

# *Prairie South Schools* **BOARD OF EDUCATION**

June 11, 2013  
10:30 a.m. – 4:00 p.m.  
Prince of Wales Centre, Assiniboia

## **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 Tell Them From Me (TTFM) Surveys (Kim Novak) (1:00 p.m.)**
    - 4.2.2 Lean Presentation (Aline Kirk & Darren Baiton) (2:00 p.m.)**
- 5. Decision and Discussion Items**
  - 5.1 Notice of Motions from Previous Meeting**
    - 5.1.1** Request that at the next meeting or in September/October Board Meeting that a Student Advisory Committee be able to attend a Board Meeting to update what they are discussing to make their education a better experience.  
- Young
    - 5.1.2** In order to be regularly informed of initiatives and programs can trustees be forwarded the “weekly communication” email sent to Prairie South employees.  
- Radwanski
  - 5.2 Collective Agreement (Decision)**
  - 5.3 Architect RFP for Gravelbourg Major Capital Project (Decision)**
  - 5.4 Equitable Opportunities – Development and Delivery of Trade Credits in High Schools (Decision)**
- 6. Reports**
  - 6.1 Substitute Usage Report**
  - 6.2 Tender Report**
  - 6.3 3<sup>rd</sup> Quarter Finance Report**

- 7. Consent Items**
  - 7.1 Suspensions**
  - 7.2 Teacherage Rental Increases**
  - 7.3 School Community Council Constitution Amendments**
- 8. Committee Reports**
  - 8.1 Standing Committees**
    - 8.1.1 Higher Literacy and Achievement
    - 8.1.2 Equitable Opportunities
    - 8.1.3 Smooth Transitions
    - 8.1.4 Strong System-Wide Accountability and Governance
    - 8.1.5 Advocacy and Networking
  - 8.2 Adhoc Committees**
    - 8.2.1 South Hill
- 9. Identification of Items for Next Meeting Agenda:**
  - **Notice of Motions**
  - **Inquiries**
- 10. Professional Sharing/Round Table**
- 11. Adjournment**
- 12. Information Items**
  - 12.1 Inquiries:**
    - 12.1.1 At fiscal year-end for each year since amalgamation, what was the total amount of the Prairie South surplus funds – restricted and/or otherwise?  
- Swanson
    - 12.1.2 The Ministry of Education has a template for funding to school divisions, broken down by category like Instruction, Governance, etc. What is the provincially-generated funding allocation by category for Prairie South and what is the actual Prairie South budgeted spending for these categories with respect to 2013-14 budget?  
- Swanson
  - 12.2 Eyebrow Life Safety & Electrical Panel Upgrade**
  - 12.3 Proposed Subdivisions in City of Moose Jaw**

**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 May 7, 2013 at 10:00 a.m.**

Attendance: Ms. C. Christopherson-Cote; Mr. D. Crabbe; Mr. S. Davidson; Mr. R. Gleim; Ms. J. Jelinski; Mr. A. Kessler; Mr. T. McLeod; Mr. J. Radwanski; Mr. B. Swanson; Mr. L. Young; J. Finell, Director of Education; B. Girardin, Superintendent of Business and Operations; R. Boughen, Superintendent of Human Resources; L. Meyer, Superintendent of Learning; 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: Dale Smith and Wade Hasset from CUPE Local 5512 and Darren Baiton and Mike Boyes (1:30 p.m.)  
Hartree Families: Darren & Desiray Buckler and Lee & Jenn Merrien (2:15 p.m.)

Motions:

- |                 |  |         |
|-----------------|--|---------|
| 05/07/13 – 1912 | That the meeting be called to order at 10:45 a.m.<br>- Christopherson-Cote   | Carried |
| 05/07/13 – 1913 | The following items were added to the agenda:<br>5.12 South Hill Committee Recommendations<br>5.13 Skills Bike Park for City of Moose Jaw<br>5.14 Capital Budget Reallocation (12.2)<br>That the Board adopt the agenda as amended.<br>- Christopherson-Cote   | Carried |
| 05/07/13 – 1914 | That the Board adopt the Minutes of the regular meeting of April 2, 2013 as presented.<br>- Young  | Carried |
| 05/07/13 – 1915 | That the Board accept the CIAF Accountability Report as presented.<br>- Jelinski   | Carried |
| 05/07/13 – 1916 | That the Board approve the 2013-14 budget with operating expenses of \$88,299,436, loan payments of \$335,828 and capital expenses of \$4,414,830;<br><br>AND THAT the capital budget be changed to reallocate the Assiniboia bus shop coffee room to another project;<br><br>AND THAT the funds allocated for the 9 <sup>th</sup> Avenue alarm system be relocated for a gym floor at Sunningdale School;<br><br>AND THAT \$40,000 for the Peacock gymnasium humidifier be paid from the Peacock decentralized budget, school generated funds or fundraising (by Peacock).<br>- Young | Carried |

- |                 |  |                              |
|-----------------|--|------------------------------|
| 05/07/13 – 1917 | That we table motion 05/07/13 – 1916 until the June 11, 2013 Regular Board Meeting.<br>- Swanson   | Defeated                     |
| 05/07/13 – 1918 | That we amend motion 05/07/13 – 1916 so that the South Hill Initiative funding remains totally in the Operating Funds and not from Surplus.<br>- Swanson   | Defeated                     |
| 05/07/13 – 1919 | That the Board internally restrict surplus in the amount of \$240,000 for the purpose of supporting the South Hill Initiative. And that the Board remove \$240,000 from the internally restricted surplus for PAA, the amount of internally restricted surplus for PAA will change from \$3,000,000 to \$2,760,000.<br>- Gleim | Carried                      |
| 05/07/13 – 1920 | That the Board approve the Continuous Agenda, including the dates for the Regular Meetings, Planning Meetings and Annual Meeting of Electors as presented for 2013-2014.<br>- Young  |                              |
| 05/07/13 – 1921 | That motion 05/07/13 – 1920 be amended to include an August Board Meeting.<br>- Swanson  | Defeated                     |
| 05/07/13 – 1922 | That motion 05/07/13 – 1920 be amended to include that “Meetings can be set up at the call of the chair.”<br>- Young   | Carried                      |
| 05/07/13 – 1923 | That the Board approve the Continuous Agenda, including the dates for the Regular Meetings, Planning Meetings and Annual Meeting of Electors as presented for 2013-2014. July and August meetings can be set up at the call of the chair.<br>- Young   | Amended<br>Motion<br>Carried |
| 05/07/13 – 1924 | That the Board approve the Central Collegiate, Riverview Collegiate and Peacock Collegiate 2013 Chem Free After Grad activities as presented in order to have the event covered by the school division insurance policy.<br>- Gleim  | Carried                      |

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

That the Board reconvene at 12:30 p.m.

05/07/13 – 1925	<p>That the Board approve the use of the phase-in of tax increases and decreases due to reassessment of commercial property in the City of Moose Jaw, with the condition that the total annual tax revenue raised using the phase-in process cannot be less than the taxes that would have been raised had the phase-in process not been agreed to.</p> <p>- Davidson</p>	Carried
05/07/13 – 1926	<p>That the Board publish a newspaper advertisement listing all of the Facility Renewal projects completed over the past two years including the dollar value for each of the years.</p> <p>- Davidson</p>	Withdrawn
05/07/13 – 1927	<p>That the Communications Coordinator develop a strategy to celebrate the investment in Prairie South facilities to date.</p> <p>- Davidson</p>	Carried
05/07/13 – 1928	<p>That Prairie South School Division No. 210 send a letter to the Moose Jaw Police Association in support of their initiative for a skills bike park.</p> <p>- Crabbe</p>	Carried
05/07/13 – 1929	<p>That the practice of splitting shifts for custodians/janitors in Moose Jaw schools whereby schools are without custodial/janitorial staff during parts of the school day other than scheduled lunch breaks, be discontinued.</p> <p>- Swanson</p>	Lift from the table
05/07/13 – 1930	<p>That we table motion 05/07/13 – 1929 to examine the information presented today from the delegation.</p> <p>- Davidson</p>	Carried
05/07/13 – 1931	<p>That the tender for the upgrade to the washroom/changerooms at Lafleche Central School be referred back to Strong System-Wide Accountability &amp; Governance Committee.</p> <p>- Swanson</p>	Carried
05/07/13 – 1932	<p>That the Board adopt the recommendations from the South Hill Committee as follows:</p> <ul style="list-style-type: none"><li>- That we provide early morning supervision beginning at 7:30 a.m. for both Empire Community School and Westmount School.</li><li>- That we provide a breakfast program at Empire Community School and provide funds to purchase nutritious snacks for Westmount School.</li><li>- That Mustang Trail moves into the Westmount School Catchment area. All current students would be grandfathered.</li></ul>	Carried

- That we provide after-school programs at both Empire Community School and Westmount School.
  - That we expand the Hockey Academy to include grades 4-6. Consideration will be given to further expansion in the future (K-12).
  - That we accept the Grade 7 & 8 timetable presented with the Hockey Academy taking place daily for semester 1.
  - That we allocate \$20,000 to publicize and market South Hill initiatives.
- Crabbe

05/07/13 – 1933

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 continues to work on a plan for the Board's strategic reading priority.

##### *Equitable Opportunities*

- The committee presented earlier in the day on the various options for delivery of trade credits in High Schools. This is part of the continued work of the PAA Enhancement Project.

##### *Smooth Transitions*

- No report given.

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

- The committee reported on the budget review proceedings. They proposed that the budget process be more continuous in nature, not just occur once a year. This would help ensure financial stability and accountability continues. The committee would also like to see budget allocations being made to support the Board's strategic priorities.

##### *Advocacy, Networking and Marketing*

- The committee will be meeting to update the MLA buddy program and start to formulate a plan for increasing advocacy for important topics such as universal pre-kindergarten and facilities renewal.

#### **Adhoc Committees:**

##### *South Hill*

- The most recent issue of the Bulldog Post, the last for this school year, highlights the upcoming South Hill Musical "Not So Old School Too." It also has highlights from Riverview's 3<sup>rd</sup> annual Challenges and Choices Day, We Day, and National Bullying Awareness Week.

