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 3rd 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 Hassett from CUPE Local 5512 and Darren Baiton and Mike Boyes (1:30 p.m.)
Harptree 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. Carried
  - Christopherson-Cote

05/07/13 – 1913 The following items were added to the agenda: Carried
  5.12 South Hill Committee Recommendations
  5.13 Skills Bike Park for City of Moose Jaw
  5.14 Capital Budget Reallocation (12.2)
  That the Board adopt the agenda as amended.
  - Christopherson-Cote

05/07/13 – 1914 That the Board adopt the Minutes of the regular meeting of April 2, 2013 as presented. Carried
  - Young

05/07/13 – 1915 That the Board accept the CIAF Accountability Report as presented. Carried
  - Jelinski

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; Carried
  AND THAT the capital budget be changed to reallocate the Assiniboia bus shop coffee room to another project;
  AND THAT the funds allocated for the 9th Avenue alarm system be relocated for a gym floor at Sunningdale School;
  AND THAT $40,000 for the Peacock gymnasium humidifier be paid from the Peacock decentralized budget, school generated funds or fundraising (by Peacock).
  - Young
05/07/13 – 1917 That we table motion 05/07/13 – 1916 until the June 11, 2013 Regular Board Meeting. - Swanson

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. - Swanson

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. - Gleim

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. - Young

05/07/13 – 1921 That motion 05/07/13 – 1920 be amended to include an August Board Meeting. - Swanson

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.” - Young

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. - Young

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. - Gleim

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

That the Board reconvene at 12:30 p.m.
05/07/13 – 1925 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.
- Davidson
Carried

05/07/13 – 1926 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.
- Davidson
Withdrawn

05/07/13 – 1927 That the Communications Coordinator develop a strategy to celebrate the investment in Prairie South facilities to date.
- Davidson
Carried

05/07/13 – 1928 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.
- Crabbe
Carried

05/07/13 – 1929 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.
- Swanson
Lift from the table

05/07/13 – 1930 That we table motion 05/07/13 – 1929 to examine the information presented today from the delegation.
- Davidson
Carried

05/07/13 – 1931 That the tender for the upgrade to the washroom/changerooms at Lafleche Central School be referred back to Strong System-Wide Accountability & Governance Committee.
- Swanson
Carried

05/07/13 – 1932 That the Board adopt the recommendations from the South Hill Committee as follows:
- That we provide early morning supervision beginning at 7:30 a.m. for both Empire Community School and Westmount School.
- That we provide a breakfast program at Empire Community School and provide funds to purchase nutritious snacks for Westmount School.
- That Mustang Trail moves into the Westmount School Catchment area. All current students would be grandfathered.
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

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 3rd 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.
- McLeod

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

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

Colleen Christopherson-Cote
Chair

Bernie Girardin
Superintendent of Business and Operations

Next Regular Board Meeting:
Date: June 11, 2013
Location: Prince of Wales Centre, Assiniboia
Meeting Date: June 11, 2013
Agenda Item #: 5.1.1

**Topic:** Notice of Motion: Student Advisory Committee

**Intent:** Decision [ ] Discussion [ ] Consent [ ] Information [x]

**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:**

**Prepared By:** Jeff Finell  
**Date:** May 24, 2013  
**Attachments:** n/a

**Recommendation:**
Board decision.
### AGENDA ITEM

**Meeting Date:** June 11, 2013  
**Agenda Item #:** 5.1.2

<table>
<thead>
<tr>
<th>Topic: Notice of Motion: Weekly Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent: Decision ☒ Discussion ☐ Consent ☐ Information ☐</td>
</tr>
</tbody>
</table>

#### 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:

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Finell</td>
<td>May 24, 2013</td>
<td>May 23, 2013 Weekly Communication</td>
</tr>
</tbody>
</table>

Recommendation:
Board decision.
Boese, Heather

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 30th, 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. 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/mt/assets/pdf/business/schoollserviceholdmailform.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.
**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:**

---

**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.
ARTICLE 2 – SCOPE

2.01 This agreement shall 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, 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 7th 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 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.
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 (1/20th) 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.

21.04 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
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.

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
(Edited May 24, 2013 by CUPE)

**Wages & Classifications**
September 1, 2012 - August 31, 2013
Includes 2% Increase

<table>
<thead>
<tr>
<th>Classifications</th>
<th>Hours per day</th>
<th>Days per year (excluding stats)</th>
<th>Fixed Hours</th>
<th>Average Hours</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reg</td>
<td>Alt</td>
<td>Reg</td>
<td>Alt</td>
<td></td>
</tr>
<tr>
<td>Accounting Clerk</td>
<td>7.5</td>
<td></td>
<td>248</td>
<td>x</td>
<td>19.03</td>
</tr>
<tr>
<td>Administrative Assistant - 10 month</td>
<td>7</td>
<td>7</td>
<td>school year + 3</td>
<td>x</td>
<td>16.70</td>
</tr>
<tr>
<td>Administrative Assistant - 12 month</td>
<td>7.25/7.5</td>
<td>248</td>
<td>x</td>
<td>16.70</td>
<td>18.14</td>
</tr>
<tr>
<td>Permanent Part-Time &amp; Casual A.A.</td>
<td>-</td>
<td>-</td>
<td>student days + 3</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Community School Coordinator</td>
<td>7.25</td>
<td>248</td>
<td>x</td>
<td>27.43</td>
<td></td>
</tr>
<tr>
<td>Computer Technician</td>
<td>8</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>21.46</td>
</tr>
<tr>
<td>Concession Worker</td>
<td>8</td>
<td>student days + 1</td>
<td>x</td>
<td>15.16</td>
<td>16.17</td>
</tr>
<tr>
<td>Delivery Stores Clerk</td>
<td>6</td>
<td>school year + 4</td>
<td>x</td>
<td>16.70</td>
<td>17.57</td>
</tr>
<tr>
<td>Educational Assistant</td>
<td>6/7</td>
<td>6.4</td>
<td>student days + 2</td>
<td>x</td>
<td>16.70</td>
</tr>
<tr>
<td>Facility Operator</td>
<td>8</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>x - urban</td>
</tr>
<tr>
<td>Head Facility Operator (&gt; 2 F.T.E.)</td>
<td>8</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>x - urban</td>
</tr>
<tr>
<td>Head Facility Operator (2 or less F.T.E.)</td>
<td>8</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>x - urban</td>
</tr>
<tr>
<td>Handyman</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>27.13</td>
<td>22.44</td>
</tr>
<tr>
<td>Journey-person Carpenter</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>32.19</td>
<td></td>
</tr>
<tr>
<td>Journey-person Electrician</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>34.15</td>
<td></td>
</tr>
<tr>
<td>Journey-person Painter</td>
<td>8</td>
<td>248</td>
<td>x</td>
<td>23.22</td>
<td>24.41</td>
</tr>
<tr>
<td>Library Associate</td>
<td>6.5</td>
<td>6.5</td>
<td>student days + 4</td>
<td>x</td>
<td>14.99</td>
</tr>
<tr>
<td>Library Technician - 10 month</td>
<td>6.5</td>
<td>6.5</td>
<td>student days + 4</td>
<td>x</td>
<td>16.70</td>
</tr>
<tr>
<td>Library Technician - 12 month</td>
<td>7.25</td>
<td>248</td>
<td>x</td>
<td>16.70</td>
<td>18.14</td>
</tr>
</tbody>
</table>
MEMORANDUM OF AGREEMENT
(Modified May 24, 2013 by CUPE)

