hike along Niagara Falls/Journey behind the Falls (self-guided but admission required tour)
- St. Catherine's museum (Experience the path of the fugitive slaves as they fled to freedom in Canada on the Underground Railroad and the rich legacy they created as they made a new life in Canada.)
- Lakeside Park Carousel (a chance to experience an old fashioned carousel for 5 cents)
- Welland Canal Lock 3 (see how ships ascend into the Niagara Escarpment by bypassing the falls)

May 20 – check out of hotel and bus to Toronto

- Depart Toronto at 6:50 PM
- arrive in Regina at 8:05 PM

  
Teacher Signature

  
Date

Theresa Maaney  
Principal Signature

Feb. 22, 2013  
Date

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

☐

Request Approved

☐

Request Denied

# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	13.1.1
<b>Topic:</b>	<b>Inquiry: Consent Forms for Excursions</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** The following inquiry was made at the February 12, 2013 Board Meeting:  
 "Type of consent forms for overnight excursion/outdoor education/high risk that are used to obtain consent from parents/caregivers."

**Current Status:** The following forms and documents are required for excursions. Schools may also send out permission forms (example attached) or letters of excursion details (example attached) to inform parents.

1. Policy 418: Learning Activities Outside the School
2. Away from School Activities School Day Trips
3. Overnight Excursions/Outdoor Education/High Risk Activities Application Form
4. Curricular and Extra-Curricular Excursion Guidelines
5. Non-Faculty Coach Checklist for Principals
6. Application for Automobile Driver Authorization
7. Recommendation for Board Approval of Non-Teacher Coach, Supervisor or Assistant for an Extra-Curricular Activity
8. Example of letter home to parents outlining activity.
9. Example of form used by schools to inform parents of activity

Please note that ALL volunteers require a Criminal Records Check prior to chaperoning any activity.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi	February 19, 2013	As stated above.

**Recommendation:**  
 Information only.

**ADMINISTRATIVE POLICY NO. 418**

**LEARNING ACTIVITIES OUTSIDE THE SCHOOL**

All learning activities outside the school must have a curricular focus.

**Procedures**

**1. General**

- a. All groups participating in out-of-school activities are to be under the supervision of a teacher or one of the following when approved by the principal:
  - i. another employee
  - ii. non-faculty coach

A current Criminal Records check is required for all staff and volunteers approved by the principal. Refer to *Administrative Policy 501.7 – Criminal Records Check*.

- b. There must be assurance that adequate safety precautions are in place. An adequate number of pre-approved staff and volunteers of the gender of students participating is required. There is to be no single adult/child shared sleeping accommodation.
- c. The teacher is to ensure that no child is alone with an adult volunteer during any activity.
- d. A Buddy system is to be in place for children in elementary school, or students who are developmentally challenged.
- e. Transportation is by school bus, paid licensed carrier, or private vehicles having adequate insurance coverage. Refer to *Administrative Policy No. 807 – Transportation in Private Vehicles*.

**2. Day Trips**

- a. School day trips are trips that do not exceed one day in duration.
- b. The principal is authorized to approve day trips when the following conditions are met:

- i. Parent or guardian has completed the *Parent/Guardian Consent Form*.
- ii. Parents have been informed of the event.
- iii. For events or trips outside of the community the teacher has completed the *Away From School Activities: School Day Trips Form*.
- iv. The excursion does not involve a high risk activity as identified in the Physical Activity Safety Guidelines.

### **3. *Overnight Excursions, Outdoor Education Excursions and High Risk Activities***

- a. The Superintendent of School Services is authorized to approve overnight excursions, outdoor education excursions and high risk activities when the following conditions are met:
  - i. *The Overnight Excursion/Outdoor Education/High Risk Activities Form* has been completed and approved by the principal.
  - ii. The principal has submitted the form to the Superintendent of School Services at least ten weeks prior to the event or by a date approved by the Superintendent of School Services.
- b. Once the principal has received approval, notification is to be sent to parents and permission slips received.
- c. Once the permission slips are received the principal may approve the excursion.
- d. The principal is authorized to approve overnight extra-curricular excursions that do not involve a high risk activity as identified in the Physical Activity Safety Guidelines.