### **Notice of Motions**

05/07/13 – 1934

Request that at the next meeting or in September/October Board Meeting that a Student Advisory Committee be able to attend a Board Meeting to update what they are discussing to make their education a better experience.

- Young

05/07/13 – 1935 In order to be regularly informed of initiatives and programs can trustees be forwarded the “weekly communication” email sent to Prairie South employees.  
- Radwanski

### **Inquiries**

At fiscal year-end for each year since amalgamation, what was the total amount of the Prairie South surplus funds – restricted and/or otherwise?  
- Swanson

The Ministry of Education has a template for funding to school divisions, broken down by category like Instruction, Governance, etc. What is the provincially-generated funding allocation by category for Prairie South and what is the actual Prairie South budgeted spending for these categories with respect to 2013-14 budget?  
- Swanson

05/07/13 – 1936 That the Board go in camera at 3:05 p.m. Carried  
- McLeod

05/07/13 – 1937 That the Board reconvene in open session at 3:10 p.m. Carried  
- McLeod

### **Adjournment**

05/07/13 – 1938 That the meeting be adjourned at 3:33 p.m. Carried  
- Crabbe

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Colleen Christopherson-Cote  
Chair

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Bernie Girardin  
Superintendent of Business and Operations

### **Next Regular Board Meeting:**

Date: June 11, 2013  
Location: Prince of Wales Centre, Assiniboia

## AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	5.1.1
<b>Topic:</b>	<b>Notice of Motion: Student Advisory Committee</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

**Background:**

At the May 7, 2013 Board Meeting, the following notice of motion was made:

"Request that at the next meeting or in September/October Board Meeting that a Student Advisory Committee be able to attend a Board Meeting to update what they are discussing to make their education a better experience."

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	May 24, 2013	n/a

***Recommendation:***

Board decision.



# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	5.1.2
<b>Topic:</b>	<b>Notice of Motion: Weekly Communication</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:**

At the May 7, 2013 Board Meeting, the following notice of motion was made:

"In order to be regularly informed of initiatives and programs can trustees be forwarded the 'weekly communication' email sent to Prairie South employees."

**Current Status:**

Each Thursday throughout the school year a "Weekly Communication" is sent via email to all Prairie South School Division school administrators and administrative assistants. This communication is divided into three sections consisting of: 1) Action Items, 2) Information Items, and 3) Outside Communications. Superintendents, managers, consultants and others wishing to send items to school staff are required to submit their items to Heather Boese by noon the preceding Wednesday and indicate to which of the three sections the item pertains. Following the Wednesday noon deadline, Heather distributes a draft copy to the members of senior administration which include the CAC and managers. Senior administration reviews the items and the final copy is sent to school administrators and administrative assistants before noon the following day.

The school administrators are required to review the Weekly Communication and ensure that pertinent items are distributed to appropriate staff and action items carried out.

The Weekly Communication tool was initiated during the 2011-12 school year in order to improve communication with school administration and staff.

The May 23, 2013 Weekly Communication is attached to provide you with an example.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	May 24, 2013	May 23, 2013 Weekly Communication

***Recommendation:***

Board decision.

## Boese, Heather

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**From:** Boese, Heather  
**Sent:** May-23-13 8:42 AM  
**To:** Group-School Administrators; Group-School Administrative Assistants  
**Cc:** Group-CAC; Group-Managers; Berg, Don; Stewart, Jan; Hall, David  
**Subject:** Weekly Communication

### ACTION ITEMS

#### 1. ROS and Noon Supervision (Georgia Hanwell)

- It is time to start looking at the ROS and Noon Supervision days. The rates have changed since last year so be sure you are using the 2012/13 sheets. The 2012/13 sheets can be found on the PSS210 website – Staff – Forms – HR/Payroll. Note that there are two different sets of forms – Non Teacher Noon Hour Supervision Payout Form is used for support staff and ROS & Noon Supervision Days – LINC is to be used only for Teachers.
- **Teacher Forms-** submitted to **Roxanne Rath** (Payroll) no later than 4 pm on Friday, June 7, 2013
- **Support staff forms** – submitted to **Tammy Berenik** (Payroll) no later than 4 pm on Monday, June 17, 2013

#### 2. Close TTFM Surveys by Friday May 24 and Start Analyzing Data (Kim Novak)

- To receive your school reports and allow division summary reports please close your student and teacher surveys.
- Click on [this link](#) for list of preferred webinars found in the [access Resource](#) section of TTFM website.
- There will be Q&A and feedback time at our May Administrative Forum for the TTFM Surveys.

#### 3. Please ensure that all teaching staff take 5 minutes to complete these three questions in regards to course offerings from the U of R.

#### 4. Board Highlights (Darby Briggs)

- Please share the [May Board Highlights](#) with your staff and SCC.

### INFORMATION ITEMS

#### 5. Summer Mail (Georgia Hanwell)

- With the approach of the school year end, I have received notification from Canada Post that the charge for holding mail will be \$155.00 plus taxes annually.
- You must provide Canada Post with a "Proof of Authorization" signed by the principal at least 5 days prior to the service start date. You will need photo ID to show that you are the person authorized to set up the service for the school. The dates when the mail will be held, for the entire year, July 1, 2013 to June 30, 2014, are to be entered on the form supplied by Canada Post.
- Payment will need to be made at your local post office when you make arrangements for this service. Options for payment of the fee include:
  - pay with your purchase card and provide the receipt to Carol with the June purchase card statement;
  - pay the amount from your petty cash and attach the receipt on your Petty Cash Reimbursement for June 30<sup>th</sup>, 2013;
  - have a cheque issued from central office. Email a copy of your letter to Canada Post, signed by the principal, to [accountspayable@prairiesouth.ca](mailto:accountspayable@prairiesouth.ca) . A cheque will be issued, payable to Canada Post and returned to you for provision to your local post office. In order to ensure that you have the cheque

prior to the last date for submission to the post office, this letter must be received by central office no later than June 6, 2013.

- You have either been provided with a “School Service Temporary Redirection and/or Hold Mail Services” form by Canada Post or can get one from your local post office or from the following link: <http://www.canadapost.ca/cpo/mr/assets/pdf/business/schoolserviceholdmailform.pdf> . This form is to indicate the dates when mail is to be held as well as school name, address etc.
- The expense for this service will be coded to the school’s decentralized postage account.
- In the fall, for schools without mail delivery, the person picking up the mail will need photo ID and a “Letter of Authorization” signed by the principal giving authorization to that individual to pick up the mail.

#### **6. Gratuities: Tips about tips (Georgia Hanwell)**

- Questions have been received about reimbursement for “tipping” and this information is provided for clarification purposes.
- Prairie South supports tipping those individuals that supply quality service in the food industry. A reasonable rate, 10% to 15% of the amount prior to taxes, is acceptable. A quick tool is to take the GST amount (the rate is currently 5% based on the amount prior to taxes) and multiply by 2 or 3 which would provide the amount to be left as a ‘tip’.
- All tips are coded to the same account code as the expense and can be shown on an expense claim or a purchase card purchase. Meals reimbursed at the per diem rates already include an amount for tip and therefore tips cannot be charged over and above the per meal rates.

#### **7. Science and Social Studies teachers**

- The Native Counselling Services of Alberta website features 15 videos and lessons plans that address the FNIM indicators embedded in many of our curricula.
  - i. Username: Alberta\_Access
  - ii. Password: s@cr3d

### **OUTSIDE COMMUNICATION**

#### **8. Moose Jaw Art Gallery**

- The Moose Jaw Art Gallery is offering many exciting Summer Education Programs! Take a look at the flyer and please share with your teachers, parents and students.

#### **9. U of R Class**

- The next U of R class in the certificate of extended studies in inclusive education is being held in Swift Current in the fall.

#### **10. ASSIST is requesting interested Middle Years’ teachers to present sessions at their annual summer workshop. Specifically, please consider presenting on one of these topics:**

- Our Solar System - Monday, August 12 1:15-2:30
- Optics & Vision - Wednesday, August 14 9:15-10:30 & 10:45-12:00
- Characteristics of Electricity - Thursday, August 15 9:15-10:30
- Exploring our Universe - Thursday, August 15 10:45-12:00
- Please contact Brittany Bandur for more information.

#### **11. Professional Growth Opportunities Summer 2013**

- STF summer workshops.
- Specifically those who teach EAL students will want to take advantage of the one day workshop being offered on August 9, details can be found on page 19.

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Collective Agreement</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

**Background:** The employer began negotiations in October of 2012 on the monetary package only. Tentative agreement on a new contract was reached in January of 2013.

CUPE will be having their ratification vote of the new agreement effective June 12 & 13, 2013.

**Current Status:** The current agreement expired August 31, 2012.

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

**Financial Implications:** General Wage Increases

2.0 % - effective September 1, 2012  
The money to cover these increases has been approved in the budget.

**Governance Implications:** N/A

**Legal Implications:** The collective agreement is a binding legal contract that is governed by the Trade Union Act. The new collective agreement will be open for re-negotiation September 1, 2013.

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Rory Griffith	May 24, 2013	Memorandum of Agreement

***Recommendation:***

That the Board ratify the proposed agreement with CUPE effective September 1, 2012.