<table>
<thead>
<tr>
<th>Position</th>
<th>Work Year</th>
<th>Hours</th>
<th>Full-Time</th>
<th>17.89</th>
<th>18.84</th>
<th>20.39</th>
<th>22.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Technician Supervisor</td>
<td>12 months</td>
<td>248</td>
<td>x</td>
<td>17.89</td>
<td>18.84</td>
<td>20.39</td>
<td>22.01</td>
</tr>
<tr>
<td>Maintenance Worker</td>
<td>248</td>
<td>x</td>
<td>17.32</td>
<td>18.29</td>
<td>19.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network Administrator</td>
<td>248</td>
<td>x</td>
<td>26.83</td>
<td>27.90</td>
<td>28.96</td>
<td>30.04</td>
<td>31.11</td>
</tr>
<tr>
<td>Network Analyst</td>
<td>248</td>
<td>x</td>
<td>28.96</td>
<td>30.04</td>
<td>31.11</td>
<td>32.18</td>
<td>33.27</td>
</tr>
<tr>
<td>Painter Helper</td>
<td>248</td>
<td></td>
<td>17.32</td>
<td>18.29</td>
<td>19.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Assistant</td>
<td>4.5</td>
<td>student days</td>
<td>14.97</td>
<td>15.20</td>
<td>15.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent Part-Time &amp; Casual S.A.</td>
<td>-</td>
<td>-</td>
<td>14.97</td>
<td>15.20</td>
<td>15.58</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIRS Helpdesk Technician</td>
<td>7.5</td>
<td>248</td>
<td>x</td>
<td>17.89</td>
<td>18.84</td>
<td>20.39</td>
<td>22.01</td>
</tr>
<tr>
<td>Social Worker</td>
<td>7.5</td>
<td>210</td>
<td>x</td>
<td>29.74</td>
<td>31.43</td>
<td>33.14</td>
<td>34.82</td>
</tr>
<tr>
<td>Speech And Language Pathology Assistant</td>
<td>7</td>
<td>student days + 7</td>
<td>x</td>
<td>16.70</td>
<td>18.14</td>
<td>19.00</td>
<td>19.86</td>
</tr>
<tr>
<td>Student Mentor</td>
<td>8</td>
<td>student days + 10</td>
<td>x</td>
<td>16.70</td>
<td>18.14</td>
<td>19.00</td>
<td>19.86</td>
</tr>
<tr>
<td>Sub Desk/Administrative Assistant</td>
<td>7.5</td>
<td>school year</td>
<td>x</td>
<td>16.70</td>
<td>18.14</td>
<td>19.00</td>
<td>19.86</td>
</tr>
<tr>
<td>Casual (Maint &amp; F.O.)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Permanent Part-Time (Maint &amp; F.O.)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>15.50</td>
<td>16.37</td>
<td>17.23</td>
</tr>
<tr>
<td>Student</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

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.

*after 720 hours **after 1040 hours
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.
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 to 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.
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

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 1st, 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 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
LETTER OF UNDERSTANDING 2013-02

BETWEEN

CANADIAN UNION OF PUBLIC EMPLOYEES, LOCAL 5512

AND

PRAIRIE SOUTH SCHOOL DIVISION NO. 210

RE: CRAIK FACILITY OPERATOR

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

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

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

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

Signed on this ______ day of _________________, 2013

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

On behalf of the Prairie South School Division No. 210
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

______________________________

______________________________

______________________________

______________________________

______________________________
Meeting Date: June 11, 2013

**Topic:** Architect RFP for Gravelbourg Major Capital Project

**Intent:** [X] Decision  [ ] Discussion  [ ] Consent  [ ] 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:**

**Prepared By:** Aline Kirk  **Date:** May 16, 2013  **Attachments:** Presented at meeting

**Recommendation:**
Meeting Date: June 11, 2013  
Agenda Item #: 5.4

**Topic:** Equitable Opportunities- Development and Delivery of Trade Credits in High Schools

**Intent:** Decision  
-

---

**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)

**Budget to date:**

<table>
<thead>
<tr>
<th>Item</th>
<th>2012-2013</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAA PD teacher sub costs</td>
<td>$3,397</td>
<td>$14,665</td>
</tr>
<tr>
<td>PAA Resources</td>
<td>$5,529</td>
<td>$500</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>$614</td>
<td>$650</td>
</tr>
<tr>
<td>Coordinator Division Travel</td>
<td>$4,087</td>
<td>$5,000</td>
</tr>
<tr>
<td>Coordinator PD expenses</td>
<td>$1,088</td>
<td>$1,600</td>
</tr>
<tr>
<td>Teacher's PD expenses</td>
<td>$2,254</td>
<td>$7,800</td>
</tr>
<tr>
<td>PAA Partnership Dev.</td>
<td>$939</td>
<td>$4,000</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>New for Fall</td>
<td>$10,000</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>$2,800</td>
<td>$0</td>
</tr>
<tr>
<td>On-line dev &amp; delivery</td>
<td>$53,235</td>
<td>$53,235</td>
</tr>
</tbody>
</table>