### **4. *Out-of-Province Excursions***

- a. All potential out-of-province pupil travel organized under the auspices of the Board of Education must have the approval in principle from the Superintendent of School Services.
- b. Following approval in principle the school principal must ensure that the following conditions can be met before recommending out-of-province pupil travel to the Director of Education:

- i. The proposed travel has the signed approval of the parents or guardians of the pupils concerned.
  - ii. Other staff members whose teaching responsibilities may be affected by the absence of the students, and teachers who will be traveling have been consulted and show a willingness to support the proposal.
  - iii. Adequate provision will be made for the accommodation, supervision, and welfare of the pupils who are traveling.
  - iv. Adequate and appropriate insurance is provided to protect the students, teachers, and Board of Education in the event of an accident. A statement that adequate insurance will be provided is to accompany the submission to the Board. It is suggested that teachers and volunteers and/or chaperones purchase appropriate medical insurance to protect themselves in the event of an accident or illness.
  - v. The students will suffer no serious loss in their basic educational program normally provided through the school.
  - vi. Adequate provision will be made to address safety. See the Physical Activity Safety Guidelines.
- c. Once the preceding conditions are met, the principal is to request final approval from the Board of Education through the Superintendent of School Services. The final documentation will include:
- i. An itinerary of the proposed travel that specifically identifies times, places, modes of travel, and emergency contact telephone numbers for countries and provinces to be visited.
  - ii. A list of persons or agencies who have accepted responsibility for developing the trip.
  - iii. A breakdown of anticipated costs (i.e. fares, passports, meals, spending money, accommodation, deposits required, etc.).
  - iv. A list of chaperones and their job descriptions or relationship to the school system and qualifications as leaders or chaperones of the proposed trip. In addition, the number of students per chaperone should not exceed ten.
  - v. A list of participants including grade level, home address, and telephone number.
  - vi. A statement of anticipated educational benefits, including pre-travel and post-travel educational activities, and anticipated trip highlights.
  - vii. An indication that the principal has been involved in all steps of the planning.

**Prairie South School Division**

15 Thatcher Drive East

Moose Jaw, SK S6J 1L8

Phone: 306.694.1200

- viii. An indication of parental involvement to date, or an indication of anticipated parental involvement.
  - ix. An indication of student involvement in the project.
  - x. A statement of regulations governing student behavior. It should be noted that students are subject to all regulations normally associated with behaviour in the school setting including the use of alcohol or illicit drugs.
- d. The principal is to ensure that parents or guardians of all students involved in the trip sign parental consent forms.

Approved Sept. 1, 2006 Revised: April 3, 2007 Revised: Nov. 6, 2007
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**Supporting Documents**

Away From School Activities: School Day Trips [SCHO-418-F-0001]

Overnight Excursions/Outdoor Education/High Risk Activities Application Form [SCHO-418-F-0002]

Physical Activity Safety Guidelines [SCHO-418-D-0051]

*Learning Excellence*



**AWAY FROM SCHOOL ACTIVITIES  
SCHOOL DAY TRIPS  
(Excluding High Risk Activities)**

**School-Based Administration Approval Required**

<b>A. INFORMATION</b>	
<b>Name of Teacher:</b>	<b>School:</b>
<b>Type of Activity:</b>	
<b>Grade Level:</b>	<b>Number of Students:</b>
<b>Destination:</b>	<b>Trip Date:</b>
<b>Depart Time:</b>	<b>Return Time:</b>
<b>Transportation:</b> <input type="checkbox"/> Travel by Bus (PSSD No. 210)    or <input type="checkbox"/> Other:	
<b>Number of Teachers, Parents, Chaperones:</b>	
<b>Qualifications/Certifications of Teachers, Parents, Chaperones:</b> <input type="checkbox"/> First Aid <input type="checkbox"/> Other _____	

<b>B. SAFETY GUIDELINES</b>
<input 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 type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input type="checkbox"/> Access to cellular or satellite phone or other communication device. <input 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.