# **MEMORANDUM OF AGREEMENT**

**BETWEEN**

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5512**

**AND**

**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**

*The parties agree to standardize the numbering, indentation and tabbing. None of these changes would change the meaning of the collective agreement as they are meant for clarification and standardization purposes only.*

*Both parties will recommend acceptance of the terms and condition of the MOA for ratification to their respective parties.*

**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

**ARTICLE 2 – SCOPE**

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

- i-a) All carpenters, painters, painter's helpers, handymen, maintenance ~~helpers~~ **workers**, ~~caretakers~~ facility operators, administrative assistants, accounting clerks, educational assistants, **educational assistants II**, ~~library assistants~~, library associates, library technicians, **library technician supervisor**, school assistants, school aides, computer technicians, network administrators and analysts, community school co-ordinators, speech **and language pathology** assistants, delivery stores clerks, SIRS helpdesk technicians, student mentors, **electricians, plumbers, social workers, concession workers**, permanent part-time employees, casual employees and student employees in the public schools, collegiate and technical schools in the City of Moose Jaw.
- ii b) All employees employed within the attendance areas of Assiniboia 7<sup>th</sup> Avenue School, Assiniboia Elementary School, Assiniboia Composite High School and Mossbank School except caretaking and maintenance staff, bus drivers and school bus mechanics, division office employees excluding social workers, and teachers employed and functioning as such.
- iii c) All school secretarial staff, library ~~assistants~~ **associates, library technicians**, educational assistants and ~~caretaker~~ facility operator staff within the attendance areas of Avonlea School, Caronport Elementary School, Lindale School, Mortlach School and Rouleau School.
- iv d) All employees employed within the attendance areas of Bengough School, Coronach School and Rockglen School except teachers employed and functioning as such and school bus drivers.
- v e) All employees employed with the Craik School and Eyebrow School except teachers employed and functioning as such.
- vi f) All employees employed within the attendance areas of Glentworth School, Gravelbourg Elementary School, Gravelbourg High School, Kincaid Central School, Lafleche Central School, Mankota School except the French Programming Coordinator, Technology Consultant, Speech Language Pathologist, Plant Coordinator, school bus drivers and teachers employed and functioning **as such**.
- vii g) Scope  
  
All employees employed within the attendance areas of Central Butte School **and bus drivers** Chaplin School except teachers employed and functioning as such.

**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

**ARTICLE 20 – PUBLIC HOLIDAYS**

20.01 Public Holidays

a) Ten-Month Employees

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

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

20.04 b) Pay for Work on Scheduled Public Holiday

Permanent Part-Time Employees, Student Employees and Casual Employees shall be allowed pay for public holidays at the rate of one twentieth (1/20<sup>th</sup>) of their regular wages in the four (4) weeks before a public holiday no matter what their days of work, with the exception noted in 16.065 a) calculation includes all wages and vacation pay but does not include overtime.

**ARTICLE 21 – LEAVES**

**21.01** Leave Forms

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

~~21.01~~ **21.02** Sick Leave

~~21.02~~ **21.03** Compassionate Leave

~~21.03~~ **21.04** Bereavement Leave – In the Event of Death

~~21.04~~ **21.05** Pallbearer-Eulogist Leave

~~21.05~~ **21.06** Maternity, Parental and Adoption Leave

~~21.06~~ **21.07** Pressing Personal Leave



**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

~~21.07~~ **21.08** Convocation Leave

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

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

~~21.08~~ **21.09** General Leave

~~21.09~~ **21.10** Jury Leave

~~21.10~~ **21.11** Union Leave

~~21.11~~ **21.12** Negotiation Leave

~~21.12~~ **21.13** Leave of Absence to Seek Nomination and Election

~~21.13~~ **21.14** Education Leave

~~21.14~~ **21.15** Community Service Leave

~~21.15~~ **21.16** Hazardous/Acts of God Leave

~~21.16~~ **21.17** Competition Leave

**ARTICLE 31 – REIMBURSEMENT**

**31.03** **Travel Allowance**

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

**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

**Wages & Classifications**

**September 1, 2012 - August 31, 2013**

**Includes 2% Increase**

Includes 2% Increase							Hourly Rate				
Classifications	Hours per day		Days per year (excluding stats)		Fixed Hours	Average Hours	Start Rate	12 months	24 months	36 months	48 months
	Reg	Alt	Reg	Alt							
Accounting Clerk	7.5		248		x		19.03	21.62	22.66	23.69	
Administrative Assistant - 10 month	7	7	school year + 3		x		16.70	18.14	19.00	19.86	
Administrative Assistant - 12 month	7.25/7.5		248		x		16.70	18.14	19.00	19.86	
<del>Permanent Part-Time &amp; Casual A.A. *</del>	-	-	-	-	-	-	16.70	18.14*	19.00**	19.86***	
Bus Drivers			student days + 3			x	Base 37.14 + 0.217/km				
Community School Coordinator	7.25		248			x	27.43				
Computer Technician	8	8	248			x	21.46	22.53	23.60	24.67	25.74
Concession Worker	8		student days + 1				15.16	16.17	17.18		
Delivery Stores Clerk	6		school year + 4		x		16.70	17.57	18.42		
Educational Assistant	6/7	6.4	student days + 2		x		16.70	18.14	19.00	19.86	
<del>Permanent Part-Time &amp; Casual E.A.</del>	-	-	-	-	-	-	16.70				
Educational Assistant II	6/7	6.4	student days +2		x		17.89	18.84	20.39	22.01	
Facility Operator	8	8	248		x - urban	x - rural	17.32	18.29	19.25		
Head Facility Operator (> 2 F.T.E.)	8	8	248		x - urban	x - rural	20.03				
Head Facility Operator (2 or less F.T.E.)	8	8	248		x - urban	x - rural	19.86				
Handyman	8		248		x		21.24	22.44			
Journey-person Carpenter	8		248		x		27.13	28.49			
Journey-person Electrician	8		248		x		32.19				
Journey-person Plumber	8		248		x		34.15				
Journey-person Painter	8		248		x		23.22	24.41			
Library Associate	6.5	6.5	student days + 4		x		14.99	17.04	17.87	18.68	
Library Technician - 10 month	6.5	6.5	student days + 4		x		16.70	18.14	19.00	19.86	
Library Technician - 12 month	7.25		248		x		16.70	18.14	19.00	19.86	

**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

Library Technician Supervisor – 12 month	7.25		248		x		17.89	18.84	20.39	22.01	
Maintenance Worker	8	8	248	248	x	x - former Borderland	17.32	18.29	19.25		
Network Administrator	8	8	248			x	26.83	27.90	28.96	30.04	31.11
Network Analyst	8	8	248			x	28.96	30.04	31.11	32.18	33.27
Painter Helper	8		248		x		17.32	18.29	19.25		
School Assistant	4.5		student days		x		14.97	15.20	15.58		
<del>Permanent Part Time &amp; Casual S.A.</del>	-	-	-	-	-	-	<del>14.97</del>				
SIRS Helpdesk Technician	7.5		248				17.89	18.84	20.39	22.01	
Social Worker	7.5		210			x	29.74	31.43	33.14	34.82	36.54
Speech And Language Pathology Assistant	7	7	student days + 7		x		16.70	18.14	19.00	19.86	
Student Mentor	8		student days + 10			x	16.70	18.14	19.00	19.86	
Sub Desk/Administrative Assistant	7.5		school year		x		16.70	18.14	19.00	19.86	
<del>Casual (Maint &amp; F.O.)</del>	-	-	-	-	-	-	<del>14.97</del>				
<del>Permanent Part Time (Maint &amp; F.O.)</del>							<del>15.50</del>	<del>16.37</del>	<del>17.23</del>		
Student							12.47	14.00*	15.50**		

\*after 720 hours \*\*after 1040 hours

**Note:** All Permanent Part-Time and Casual employees shall be included in the wage grid and receive incremental adjustments once they have worked the hours equivalent to Full-Time hours for that classification based on a minimum of 185 student days.

**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

**ARTICLE 34 - CLASSIFICATION AND WAGES**

**September 1, 2012 – August 31, 2013- includes 2% increase**  
**Notes to Wages and Classifications Grid**

**Note 1:** Facility Operators having a Fireman's Certificate or greater shall receive twenty five dollars (\$25.00) per month over and above the regular schedule of wages, effective September 1, 2011.

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

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

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

**Note 5:** The Head Facility Operator at A.E. Peacock Collegiate shall receive \$55.72 per month over and above the regular schedule of wages.

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

**Note 7:** Shift Differential

Afternoon Shift:	\$5.93 per shift
Night Shift:	\$7.02 per shift

**Note 8:** Weekend Premium

Day Shift:	\$5.93 per shift
Afternoon Shift:	\$11.83 per shift

**Note 9:** Increments

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

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

**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

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

**Note 10:** All compensation provided in this Collective Agreement shall be paid retroactively to all employees who are employed on the date of ratification. All former employees who severed their employment relationship with the Employer (except through termination for just cause) from September 1, ~~2009~~ **2012** shall be contacted by mail at their last known address and shall have sixty (60) calendar days from the date of receipt of the letter to respond to verify their banking information for the purposes of electronic funds transfer. The Union shall be copied on such letters to former employees.

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

**Note 12:** Effective the date of signing of this collective agreement, Casual and Permanent Part-Time Facility Operators and Maintenance Workers shall be paid at an hourly rate equal to the starting rate provided to permanent full-time Facility Operators and Maintenance Workers.

**MEMORANDUM OF AGREEMENT  
(Modified May 24, 2013 by CUPE)**

**LETTER OF UNDERSTANDING #2013-01**

**BETWEEN**

**CANADIAN UNION OF PUBLIC EMPLOYEES LOCAL 5512 (THE UNION)**

**AND**

**PRAIRIE SOUTH SCHOOL DIVISION NO. 210 (THE EMPLOYER)**

**RE: HOLIDAY HOURS FOR EMPLOYEES WITH FIXED HOURS**

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**The Union and the Employer agree as follows:**

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

**Signed this \_\_\_\_ day of \_\_\_\_\_, 2013**

**On behalf of the Canadian Union of  
Public Employees, Local ~~5506~~ 5512**

**On behalf of the Prairie South  
School Division No. 210**

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**MEMORANDUM OF AGREEMENT  
(Modified May 24, 2013 by CUPE)**

**LETTER OF UNDERSTANDING 2013-02**

**BETWEEN**

**CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5512**

**AND**

**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**

**RE: CRAIK FACILITY OPERATOR**

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

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

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

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

Signed on this \_\_\_\_\_ day of \_\_\_\_\_, 2013

**On behalf of the Canadian Union of  
Public Employees, Local ~~5506~~ 5512**

**On behalf of the Prairie South  
School Division No. 210**

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**MEMORANDUM OF AGREEMENT**  
**(Modified May 24, 2013 by CUPE)**

**SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013**

**On behalf of the Canadian Union of  
Public Employees, Local 5512**

**On behalf of the Prairie South School  
Division No 210**

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# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Architect RFP for Gravelbourg Major Capital Project</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

## Background:

A letter was received from the Ministry on May 3, 2013 providing official approval of Stage 3 funding for the Gravelbourg School consolidation project which provides funding for the architectural design work for this project. An RFP (Request for Proposal) is required for these services and was advertised in the Leader Post and Sask tenders website. The closing date is May 28, 2013

## Current Status:

A group of senior administration reviewed the five RFP's that were received and will short list the preferred proposals who will make a presentation on June 6, 2013. A recommendation to award the architectural services for this project will be made at the June 11 board meeting.

