

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

October 1, 2013  
10:30 a.m. – 4:00 p.m.  
Central Office, 15 Thatcher Drive East, Moose Jaw

## **AGENDA**

- 1. Board Planning Session (10:00 – 10:30 a.m.)**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
- 5. Decision and Discussion Items**
  - 5.1. Notice of Motion from Previous Meeting (Decision)**
    - 5.1.1. Due to higher costs of school renovations in Saskatchewan today, we ask administration to research and report back to the Board the pros and cons or costs of hiring trade people to:
      - a) Upgrade our changerooms
      - b) Complete our roofing projects
      - c) Monitor and fix our crawlspaces.
    - Gleim
  - 5.2. Returning Officer for By-Election (Decision)**
  - 5.3. SSBA Fall General Assembly Ballot Pick Up (Decision)**
  - 5.4. Reading Goal Financing (Decision)**
  - 5.5. Tabled Motion: Expenditures to Support Reading Goal (Decision)**
  - 5.6. September's Accountability Report (Decision)**
  - 5.7. Board Work Plan Update (Decision)**
  - 5.8. Appoint Members to Empire's School Community Council (Decision)**
  - 5.9. Monthly Reports (Decision)**
    - 5.9.1. Substitute Usage Report
    - 5.9.2. Tender Report
    - 5.9.3. Suspensions
  - 5.10. 2013-2014 SCC Board Representatives (Discussion)**
  - 5.11. September 30, 2013 Enrolments (Discussion)**
- 6. Delegations and Special Presentations**
  - 6.1. Student Advisory Group Presentation (11:30 a.m.)**
  - 6.2. Jaylyn Knudson, Delegation re: Valley Ridge Estates (2:00 p.m.)**

- 7. Committee Reports**
  - 7.1. Standing Committees**
    - 7.1.1. Higher Literacy and Achievement
    - 7.1.2. Equitable Opportunities
    - 7.1.3. Smooth Transitions
    - 7.1.4. Strong System-Wide Accountability and Governance
    - 7.1.5. Advocacy and Networking
  - 7.2. Adhoc Committees**
    - 7.2.1. South Hill
- 8. Information Items**
  - 8.1. Inquiry from Previous Meeting**
    - 8.1.1. Are we able to have data forwarded to the Board with regard to how our schools are meeting the government of Saskatchewan policy statement with regards to children and youth receiving 30 minutes of moderate to vigorous physical activity daily based on statistics from 2012-2013 school year.
  - 8.2. Auditor's Reporting Responsibilities and Audit Plan**
  - 8.3. Class Size Report**
  - 8.4. B-1 Lafleche School Relocatables**
  - 8.5. Letter of Endorsement for Grant Application from the Friends of the Gravelbourg Convent Inc.**
  - 8.6. SSBA Advance Nomination of Candidates for Executive Positions**
  - 8.7. CIAF Paused**
- 9. Celebration Items**
- 10. Identification of Items for Next Meeting Agenda:**
  - 10.1. Notice of Motions**
  - 10.2. Inquiries**
- 11. Meeting Review**
- 12. Adjournment**

## **PRAIRIE SOUTH SCHOOL DIVISION NO. 210**

### **ORGANIZATIONAL MEETING**

**Date: September 3, 2013**

**Location: Central Office, Moose Jaw**

### **MINUTES**

Attendance: 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; D. Briggs, Communications Coordinator; H. Boese, Executive Assistant

Regrets: Mr. B. Girardin, Superintendent of Business and Operations

1. Mr. Finell, Director of Education took the chair and called the meeting to order at 10:35 a.m.
2. Mr. Finell called for nominations for Board Chair.
3. Mr. Swanson nominated Shawn Davidson as Board Chair.
4. Mr. Young moved that nominations for Board Chair cease.
5. Mr. Finell declared Shawn Davidson acclaimed as Board Chair.
6. Mr. Davidson took the Chair and called for nominations for Vice-Chair.
7. Mr. Kessler nominated Lew Young as Vice-Chair.
8. Mr. Young declined.
9. Mr. Crabbe nominated Brian Swanson as Vice-Chair.
10. Ms. Jelinski nominated Tim McLeod as Vice-Chair.
11. Mr. Gleim moved that nominations for Vice-Chair cease.
12. Mr. Davidson declared Tim McLeod as elected Board Vice-Chair.

Motions:

- |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 09/03/13 – 1963 | That we destroy the ballots from the elections for Board Vice-Chair.<br>- Jelinski                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Carried  |
| 09/03/13 – 1964 | That for the 2013/14 fiscal year, the Board maintain the current formula for determining trustees' remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division which shall be an annual amount, payable monthly in twelve (12) equal installments, calculated as follows: <ul style="list-style-type: none"><li>• Member: 18% of Teacher Class VI Maximum</li><li>• Vice-Chair: 19% of Teacher Class VI Maximum</li><li>• Chair: 20% of Teacher Class VI Maximum.</li></ul> - Young | Carried  |
| 09/03/13 – 1965 | That Board remuneration be frozen for two years at the current rates.<br>- Young                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Defeated |

09/03/13 – 1966	<p>That for the 2013/14 fiscal year, the Board remunerate trustees for attendance at out-of-division functions, meetings and other activities at the following rates:</p> <ul style="list-style-type: none"><li>• Member: \$200.00 per day</li><li>• Vice-Chair: \$225.00 per day</li><li>• Chair: \$250.00 per day</li></ul> <p>- Gleim</p>	Carried
09/03/13 – 1967	<p>That for the 2013/14 fiscal year, trustees' remuneration for travel time be set at \$0.20 per kilometer.</p> <p>- Gleim</p>	Carried
09/03/13 – 1968	<p>That during the 2013/14 fiscal year, any Board Member may miss one Regular Board Meeting and Special Board Meeting without adjustment to remuneration and that only missed Board Meetings in excess of one would result in a reduction of remuneration at a rate of \$300 per full day missed meeting or \$150 per half day missed meeting.</p> <p>- Radwanski</p>	Carried
09/03/13 – 1969	<p>That the annual allowance for trustee professional development for the 2013/14 fiscal year be set at \$5,000 per trustee which is for professional development activities above the seminars and conventions sponsored by the Saskatchewan School Boards Association and which is to cover remuneration and all expenses associated with the activities. Professional development mileage and travel costs for out of division travel will be calculated on the assumption that everyone leaves from Moose Jaw or nearer.</p> <p>- Young</p>	Carried
09/03/13 – 1970	<p>That the Board set the mileage rate at \$0.47/km for the 2013/14 fiscal year.</p> <p>- Gleim</p>	Carried
09/03/13 – 1971	<p>That reimbursement for meal expenses not covered by registration fees, the School Division or otherwise provided, be set at the following rates, without receipts:</p> <ul style="list-style-type: none"><li>• Breakfast \$10.00</li><li>• Lunch \$15.00</li><li>• Supper \$20.00</li></ul> <p>- Jelinski</p>	Carried
09/03/13 – 1972	<p>That reimbursement for parking at the rate of up to \$5.00 per day without receipts.</p> <p>- Crabbe</p>	Carried

09/03/13 – 1973 That reimbursement for the accommodation expenses be set at the following rates:

Carried

- Actual, reasonable costs, supported by receipts, or
- \$35.00 per night for accommodation in a private residence outside of home location (no receipts required).