<b>C. BUDGET</b>
❖ Anticipated Budget _____ ❖ Description of Funding Sources _____ ❖ Out of Pocket Cost per Participant _____

**D. LEARNING OBJECTIVES** *(Relationship of trip activities to curriculum for curricular excursions)*

**E. SCHEDULE OF ACTIVITIES**

**This form must be completed and presented to the  
Principal prior to the planned dates.**

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

☐

**Request Approved**

☐

**Request Denied**

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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
<b>Name of Teacher:</b>	<b>School:</b>
<b>Type of Activity:</b> <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity _____	
<b>Grade Level:</b>	<b>Number of Students:</b>
<b>Destination:</b>	<b>Trip Date:</b>
<b>Number of School Days (Partial/Full):</b>	
<b>Transportation:</b> <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____ _____	
<b>Number of Teachers, Parents, Chaperones:</b>	
<b>Qualifications/Certifications of Teachers, Parents, Chaperones:</b> <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

<b>B. SAFETY GUIDELINES</b>
<input 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 type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input type="checkbox"/> Access to cellular or satellite phone or other communication device. <input 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.

<b>C. BUDGET</b>
❖ Anticipated Budget _____ ❖ Description of Funding Sources _____ ❖ Out of Pocket Cost per Participant _____

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

**D. LEARNING OBJECTIVES**

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

a) Pre-Excursion Learning

b) Excursion Learning

c) Post-Excursion Learning

**F. SCHEDULE OF ACTIVITIES**

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

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

☐

**Request Approved**

☐

**Request Denied**

# **Curricular and Extra-Curricular**

## **Excursion Guidelines**

Administrative Policy No. 418 entitled, Learning Activities Outside of School states that the Director of Education or designate may approve Overnight Excursions, Outdoor Education Excursions and High Risk Activities when the following conditions are met:

- i) The Overnight Excursion/Outdoor Excursions and High Risk Activities Form has been completed and approved by the principal.
- ii) The principal has submitted the form to the Superintendent of School Services at least ten weeks prior to the event or by a date approved by the Superintendent of School Services.

Applications may be accepted less than ten weeks prior to the event if it is possible to consider the application with appropriate due diligence. Expectations should not be raised with students and parents until the application has been approved in principle. In some instances additional information or modifications may be required before an application is given final approval.

Applications are considered according to five criteria: (a) Curriculum, (b) Safety, (c) Equity, (d) Duration and (e) Distance. These criteria will be applied in the following manner:

### **(a) Curriculum**

- Curricular Excursions
  - Curricular excursions must have a curricular focus.
  - Specific curricular objectives for specific courses must be provided. When the excursion involves more than one grade, specific curriculum objectives for each grade must be provided.
  - Schools are encouraged to develop an outdoor education program plan that identifies particular learning activities at certain grade levels (i.e. snowboarding might be identified at the grade eight level).
- Extra-Curricular Excursions
  - Normally, excursions of a recreational nature or those that support the extra-curricular program should not be scheduled during instructional time. Approval, however, may be granted for extra-curricular activities to occur during instructional time on a case-by-case basis.
  - Normally, a maximum accumulation of three instructional days per school year may be allowed for a particular extra-curricular group. In special circumstances, however, additional instructional time may be considered (i.e. regional and provincial playoffs).
  - The number of instructional days students miss due to participation in extra-curricular activities should be monitored.
  - An extra-curricular group is considered a sports team or other entity that meets regularly beyond instructional hours for the purpose of extending student learning towards a particular focus.