## Pros and Cons:

## Financial Implications:

Fees are set by the Saskatchewan Association of Architects which are as follows:

### New Construction

- 9.5% on First \$500,000 excluding GST
- 8.5% on Next \$4,500,000 excluding GST
- 7.5% over \$5,000,000 excluding GST

### Renovation

- 13.3% on first \$500,000 excluding GST
- 11.9% on the next \$4,500,000 excluding GST
- 10.5% over \$5,000,000 excluding GST

## Governance Implications:

## Legal Implications:

## Communications:

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Aline Kirk	May 16, 2013	Presented at meeting

## Recommendation:

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Equitable Opportunities- Development and Delivery of Trade Credits in High Schools</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Consent <input type="checkbox"/> Information		

**Background:** Options presented at the May Board meeting for the development and delivery of 'Trade Cluster' PAA credits in 2014.

**Current Status:** Approved revenue from targeted surplus to date:  
 -PAA consultant ( \$92,958 x 2 yrs.= \$185,916)  
 -Phase One and Phase Two implementation (\$105,655)

<b>Budget to date:</b>	<b>2012-2013</b>	<b>2013-2014</b>
PAA PD teacher sub costs	\$3,397	\$14,665
PAA Resources	\$5,529	\$500
Cell Phone	\$614	\$650
Coordinator Division Travel	\$4,087	\$5,000
Coordinator PD expenses	\$1,088	\$1,600
Teacher's PD expenses	\$2,254	\$7,800
PAA Partnership Dev.	\$939	\$4,000
Furniture and Equipment	New for Fall	\$10,000
Computer Equipment	\$2,800	\$0
On-line dev & delivery	\$53,235	\$53,235
<b>TOTAL on May 30, 2013</b>	<b>\$73,943</b>	<b>\$97,450</b>
 Coordinator Salary	 \$92,958	 \$92,958

Propose revenue from targeted surplus for Phase Three expenditures (\$270,000)

**Pros and Cons:** Phase Three Proposal

1.Hybrid online course development (**\$40,000**)  
 During the 2013-2014 school year, develop in conjunction with Sun West School Division the theory/online portion of four PAA trades classes; two developed by Prairie South and two developed by Sun West. Courses will include Welding, Construction, Electrical and Mechanics. This portion involves 40 hours of theory development time at a cost of \$20,000/division. Courses will be ready for implementation

fall of 2014. Costs for delivery in 2014 will be 20 000.00.

Risks

- cost of development time
- future delivery costs

Benefits

- build internal capacity and teacher expertise
- shared course development with Sun West allows for development of four online courses for cost of two
- internal professional development allows Prairie South teachers to access course material for face to face delivery if required

**2. Internal Professional Development (\$150,000 for 2013, 2014 and 2015)**

Target \$50,000 a year for three years to deliver PD to ten teachers per year to enhance skill set in delivering trade courses.

Risks

- teacher movement
- cost

Benefits

- grow our own teachers
- training stays within the Division
- ability to use community expertise

**3. Portable Equipment Trailers (\$60,000)**

During the 2013-2014 school year purchase two trailers stocked with equipment to offer welding and construction courses. \$40,000 for welding and \$20,000 for construction. Trailers ready for use in the fall 2014.

Risks

- initial cost
- annual maintenance cost for equipment
- facility required to use equipment
- operational costs at school level to purchase consumables

Benefits

- portability allows usage throughout Division

**4. Transport PAA equipment to locations (\$10,000)**

**5. Purchase resources to support PAA courses and certification (\$10,000)**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Barbara Compton	June 1, 2013	N/A

***Recommendation:***

The Board approve \$270,000 revenue from targeted surplus for Phase Three expenditures to develop and deliver trade courses as presented to Equitable Opportunity Committee and Board Trustees at May 2013 meetings.

## AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	6.1
<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 April 27-May 29, 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	May 31, 2013	Substitute Usage Report

***Recommendation:***  
Information only.

## Teacher Absences & Substitute Usage

**Date Range:** April 27, 2013 to May 29, 2013

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 9438 days
Compassionate Leave	36.4	2.55%	33.8	92.86%	0.39%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	3.5	0.00%	3	0.00%	0.04%
Court/Jury	0.4	0.03%	0.4	100.00%	0.00%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	2.5	0.18%	0.5	20.00%	0.03%
Extra/Co-curr Teach	72.03	5.04%	60.59	84.12%	0.76%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	10.9	0.76%	9.9	0.00%	0.12%
Illness - Teacher	271.19	18.99%	215.41	79.43%	2.87%
Illness - Long Term	148.3	10.38%	0	0.00%	1.57%
Internship Seminar	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	110.54	7.74%	82.91	75.00%	1.17%
Medical/Dental Appt	209.95	14.70%	186.25	88.71%	2.22%
Noon Supervision Day	28.44	1.99%	24.74	86.99%	0.30%
Paternity Leave	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	93.78	6.57%	81.78	87.20%	0.99%
PP Teacher	34.7	2.43%	29.1	83.86%	0.37%
Prep Time	158.4	11.09%	151.72	95.78%	1.68%
PSTA	0.6	0.04%	0.6	100.00%	0.01%
Rec. Of Service	74.4	5.21%	66.3	89.11%	0.79%
Secondment	13.1	0.92%	12.4	94.66%	0.14%
SOEH Meet/PD	5	0.35%	3	0.00%	0.05%
SONO Meet/PD	119.7	8.38%	104.5	87.30%	1.27%
SOSO Meet/PD	15.1	1.06%	5.1	33.77%	0.16%
STF Business - Invoice	5	0.35%	4.6	92.00%	0.05%
TRAN Meet/PD	2	0.14%	2	0.00%	0.02%
Leave Without Pay	12.5	0.88%	6.8	54.40%	0.13%
<b>Total Absences</b>	<b>1428.43</b>	<b>99.75%</b>	<b>1085.4</b>	<b>75.99%</b>	<b>15.13%</b>

Teachers (FTE)

429

# of teaching Days

22

Possible Days

9438

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>	June 11, 2013	<b>Agenda Item #:</b>	6.2
<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 April 26, 2013 to May 31, 2013.

## Current Status:

A tender was issued for gym lighting at Eyebrow School.  
 A tender was issued for a fire alarm/emergency lighting/electrical panel upgrade at Eyebrow School.  
 A tender was issued for a lighting upgrade at Glentworth School.  
 A request for proposals was issued for repairs to the Guthridge Field track and high jump areas  
 A tender was issued for door and door frame replacements at Assiniboia Elementary School, Coronach School and Rockglen School.  
 A request for proposals was issued for a tarmac pad for basketball at Lafleche School.

## Pros and Cons:

## Financial Implications:

The tender for the gym lighting at Eyebrow School was awarded to Arrow Electric for a cost of \$16,885 plus GST.  
 The tender for the fire alarm/emergency lighting/electrical panel upgrade at Eyebrow School was awarded to Arrow Electric for a cost of \$139,750 plus GST.  
 The tender for a lighting upgrade at Glentworth School was awarded to Conductor Electric for a cost of \$28,325 plus GST.  
 The request for proposals for repairs and upgrades to the Guthridge Field Track and high jump areas was awarded to John Konihowski for a cost of \$27,500 plus tax.  
 The tender for door and door frame replacement at Assiniboia Elementary, Coronach and Rockglen schools was awarded to C&S Builders for a cost of \$58,660 plus tax.  
 The request for proposals for a tarmac pad at Lafleche School was awarded to Cypress Paving for a cost of \$25,744 plus GST.



**Governance Implications:** N/A

**Legal Implications:** N/A

**Communications:** N/A

Prepared By:	Date:	Attachments:
Ron Purdy	May 30, 2013	n/a

***Recommendation:***

Information only.

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	6.3
<b>Topic:</b>	<b>3<sup>rd</sup> Quarter Finance 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:

The 3<sup>rd</sup> quarter ended on May 31, 2013. At the end of the quarter we have received 77% of our revenues and have spent 76% of our projected expenditures.

## Current Status:

Following are a few items of note:

Governance expense will be a bit higher than budgeted as the board approved an additional \$40,000 to develop and adopt a different governance model.

Instruction - Salaries will be very close to budget this year.

Plant Operations - Expenditures are quite low to date; however, the major projects will be started and completed later in the year.

Transportation is at 83% of expenditures at the end of May. This does not raise too many alarm bells as drivers are paid over 10 months so they should be at roughly 80% at the end of the quarter.

## Pros and Cons:

## Financial Implications:

At the end of the quarter it appears that we are still on track to achieve our budget forecasts.

## Governance Implications:

## Legal Implications:

## Communications:

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	June 3, 2013	3rd Quarter Reports: Statement of Financial Position Statement of Financial Activities Facility Project Update

## Recommendation:

That the Board accept this report as Information.