- Young

09/03/13 – 1974 Whereas pursuant to Section 319 of the *Education Act, 1995*, Chapter E-0.2 of the *Statutes of Saskatchewan, 1995*, the Board of Education of a School Division may by resolution authorize its Chairman and Chief Financial Officer to borrow:

Carried

- a) any sum of money that may be required to meet current expenditures of the board and may be secured by the promissory note or notes of the Chairman and Chief Financial Officer given on behalf of the Board;
- b) on the security of the operating grants and capital grants payable to the division pursuant to Section 310 and 311 of the Act any sum of money that the board considers necessary to provide for its current expenditures.

Now, therefore, be it resolved by the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, (hereinafter referred to as "the Board") as follows:

1. That the Board or Chairman and Chief Financial Officer on behalf of the Board are hereby authorized to borrow from institutions approved under the laws of Canada, up to the sum of **\$15,000,000.00** to meet the expenditures of the said School Division until the proceeds of operating grants or any capital grants payable to the said School Division are available and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at the time of borrowing.
  2. The said sum of **\$15,000,000.00** and interest shall be repayable and shall be secured by operating grants and any capital grants which may be payable to the said School Division at any time.
  3. That the said loan may be secured by the promissory note or an operating loan agreement of the said Board and the said Chairman and Chief Financial Officer are hereby authorized and empowered to execute and give such promissory note and/or operating loan agreement on behalf of the said Board as may be required by the said Bank.
  4. That this resolution shall take effect on September 3, 2013.
- Crabbe

09/03/13 – 1975      That the Organizational Meeting be adjourned at 11:08 a.m.  
- Gleim

Carried

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S. Davidson  
Chair

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J. Finell  
Director of Education

**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 September 3, 2013 at 10:00 a.m.**

Attendance: 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; 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

Regrets: Mr. Bernie Girardin, Superintendent of Business and Operations

Delegations: Desiray & Darren Buckler and Irene & Neil Buckler, Harptree

Motions:

- |                 |                                                                                                                                                                                                                          |           |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 09/03/13 – 1976 | That the meeting be called to order at 11:15 a.m.<br>- Davidson                                                                                                                                                          | Carried   |
| 09/03/13 – 1977 | The following items were added to the agenda:<br>3.1 Minutes from Special Board Meeting of June 12, 2013<br>5.10 Board Representatives on External Committees<br>That the Board adopt the agenda as amended.<br>- Crabbe | Carried   |
| 09/03/13 – 1978 | That the Board adopt the Minutes of the regular meeting of June 11, 2013 as presented.<br>- Gleim                                                                                                                        | Carried   |
| 09/03/13 – 1979 | That the Board adopt the Minutes of the special meeting of June 12, 2013 as presented.<br>- McLeod                                                                                                                       | Carried   |
| 09/03/13 – 1980 | That central office coordinate for each board member to be added to the school email distribution list for school newsletters. The board will receive the newsletters that are sent out via email directly.<br>- Gleim   | Carried   |
| 09/03/13 – 1981 | That the Board set Nomination Day as September 25, 2013 and Election Day as October 30, 2013 for the By-Election in Subdivision Number 4.<br>- Kessler                                                                   | Withdrawn |
| 09/03/13 – 1982 | That the Board set Nomination Day as early as possible from today's date and Election Day will follow as per the guidelines set out in the Elections Act for the By-Election in Subdivision Number 4.<br>- McLeod        | Carried   |

09/03/13 – 1983	That the Board approve the transfer of land with plan number 67MJ04396 to the Town of Rockglen. - Gleim	Carried
09/03/13 – 1984	That the Board accept the offer to purchase parcel 105428505 for a price of \$300 and approve the transfer of parcels 105566160, 105566159 and 104974904 to the adjoining landowners who have been paying taxes on the school division land. - Kessler	Carried
09/03/13 – 1985	That our Board trustee consult with the Assiniboia 7 <sup>th</sup> Avenue School Community Council as soon as possible regarding the sale of land and ask SSWAG to establish a protocol for dealing with future school yard purchase requests. - Gleim  That the Board break at 12:15 p.m.  That the Board reconvene at 12:55 p.m.	Carried
09/03/13 – 1986	That the Board give approval to re-tender the Lafleche washroom and changeroom upgrade project. - Young	Carried
09/03/13 – 1987	That the Board approve the submission of a B-1 application to the Ministry for two relocatable classrooms and link to facility. - McLeod	Carried
09/03/13 – 1988	That the Board approve one time expenditures for initiatives for the Higher Literacy and Achievement committee to support the strategic goal of reading. - Young	Tabled
09/03/13 – 1989	That the Board table motion 09/03/13 – 1988 to the next Regular Board Meeting pending further information. - McLeod	Carried
09/03/13 – 1990	That the Board appoint Lew Young to the Saskatchewan School Boards Association – Public Boards Section Executive. - Gleim	Carried
09/03/13 – 1991	That the Board appoint Al Kessler to the Saskatchewan High Schools Athletic Association. - McLeod	Carried



09/03/13 – 1992

That the Board receive the consent items and approve the recommendations contained therein, as presented.  
- Young

Carried

### **Committee Reports**

#### **Standing Committees:**

##### *Higher Literacy & Achievement*

- The committee presented the responses from the Learning Improvement Teams (LITs) survey that was completed at the end of last year. The survey provided teachers an opportunity to voice their concerns and identify issues, which are now being addressed by Administration.
- The committee is working on a plan for the Reading Goal and will come back later in the fall with a proposal.