**The principal may approve overnight extra-curricular excursions that do not involve a high risk activity as identified in the Physical Activity Safety Guidelines.**

**(b) Safety**

- The procedures outlined in the Physical Activity Safety Guidelines must be followed.

**(c) Equity**

- All activities, whether curricular or extra-curricular, must be accessible to all students. Student fees cannot prevent any student from participating in an excursion. Normally, the maximum student fee allowed is \$40.00. In special circumstances a moderately greater amount may be approved. Students should have the option of paying the fee in installments. Other measures may also be considered to assist students without means. Total fees, including registration, materials and excursion fees, accrued by a student in a secondary course cannot exceed \$150.00.

**(d) Duration**

- The maximum instructional time allowed for a particular excursion is three instructional days.

**(e) Distance**

- Activities should occur within a reasonable proximity of the school. The closest site should be utilized whenever possible. Should a further away site be proposed, the application must justify why the site is necessary to meet learning objectives.
- Normally, out of country excursions are not allowed. However, in special circumstances such excursions may be considered.
- All out-of-province excursions must be approved by the Board of Education.

# PRAIRIE SOUTH SCHOOL DIVISION

## NON-FACULTY COACH

### CHECKLIST FOR PRINCIPALS (Modified from SHSAA Handbook)

**RECOMMENDATIONS GO TO THE SUPERINTENDENT OF SCHOOL SERVICES ONLY WHEN THE FORM E-14 IS ACCOMPANIED BY THIS CHECKLIST.**

#### COACHES AND SUPERVISORS

The Association **URGES** that all schools strive to have faculty members as head coaches of their interscholastic teams.

1. **All teams and individual athletes who participate in activities sponsored or organized by the Association shall be coached by approved coaches or supervisors who shall be:**
  - a) individuals who have teaching contracts with the Member Board of Education responsible for the student, or
  - b) individuals who have been approved as coaches and supervisors by the Association.  
(See Form E-14 – Non-Faculty Coach Declaration)
2. **Forms are required for all coaches who are not currently teachers in the Division.**

The individual is eligible for approval as a coach or supervisor by the Association as a/an:

  - ☐ a) teacher previously employed by the Member operating the school in which the individual wishes to coach; or
  - ☐ b) active substitute teacher from the school; or
  - ☐ c) employee of the Member who works in the school as a teacher aide or assistant; or
  - ☐ d) individual who has completed a National Coaches Certification Program Level II Theory or has significant documented coaching experience.
3. **Approval Process:**
  - a) School Division Requirements:

At the school, the Principal shall maintain a file with proper documentation and ensure that the individual:

    - ☐ i) has not been a high school student during the past 4 years, and
    - ☐ ii) has at least two letters of reference which attest to the qualifications and suitability of the individual to supervise and coach students of school age, on file at the school, and
    - ☐ iii) has a letter of recommendation from the Principal of the school in which the individual will be coaching which includes an acknowledgement that the individual has demonstrated a clear understanding of the school philosophy and the policies of the school, the Member and the Association with regard to student supervision and student participation in competitive school athletics.
    - ☐ iv) has agreed to provide to the Member a clear criminal record check. (The Board of Education may choose to approve a coach who does not have a clear criminal record check, depending on the nature of the record, the length of time that had elapsed since the conviction, and the person's subsequent behaviour. See Administrative Policy No. 501.)