**TOTAL on May 30, 2013**

- $73,943
- $97,450

**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:

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Compton</td>
<td>June 1, 2013</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**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.
**Meeting Date:** June 11, 2013
**Topic:** Substitute Usage Report
**Agenda Item #:** 6.1

<table>
<thead>
<tr>
<th>Intent:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision</td>
<td>☐</td>
</tr>
<tr>
<td>Discussion</td>
<td>☐</td>
</tr>
<tr>
<td>Consent</td>
<td>☐</td>
</tr>
<tr>
<td>Report</td>
<td>☒</td>
</tr>
<tr>
<td>Information</td>
<td>☐</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ryan Boughen</td>
<td>May 31, 2013</td>
<td>Substitute Usage Report</td>
</tr>
</tbody>
</table>

**Recommendation:** Information only.
# Teacher Absences & Substitute Usage

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

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

**Total Absences:** 1428.43 99.75% 1085.4 75.99% 15.13%

**Teachers (FTE):** 429

**# of teaching Days:** 22

**Possible Days:** 9438
<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>Agreement</th>
<th>Max</th>
<th>Explanation</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compassionate Leave</td>
<td>LINC Sec. 14.1</td>
<td>5 days</td>
<td>Death/serious illness immediate family</td>
<td>Father passed away</td>
</tr>
<tr>
<td>Competition Leave</td>
<td>LINC Sec 18.2</td>
<td>2 days</td>
<td>Province/National/International actively competes</td>
<td>National Powerlifting Championship</td>
</tr>
<tr>
<td>Convocation Leave</td>
<td>LINC Sec 17</td>
<td>1 day</td>
<td>Graduation/Convocation of child or self</td>
<td>Child convocates University</td>
</tr>
<tr>
<td>Court/Jury</td>
<td></td>
<td></td>
<td>Legally obliged to attend as witness or jury duty</td>
<td></td>
</tr>
<tr>
<td>Education Leave</td>
<td>LINC Sec 20.3</td>
<td></td>
<td>Short (6 mo or less) Long Term (over) to attend school</td>
<td>Attends university for Masters</td>
</tr>
<tr>
<td>Emergency Leave</td>
<td>Sec. 18.3 LINC</td>
<td>2 days</td>
<td>Result from disaster, fire, flood or snowstorm</td>
<td>House flood (hot water heater)</td>
</tr>
<tr>
<td>Executive Leave</td>
<td>Sec 18.1 LINC</td>
<td>3 days</td>
<td>Provincail/National/International holding executive position</td>
<td>Prov. Chair Rotary Club</td>
</tr>
<tr>
<td>Extra/Co-curr Teach</td>
<td></td>
<td></td>
<td>Taking students on field trip</td>
<td>Class to Agribition</td>
</tr>
<tr>
<td>FACI Meet/PD</td>
<td></td>
<td></td>
<td>Meeting requested by Facility Manager</td>
<td>Facility Issues</td>
</tr>
<tr>
<td>HUMA Meet/PD</td>
<td></td>
<td></td>
<td>Meeting requested by HR (interviews, discipline, growth rubric)</td>
<td>Interviews, Committee Meetings</td>
</tr>
<tr>
<td>Illness - Teacher</td>
<td>PROV</td>
<td></td>
<td>Illness, call daily to report</td>
<td>Flu</td>
</tr>
<tr>
<td>Illness - Long Term</td>
<td>PROV</td>
<td></td>
<td>Illness, long term, temporary replace in</td>
<td>Surgery</td>
</tr>
<tr>
<td>Internship Seminar</td>
<td>LINC 18.3</td>
<td></td>
<td>Attending with Intern, sub costs reimbursed from University</td>
<td>Usually a few days in fall/spring</td>
</tr>
<tr>
<td>LRNG Meet/PD</td>
<td></td>
<td></td>
<td>Requested by Superintendent (Learning)</td>
<td>Hutterian teachers LIT</td>
</tr>
<tr>
<td>Medical/Dental Appt</td>
<td></td>
<td></td>
<td>Medical/Dental appointments (generally scheduled)</td>
<td>Dentist appointment</td>
</tr>
<tr>
<td>Noon Supervision Day</td>
<td>LINC Sec 12</td>
<td>5 days</td>
<td>Time earned by noon supervision 18hrs service = 1 day</td>
<td></td>
</tr>
<tr>
<td>Paternity Leave</td>
<td>LINC Sec. 16.1</td>
<td>2 days</td>
<td>Non-birthings parent attending birth/ adoption of child</td>
<td>Birth of baby</td>
</tr>
<tr>
<td>PD DEC Teachers</td>
<td>LINC Sec 21</td>
<td></td>
<td>Professional Development approved by school committee</td>
<td>Attending a Reading Conference</td>
</tr>
<tr>
<td>PP Teacher</td>
<td>LINC Sec. 15.1</td>
<td>2 days</td>
<td>Pressing matters/significant family event/emergencies</td>
<td>Funeral of aunt/uncle</td>
</tr>
<tr>
<td>Prep Time</td>
<td>LINC 22</td>
<td>4 days</td>
<td>Used at teachers discretion</td>
<td>Preparing report cards</td>
</tr>
<tr>
<td>PSTA</td>
<td>LINC 3.2</td>
<td></td>
<td>PSTA officers to carry out duties, sub costs reimbursed</td>
<td></td>
</tr>
<tr>
<td>Rec. Of Service</td>
<td>LINC Sec. 11</td>
<td>5 days</td>
<td>Time earned by extracurricular involvement</td>
<td></td>
</tr>
<tr>
<td>Secondment</td>
<td></td>
<td></td>
<td>Seconded by Ministry or other, sub costs reimbursed</td>
<td>Ministry requested participation</td>
</tr>
<tr>
<td>SOEH Meet/PD</td>
<td></td>
<td></td>
<td>Requested by Superintendent of Operations (Elementary)</td>
<td>Band Mtgs, In Motion</td>
</tr>
<tr>
<td>SONO Meet/PD</td>
<td></td>
<td></td>
<td>Requested by Superintendent of Operations (North)</td>
<td>Arts Council</td>
</tr>
<tr>
<td>SOSO Meet/PD</td>
<td></td>
<td></td>
<td>Requested by Superintendent (South)</td>
<td>SSC Mtgs, PAA Development, Calendar Mtgs</td>
</tr>
<tr>
<td>STF Business - Invoice</td>
<td></td>
<td></td>
<td>Requested by Provincial STF - sub costs reimbursed</td>
<td>Provincial STF Committees</td>
</tr>
<tr>
<td>TRAN Meet/PD</td>
<td></td>
<td></td>
<td>Meeting requested by Transportation Manager</td>
<td>Transportation Issues</td>
</tr>
<tr>
<td>Leave Without Pay</td>
<td></td>
<td></td>
<td>Leave does not fall into category, or sick leave runs out</td>
<td>Already used 2 days pressing leave</td>
</tr>
</tbody>
</table>