##### *Equitable Opportunities*

- All three PAA courses offered this year were met with great response and are almost full. They anticipate that by the end of the week, all will be at full capacity. The committee noted that the courses are all Prairie South students.

##### *Smooth Transitions*

- The committee will be meeting later this month and will provide an update at the next board meeting on the Student Body Committee.

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

- No update at this time.

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

- No update at this time.

#### **Adhoc Committees:**

##### *South Hill*

- The committee noted that Prairie South schools are now the only schools offering the before and after school care program on South Hill. This is part of the package that was rolled out this fall, including an enriched breakfast and nutrition program and expansion of the Hockey Academy.

### **Notice of Motion**

09/03/13 – 1993

Due to higher costs of school renovations in Saskatchewan today, we ask administration to research and report back to the Board the pros and cons or costs of hiring trade people to:

- a) upgrade our changerooms
- b) complete our roofing projects
- c) monitor and fix our crawlspaces

- Gleim

### **Inquiries**

Are we able to have data forwarded to the Board with regard to how our schools are meeting the government of Saskatchewan policy statement with regards to children and youth receiving 30 minutes of moderate to vigorous physical activity daily based on statistics from 2012-2013 school year.

- Radwanski

**Adjournment**

09/03/13 – 1994

That the meeting be adjourned at 3:20 p.m.  
- Kessler

Carried

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Shawn Davidson  
Chair

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Jeff Finell  
Director of Education

**Next Regular Board Meeting:**

Date: October 1, 2013  
Location: Board Office, Moose Jaw

DRAFT

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.1.1
<b>Topic:</b>	<b>Notice of Motion: Division Hiring Trade People</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The following Notice of Motion was made at the September 3, 2013 Board Meeting:

Due to higher costs of school renovations in Saskatchewan today, we ask administration to research and report back to the Board the pros and cons or costs of hiring trade people to:

- a) upgrade our changerooms
- b) complete our roofing projects
- c) monitor and fix our crawlspaces.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Darren Baiton	September 20, 2013	

***Recommendation:***

That the Board refer this item to the SSWAG Committee.

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Returning Officer for By-Election</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** At the June 11, 2013 Board Meeting, the Board appointed Bernie Girardin as Returning Officer for the By-Election for Subdivision No. 4.

**Current Status:** Due to health reasons, Bernie will be unable to fulfill his duties as Returning Officer. I would recommend that the Board appoint Ron Purdy as Returning Officer for the upcoming by-election for Subdivision No. 4.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 19, 2013	n/a

***Recommendation:***

That due to health reasons that prevent Bernie Girardin from fulfilling his duties as Returning Officer, the Board appoint Ron Purdy as Returning Officer for the upcoming By-Election for Subdivision Number 4.

## AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>SSBA Fall General Assembly Ballot Pick Up</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Each year at the SSBA Fall General Assembly, during the annual general meeting, the Board votes on bylaw amendments and resolutions. Ballots are picked up at the ballot station by an authorized Board rep. Each year the SSBA asks who from the division will pick up the ballots for voting at the AGM.

**Current Status:**

We have had the Board Chair pick up the ballots and the ballots have been divided equally among trustees attending the meeting.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 13, 2013	No

***Recommendation:***

That in regards to the SSBA Fall General Assembly, voting ballots be divided equally among trustees attending the meeting and that the Board Chair be designated to pick up the ballots.

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Reading Goal Financing</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** In January of 2013 the board adopted Reading as a strategic priority. Since then a 5 year plan has been developed and work has begun with our teachers and students.

**Current Status:** Currently, the amount of budget dedicated to the Reading goal in the Learning Dept budget is as follows:  
 Workshops for grades 3 and 4 teachers (subs) = 70 teachers  
 X 2 full days each = 140 sub days = \$35,000  
 Workshops for grades 1 and 2 teachers (subs) = 70 teachers  
 x 50 days = \$12,000  
 Meals and travel expenses = \$7000  
 Resources = \$5000  
 Total = \$59,000

It would be beneficial to have access to additional funding for the 2013-2014 school year. See attached request.

**Pros and Cons:** Pros: We could address the need to help our Student Support Teachers use the Leveled Literacy Intervention Kits as intended. We could do more public promotion and raise more awareness. We could support some of our schools to increase the student and teacher resources in the schools.

Cons: This money would need to come from the surplus intended for the PAA project or other surplus funds.

**Financial Implications:** See attached

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Lori Meyer on behalf of the HLA committee	October 1, 2013	Request for funds to support Reading goal

***Recommendation:***

That the Board approve \$105,000 be redirected from surplus funds earmarked for the PAA Rural Enhancement fund towards the expenditures, recommended by the Higher Literacy and Achievement Committee, towards supporting the Reading goal.

## Request for Funds to Support Reading Goal 2013-2014

1. Support for use of Leveled Literacy Intervention Kits (LLI)  
65 subs for .5 of a day to work with Student Support Teachers = \$8125  
Travel expenses = approx. \$2500  
Total = \$10,625
2. Advertising and Publicity  
Cost of the movable advertising signs = \$300 per month per location  
Cost of a Pattison billboard for one month = \$2500  
Cost of a bus sign for one month = approx. \$800 per month  
Times Herald Ad (as part of our bi-weekly ad) = currently part of the Communications budget so no additional cost  
Suggested budget allocated to this = \$5000
3. Supporting resource purchases for schools  
Resources for both teachers and students \$ 10,000
4. Further purchasing of LLI kits in the spring of 2014  
10 kits = approx. \$50,000
5. Materials to create the Little Free Library  
Approx \$500 per library X 40 schools = \$20,000
6. Professional Development Funds for International Reading Association Conference  
Approx \$3000 X 3 staff to attend the IRA conference in May 2014 = \$9000

Total request for the 2013-2014 school year = \$105,000 (actual costs above are \$104, 625)

## AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.5
<b>Topic:</b>	<b>Tabled Motion: Expenditures to Support Reading Goal</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

At the September 3, 2013 Meeting, the following motion was made then tabled:

"That the Board approve one time expenditures for initiatives for the Higher Literacy and Achievement committee to support the strategic goal of reading."  
- Young

The following motion was made to table the above motion:

"That the Board table motion 09/03/13 - 1988 to the next Regular Board Meeting pending further information."  
- McLeod

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 23, 2013	n/a

***Recommendation:***

Board decision.



# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.6
<b>Topic:</b>	<b>September's Accountability Report</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

At the September 3, 2013 Meeting, the first Accountability Report was presented to the Board - Learning Improvement Plans.