Prairie South School Division  
Statement of Financial Position  
As At May 31, 2013

	Not Filtered Fiscal Year 12/13 12/13 Approved Budget Not Filtered Not Filtered	May 12/13 Actual	Not Filtered May YTD 11/12 Actual Not Filtered Not Filtered
<b>FINANCIAL ASSETS</b>			
Cash	-	19,661,614	26,893,626
Short Term Investments	-	29,632	58,637
Taxes Receivable	-	8,791,115	13,114,911
Provincial Grants Receivable	-	1,150	153,167
Other Receivables	-	312,970	299,302
Inventories for Resale	-	-	3,286
Long Term Investments	-	237,850	235,106
Other Assets	-	17,151	17,790
<b>TOTAL FINANCIAL ASSETS</b>	<b>-</b>	<b>29,051,481</b>	<b>40,775,826</b>
<b>LIABILITIES</b>			
Provincial Grant Overpayment	-	-	-
Other Payables	-	3,249,282	5,673,605
Capital Loans	(319,103)	1,928,696	2,243,985
Accrued Employee Future Benefits	-	1,883,635	1,823,900
Deferred Revenue	-	739,278	2,827,582
<b>TOTAL LIABILITIES</b>	<b>(319,103)</b>	<b>8,050,512</b>	<b>12,569,072</b>
<b>NET FINANCIAL ASSETS(DEBT)</b>	<b>319,103</b>	<b>21,000,969</b>	<b>28,206,754</b>
<b>NON-FINANCIAL ASSETS</b>			
Physical Assets	4,714,772	125,233,291	118,377,845
Amortization	-	(71,298,247)	(63,183,901)
Inventories of Supplies	-	314,050	389,071
Prepaid Items	-	234,116	267,581
<b>TOTAL NON FINANCIAL ASSETS</b>	<b>4,714,772</b>	<b>54,483,209</b>	<b>55,850,596</b>
Current Year Net Income(Loss)	(4,206,121)	(2,496,468)	
<b>ACCUMULATED SURPUS(DEFICIT)</b>		<b>72,987,710</b>	<b>84,057,349</b>

PRAIRIE SOUTH SCHOOL DIVISION NO. 210  
STATEMENT OF FINANCIAL ACTIVITIES  
For the period ending May 31, 2013

Not Filtered  
Fiscal Year  
12/13

	12/13 Approved Budget Not Filtered Not Filtered	3rd Quarter Budget	Total Revenue/Expenses & Encumbrances	Budget Remaining	Percentage of Budget Used	Percentage of 3rd Quarter Budget Used
<b>REVENUE</b>						
Taxation	29,937,035	22,452,776	22,827,791	7,109,244	76%	102%
Grants	50,270,592	37,702,944	38,859,363	11,411,229	77%	103%
Tuition	40,500	30,375	28,300	12,200	70%	93%
School Generated Funds	1,500,000	1,125,000	1,130,538	369,462	75%	100%
Complementary Services	525,836	394,377	441,850	83,986	84%	112%
External Services	4,019,440	3,014,580	3,128,281	891,159	78%	104%
Other Revenue	501,625	376,219	529,577	(27,952)	106%	141%
<b>TOTAL REVENUE</b>	<b>86,795,028</b>	<b>65,096,271</b>	<b>66,416,122</b>	<b>19,877,281</b>	<b>77%</b>	<b>102%</b>
<b>EXPENSES</b>						
Governance	619,151	464,363	455,109	164,042	74%	98%
Administration	1,934,932	1,451,199	1,398,501	536,431	72%	96%
Instruction	57,435,773	43,076,830	44,988,104	12,447,669	78%	104%
Plant Operation	16,357,827	12,268,370	10,256,744	6,101,083	63%	84%
Transportation	7,070,165	5,302,623	5,880,673	1,189,492	83%	111%
Tuition Expense	75,000	56,250	950	74,050	1%	2%
School Generated Funds	1,500,000	1,125,000	1,018,481	481,519	68%	91%
Complimentary	2,176,011	1,632,008	1,799,646	1,988,205	83%	110%
External Services	3,787,850	2,840,888	3,114,383	(3,114,383)	82%	110%
Interest and Bank	98,441	73,831	48,753	2,127,257	50%	66%
<b>TOTAL EXPENSES</b>	<b>91,055,149</b>	<b>68,291,362</b>	<b>68,912,590</b>	<b>19,868,107</b>	<b>76%</b>	<b>101%</b>
Consolidated Net Income(Loss)	(4,260,121)	(3,195,091)	(2,496,468)	9,174		

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	Awarded to Christie Mechanical \$190,000
Central Collegiate	Bleachers	100,000		100,000		100,000	1-5-82-920-760-FACI-CENC-BLEA	Awarded to Caliber Sports \$27,739.77 plus taxes
	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	Tender awarded to Arrow Electric \$137,750
	Gym lighting	20,000		20,000	20,000		1-2-13-145-404-FACI-EYEB-LITE	Tender awarded to Arrow Electric \$15,885
Glentworth	Lighting upgrade	100,000		100,000	100,000		1-2-13-145-404-FACI-GLEN-LITE	Tender awarded to Conductor Electric \$28,325
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	Out to tender
Lafleche	Washroom/changeroom upgrade	250,000		250,000	250,000		1-2-13-145-404-FACI-LAFL-WASH	Tender declined as it was over budget
Lindale - Bengough	Partial roof replacement	205,000		205,000	205,000		1-2-13-145-404-FACI-BENG-ROOF	Awarded to Optimum Roofing \$66,789
Mankota	Boiler/pipes/pumps/crawlspace upgrade	500,000		500,000	500,000		1-2-13-145-404-FACI-MANK-BOIL	Awarded to Prairie Mechanical \$ 269,231
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	Awarded to Calliber Sports \$26,198.86 plus taxes
Rockglen	Boiler/pipes/pumps	800,000		800,000	800,000		1-2-13-145-404-FACI-ROCK-BOIL	Awarded to C & E Mechanical \$358,300
Sunningdale	Chillers	250,000		250,000	250,000		1-2-13-145-404-FACI-SUNN-CHIL	Awarded to C&E Mechanical \$50,800
Westmount	Boiler/furnace upgrade	500,000		500,000	500,000		1-2-13-145-404-FACI-WEST-BOIL	Awarded to Frontier Builders \$246,500
William Grayson	Boiler upgrade	350,000		350,000	350,000		1-2-13-145-404-FACI-WILL-BOIL	Awarded to C & E Mechanical \$283,000
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 (comple
		\$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	Awarded to South Country Equipment Ltd. \$17,016 plus tax
Upgrade Maintenance Vehicle	30,000	1-5-82-910-757-FACI-MAIN-1000	Awarded to Celebration Ford \$29,900 plus tax
Total	50,000		

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	7.2
<b>Topic:</b>	<b>Teacherage Rental Increases</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information		

**Background:**

The school division owns 3 teacherages, one in each of the following communities: Mankota, Mossbank and Rouleau. Currently staff members rent these properties. They have not had a rent increase since July 2011. The division must provide one year's notice in order to increase the rent. The division pays the annual property taxes on these houses.

**Current Status:**

Each tenant currently pays \$375 per month rent and are responsible for their own utilities. It is proposed that the rent be increased to \$450 per month effective July 1, 2014.

**Pros and Cons:**

**Financial Implications:**

Currently the annual rental income from these properties is \$13,500 and with the proposed increase it will be \$16,200.

**Governance Implications:**

**Legal Implications:**

**Communications:**

A notice will be mailed to each tenant following the board meeting.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Aline Kirk	May 16, 2013	n/a

**Recommendation:**

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	7.3
<b>Topic:</b>	<b>School Community Council Constitution Amendments</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:** Amendment to three School Community Council's constitutions.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Barbara Compton	May 23, 2013	1. Assiniboia Elementary School SCC Constitution 2. Assiniboia 7 <sup>th</sup> Avenue School SCC Constitution 3. Lindale School SCC Constitution

***Recommendation:***

That the Board accept the following amendments to SCC constitutions:

- Assiniboia Elementary School will change their meetings from the first Thursday to the first Wednesday of every month.
- Assiniboia 7<sup>th</sup> Avenue School will increase their Council from five (5) parent/community members to six (6).
- Lindale School will increase their Council members from the current six (6) to a maximum of nine (9) members.

- procedures outlined in the School Community Council Funds; Operation and Procedures Manual; and
- Establish networks that support School Community Councils

**a. Parent/Community Representative**

The Parent/Community Representative will:

- Support the officers in their duties;
- Perform responsibilities assigned by the chairperson; and
- Establish networks that support School Community Councils

**5. SCHEDULE OF MEETINGS**

**Assiniboia Elementary School's Community Council's Schedule of Meetings**

The meetings will be held on the first Wednesday of every month commencing June 2013

Assiniboia Elementary School's Community Council's Provision for Special Meetings:

- A special meeting of a School Community Council shall be called by the chair of the School Community Council if required to do so by the Board of Education:
- Or by a request in writing signed by no fewer than 25 persons who have a child attending that school or who are electors living in the school's attendance area.
- Only business pertaining to the roles and responsibilities of School Community Councils can be considered at a special meeting.
- The School Community Council will determine the time and place of the Special Meeting

**6. MEANS OF PUBLIC CONSULTATION AND COMMUNICATION**

**Assiniboia Elementary School's Community Council's means of Public Consultation and Communication**

- Monthly School Newsletter
- Local Newspapers
- Assiniboia Elementary School's website
- Personal contact, including phone calls and/or special meetings



# 7th Avenue School Community Council Constitution

## Mission

The Seventh Avenue School Community Council Mission is to be a primary link between home, community and school in order to assist in providing a positive and caring environment for learning.

## Guiding Principles

The Seventh Avenue School Community Council Guiding Principles are as follows:

- ❖ To represent all students attending the school
- ❖ To ensure voices in the community are heard and all perspectives are taken into account
- ❖ To respect all perspectives and strive to appreciate them
- ❖ To honor the right to privacy
- ❖ To conduct affairs openly
- ❖ To make effort to regularly consult with all members of the school community and provide guidance as required
- ❖ To focus attention on matters that make a difference in learning and well being
- ❖ To be committed in our role

## Structure and Officers

The Seventh Avenue School Community Council Roles and Responsibilities of Officers are as follows:

The **Chairperson** will:

- ❖ conduct meetings of the Council
- ❖ ensure that all members have input to discussion and decisions
- ❖ prepare meeting agendas in consultation with the Principal and other Council Members
- ❖ oversee operations of the Council
- ❖ establish networks that support the Council
- ❖ act as a spokesperson for the Council.

The **Vice-Chairperson** will;

- ❖ support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend
- ❖ perform responsibilities assigned by the Chairperson.

The **Secretary** will;

- ❖ take minutes at Council meetings
- ❖ receive and send correspondence on behalf of the Council
- ❖ take charge of any official records of the Council
- ❖ maintain a membership list of all the Members of the Council
- ❖ ensure that appropriate notice is given for all meetings of the Council

The **Treasurer** will:

- ❖ look after payment of all SCC related accounts
- ❖ work with School Administrative Assistant to account for the cash float of SCC

### Committee Members

Two Members at large. Total of 6 members.