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).
Meeting Date: June 11, 2013

**Topic:** Tender Report

**Intent:** ✔ Report

### Background:

The 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 Gutheridge 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 Gutheridge 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

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Purdy</td>
<td>May 30, 2013</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Recommendation:
Information only.
Meeting Date: June 11, 2013

Topic: 3rd Quarter Finance Report

Intent: [ ] Decision  [ ] Discussion  [ ] Consent  [x] Report  [ ] Information

Background: The 3rd 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:

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

Recommendation: That the Board accept this report as Information.
### Financial Assets

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 12/13 Budget</th>
<th>12/13 Actual</th>
<th>Sun. YTD 11/12 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>-</td>
<td>19,661,614</td>
<td>26,893,626</td>
</tr>
<tr>
<td>Short Term Investments</td>
<td>-</td>
<td>29,632</td>
<td>58,637</td>
</tr>
<tr>
<td>Taxes Receivable</td>
<td>-</td>
<td>8,791,115</td>
<td>13,114,911</td>
</tr>
<tr>
<td>Provincial Grants Receivable</td>
<td>-</td>
<td>1,150</td>
<td>153,167</td>
</tr>
<tr>
<td>Other Receivables</td>
<td>-</td>
<td>312,970</td>
<td>299,302</td>
</tr>
<tr>
<td>Inventories for Resale</td>
<td>-</td>
<td>-</td>
<td>3,286</td>
</tr>
<tr>
<td>Long Term Investments</td>
<td>-</td>
<td>237,850</td>
<td>235,106</td>
</tr>
<tr>
<td>Other Assets</td>
<td>-</td>
<td>17,151</td>
<td>17,790</td>
</tr>
<tr>
<td><strong>Total Financial Assets</strong></td>
<td><strong>-</strong></td>
<td><strong>29,051,481</strong></td>
<td><strong>40,775,826</strong></td>
</tr>
</tbody>
</table>

### Liabilities

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 12/13 Budget</th>
<th>12/13 Actual</th>
<th>Sun. YTD 11/12 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial Grant Overpayment</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Other Payables</td>
<td>-</td>
<td>3,249,282</td>
<td>5,673,605</td>
</tr>
<tr>
<td>Capital Loans</td>
<td>(319,103)</td>
<td>1,928,696</td>
<td>2,243,985</td>
</tr>
<tr>
<td>Accrued Employee Future Benefits</td>
<td>-</td>
<td>1,883,635</td>
<td>1,823,900</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>-</td>
<td>739,278</td>
<td>2,827,582</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>(319,103)</td>
<td><strong>8,050,512</strong></td>
<td><strong>12,569,072</strong></td>
</tr>
</tbody>
</table>

**Net Financial Assets (Debt)**

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 12/13 Budget</th>
<th>12/13 Actual</th>
<th>Sun. YTD 11/12 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>319,103</td>
<td>21,000,969</td>
<td>28,206,754</td>
</tr>
</tbody>
</table>

### Non-Financial Assets

<table>
<thead>
<tr>
<th></th>
<th>Fiscal Year 12/13 Budget</th>
<th>12/13 Actual</th>
<th>Sun. YTD 11/12 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Assets</td>
<td>4,714,772</td>
<td>125,233,291</td>
<td>118,377,845</td>
</tr>
<tr>
<td>Amortization</td>
<td>-</td>
<td>(71,298,247)</td>
<td>(63,183,901)</td>
</tr>
<tr>
<td>Inventories of Supplies</td>
<td>-</td>
<td>314,050</td>
<td>389,071</td>
</tr>
<tr>
<td>Prepaid Items</td>
<td>-</td>
<td>234,116</td>
<td>267,581</td>
</tr>
<tr>
<td><strong>Total Non Financial Assets</strong></td>
<td><strong>4,714,772</strong></td>
<td><strong>54,483,209</strong></td>
<td><strong>55,850,596</strong></td>
</tr>
</tbody>
</table>

Current Year Net Income (Loss)  