At the Planning Meeting held on September 17, it was recommended that the Board formally accept the Accountability Reports as they are presented at the Regular Meetings.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 23, 2013	n/a

***Recommendation:***

That the Director of Education accountabilities mandated in the source documents cited in the Learning Improvement Plans Accountability Report, presented at the September 2, 2013 Regular Board Meeting, have been fully met.

## AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.7
<b>Topic:</b>	<b>Board Work Plan Update</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The attached Board Work Plan reflects the changes made during the Board Planning Session on September 17, 2013. These include the addition of a Graduation Rate Accountability Report, Nutrition Accountability Report, SCC Accountability Report, PAA Accountability Report, naming edit to the Transitions Accountability Report and changes to the timing that various reports go to Committees and then the Board.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Darby Briggs	September 20, 2013	1. Policy 2 - Appendix A - Board Work Plan Updated 2. Accountability Reports

***Recommendation:***

That the Board approve the amended Work Plan.

## Policy 2 – Appendix A

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### BOARD ANNUAL WORK PLAN

#### **AUGUST**

##### ***Regular Board Meeting Agenda Items***

- NA

##### ***Events/Action***

- Review School Improvement Plans Report (HLA Committee)

##### ***Budget Considerations***

- NA

#### **SEPTEMBER**

##### ***Regular Board Meeting Agenda Items***

- Review School Improvement Plans Accountability Results Report (Board)
- Consider nomination of a program for the Premier's Award For Innovation
- Organizational Meeting – Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, dates of regular Board meetings for the year, set per diems and trustee honorariums and expenses and authorize borrowing resolution
- MLA Meeting Planning
- Approve Board Development Plan
- Approve Board Advocacy Plan
- Review Continuous Improvement and Accountability Framework (CIAF) Annual Report and provide direction, if any

##### ***Events/Action***

- Public Boards Section Executive Meeting

##### ***Budget Considerations***

- Budget Work Plan: Board reviews current year priorities and plans priorities for next year

#### **OCTOBER**

##### ***Regular Board Meeting Agenda Items***

- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Appoint Voting Delegates and allocate votes for the SSBA Convention
- Approve Continuous Improvement and Accountability Framework (CIAF) Annual Report for submission to Ministry of Education

***Events/Action***

- SSBA Members' Council
- Reviews Student Learning Accountability Report (HLA Committee)
- Review Graduation Rates Accountability Report (ST Committee)

***Budget Considerations***

- Review operations and priorities for next fiscal year
- Review proposed 5 Year Capital Plan

**NOVEMBER*****Regular Board Meeting Agenda Items***

- Review Student Learning Accountability Report (Board)
- Review Graduation Rates Accountability Report (Board)
- Approve annually the Audited Financial Statements
- Approve annually the 5 Year Capital Plan
- Review audit report and management letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Approve transfer of funds to reserves

***Events/Action***

- SSBA Fall General Assembly
- Public Boards Section General Meeting
- Reviews Human Resources Accountability Report (SWAG Committee)

***Budget Considerations***

- Review operations and priorities for next fiscal year

**DECEMBER*****Regular Board Meeting Agenda Items***

- Review Human Resources Accountability Report (Board)
- Approve date for Annual Meeting of Electors

***Events/Action***

- Meeting with MLAs
- Reviews Maintenance Accountability Report (SWAG Committee)
- Reviews 1<sup>st</sup> Quarterly Financial Report (SWAG Committee)
- Reviews Student Support Services Accountability Report (EO Committee)
- Reviews PAA Accountability Report (EO Committee)

**JANUARY**

### ***Regular Board Meeting Agenda Items***

- Review Progress, Board Advocacy Plan and Board Development Plan
- Reviews Maintenance Accountability Report (Board)
- Reviews 1<sup>st</sup> Quarterly Financial Report (Board)
- Reviews Student Support Services Accountability Report (Board)
- Reviews PAA Accountability Report (Board)
- Review Legal Update of any outstanding cases
- Approve draft Agenda for Annual Meeting of Electors

### ***Events/Action***

- Reviews Transportation Accountability Report (SWAG Committee)

### ***Budget Considerations***

- Review Budget Work Plan including dates
- Review operations and priorities for next fiscal year
- Draft Budget Assumptions/Priorities

## **FEBRUARY**

### ***Regular Board Meeting Agenda Items***

- Review Transportation Accountability Report (Board)
- Review initial projected enrollment for next year
- Review parameters for school year calendar

### ***Events/Action***

- Review 2<sup>nd</sup> Quarterly Financial Report (SWAG Committee)
- Review Nutrition Accountability Report (EO Committee)
- SSBA Members' Council
- Public Boards Section Executive Meeting

### ***Budget Considerations***

- Finalize Budget Assumptions/Priorities

## **MARCH**

### ***Regular Board Meeting Agenda Items***

- Approve budget assumptions
- Approve school year calendar
- Review 2<sup>nd</sup> Quarterly Financial Accountability Report (Board)
- Review Nutrition Accountability Report (Board)

### ***Events/Action***

- Rural Congress
- Committee reviews Smooth Transitions Accountability Report

### ***Budget Considerations***

- Review funding from Ministry

## **APRIL**

### ***Regular Board Meeting Agenda***

- Conduct and approve Director of Education annual evaluation
- Participate in a facilitated Board self-evaluation and approve a positive path forward

### ***Events/Actions***

- Review Transitions Accountability Report (ST Committee)
- Review SCC Accountability Report (SWAG Committee)
- SSBA Spring General Meeting
- Public Boards Section Executive Meeting
- Host Annual Meeting of Electors

### ***Budget Considerations***

- Review proposed budget and give direction if any

## **MAY**

### ***Regular Board Meeting Agenda Items***

- Review Transitions Accountability Report (Board)
- Review SCC Accountability Report (Board)
- Approve budget
- Approval of Annual Work Plan and Board Meeting and other significant dates

### ***Events/Action***

- Review 3<sup>rd</sup> Quarterly Financial Report (SWAG Committee)
- Attend achievement nights and graduation ceremonies

### ***Budget Considerations***

- N/A

## **JUNE**

### ***Regular Board Meeting Agenda Items***

- Review 3<sup>rd</sup> Quarterly Financial Report (Board)

### ***Events/Action***

- Public Boards Section General Meeting

- Attend achievement nights and graduation ceremonies

***Budget Considerations***

- Review Budget Process

**ONGOING**

- Consider new developments and directions from Ministry of Education
- Attend meetings as determined by the Board
- Engage in individual trustee development approved by the Board
- Engage in celebration/recognition of students, staff and community
- Attend School Community Council meetings as scheduled and upon invitation
- Attend Standing Committee meetings as assigned
- Approve B1 and B5 Facilities Plan Applications
- Review Negotiations Update, provide terms of reference and approve memoranda of agreements are required.