In addition, the individual must have:

    - v) approval from the Superintendent of Student Services for the Member operating the school in which the person will be coaching, and
    - vi) received approval from the Member for appointment as a coach of a **specific team for a specific time period.**
  - b) Approval shall be granted on an annual basis by the Executive Director. (See Form E-14)
  - c) An approval of an individual may be renewed for the following year if the Executive Director receives a declaration of intent signed by the Principal and the Director of Education to have that individual coach a specific team. (Form E-14)
  - d) Individuals approved as coaches or supervisors may function as coach or supervisor only for the team designated on Form E-14.
4. **Other individuals must be approved locally (Form EC-1) to assist with coaching under the direct supervision of an approved coach.**
5.
  - a) **In order to participate in any activity organized or sponsored by the Association or by its Members, each team must be accompanied by an approved coach or supervisor who will remain present during the entire activity.**
  - b) **In the event of a coach being ejected from a contest, the contest will be forfeited if there is not another approved coach or supervisor present to supervise the team.**

# Prairie South School Division No. 210

15 Thatcher Drive East, Moose Jaw, SK S6J 1L8  
Phone (306) 694-1200 Fax (306) 694-4955

## APPLICATION FOR AUTOMOBILE DRIVER AUTHORIZATION (For Current School Year Only)

A. SCHOOL NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

B. DRIVERS NAME: \_\_\_\_\_

DRIVERS ADDRESS: \_\_\_\_\_

TELEPHONE: (BUS): \_\_\_\_\_ (HOME) \_\_\_\_\_

DRIVERS LICENSE NUMBER: \_\_\_\_\_ CLASS: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

Has your driver's license been suspended in the last three years? Yes \_\_\_\_\_ No \_\_\_\_\_  
(See note #1 below)

If yes, please provide date(s) of reinstatement: \_\_\_\_\_

Have you been involved in any accidents as a driver during the last three years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please give details:

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

Have you been convicted of an offence under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offence under the Criminal Code during the last three years?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide particulars:

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

C. VEHICLE: \_\_\_\_\_ Second Vehicle: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Make Model Capacity

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Make Model Capacity



Plate #: \_\_\_\_\_ Plate #: \_\_\_\_\_  
Expiry: \_\_\_\_\_ Expiry: \_\_\_\_\_

Vehicle Owners Name: \_\_\_\_\_

Vehicle Owners Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Insurance on Vehicle (package policy): \_\_\_\_\_

Company: \_\_\_\_\_ (Amount of coverage)  
Agent: \_\_\_\_\_

**D. COMMITMENTS:**

I agree to abide by the requirements of the Highway Traffic Act and the applicable Traffic Bylaws while acting as a volunteer driver for school functions. I undertake to report to the school principal all incidents and any suspension of my license or charges under the Criminal Code of Canada which may occur after the date of this authorization while it remains in force.

I agree to operate the automobile referred to herein in a safe manner, to drive in accordance with the Highway Traffic Act, to limit the number of passengers to the number of seat belts which are usable and to comply with the directions of teachers or agents of the Board of Education.

I accept the foregoing undertakings and certify that the information contained in this application is accurate to the best of my knowledge:

Driver: \_\_\_\_\_ Vehicle Owner: \_\_\_\_\_

**NOTES:**

1. Applications can only be approved only when the driver possesses a valid driver's license.
2. Responses of yes to questions concerning convictions and suspensions may result in the application being denied.
3. It is recommended that teachers or parents authorized to use their vehicle by the principal have third party liability insurance of at least two million dollars.
4. Reference is made to this form in Prairie South School Division No. 210 Administrative Policy No. 807 – Transportation in Private Vehicles.
5. An original, current (within one year) criminal records check is required with an initial application. Applicants should inform the police the criminal record check is for volunteer purposes. An original receipt from the police is required for reimbursement from the school.

**FOR OFFICE USE ONLY:**

The above named driver is authorized to drive for the school during the current school year.  
The help is appreciated.