- Fiscal Year 12/13: (4,206,121)  
- Sun. YTD 11/12: (2,496,468)

**Accumulated Surplus (Deficit)**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>72,987,710</td>
</tr>
<tr>
<td></td>
<td>84,057,349</td>
</tr>
</tbody>
</table>
## Statement of Financial Activities

For the period ending May 31, 2013

### Fiscal Year 12/13

<table>
<thead>
<tr>
<th>12/13 Approved Budget</th>
<th>3rd Quarter Budget</th>
<th>Total Revenue/Expenses &amp; Encumbrances</th>
<th>Budget Remaining</th>
<th>Percentage of 3rd Quarter Budget Used</th>
<th>Percentage of Budget Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Filtered</td>
<td>Not Filtered</td>
<td>Not Filtered</td>
<td>Not Filtered</td>
<td>Not Filtered</td>
<td>Not Filtered</td>
</tr>
</tbody>
</table>

### Revenue

#### Taxation
- Budget: 29,937,035
- 3rd Quarter: 22,827,791
- Total: 7,109,244
- Percentage of Budget Used: 76%
- Percentage of 3rd Quarter Budget Used: 102%

#### Grants
- Budget: 50,270,592
- 3rd Quarter: 38,859,363
- Total: 11,411,229
- Percentage of Budget Used: 77%
- Percentage of 3rd Quarter Budget Used: 103%

#### Tuition
- Budget: 40,500
- 3rd Quarter: 28,300
- Total: 12,200
- Percentage of Budget Used: 70%
- Percentage of 3rd Quarter Budget Used: 93%

#### School Generated Funds
- Budget: 1,500,000
- 3rd Quarter: 1,130,538
- Total: 369,462
- Percentage of Budget Used: 75%
- Percentage of 3rd Quarter Budget Used: 100%

#### Complementary Services
- Budget: 525,836
- 3rd Quarter: 441,850
- Total: 83,986
- Percentage of Budget Used: 84%
- Percentage of 3rd Quarter Budget Used: 112%

#### External Services
- Budget: 4,019,440
- 3rd Quarter: 3,128,281
- Total: 891,159
- Percentage of Budget Used: 78%
- Percentage of 3rd Quarter Budget Used: 104%

#### Other Revenue
- Budget: 501,625
- 3rd Quarter: 529,577
- Total: (27,952)
- Percentage of Budget Used: 106%
- Percentage of 3rd Quarter Budget Used: 141%

### Total Revenue
- 86,795,028
- 66,416,122
- 19,877,281
- 77%
- 102%

### Expenses

#### Governance
- Budget: 619,151
- 3rd Quarter: 455,109
- Total: 164,042
- Percentage of Budget Used: 74%
- Percentage of 3rd Quarter Budget Used: 98%

#### Administration
- Budget: 1,934,932
- 3rd Quarter: 1,398,501
- Total: 536,431
- Percentage of Budget Used: 72%
- Percentage of 3rd Quarter Budget Used: 96%

#### Instruction
- Budget: 57,435,773
- 3rd Quarter: 44,988,104
- Total: 12,447,669
- Percentage of Budget Used: 78%
- Percentage of 3rd Quarter Budget Used: 104%

#### Plant Operation
- Budget: 16,357,827
- 3rd Quarter: 10,256,744
- Total: 6,101,083
- Percentage of Budget Used: 63%
- Percentage of 3rd Quarter Budget Used: 84%

#### Transportation
- Budget: 7,070,165
- 3rd Quarter: 5,880,673
- Total: 1,189,492
- Percentage of Budget Used: 83%
- Percentage of 3rd Quarter Budget Used: 111%

#### Tuition Expense
- Budget: 75,000
- 3rd Quarter: 950
- Total: 74,050
- Percentage of Budget Used: 1%
- Percentage of 3rd Quarter Budget Used: 2%

#### School Generated Funds
- Budget: 1,500,000
- 3rd Quarter: 1,018,481
- Total: 481,519
- Percentage of Budget Used: 68%
- Percentage of 3rd Quarter Budget Used: 91%

#### Complimentary
- Budget: 2,176,011
- 3rd Quarter: 1,799,646
- Total: 1,988,205
- Percentage of Budget Used: 83%
- Percentage of 3rd Quarter Budget Used: 110%

#### External Services
- Budget: 3,787,850
- 3rd Quarter: 3,114,383
- Total: (3,114,383)
- Percentage of Budget Used: 82%
- Percentage of 3rd Quarter Budget Used: 110%

#### Interest and Bank
- Budget: 98,441
- 3rd Quarter: 48,753
- Total: 2,127,257
- Percentage of Budget Used: 50%
- Percentage of 3rd Quarter Budget Used: 66%