Board Accountability Reports

	August	September	October	November	December	January	February	March	April	May	June
Accountability Report	<ul style="list-style-type: none"><li>School Improvement Plans Report (HLA Committee)</li></ul>	<ul style="list-style-type: none"><li>School Improvement Plans Report (Board)</li></ul>	<ul style="list-style-type: none"><li>Student Learning Report (HLA committee)</li><li>Graduation Rates Report (ST Committee)</li></ul>	<ul style="list-style-type: none"><li>Human Resources Report (SWAG Committee)</li><li>Student Learning Report (Board)</li><li>Graduation Rates Report (Board)</li></ul>	<ul style="list-style-type: none"><li>1<sup>st</sup> Quarterly Financial Report (SWAG Committee)</li><li>Human Resources Report (Board)</li><li>Maintenance Report (Committee - SWAG)</li><li>Student Support Services Report (EO Committee)</li><li>PAA Report (EO Committee)</li></ul>	<ul style="list-style-type: none"><li>Transportation Report (SWAG Committee)</li><li>Maintenance Report (Board)</li><li>Student Support Services Report (Board)</li><li>1<sup>st</sup> Quarterly Financial Report (Board)</li><li>PAA Report (Board)</li></ul>	<ul style="list-style-type: none"><li>2<sup>nd</sup> Quarterly financial report (SWAG Committee)</li><li>Nutrition Report (EO Committee)</li><li>Transportation Report (Board)</li></ul>	<ul style="list-style-type: none"><li>2<sup>nd</sup> Quarterly financial report (Board)</li><li>Nutrition Report (Board)</li></ul>	<ul style="list-style-type: none"><li>Transitions Report; Early Learning, Grade 8 to 9 retention (ST Committee)</li><li>SCC Report (SWAG Committee)</li></ul>	<ul style="list-style-type: none"><li>3<sup>rd</sup> Quarterly financial report (SWAG Committee)</li><li>Transitions Report (Board)</li><li>SCC Report (Board)</li></ul>	<ul style="list-style-type: none"><li>3<sup>rd</sup> Quarterly financial report (Board)</li></ul>



# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.8
<b>Topic:</b>	<b>Appoint Members to Empire's SCC</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Empire has found two more parent/community members who are interested in joining Empire's School Community Council. Their names are Pam Moffatt, term ending 2014/2015 and Taralynn Parker, term ending 2013/2014.

**Current Status:**

Empire's SCC constitution allows for nine members. At the present time, there are five members. With the addition of these two members, the SCC will still have two vacancies.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Barbara Compton	September 17, 2013	No

***Recommendation:***

That the Board approve and appoint members to Empire's School Community Council as mentioned above.

## AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.9
<b>Topic:</b>	<b>Monthly Reports</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Attached are the following reports for Board approval:

1. Suspensions
2. Tender Report for the period August 23-September 20, 2013
3. Teacher Absences and Substitute Usage for the period August 27-September 19, 2013

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi Ron Purdy Ryan Boughen	September 20, 2013	1. Suspensions 2. Tender Report 3. Teacher Absences and Substitute Usage Report

***Recommendation:***

That the Board accept the monthly reports as presented.



## **Tender Report for the period August 23 to September 20, 2013**

### Background:

- Board has requested a monthly report of tenders awarded which exceed the limits of Administrative procedure 513, which details limits where formal competitive bids are required. The procedure is as follows:
  - The Board of Education has delegated responsibility for the award of tenders to administration except where bids received for capital projects exceed budget. In this case the Board reserves the authority to accept/reject those tenders. A report of tenders awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting as an information item.
  - Competitive bids will be required for the purchase, lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized under the Education Act 1995 exceeding \$200,000.

### Current Status:

- A tender was issued for the purchase of school buses.

### Financial Implications:

- The tender for school buses was awarded to Western Canada IC Bus for a cost of \$530,103.

## Teacher Absences & Substitute Usage

**Date Range:**

**August 27, 2013 to September 19, 2013**

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 7208.68 days
Compassionate Leave	16	3.28%	4.5	28.13%	0.22%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	1	0.20%	1	100.00%	0.01%
Court/Jury	0	0.00%	0	0.00%	0.00%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	2	0.41%	0	0.00%	0.03%
Extra/Co-curr Teach	3.12	0.64%	2.8	89.74%	0.04%
FACI Meet/PD	3	0.61%	2	66.67%	0.04%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
Illness - Teacher	101.7	20.83%	83.4	82.01%	1.41%
Illness - Long Term	102.8	21.06%	0	0.00%	1.43%
Internship Seminar	23	4.71%	21.2	92.17%	0.32%
LRNG Meet/PD	9.2	1.88%	7.2	78.26%	0.13%
Medical/Dental Appt	81.81	16.76%	68.07	83.20%	1.13%
Noon Supervision Day	3.5	0.72%	3.5	100.00%	0.05%
Paternity Leave	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	7.5	1.54%	7.5	100.00%	0.10%
PP Teacher	56.63	11.60%	14.4	25.43%	0.79%
Prep Time	11.4	2.34%	11.4	100.00%	0.16%
PSTA	0.6	0.12%	0	0.00%	0.01%
Rec. Of Service	7.5	1.54%	5.5	73.33%	0.10%
Secondment	0	0.00%	0	0.00%	0.00%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
SONO Meet/PD	33.15	6.79%	26.37	79.55%	0.46%
SOSO Meet/PD	16.12	3.30%	12.84	79.65%	0.22%
STF Business - Invoice	5.6	1.15%	4.6	82.14%	0.08%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
Leave Without Pay	2.5	0.51%	2	80.00%	0.03%
<b>Total Absences</b>	<b>488.13</b>	<b>100.00%</b>	<b>278.28</b>	<b>57.01%</b>	<b>6.77%</b>

**Teachers (FTE)**

**424.04**

**# of teaching Days**

**17**

**Possible Days**

**7208.68**

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

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

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.10
<b>Topic:</b>	<b>2013-2014 SCC Board Representatives</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

As per Board Policy 16 - School Community Councils:

- 1.10 Subdivision Board members, when directed by the Board are to act as liaison representatives to the councils. The following guidelines concerning meetings between the Subdivision board member and SCC's are suggested:
  - 1.10.1 Attendance of the Subdivision board member at two meetings of each SCC annually- preferably one meeting in the spring and one meeting in the fall.
  - 1.10.2 Attendance of the Subdivision member at a minimum of one joint meeting of all SCC's within a School Division Cluster of schools on an annual basis.
  - 1.10.3 Copies of the Minutes of SCC meetings are to be forwarded to the Subdivision trustee as soon as practicable following each meeting.