### Schedule of Meetings

- ❖ The Seventh Avenue School Community Council will schedule bi-monthly meetings. The chairperson will call other meetings as required.
- ❖ The Annual Meeting will be considered an extra meeting that will be held in April of each year.
- ❖ Meetings will not exceed two hours in length.

### Means of Public Consultation

The Seventh Avenue School Community Council means of Public Consultation will include:

- ❖ Letters in newsletters
- ❖ Website with online survey

### Means of Public Communication

The Seventh Avenue School Community Council Means of Public Communication will be as follows:

- ❖ Radio
- ❖ Newspaper
- ❖ News event cable channel

### Council Code of Conduct

The Seventh Avenue School Community Council will:

- ❖ Be guided by overall vision and uphold the constitution
- ❖ Declare any conflict of interest
- ❖ Consider the best interests of all students
- ❖ Use the appropriate communication channels
- ❖ Practice honesty and integrity
- ❖ Respect the rights, privacy and contributions of all individuals
- ❖ Support public education

### Decision-Making Processes

The Seventh Avenue School Community Council Decision-making process will follow the consensus building model. Decisions will be made in a timely manner.

### Conflict Resolution

The following steps may be taken when resolving conflict:

- ❖ Build a collaborative climate so that difference in opinion can be dealt with in an open manner
- ❖ Identify the problem so that the group can begin to resolve it
- ❖ Brainstorm and evaluate options and solutions

### Complaints and Concerns Procedures

- ❖ The Seventh Avenue School Community Council will ask that all concerns be prepared and presented to the committee in writing.
- ❖ Council will be prepared to respond in writing.

### Methods for Evaluation of Council Operations

The Seventh Avenue School Community Council formal evaluation methods will include:

- ❖ An annual survey in September will be sent to parents

The Seventh Avenue School Community Council informal evaluation methods will include:

- ❖ An informal discussion at the end of each meeting commenting on areas that need improving.
- ❖ Use of information in the TellThemFromMe Division based survey

### Committees operating under The Seventh Avenue School Community Council

- ❖ Committees may be formed as necessary

### Amending

Any suggestions to amend will be made with a motion and will be forwarded in writing to the Board of Education.

# **Lindale School Community Council Constitution**

## **Mission**

### **Lindale SCC Mission**

*To enrich, encourage and support Lindale School's Mission, Vision and Values and to promote a shared responsibility between home and school to enhance academic, emotional and social growth of Lindale Students.*

## **Guiding Principles**

### **Lindale SCC Guiding Principles**

- \* Student focused
- \* Respectful and honest communication with all stakeholders
- \* Community awareness
- \* Open-mindedness - to innovative solutions to achieving goals
- \* Positive attitudes
- \* High standards of excellence
- \* Advocates of school, students, families and community
- \* Accountability

## **Membership**

### **Representative Membership**

The School Community Council will have the following Representative Members:

- (up to 9) parent and community members elected at the Annual General Meeting.

### **Permanent Members**

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher
- Other (if applicable)

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	12.1.1
<b>Topic:</b>	<b>Inquiry - Surplus Funds</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:**

At the May 7, 2013 regular board meeting the following inquiry was made:  
 "At fiscal year-end for each year since amalgamation, what was the total amount of the Prairie South surplus funds – restricted and/or otherwise?"

**Current Status:**

The information is contained in the attached spreadsheet. Please note that we changed to Public Sector Accounting Standards(PSAS) for the 2009/10 fiscal year, the 2008/09 AFS was restated to conform to PSAS (in 2010). Therefore I have shown the August 31, 2009 surplus information in PSAS format so there are more years of comparisons.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	June 3, 2013	

***Recommendation:***

Information

<b>Fund Accounting Method</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>
Equity in Physical Assets	101,385,016	104,659,904	103,265,342
Capital Fund Balance	238,654	238,654	3,538,839
<b>Capital Fund Balance</b>	<b>101,623,670</b>	<b>104,898,558</b>	<b>106,804,181</b>
<b>Operating Fund Balance</b>	<b>11,524,278</b>	<b>11,550,060</b>	<b>12,818,497</b>
<b>Total Funds</b>	<b>113,147,948</b>	<b>116,448,618</b>	<b>119,622,678</b>

**Internally Restricted (included in Operating Fund Balance)**

School Decentralized Carry Forward	283,706	193,023
School Teacher PD carry forward		14,150

<b>Public Sector Accounting Standards</b>	<b>2009*</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
<i>Invested in Tangible Capital Asset</i>	42,158,355	45,992,545	49,394,661	51,919,885
<i>Internally Restricted:</i>				
Incomplete Board approved tangible Capital Asset Projects	-	796,798	1,824,603	1,744,805
School Community Council Carryovers	-	11,071	25,241	63,150
School Generated Funds	829,255	815,715	838,472	901,196
School budget Carryovers	193,023	404,293	528,383	402,408
Incomplete Board Approved Practical Applied Arts Project	-	-	-	3,000,000
	1,022,278	2,027,877	3,216,699	6,111,559
<i>Unrestricted Surplus</i>	20,283,814	24,713,507	25,722,791	18,493,961
<b>Total Accumulated Surplus</b>	<b>63,464,447</b>	<b>72,733,929</b>	<b>78,334,151</b>	<b>76,525,405</b>

\* The 2008/09 AFS was restated to conform with PSAS.

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	12.1.2
<b>Topic:</b>	<b>Inquiry Re: Funding vs. Expenses</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input type="checkbox"/> Information

**Background:**

At the May 7, 2013 regular board meeting the following inquiry was made:  
"The Ministry of Education has a template for funding to school divisions, broken down by category like Instruction, Governance, etc. What is the provincially-generated funding allocation by category for Prairie South and what is the actual Prairie South budgeted spending for these categories with respect to 2013-14 budget?"

**Current Status:**

The way the information is asked for does not line up as some of the funding categories are different than the expenditure categories. We do not necessarily expense to funding categories. If you look at the attached spreadsheet you will see the differences. I believe there is a way to do the comparison that would provide good information but not in the way it was asked for.

I suggest that this be deferred to the SSWAG committee for a review and discussion on presentation of this information.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	June 3, 2013	Funding vs. Expenditure Categories

***Recommendation:***

That this inquiry be referred to the Strong System Wide Accountability and Governance committee for clarification of presenting funding vs. expenditure categories.



**Funding Categories**

Governance  
Administration  
Base Instruction  
School Based Support  
Supports for Learning  
LDTC  
Instructional Resources

Plant  
Transportation  
School Bus Renewal  
Tuition Fee Expense

Complementary Services (PreK)  
Associate Schools

Debt Repayment Principal  
Debt Repayment Interest

School Consolidation Expense

**Expenditure Categories**

Governance  
Administration

Instruction  
Plant  
Transportation

Tuition Fee Expense  
School Generated Funds  
Complementary Services

External Services  
Debt Repayment Principal  
Debt Repayment Interest

Other Expenses

Associate Schools included in External Services

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	12.2
<b>Topic:</b>	<b>Eyebrow Life Safety and Electrical Panel Upgrade</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

**Background:**

The Eyebrow Life Safety and Electrical Panel Upgrade capital project tender closed on May 17<sup>th</sup> and was awarded to Arrow Electric for \$137,750 plus GST and the budget was for \$150,000.

**Current Status:**

A letter has just been received from Sask Power indicating that they will be charging a fee of \$20,443.78 plus GST to bring 3 phase power service to the school. This puts the project over budget however, there are sufficient funds in the capital budget to cover this additional cost as a result of several other projects coming in under budget.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Aline Kirk	May 30, 2013	Letter from Sask Power

**Recommendation:**

2013 May 27

Notification No: 301356986

Order No: 20158265

Quote No: 84594

Alfa Engineering  
2909 Saskatchewan Dr  
REGINA, SK S4T 1H4

Attn: Darren Baiton

**Subject: General Service to Eyebrow School, Vista Ave, Eyebrow**

Thank you for requesting electrical service at the above noted location. *SaskPower* is pleased to provide you with the following quotation:

**Design:**

Based on the information you have provided, *SaskPower* has designed a 120/208-volt, three-phase, four-wire service to a 800-amp main. Service will be provided underground to a customer-supplied, exterior splitter box, capable of accommodating 500 mm aluminum conductor. This splitter box will be the point of delivery for this service.

**Cost:**

A construction charge of **\$20,443.78 plus \$1,022.19 GST**, for a total of **\$21,465.97**, is required for this service and will be invoiced upon the completion of the work.

**Approvals:**

**To proceed, please return the following items:**

- Signed quotation letter
- Authorized *SaskPower* map/drawing

**Conditions:**

- This quotation is contingent on *SaskPower* receiving all necessary approvals
- Site must be to final grade and clear of obstructions
- Customer-supplied splitter box to be installed prior to hook up
- Customer will be responsible to locate and daylight any customer owned wiring, waterlines or other facilities
- Customer's installation must comply with the Electric Service Requirements
- Paid Electrical Permit (**JForm**) *from your Electrician* received by *SaskPower*-  
**Please provide your Electrician's Name and Phone Number below.**
- This agreement, and any services provided hereunder, is governed by *SaskPower's* Terms and Conditions of Service
- This quotation is valid to 2013.06.27

**Construction Scheduling:**

Construction will be scheduled once we receive all the necessary permits and approvals

**Rate and Billing Information:**

This service will be billed under SaskPower's E75 rate.

- Basic Monthly - **\$25.51**
- Demand Charge - **\$0.00** (First 50 kVA/Month)  
**\$11.22** (Balance \$/kVA)
- Energy Charge - **\$0.10562** (First 14,500 kW.h/month)  
**\$0.06165** (Balance kW.h/month)

Minimum Bill – Basic monthly charge plus **\$3.91/kVA** of the maximum recorded demand over 50 kVA registered over the past eleven months.

This service will be put into account billing and be subject to minimum monthly bills when the meter is installed, or 60 days after service has been made available, whichever is sooner.