### Total Expenses
- 91,055,149
- 68,912,590
- 19,868,107
- 76%
- 101%

### Consolidated Net Income(Loss)
- (4,260,121)
- (3,195,091)
- (2,496,468)
- 9,174
<table>
<thead>
<tr>
<th>School</th>
<th>Project Name</th>
<th>Estimated cost</th>
<th>Ministry Funding</th>
<th>Net Cost</th>
<th>Minor Renovations</th>
<th>Capital</th>
<th>Budget code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bengough Partial</td>
<td>Plumbing/piping/asbestos</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
<td>1-2-13-145-404-404-FACI-PEAC-PLUM</td>
<td></td>
<td>Awarded to C&amp;E Mechanical $378,000</td>
<td></td>
</tr>
<tr>
<td>Assiniboia Elem.</td>
<td>HVAC upgrade - Phase 2</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1-2-13-145-404-404-FACI-ASSE-HVAC</td>
<td></td>
<td>Awarded to C&amp;S Builders $ 890,889</td>
<td></td>
</tr>
<tr>
<td>Bengough</td>
<td>Window replacement</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>1-2-13-145-404-404-FACI-CHIL-ROOF</td>
<td></td>
<td>Awarded to Skyline Building Envelope Solutions $236,917</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dust collection</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
<td>1-2-13-145-404-404-FACI-CHIL-ROOF</td>
<td></td>
<td>Awarded to C &amp; S Builders $258,366</td>
<td></td>
</tr>
<tr>
<td>Central Collegiate</td>
<td>Bleachers</td>
<td>100,000</td>
<td>100,000</td>
<td>100,000</td>
<td>1-2-13-920-760-404-FACI-CENG-BLEA</td>
<td></td>
<td>Awarded to Caliber Sports $27,739.77 plus taxes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Partial roof replacement - section 4</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>1-2-13-145-404-404-FACI-CENG-ROOF</td>
<td></td>
<td>Awarded to Duncan Roofing Ltd. $26,625</td>
<td></td>
</tr>
<tr>
<td>Coronach</td>
<td>Partial roof replacement - sections 3,5</td>
<td>165,000</td>
<td>165,000</td>
<td>165,000</td>
<td>1-2-13-145-404-404-FACI-CORO-ROOF</td>
<td></td>
<td>Awarded to Skyline Building Envelope Solutions $125,699</td>
<td></td>
</tr>
<tr>
<td>Craik</td>
<td>Window replacement</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>1-2-13-145-404-404-FACI-CRAI-WIND</td>
<td></td>
<td>Awarded to B.M. Industries $82,017</td>
<td></td>
</tr>
<tr>
<td>Empire</td>
<td>HVAC Phase 2</td>
<td>800,000</td>
<td>800,000</td>
<td>800,000</td>
<td>1-2-13-920-757-404-FACI-CHIL-EMPI-HVAC</td>
<td></td>
<td>On hold</td>
<td></td>
</tr>
<tr>
<td>Eyebrow</td>
<td>Fire alarm/emergency lighting/electric upgrade</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>1-2-13-145-404-404-FACI-EYEB-FIRE</td>
<td></td>
<td>Tender awarded to Arrow Electric $137,750</td>
<td>Tender awarded to Arrow Electric $15,885</td>
</tr>
<tr>
<td>Glentworth</td>
<td>Lighting upgrade</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>1-2-13-145-404-404-FACI-EYEB-LITE</td>
<td></td>
<td>Tender awarded to Arrow Electric $15,885</td>
<td>Tender awarded to Conductor Electric $28,325</td>
</tr>
<tr>
<td>John Chisolm</td>
<td>Window/ext door replacement</td>
<td>150,000</td>
<td>150,000</td>
<td>150,000</td>
<td>1-2-13-145-404-404-FACI-CHIL-ROOF</td>
<td></td>
<td>Awarded to C&amp;S Builders $15,555 (complete)</td>
<td></td>
</tr>
<tr>
<td>Kincaid</td>
<td>18 lighting upgrade</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>1-2-13-145-404-404-FACI-KINC-LITE</td>
<td></td>
<td>Out to tender</td>
<td></td>
</tr>
<tr>
<td>Lalleche</td>
<td>Washroom/Changeroom upgrade</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>1-2-13-145-404-404-FACI-LAFI-WASH</td>
<td></td>
<td>Tender declined as it was over budget</td>
<td></td>
</tr>
<tr>
<td>Lindale, Bengough</td>
<td>Partial roof replacement</td>
<td>205,000</td>
<td>205,000</td>
<td>205,000</td>
<td>1-2-13-145-404-404-FACI-BENG-ROOF</td>
<td></td>
<td>Awarded to Optimum Roofing $66,789</td>
<td></td>
</tr>
<tr>
<td>Manitoka</td>
<td>Boiler/pipes/pumps/crawlspace upgrade</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>1-2-13-145-404-404-FACI-MANK-BOIL</td>
<td></td>
<td>Awarded to Prairie Mechanical $ 269,231</td>
<td></td>
</tr>
<tr>
<td>Mossbank</td>
<td>Windows - Phase 2</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>1-2-13-145-404-404-FACI-CHIL-ROOF</td>
<td></td>
<td>Awarded to C&amp;S Builders $184,784</td>
<td></td>
</tr>
<tr>
<td>Riverview</td>
<td>Bleachers</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
<td>1-2-13-920-760-404-FACI-CHIL-ROOF</td>
<td></td>
<td>Awarded to Caliber Sports $26,138.68 plus taxes</td>
<td></td>
</tr>
<tr>
<td>Rockglen</td>
<td>Boiler/pipes/pumps</td>
<td>800,000</td>
<td>800,000</td>
<td>800,000</td>
<td>1-2-13-145-404-404-FACI-ROCK-BOIL</td>
<td></td>
<td>Awarded to C &amp; E Mechanical $358,300</td>
<td></td>
</tr>
<tr>
<td>Sunningdale</td>
<td>Chillers</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>1-2-13-145-404-404-FACI-SUNN-CHIL</td>
<td></td>
<td>Awarded to C &amp; E Mechanical $50,800</td>
<td></td>
</tr>
<tr>
<td>Westmount</td>
<td>Boiler/furnace upgrade</td>
<td>500,000</td>
<td>500,000</td>
<td>500,000</td>
<td>1-2-13-145-404-404-FACI-WEST-BOIL</td>
<td></td>
<td>Awarded to Frontier Builders $246,500</td>
<td></td>
</tr>
<tr>
<td>William Grayson</td>
<td>Boiler upgrade</td>
<td>350,000</td>
<td>350,000</td>
<td>350,000</td>
<td>1-2-13-145-404-404-FACI-WILL-BOIL</td>
<td></td>
<td>Awarded to C &amp; E Mechanical $283,000</td>
<td></td>
</tr>
<tr>
<td>Thatcher Office</td>
<td>Roof replacement</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>1-2-13-145-404-404-FACI-OFFI-ROOF</td>
<td></td>
<td>Awarded to Skyline Building Envelope Solutions $102,467.53 (complete)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Playground Equipment :</th>
<th>Cost</th>
<th>School Portion</th>
<th>Net Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palliser Heights</td>
<td>40,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>Lindale</td>
<td>50,000</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Total</td>
<td>90,000</td>
<td>45,000</td>
<td>45,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance Vehicles :</th>
<th>Cost</th>
<th>Net Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tractor for South Maintenance Zone</td>
<td>20,000</td>
<td>1-5-82-910-757-404-FACI-MAIN-1000</td>
</tr>
<tr>
<td>Upgrade Maintenance Vehicle</td>
<td>30,000</td>
<td>1-5-82-910-757-404-FACI-MAIN-1000</td>
</tr>
<tr>
<td>Total</td>
<td>50,000</td>
<td></td>
</tr>
</tbody>
</table>
**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.