**Current Status:**

Please see attached list.

**Pros and Cons:****Financial Implications:****Governance/Policy Implications:****Legal Implications:****Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Barbara Compton	September 23, 2013	2012-2013 SCC Board Representatives

**Recommendation:**

Please discuss and confirm Board assignments to SCCs for 2013-2014 school year.

### **2012-2013 Board Representatives**

In Moose Jaw, the designated representatives are as follows:

#### **School**

Empire  
John Chisholm  
King George  
Palliser Heights  
Prince Arthur  
Sunningdale  
Westmount  
William Grayson  
Central Collegiate  
Peacock Collegiate  
Riverview Collegiate

#### **Board Members**

Jan Radwanski, Lew Young  
Darrell Crabbe, Brian Swanson  
Darrell Crabbe, Lew Young  
Tim McLeod, Brian Swanson  
Lew Young, Brian Swanson  
Lew Young, Tim McLeod  
Jan Radwanski, Darrell Crabbe  
Brian Swanson, Lew Young  
Tim McLeod, Brian Swanson  
Tim McLeod, Lew Young  
Darrell Crabbe, Jan Radwanski

#### **Subdivision**

#1 – Ron Gleim  
#2 – Jackie Jelinski  
#3 – Al Kessler  
  
#4 – Colleen Christopherson-Cote  
#5 – Shawn Davidson

#### **Schools**

Chaplin, Central Butte, Eyebrow, Mortlach, Craik  
Rouleau, Avonlea, Caronport Elementary, Lindale  
Assiniboia 7<sup>th</sup> Ave, Assiniboia Elementary, Assiniboia Composite,  
Mossbank  
Coronach, Bengough, Rockglen  
Gravelbourg Elementary, Gravelbourg High, Lafleche, Kincaid,  
Glentworth, Mankota



## AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	5.11
<b>Topic:</b>	<b>September 30, 2013 Enrolments</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Information will be brought to the meeting.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	September 23, 2013	To be distributed at the meeting.

***Recommendation:***

Board discussion.

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	8.1.1
<b>Topic:</b>	<b>Inquiry: Physical Activity In Schools</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

## Background:

The following inquiry was made at the September 3, 2013 Board Meeting:  
Are we able to have data forwarded to the Board with regard to how our schools are meeting the government of Saskatchewan policy statement with regards to children and youth receiving 30 minutes of moderate to vigorous physical activity daily based on statistics from 2012-2013 school year.

-----  
Reference cited by board member

<http://www.education.gov.sk.ca/inspiring-movement>  
Towards Comprehensive School Community Health:  
Guidelines for Physical Activity in Saskatchewan Schools  
(February 2010)

## Current Status:

Presently we are participating in an interagency project focused on increasing physical activity among youth in our community. This project began in September 2008, with an agreement between the Prairie South School Division, Holy Trinity Catholic School Division and the Five Hills Health Region. The 5 year goal of the project was to increase the physical activity among youth in our community and to discover various approaches that could be used to facilitate continued daily physical activity.

In the past year specific goals have been related to increasing the number of schools participating in In Motion and also increasing the level of vigorous activity outside of regular physical education classes.

For data related to achievement of the vigorous physical activity goals see attachments:

1. Year End Summary of School Vigorous Activity Levels 2012-2013
2. Year End Summary of School Contacts 2012-2013

## Pros and Cons:

**Financial Implications:**

**Governance Implications:**

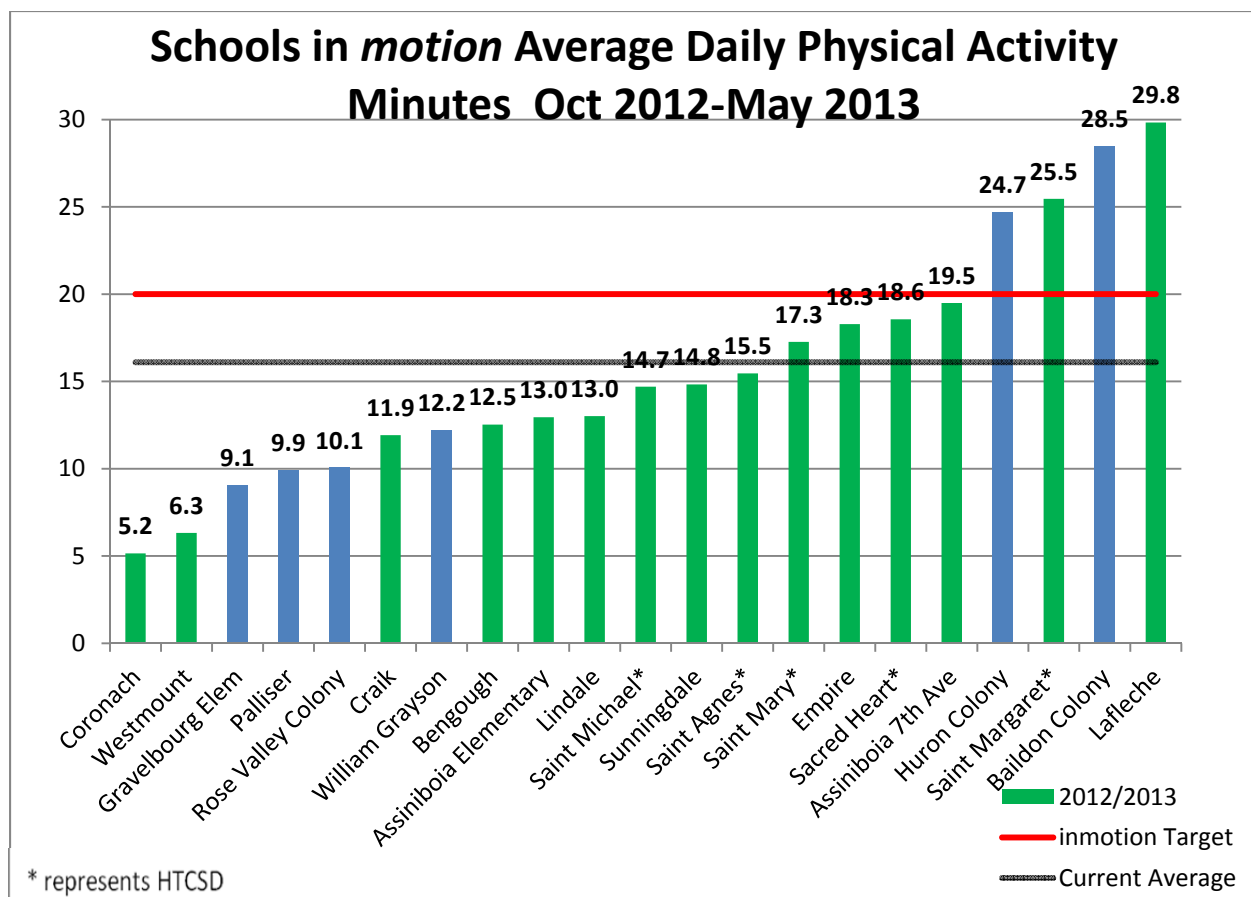
**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Kim Novak	October 1, 2013	In Motion Data Summary 2012-2013