On behalf of *SaskPower*, I would like to thank you for your business and we look forward to serving you in the future. If you require additional information, please contact me at 1-888-757-6937.

Respectfully Yours,



Crystal Lamotte  
Business Manager – Swift Current Region

CL/sam

Enclosure

cc: Moose Jaw District, Transmission and Distribution, Moose Jaw Rural

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Alfa Engineering

Date service is required: Year \_\_\_\_\_/Month\_\_\_\_\_/Day\_\_\_\_\_

Electrician's Name and Phone # \_\_\_\_\_

Please provide any phone numbers you can be reached at from 8:00 a.m. to 5:00 p.m. so our planner can contact you prior to the construction crew being dispatched to complete this work.

Phone # \_\_\_\_\_



Note: A 3.0M easement required for primary cable and 4.0M X4.0M for transformer.  
Cable to be 1.5M East of property line.  
Transformer on School property.  
Point of delivery to be 48" X 48" splitter.  
Final transformer location to be customer approved.

Build primary take off.

Punch road. Pull 3X#1ALXLcj & 3X2"HDPE pipe.

Trench & backfill at 1.5M. depth. Lay 3X#1ALXLcj & 3X2"HDPE pipe.

Install CMC Dwg B08-38 transformer on fibre glass pad. Install 300Kva 14.4-120/208 transformer. Install M grid.

Trench & backfill approx. 16m at 1.2M depth. Lay double run 500 ALPEJ QX secondary. Terminate in customer supplied splitter. Install CT's & meter.

Salvage 50 Kva transformer, pole & anchor. Remove 3 spans 4.16 2ph sparrow.

THIS MAP IS A VISUAL REPRESENTATION ONLY AND NOT TO BE USED FOR LOCATING FACILITIES, CONTACT SASK 1ST CALL AT 1-866-828-4888 FOR LOCATES

**SaskPower**

GIS MAP  
419204.700  
5628657.920

PLOT DATE  
2013/05/13

SCALE  
1:3000

MAP ID.  
Ad Hoc



DRAWING TITLE

Notification: 301356986  
Order: 20158265  
Quote: 84594

DESCRIPTION

GS Eyebrow School Upgrade  
Prairie South School Division  
120/208 V 3Ph, 800 Amp

MAP GROUP

of



# CUSTOMER APPROVAL

Sign Here

Corner at: SE-25-021-002-3

Note: A 3.0M easement required for primary cable and 4.0M X4.0M for transformer.  
Cable to be 1.5M East of property line.  
Transformer on School property.  
Point of delivery to be 48" X 48" splitter.  
Final transformer location to be customer approved.

SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
COMPANY \_\_\_\_\_  
DATE \_\_\_\_\_

Build primary take off.

Punch road. Pull 3X#1ALXLcj & 3X2"HDPE pipe.

Trench & backfill at 1.5M. depth. Lay 3X#1ALXLcj & 3X2"HDPE pipe.

Install CMC Dwg B08-38 transformer on fibre glass pad. Install 300Kva 14.4-120/208 transformer. Install M grid.

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Prairie South School Division  
120/208 V 3Ph, 800 Amp

## MAP GROUP

of

A-plot



## Utility Fault and Protection Data

Date: 2013-05-14

### Site Information

Site Customer	Prairie South School Division
Location	Eyebrow
Substation Feeder	CENTRAL BUTTE 2C-115
Alternate Substation	NONE

### Transformer Information

Primary Voltage	25,000V	
Secondary Voltage	120/208V	
Rating	300KVA	
Impedance	Estimate	Actual on
X/R ratio	Estimate	Nameplate
Configuration	GROUNDED Y-Y	

### Contact Information

Office	Operating & Maintenance South 870 Lillooet Street West Moose Jaw, Sk
Contact	Ron Lough

Requestor	Alfa Engineering Ltd. 2909 Saskatchewan Drive Regina, Sk S4T 1H4
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### Standard Notes

The maximum & minimum impedance levels at the customer site are given in the table below.  
 Voltages generally range between 1.00 pu & 1.05 pu at the primary distribution system source.  
 The impedances will vary depending on the following factors, any of which can change without notice during normal day-to-day operation of the electrical system.

- SaskPower's generation pattern
- SaskPower's high voltage grid system configuration
- SaskPower's substation source

Future electrical system upgrades and reconfigurations might result in changes to the sequence impedances without notice. Such changes typically happen outside of our 5-10 year planning window.

The transformer could be replaced without notice at any time due to failure or emergency maintenance and the replacement could have an impedance anywhere between 3.5% to 5.0%. The rest of the transformer information would remain unchanged.

**PLEASE NOTE** that this represents the best information available. Often this utility impedance information is requested as part of a planned electrical upgrade which SaskPower is not yet aware of. Such upgrades may render this data obsolete.

### System (primary) Thevenin Impedance

	PU on 100 MVA Base				Notes
	R1	X1	R0	X0	
Min @ 25 kv					MINIMAL DIFFERENCE
Max @ 25 kv	2.785	4.754	3.315	8.780	BETWEEN MIN/MAX

### Service Transformer Impedance

Size (kVA)	%Z	X/R
300	3.4	10.0

### Protective Device Information

	Mfr	Type	Rating	Mfr Code	SPC Code	Notes
Fuse @ 25kv						
Txf Fuse @ 25 kv	RTE	BAY-O-NET	15A	4000358C08	7 55 15	
	RET	ELSP CL	65A	3544065 M51M		

### Other Notes

NOTIFICATION 301344865

# AGENDA ITEM

<b>Meeting Date:</b>	June 11, 2013	<b>Agenda Item #:</b>	12.3
<b>Topic:</b>	<b>Proposed Subdivisions in City of Moose Jaw</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Information

## Background:

The City of Moose Jaw informs the school division on a regular basis of any new proposed subdivisions in the city so that we can properly plan for any impact this may have on our school enrolments.

## Current Status:

Attached are two letters dated May 24, 2012 from the city informing us of the following two proposed subdivisions:  
 1) West Park Village Phase II development located in the far north west part of Moose Jaw.;  
 2) Sask Housing Multi Family Project located on Chester Road in the north east part of Moose Jaw (just behind Jiffy Lube).  
 We have 40 days from receipt of the letter to provide any comments regarding these subdivisions.  
 The first development will impact Sunningdale School and the second will impact Prince Arthur School enrolments.

## Pros and Cons:

## Financial Implications:

## Governance Implications:

## Legal Implications:

## Communications:

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Aline Kirk	May 30, 2013	Letters (2) from City of Moose

## Recommendation:





# CITY OF MOOSE JAW

## BUSINESS DEVELOPMENT DIVISION

Fax (306) 691-0292

228 Main Street North • Saskatchewan • Canada • S6H 3J6

Planning: [msanson@moosejaw.ca](mailto:msanson@moosejaw.ca) 694-4445

Land:

[www.moosejaw.ca](http://www.moosejaw.ca)  
694-4428

May 24, 2013

File No. MJ-09-13

Prairie South School Division #210  
15 Thatcher Drive East  
Moose Jaw SK S6J 1L8

Dear Sir/Madam:

**RE: Proposed Subdivision of  
Parcels B and C, Plan 102103850 and Part of Parcel A, Plan 102019115  
Moose Jaw, Saskatchewan**

Enclosed is a copy of a sketch plan, which has been submitted to the City of Moose Jaw as part of an application for subdivision.

In order to assist us in determining the suitability of the proposal, please provide your agency's comments. If you find it necessary to contact any other branch or section of your agency, please do so.

We advise that pursuant to Section 12(2) of The Subdivision Regulations, this office must receive your comments within 40 days of receipt of this request.

Should you require further information respecting the proposal, please do not hesitate to contact Michelle Sanson, Manager of Planning at 694-4445.

Yours truly,

Michelle Sanson, P.P.S., M.C.I.P.  
Manager of Planning

MS/seb

Enc.

E:\SUBAPP\Utility\_Letters\2013\MJ-09-13\MJ-09-13 Public School Board.docx







# CITY OF MOOSE JAW

## BUSINESS DEVELOPMENT DIVISION

Fax (306) 691-0292

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694-4428

May 24, 2013

File No. MJ-08-13

Prairie South School Division #210  
15 Thatcher Drive East  
Moose Jaw SK S6J 1L8

Dear Sir/Madam:

**RE: Proposed Subdivision of  
Part of Parcel G, Plan 102004029  
Moose Jaw, Saskatchewan**

Enclosed is a copy of an application and sketch plan, which has been submitted to the City of Moose Jaw as part of an application for subdivision.

In order to assist us in determining the suitability of the proposal, please provide your agency's comments. If you find it necessary to contact any other branch or section of your agency, please do so.

We advise that pursuant to Section 12(2) of The Subdivision Regulations, this office must receive your comments within 40 days of receipt of this request.

Should you require further information respecting the proposal, please do not hesitate to contact Michelle Sanson, Manager of Planning at 694-4445.

Yours truly,

Michelle Sanson, P.P.S., M.C.I.P.  
Manager of Planning

MS/seb

Enc.

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# Application to Subdivide Land

1. Location of Land to be Subdivided:

City of Moose Jaw

Municipality (City, Town, Village, RM)

NE 1/4 Sec. 4 Twp. 17 Rge. 20 Mer. 2

Lot(s) Block(s) G Plan/Parcel No. 102004029

2. The Proposed Subdivision involves:

- ☒ Plan of Proposed Subdivision
- ☐ Parcel Tie Removal  
(describe and include parcel pictures)
- ☐ Other Subdividing Instrument (lease, easement)

3. Legal and Physical Access to the Subdivision is via:

☒ Paved

☐ Gravel

☐ Unimproved

☐ Grid Road

☐ Highway

☐ Resource Road

☐ Northern Crown Land

☐ Main Farm Access

☒ Urban Street

☐ Road Allowance

☐ Trail

4. Physical Nature of the Land to be Subdivided:

a) What is the physical nature of the proposed lot(s) or parcel(s)?

☐ Wooded/Treed

☐ Cultivated

☐ Pasture

☐ Hilly

☒ Level/Flat

☐ Low/Swampy

Adjacent to a  
☐ Lake, River,  
or Creek

Describe the  
physical nature  
in more detail:

b) Drainage:

How will the proposed lot(s) or parcel(s) be drained?