**Prepared By:** Aline Kirk  
**Date:** May 16, 2013  
**Attachments:** n/a

**Recommendation:**
Meeting Date: June 11, 2013

Topic: School Community Council Constitution Amendments

Intent: ☒ Consent

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

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By: Barbara Compton
Date: May 23, 2013
Attachments:
1. Assiniboia Elementary School SCC Constitution
2. Assiniboia 7th 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 7th 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
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)
Meeting Date: June 11, 2013  
Agenda Item #: 12.1.1

<table>
<thead>
<tr>
<th>Topic: Inquiry - Surplus Funds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intent:</td>
<td>Decision</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernie Girardin</td>
<td>June 3, 2013</td>
<td></td>
</tr>
</tbody>
</table>

**Recommendation:** Information
<table>
<thead>
<tr>
<th>Fund Accounting Method</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity in Physical Assets</td>
<td>101,385,016</td>
<td>104,659,904</td>
<td>103,265,342</td>
</tr>
<tr>
<td>Capital Fund Balance</td>
<td>238,654</td>
<td>238,654</td>
<td>3,538,839</td>
</tr>
<tr>
<td>Operating Fund Balance</td>
<td>11,524,278</td>
<td>11,550,060</td>
<td>12,818,497</td>
</tr>
<tr>
<td>Total Funds</td>
<td>113,147,948</td>
<td>116,448,618</td>
<td>119,622,678</td>
</tr>
</tbody>
</table>

Internally Restricted (included in Operating Fund Balance)
- School Decentralized Carry Forward: 283,706, 193,023
- School Teacher PD carry forward: 14,150

<table>
<thead>
<tr>
<th>Public Sector Accounting Standards</th>
<th>2009*</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invested in Tangible Capital Asset</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invested in Tangible Capital Asset</td>
<td>42,158,355</td>
<td>45,992,545</td>
<td>49,394,661</td>
<td>51,919,885</td>
</tr>
</tbody>
</table>

Internally Restricted:
- 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 Pracital Applied Arts Project: - - 3,216,699 6,111,559

<table>
<thead>
<tr>
<th>Unrestricted Surplus</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted Surplus</td>
<td>20,283,814</td>
<td>24,713,507</td>
<td>25,722,791</td>
<td>18,493,961</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Accumulated Surplus</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Accumulated Surplus</td>
<td>63,464,447</td>
<td>72,733,929</td>
<td>78,334,151</td>
<td>76,525,405</td>
</tr>
</tbody>
</table>

* The 2008/09 AFS was restated to conform with PSAS.
**Meeting Date:** June 11, 2013  
**Agenda Item #:** 12.1.2

**Topic:** Inquiry Re: Funding vs. Expenses  
**Intent:** ✓ Decision    □ Discussion    □ Consent    □ 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:**

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernie Girardin</td>
<td>June 3, 2013</td>
<td>Funding vs. Expenditure Categories</td>
</tr>
</tbody>
</table>

**Recommendation:**
That this inquiry be referred to the Strong System Wide Accountability and Governance committee for clarification of presenting funding vs. expenditure categories.
<table>
<thead>
<tr>
<th>Funding Categories</th>
<th>Expenditure Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governance</td>
<td>Governance</td>
</tr>
<tr>
<td>Administration</td>
<td>Administration</td>
</tr>
<tr>
<td>Base Instruction</td>
<td></td>
</tr>
<tr>
<td>School Based Support</td>
<td></td>
</tr>
<tr>
<td>Supports for Learning</td>
<td></td>
</tr>
<tr>
<td>LDTC</td>
<td></td>
</tr>
<tr>
<td>Instructional Resources</td>
<td>Instruction</td>
</tr>
<tr>
<td></td>
<td>Plant</td>
</tr>
<tr>
<td></td>
<td>Transportation</td>
</tr>
<tr>
<td>Plant</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
</tr>
<tr>
<td>School Bus Renewal</td>
<td></td>
</tr>
<tr>
<td>Tuition Fee Expense</td>
<td>Tuition Fee Expense</td>
</tr>
<tr>
<td>Complementary Services (PreK)</td>
<td>School Generated Funds</td>
</tr>
<tr>
<td>Associate Schools</td>
<td>Complementary Services</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Repayment Principal</td>
<td>Debt Repayment Principal</td>
</tr>
<tr>
<td>Debt Repayment Interest</td>
<td>Debt Repayment Interest</td>
</tr>
<tr>
<td>School Consolidation Expense</td>
<td>Other Expenses</td>
</tr>
</tbody>
</table>
AGENDA ITEM

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>June 11, 2013</th>
<th>Agenda Item #:</th>
<th>12.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic:</td>
<td>Eyebrow Life Safety and Electrical Panel Upgrade</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intent:</td>
<td>□ Decision</td>
<td>□ Discussion</td>
<td>□ Consent</td>
</tr>
</tbody>
</table>

**Background:**
The Eyebrow Life Safety and Electrical Panel Upgrade capital project tender closed on May 17th 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:**

<table>
<thead>
<tr>
<th>Prepared By:</th>
<th>Date:</th>
<th>Attachments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aline Kirk</td>
<td>May 30, 2013</td>
<td>Letter from Sask Power</td>
</tr>
</tbody>
</table>

**Recommendation:**
2013 May 27

Notification No: 301356986
Order No: 20158265
Quote No: 84594

Alfa Engineering
2909 Saskatchewan Dr
REGINA, SK S4T 1H4

Attn: Darrean 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 mcm 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) form 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 - $1.0562 (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 X 4.0M 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#1ALXLc & 3X2"HDPE pipe.