***Recommendation:***

Information only



Note: Blue Bars- new schools

21 schools (16 PSSD, 5 HTCSd) & Approx. **3,924 students involved**

### October-May Vigorous Activity Minute Averages

2012-2013	vs.	2011-2012
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Schools Average: <b>16.1 min/day</b>		15.47 min/day
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HTCSd = <b>18.3</b>		17.2 min/day
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PSSD = <b>15.3</b>		15.2 min/day
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### Percent Amount of Students Attaining Minutes of Vigorous Activity

- 5-10 min: 1103 students = 28.11%
- 10-15 min: 1512 = 38%
- 15-20 min: 758 = 19.31%
- 20-25 : 216 = 5.5%
- 25-30 : 335 = 8.54%

## **Oct 2012- May 2013 Schools In Motion School Contact Summary**

- **Staff meetings-** Lindale, Coronach, Gravelbourg, Sacred Heart, Assin7<sup>th</sup> Ave, Westmount
- **Visit with Administration/IMC teacher:** Lindale, Prince Arthur x2
- **Student Leadership Training-** Craik, Gravelbourg, Huron Colony, Baildon, Rose Valley, William Grayson, Assiniboia Elementary, Prince Arthur
- **In class in motion activities-** St. Agnes x2, Sacred Heart, Palliser, Coronach, Assiniboia 7<sup>th</sup> Ave, Westmount, Assiniboia 7<sup>th</sup> Ave (indoor recess)
- **In motion gym activities-** Lafleche, Gravelbourg
- **Assembly activity:** Bengough
- **Community activities-** Bengough (open house), Empire (Spook Night), Empire (Healthy lifestyle fair)
- **Student leadership meetings:** St. Michaels x2, Assin 7<sup>th</sup>, Empire, Baildon, Craik x2, Huron Colony
- **High School in motion activities/education-** Coronach, Glentworth “Take the Lead & Leaders in motion” Conference (6 rural schools involved)
- **FUN FIT FRIDAY:** Beginning in Jan. @ Empire- will happen every second Friday
- **Whole School Events:** Sunningdale literacy day, Assiniboia 7<sup>th</sup> Ave- Heart & Stroke Fundraiser, Empire- Anti Bullying Day
- **Meet and Greet-** Westmount, William Grayson
- **Promo in New Schools-** Prince Arthur, King George
- **Newsletter-** various Physical activity, community and nutrition pieces for K-12
- **Resource emails:** monthly to promote DPA- links to resources, community promotions (i.e-snowshoe or pedometer/gps rental, equipment library, etc), French based resources sent out to Ecole schools
- **Web page/Pinterest-** launch Jan 2013 – to date 747 hits main page, other pages range 123-272 hits/page
- **DPA kits:** 2 put together for William Grayson, Prince Arthur
- **Incentives:** March – Fit Deck Jr. To Assin 7<sup>th</sup> & Huron, April- Empire & St. Agnes
- **Saskatchewan Racquetball clinics:** 3 dates booked: May 16 & 24, June 10<sup>th</sup>- schools involved: Empire, St. Mikes, St. Margaret, St. Agnes, St. Mary, Prince Arthur
- **Other:**
  - **Coronach School:** Mrs. Elder’s class was featured in SIM Feb edition of School E-News
  - **Westmount:** Salute to Youth Flash mob at Warriors Game Feb 1<sup>st</sup>, 2013
  - **7/40 school in SIM share to win resource** were Moose Jaw & region schools

School Name	# Visits
St. Michaels	2
St. Margaret	1
St. Mary	1
Sacred Heart	2
St. Agnes	5
Empire	9
Assinibioa Elem	1
Assinibioa 7th Ave	3
Lafleche	1
Craik	3
Lindale	2
Bengough	2
Coronach	2
Gravelbourg	3
Rose Colony School	1
Baildon Colony	2
Huron	1
William Grayson	2
Sunningdale	2
Westmount	3
Palliser	2
Prince Arthur	4
King George	1
Glentworth	1- Passive
Peacock	1- Passive
Swift Current	Passive
Rouleau	Passive
Kincaid	Passive

## AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	8.2
<b>Topic:</b>	<b>Auditor's Reporting Responsibilities and Audit Plan</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:** See attached Reporting Responsibilities and Audit Plan report from Stark & Marsh.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 18, 2013	Reporting Responsibilities and Audit Plan Report

***Recommendation:***  
Information only.



365 Central Avenue North, P.O. Box 128  
Swift Current, SK, Canada S9H 3V5  
(306) 773-7285 (Telephone)  
(306) 773-0837 (Facsimile)  
starkmarsh@starkmarsh.com

September 17, 2013

Prairie South School Division No. 210  
15 Thatcher Drive  
MOOSE JAW, SK S6J 1L8



**ATTENTION:** Board of Directors

Dear Sir(s)/Madam(s):

We have been engaged to provide the following services for Prairie South School Division No. 210 for the year ending August 31, 2013:

1. Assist in the preparation of the financial statements and the accompanying notes;
2. Audit the statement of financial position and the related statements of operations, changes in net financial assets and changes in cash flow; and
3. Prepare any statutory or other special reports, if required.