Signature of Principal (or Vice Principal): \_\_\_\_\_

Date: \_\_\_\_\_

Budget Code: 1-2-12-170-362-SCHO-\_\_\_\_\_-VDRV

**Recommendation for Board Approval of Non-Teacher Coach, Supervisor  
or Assistant for an Extra-Curricular Activity**

***Approval must be in place for non-teacher supervisors and assistants for all extra-curricular activities. If it is for a head coach for high school athletics, please use Form E-14 from the SHSAA.***

Name of Proposed Coach, Supervisor or Assistant: \_\_\_\_\_

Activity: \_\_\_\_\_

School: \_\_\_\_\_

School Year: \_\_\_\_\_

Principal: \_\_\_\_\_

- I. As principal, I have done the following things to satisfy myself that \_\_\_\_\_ is an appropriate choice for this role:

1. We have discussed all relevant school rules regarding conduct of students.
2. We have discussed the behavior expected of adult leaders.
3. a) I can attest to the character and suitability of the recommended coach/supervisor; or  
b) I have obtained and retained on file, references from at least two persons.

I recommend that \_\_\_\_\_ be approved for the activity noted above.

\_\_\_\_\_  
Signature of Principal

- II. As a volunteer leader of students in an extra-curricular activity, I agree to abide by the school rules and expectations outlined by the principal. In order to protect students, I also agree to provide a clear criminal record check.

\_\_\_\_\_  
Signature

- III. As Superintendent of School Services, I approve of this recommendation.

\_\_\_\_\_  
Superintendent of School Operations

May 14, 2012

Dear Parents of Outdoor Education Students:

We are busy getting prepared for our Outdoor Education mountain bike and camping trip. We will be leaving Peacock at 12:30 p.m. on Friday, May 25<sup>th</sup>. We are excited about having the opportunity to bike and camp in the mountains. Mrs. Verge, Mr. Grywacheski, Matt Froehlich, Quinn Heck and Jay Fellingner will be chaperoning the trip with me. The chaperones and I have been on mountain bike outdoor education trips to Kananaskis before and are very familiar with the park and its trails.

We will stop in Calgary for supper and then drive on to Bragg Creek where we will stay overnight on Friday at the Evergreen Country Bed and Breakfast near Bragg Creek, Alberta. The students will tent on the property and be fed breakfast for \$10.00. We will bike the Quirk Creek Trail which is an intermediate mountain bike trail in the Elbow River Valley west of Bragg Creek on Saturday. I have hired a guide from the Calgary Bike Club to guide us on this trail. The students will have their dry food goods packed and will pick up frozen food, etc. in Bragg Creek after biking on Saturday morning on the way through to Kananaskis.

We will camp at the Lower Lake Group Camp and bike at Kananaskis on Sunday and Monday. We will take a trip into Canmore on Monday after biking and go swimming at Canmore's public pool. The price for that will be \$3.00. We should arrive back at Peacock around 7:00 - 8:00 p.m. on Tuesday, May 29<sup>th</sup>. Your son/daughter will have the opportunity to phone home to let you know what time to be at the school to pick them up. The students will unload, clean the vehicles out and then be available to go home. We have a busy schedule planned for our trip and the students will be tired. Please ensure that your son/daughter attends school the next day. The students **must** check with their teachers before going for homework and there will be opportunities on the trip to keep up with work missed.

I have provided you a supply list I gave to the students. Please check to see that your son/daughter has what they need for the trip. Their bikes will be going over rough terrain and need to be serviced and in good mechanical condition before we go to the mountains. Please help ensure that your son/daughter's bike is in good working order. Please ensure that any necessary medications are waterproofed and packed. Please call me if you have medical concerns about your son/daughter that we should discuss prior to the trips.

The class fee will pay for everything on the trip except supper in Calgary, breakfast at the bed and breakfast, groceries, money for showers at the campground, admission into the Canmore pool on Monday and lunch in Medicine Hat on the way back.