Trench & backfill at 1.5M depth. Lay 3X#1ALXLc & 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.
Note: A 3.0M easement required for primary cable and 4.0M X 4.0M 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#1ALXLoj & 3X2"HDPE pipe.

Trench & backfill at 1.5M. depth. Lay 3X#1ALXLoj & 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.
Utility Fault and Protection Data

Site Information

<table>
<thead>
<tr>
<th>Site Customer</th>
<th>Prairie South School Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Eyebrow</td>
</tr>
<tr>
<td>Substation Feeder</td>
<td>CENTRAL BUTTE 2C-115</td>
</tr>
<tr>
<td>Alternate Substation</td>
<td>NONE</td>
</tr>
</tbody>
</table>

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                   |

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

<table>
<thead>
<tr>
<th></th>
<th>R1</th>
<th>X1</th>
<th>R0</th>
<th>X0</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min @ 25 kV</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MINIMAL DIFFERENCE</td>
</tr>
<tr>
<td>Max @ 25 kV</td>
<td>2.785</td>
<td>4.754</td>
<td>3.315</td>
<td>8.780</td>
<td>BETWEEN MIN/MAX</td>
</tr>
</tbody>
</table>

Service Transformer Impedance

<table>
<thead>
<tr>
<th>Size (kVA)</th>
<th>%Z</th>
<th>X/R</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>3.4</td>
<td>10.0</td>
</tr>
</tbody>
</table>

Protective Device Information

<table>
<thead>
<tr>
<th></th>
<th>Mfr</th>
<th>Type</th>
<th>Rating</th>
<th>Mfr Code</th>
<th>SPC Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fuse @ 25kV</td>
<td></td>
<td>RTE</td>
<td>15A</td>
<td>4000358C08</td>
<td>7.55 15</td>
<td></td>
</tr>
<tr>
<td>T xf Fuse @ 25 kV</td>
<td></td>
<td>BAY-O-NET</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RET</td>
<td>65A</td>
<td>3544065 M51M</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Notes

NOTIFICATION 301344865
Meeting Date: June 11, 2013

AGENDA ITEM

Topic: Proposed Subdivisions in City of Moose Jaw

Intent: □ Decision □ Discussion □ Consent ☒ 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:

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

Recommendation:
May 24, 2013

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\2013MJ-09-13MJ-09-13 Public School Board.docx
May 24, 2013

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,

[Signature]

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

MS/seb

Enc.

E:/SUBAPP/Utility_Letters/2013/MJ-08-13/MJ-08-13 Public School Board.docx
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) 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
   Main Farm Access  Urban Street  Road Allowance
   Northern Crown Land  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
      - [ ] Lake, River, or Creek
      - [ ] Adjacent to a

      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 Zone 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 SASK. 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:
      - [x] Existing
      - [ ] Proposed
      - [ ] Not Required
      - [ ] Private-On-site (please specify below)
      - [ ] Mound
      - [ ] Chamber
      - [ ] Holding Tank
      - [ ] Jet Type
      - [ ] Absorption Field
      - [ ] Other

      Describe / specify proposed sewage disposal system: _______________________

   *Please show all setback distances from the property boundary, house, well and watercourse(s) on the plan of proposed subdivision.*

7. Utility Services:

   Electrical Power is:
      - [ ] Existing
      - [ ] Proposed
      - [ ] Not Required
      - [ ] Not Available
      - [ ] Not Available

   Telephone service is:
      - [ ] Existing
      - [ ] Proposed
      - [ ] Not Required
      - [ ] Not Available
      - [ ] 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.

   [ ] Airport ____________________________
   [ ] Intensive Livestock Operation ____________________________
   [ ] Sewage Treatment Facility or Sewage Lagoon ____________________________
   [ ] Landfill for disposal of garbage or refuse ____________________________
   [ ] High Voltage Power Transmission Line ____________________________
   [ ] High Pressure Gas Transmission Line, Oil Line (specify) ____________________________
   [ ] Industrial Commercial Operation (specify) ____________________________
   [ ] National, Provincial, or Regional Park ____________________________
   [ ] Residential Lot(s) ____________________________
   [ ] Water Body or Course ____________________________
   [ ] Cemetery ____________________________
   [ ] School Bus Route ____________________________
   [x] Urban Municipality ____________________________
   [ ] Water Treatment Plant or Reservoir ____________________________
   [ ] Other (specify) ____________________________

   If checked, please state distance
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.

Applicant(s): (persons making the application and to whom correspondence should be addressed)
a) Name of registered owner of land to be subdivided:
   Name: DOME LAND DEVELOPMENT LTD
   Address: 56 TTH LAW FIRM 2012 MCKINLEY
   City/Town/Village: Regina
   Prov.: Saskatchewan Postal Code: S4P 2R6
   Email: Tel:

b) Land Surveyor / Planner / Lawyer /Agent (specify):
   Name: Scott Colvin Company Name: Midwest Surveys
   Address: 405 Maxwell Crescent
   City/Town/Village: Regina
   Prov.: Saskatchewan Postal Code: S4N5X9
   Email: scolvin@midwestsurveys.com Tel: 306-525-8706

c) Declaration by registered owner:
   I, JOHN ASTON hereby certify that
   (Full name in block capitals)
   I am the registered owner of the land proposed for subdivision.
   I 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: 200-1671 ALBERT ST.
   City/Town/Village: Regina Prov.: SK Postal Code: S4P2R5 Tel: 522-1063

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