☐ Natural

☐ Ditches

☒ Curb and Gutter

☐ Storm Sewer

Do you propose to discharge surface water into a highway ditch or waterway?

☐ Yes

☒ No

Show drainage courses on the Plan of Proposed Subdivision.

5. Land Use:

a) What is the land presently used for?

☐ Agriculture

☐ Residential

☐ Seasonal Recreation (Cottage)

☒ Commercial

☐ Industrial

☐ Other

Describe the  
present land use  
in more detail:

BARE LAND ZONED COMMERCIAL

b) What is the intended use of the proposed lot(s) or parcel(s)?

☐ Agriculture

☒ Residential

☐ Seasonal Recreation (Cottage)

☐ Commercial

☐ Industrial

☐ Other

Describe the  
intended use in  
more detail:

TO BE USED FOR A 5-6 UNIT HOUSING MULTI FAMILY PROJECT

c) Are there any buildings on the land being subdivided?

☐ Yes

☒ No

Indicate the location, distance from the property boundary and use of all buildings and utility lines on the Plan of Proposed Subdivision/ Parcel Picture.

6.

**Services:**

- a) Water Supply is: ☐ Existing ☐ Proposed ☐ Not Required
- ☐ Communal System ☐ Cistern ☐ Lake / Waterbody
- ☐ Municipal Well ☐ Private Well ☐ Other

Describe / specify proposed water source: \_\_\_\_\_

- b) Sewage Disposal is: ☐ Existing ☐ Proposed ☐ Not Required
- ☒ Municipal ☐ Private-On-site (please specify below)
- ☐ Mound ☐ Chamber ☐ Holding Tank
- ☐ Jet Type ☐ Absorption Field ☐ Other

Describe / specify proposed sewage disposal system: \_\_\_\_\_

*Please show all set back distances from the property boundary, house, well and water course(s) on the plan of proposed subdivision.*

7.

**Utility Services:**

- Electrical Power is: ☐ Existing ☐ Proposed ☐ Not Required ☐ Not Available
- Telephone service is: ☐ Existing ☐ Proposed ☐ Not Required ☐ Not Available
- Natural Gas is: ☐ Existing ☐ Proposed ☐ Not Required ☐ Not Available

8.

**Surrounding Land Uses:**

If the proposed subdivision is in a Rural Municipality, are any of the following within 5 km; or  
If in an Urban Municipality, are any of the following within 500 m? Check all that apply.

	If checked, please state distance
<input type="checkbox"/> Airport _____	
<input type="checkbox"/> Intensive Livestock Operation _____	
<input type="checkbox"/> Sewage Treatment Facility or Sewage Lagoon _____	
<input type="checkbox"/> Landfill for disposal of garbage or refuse _____	
<input type="checkbox"/> High Voltage Power Transmission Line _____	
<input type="checkbox"/> High Pressure Gas Transmission Line, Oil Line (specify) _____	
<input type="checkbox"/> Industrial Commercial Operation (specify) _____	
<input type="checkbox"/> National, Provincial, or Regional Park _____	
<input type="checkbox"/> Residential Lot(s) _____	
<input type="checkbox"/> Water Body or Course _____	
<input type="checkbox"/> Cemetery _____	
<input type="checkbox"/> School Bus Route _____	
<input checked="" type="checkbox"/> Urban Municipality _____	Within Moose Jaw
<input type="checkbox"/> Water Treatment Plant or Reservoir _____	
<input type="checkbox"/> Other (specify) _____	
_____	

9. Additional Comments:

10. Other Requirements:

1. Applications must include a copy of the title to the land being subdivided and the Basic Fees. Also include any relevant permits or approvals obtained from other agencies or a municipality.
2. Basic Fees are \$100 per proposed lot (non-refundable) plus \$150 for a issuance of a Certificate of Approval. The fees are exempt from GST & PST. Make a cheque or money order payable to the Minister of Finance.
3. Applicants may be asked for additional fees and information if found to be needed during the review of an application.
4. Until the review of an application is done and a decision is issued, no binding contracts for the land should be made and no construction or site preparation work should be started.
5. Personal information given on this form is collected pursuant to The Freedom of Information and Protection of Privacy Act and will be shared with other agencies involved in reviewing subdivision applications. If you do not want your personal information to be shared, contact the Community Planning Branch to discuss your concerns before submitting a completed form.

11. Applicant(s): (persons making the application and to whom correspondence should be addressed)

- a) Name of registered owner of land to be subdivided: b) Land Surveyor / Planner / Lawyer / Agent (specify):

Name: DOME LAND DEVELOPMENT LTP

Name: Scott Colvin Company Name: Midwest Surveys

Address: 50 TTH LAW FIRM 2012 MCTWYRE

Address: 405 Maxwell Crescent

City/Town/Village: REGINA

City/Town/Village: Regina

Prov.: Saskatchewan Postal Code: S4P 2R6

Prov.: Saskatchewan Postal Code: S4N5X9

Email: \_\_\_\_\_ Tel.: \_\_\_\_\_

Email: scolvin@midwestsurveys.com Tel.: 306-525-8706

- c) Declaration by registered owner:

I, JOHN ASTON hereby certify that I  
(Full name in block capitals)

☐ am the registered owner of the land proposed for subdivision.

☒ am authorized, in writing, to act as the registered owner per Sections 2(b.2) and 5(3) of The Subdivision Regulations, I hereby swear that all statements contained with this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Signature: John Aston Date: MAY 21, 2013

Name: JOHN ASTON Address: 200-1621 ALBERT ST.

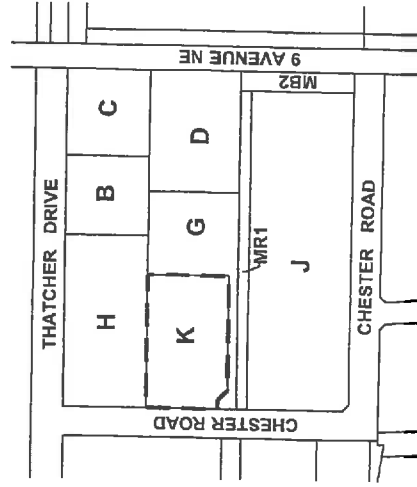
City/Town/Village: REGINA Prov.: SK Postal Code: S4P2S5 Tel.: 522-1063

Replies are to be sent to (please specify): ☐ a ☐ b ☒ c

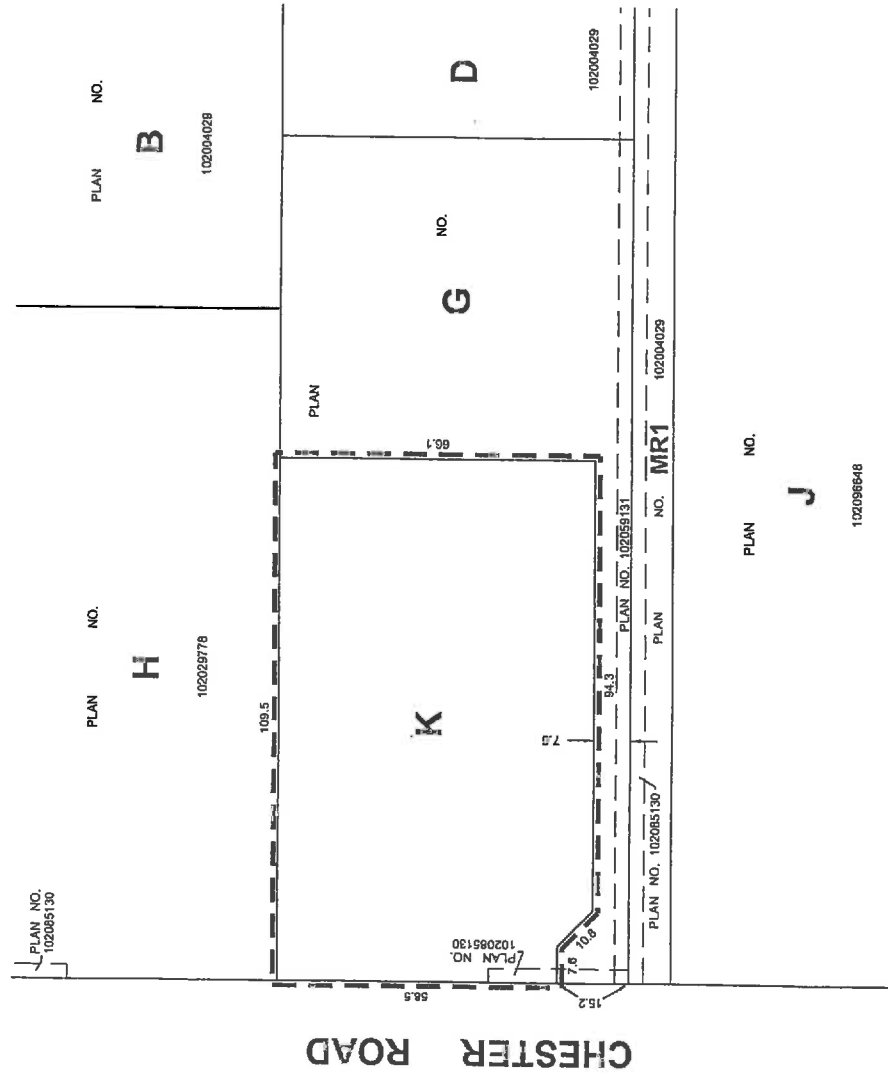
**NOTES:**

- MEASUREMENTS ARE IN METRES AND DECIMALS THEREOF.
- SOME MEASUREMENTS ARE APPROXIMATE AND MAY DIFFER FROM THE FINAL PLAN OF SURVEY BY AS MUCH AS 1.0 %.
- PORTION TO BE APPROVED IS OUTLINED WITH A BOLD DASHED LINE AND CONTAINS 0.72 ha (1.77 ac)

**SASKATCHEWAN LAND SURVEYOR**  
**SCOTT LEE COLVIN**



R-0162-13-PPS  
5/17/2013 8:51 AM



**OWNER:**

## HOME LAND DEVELOPMENT