This is the itinerary we will be following for our trip:

- Friday, May 25
- Pick up rental vehicles.
  - Finalize packing during period 1.
  - Pack rental vehicles.
  - Hook up trailer at 12:05.
  - Leave for Bragg Creek asap.
  - Stretch in Medicine Hat.
  - Supper in Calgary.
  - Set up camp at Evergreen B & B(403-949-3951)
- Saturday, May 26
- Get up at 7:00 a.m. Pack up.
  - Breakfast(\$10.00)
  - Pack a lunch and fill up water bottles for biking.
  - Bike the Quirk Creek Trail at 11:00 a.m.
  - Groceries in Bragg Creek at Bragg Creek Family Foods
  - Arrive at the Lower Lake Group Camp(403-591-7226)
  - Unpack and set up camp.
  - Supper.
- Sunday, May 27
- Breakfast at 8:30 a.m.
  - Pack lunches
  - Pack up and load trailer.
  - Drive to Terrace Trail Head.
  - Bike the Terrace Trail.
  - Bike the Kovach Trail to Ribbon Creek Trail.
  - Bike Ribbon Creek
  - Bike Troll Falls Trail
  - Supper.
- Monday, May 28
- Breakfast at 8:30 a.m.
  - Pack lunches
  - Pack up and load trailer.
  - Drive to Prairie View and Jewel Pass Trail Head.
  - Bike the Prairie View and Jewel Pass Trail.
  - Drive to Canmore.
  - Tour sporting goods shops of downtown Canmore.
  - Swim and hot tub at Canmore Public Swimming pool from 6:30 – 7:30 p.m. Cost is \$3.00. Everyone must swim.
  - Drive back to Kananaskis.
  - Late supper.
- Tuesday, May 29
- Breakfast at 8:00 a.m.
  - Pack up.
  - Leave for Moose Jaw at 9:00 a.m.
  - Lunch in Medicine Hat.
  - Phone home in Swift Current.
  - Arrive back in Moose Jaw at app. 7:00 p.m.
  - Unpack and clean rental vehicles.

I have included a map of the Elbow Valley and Kananaskis area. Cell phones will work until we get to our Kananaskis campsite so you can contact your son/daughter when we are travelling if needed. The cell phone number for the chaperones will be 631-3038 if you need to make contact with us while we are driving. We lose cellular service when we are at our campsite. If you need to leave a message for your son/daughter you can phone Kananaskis Camping at 403-591-7226.

If you need to contact your son/daughter in an **emergency** situation please use the chaperone cell number or the Bed and Breakfast phone number for our overnight stay in Bragg Creek.

\*When we are at Kananaskis the **Emergency** number is 403-591-7707 for **24 Hour Emergency Assistance**. This number should only be used for emergencies as it is the call out for Park Rangers and R.C.M.P. Please use the Kananaskis Camping number to relay personal messages.

Thank you for your support. If you have any questions or concerns please phone me at school at 693-4626.

Sincerely,

Blake Buettner  
Outdoor Education Teacher  
Peacock Collegiate

**ALBERT E. PEACOCK COLLEGIATE**  
**CLASSROOM FIELD TRIP APPLICATION AND CONSENT FORM**

**Step 1 – to be filled in by student in consultation with teacher coach/supervisor**

Application and Consent Form for (student's name) \_\_\_\_\_

Teacher Coach/Supervisor \_\_\_\_\_ Group/Team/Class \_\_\_\_\_

Travelling to: \_\_\_\_\_ For: \_\_\_\_\_

Departing (date and time) \_\_\_\_\_ )

Special regulations for this trip: all school rules apply. \_\_\_\_\_

**Step 2 – to be carefully read and signed by student**

I hereby consent to follow all instructions of the adult coaches/supervisors/chaperones of this trip and will conduct myself in a way that will be a compliment to myself and my school. I understand any violation of this provision or any special regulations listed above may result in expulsion from this extra-curricular/class, removal of school privileges and/or suspension from school. Also, I understand that any assignments stated below must be completed upon my return to classes.

\_\_\_\_\_ (Student signature)

**Step 3 – to be completed by each subject teacher**

	Class Name	Teacher Signature	Work to be completed upon return
Early Morning			
Period 1			
Period 2			
Period 3			
Noon			
Period 4			
Period 5			
After School			

**Step 4 – to be completed by parent/guardian**

I hereby consent to allow my son/daughter to participate in this trip and I am aware that all assigned school work must be completed upon his/her return to class. I am also aware that there may be risks associated with this activity and that such risks are reasonable in order to participate in this experience.

Name (please print): \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency contact name/number: \_\_\_\_\_

Student Health Card No.: \_\_\_\_\_

Family Physician Name/Number: \_\_\_\_\_

Medical concerns or any medications being taken should be listed on the back of this page.

# AGENDA ITEM

<b>Meeting Date:</b>	March 5 , 2013	<b>Agenda Item #:</b>	13.2
<b>Topic:</b>	<b>Rockglen School Daycare</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:**

In the past, any request for daycares in schools has been approved in principle provided there is space in the school to accommodate the daycare. When the number of spaces is approved by the Ministry, the board is then required to approve a B1- application to proceed with preliminary project planning.

**Current Status:**

Gina Stewart, Secretary of the Rockglen School Day Care Planning Committee, submitted a request on behalf of the community to create a daycare in Rockglen School. Rockglen School has the space to accommodate a daycare, therefore a letter was submitted to the Ministry providing approval in principle - see attached letter.

**Pros and Cons:****Financial Implications:**

This project is fully funded by the Ministry and has no cost implications for the board. We do oversee the project along with our architect as well as administer the paper work so there is some in-kind work done by school division staff.

**Governance/Policy Implications:****Legal Implications:****Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Aline Kirk	February 19, 2013	Letter to Ministry approving in principle a daycare in Rockglen School

***Recommendation:***

Feb. 15, 2013

Ms. Samantha Escarnot  
Ministry of Education, Early Years Branch  
2220 College Avenue  
Regina, SK  
S4P 4V5

Dear Ms. Escarnot:

Our school division supports in principle Rockglen community's request to establish a daycare in the school at Rockglen. Should funding for this request be approved, a board motion would be required to approve a B-1. The approval would also be conditional on there being no cost to the school division to establish a daycare in the school.

If you have any questions or require additional information, please do not hesitate to contact me at 694-1200.

Sincerely,



Aline Kirk  
Facilities Manager

Cc: Michelle Marcenko, Principal  
Gina Stewart, Secretary Rockglen School Daycare Planning Committee  
Walter Mikulsky, Facilities Planning



# AGENDA ITEM

<b>Meeting Date:</b>	March 5, 2013	<b>Agenda Item #:</b>	13.3
<b>Topic:</b>	<b>Capital Budget Re-allocation</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:** During the 2012/13 budget process, an allocation of \$60,000 was requested to upgrade the dust collection system at Bengough School - see attached copy of 2012/13 capital budget.

**Current Status:** The tender for the Bengough dust collection system upgrade closed on Feb. 14, 2013 and the lowest tender received was from Christie Mechanical for \$190,000. There are sufficient funds from other capital projects which came in under budget to cover the shortfall on this project.

**Pros and Cons:** N/A

**Financial Implications:** N/A

**Governance/Policy Implications:** N/A

**Legal Implications:** N/A

**Communications:** N/A

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Aline Kirk	February 19, 2013	2012/13 Capital Budget

**Recommendation:**  
N/A

2012/13 Capital 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	Awarded to C&E Mechanical \$378,000
Assiniboia Elem.	HVAC upgrade - Phase 2	1,000,000		1,000,000		1,000,000	1-5-82-910-757-FACI-ASSE-HVAC	Awarded to C&S Builders \$ 890,889
	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	Tender closed on Jan. 31 - low bidder Christie Mechanical \$190,000
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
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	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	Out 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	Out to tender
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	1-5-82-910-760-FACI-PLAY-PALL
	Lindale	50,000	25,000	25,000	1-5-82-910-760-FACI-PLAY-LIND
	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	