Enclosed is a report pertaining to our audit of the financial statements of the organization. This document had been prepared to aid you in fulfilling your obligation(s) with respect to the 2013 financial statements and is not intended for any other purpose. We do not accept any responsibility if the report is distributed to third parties or other users.

Should you have any questions regarding the enclosed, please do not hesitate to contact us.

Yours truly,

A handwritten signature in black ink that reads 'Terri Olfert'.

Terri Olfert, CA, CFP

TLO/prm  
Enc.



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**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**

**REPORTING RESPONSIBILITIES AND AUDIT PLAN**

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**I. Our Responsibility as Auditors**

Our responsibility, as auditors, is to express an opinion to the Board on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows in accordance with Canadian public sector accounting standards.

An audit is conducted to obtain reasonable (but not absolute) assurance that the financial statements are free of material misstatements. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed. Should we discover any such irregularities during our examination, we will report these matters to you.

Our audit includes:

- An assessment of the risk that the financial statements may contain material misstatements;
- An examination of various tests and sampling of data, supporting documentation and the disclosures made in the financial statements;
- An assessment of the accounting principles used by management; and
- An assessment of the significant estimates made by management.

We will obtain an understanding of internal controls to plan the audit. If control risk is assessed below maximum, sufficient audit evidence will be obtained through tests of controls to support our assessment.

Our understanding of internal controls will also include management's assessment of the risk that the financial statements may be materially misstated as a result of fraud and error and the internal controls put into place by management to address such risks.

**II. Responsibilities of the Board of Directors**

As management for the organization, the Board is responsible for establishing and maintaining an adequate internal control structure and procedures for financial reporting. This includes the design and maintenance of accounting records, recording transactions, selecting and applying accounting policies, safeguarding of assets and preventing and detecting fraud and error.

The the Board's responsibilities with respect to the audit engagement include (but are not limited to) the following:

- Being available to assist and provide direction in the audit planning process when and where appropriate;
- Meeting with us as necessary and prior to the release and approval of financial statements to review audit, disclosure and compliance issues;
- Where necessary, reviewing matters raised by the audit process with appropriate levels of management/the Board and reporting back to the auditors with respect to your findings;

- Making known to us any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to you, where such matters may impact the financial statements or the auditor's report;
- Providing guidance and direction to us on any additional work you feel should be undertaken in response to issues raised or concerns expressed;
- Making such enquiries as appropriate into our findings with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls; and
- Reviewing the draft financial statements prepared by the Board, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness.

### **III. Audit Approach**

Outlined below are certain aspects of our audit approach which are intended to help you in discharging your oversight responsibilities. Our general approach to the audit of Prairie South School Division No. 210 is to assess the risks of material misstatement in the financial statements and then respond by designing audit procedures.

#### **a) Illegal Acts, Fraud, Intentional Misstatements and Errors**

Our auditing procedures, including tests of your accounting records, are limited to those considered necessary in the circumstances and would not necessarily disclose all illegal acts, fraud, intentional misstatements or errors should any exist. We will conduct the audit under Canadian generally accepted auditing standards (GAAS), which include procedures to consider the potential likelihood of fraud and illegal acts occurring (based on the control environment, governance structure and circumstances encountered during the audit).

These procedures are not designed to test for fraudulent or illegal acts, nor would they necessarily detect such acts or recognize them as such, even if the effect of their consequences on the financial statements is material. However, should we become aware that an illegal or possible illegal act or an act of fraud may have occurred, other than one considered clearly inconsequential, we will communicate this information directly to the Board.

It is management's and/or the Board's responsibility to detect and prevent illegal actions. If such acts are discovered or management/the Board become aware of circumstances under which the organization may have been involved in fraudulent, illegal or regulatory non-compliance situations, such circumstances must be disclosed to us.

#### **b) Related Party Transactions**

During our audit, we conduct various tests and procedures to identify transactions considered to involve related parties. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence. Related parties also include management, members of the Board and their immediate family members and companies with which these individuals have an economic interest.

We will ensure that all related party transactions that were identified during the audit have been represented by management/the Board to have been disclosed in the notes to financial statements, recorded in accordance with Canadian public sector accounting standards and have been reviewed with you. All gains and losses occurring as a result of transactions with related parties have been recorded in accordance with the recommendations of Section 3840 of the Canadian Institute of Chartered Accountants (CICA) Handbook. You are also required to identify any other related party transactions not disclosed in the financial statements.

c) Risk-based

Our risk-based approach focuses on obtaining sufficient appropriate audit evidence to reduce the risk of material misstatement in the financial statements to an appropriately low level. This means that we will focus our audit work on higher risk areas that have a higher risk of being materially misstated.

Based on our knowledge of the organization's business and our past experience, we have identified the following areas that have a potentially higher risk of a material misstatement:

- Recognition of Property taxation revenues and assessment of management's estimates used in recording revenue and related Accounts receivable as of August 31, 2013.
- Presentation of Financial Statements and related notes in accordance with the Canadian Institute of Chartered Accountants (CICA) Public Sector Accounting Handbook.
- Recognition of Government transfers in accordance with Public Sector Accounting section 3410

d) Materiality

Materiality in an audit is used to help us achieve the following:

- Guide planning decisions on the nature and extent of our audit procedures;
- Assess the sufficiency of the audit evidence gathered; and
- Evaluate any misstatements found during our audit.

Materiality is the term used to describe the significance of financial statement information to decision makers. An item of information, or an aggregate of items, is material if it is probable that its omission or misstatement would influence or change a decision. Materiality is a matter of professional judgment in the particular circumstances.

We plan to use a materiality level of \$800,000. The materiality level for the prior year's audit was \$780,000.

e) Audit Procedures

In responding to our risk assessment, we will use a combination of tests of controls, tests of details and substantive analytical procedures. The objective of the tests of controls is to evaluate whether certain controls operated effectively. The objective of the tests of details is to detect material misstatements in the account balances and transaction streams. Substantive analytical procedures are used to identify differences between recorded amounts and predictable expectations in larger volumes of transactions over time.

f) Other Matters

- Provide an opinion on Internal Control, Legislative compliance and Other Matters to the office of the Provincial Auditor as in prior year audit

g) Timing

September 18, 19	Internal Control testing
October 8, 9	Year end audit field work
November 26	Audit Memorandum presented to the Board of Trustees

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This communication is prepared solely for the information of the Board and is not intended for any other purpose. We do not accept any responsibility if this document is distributed to third parties or other users.

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	8.3
<b>Topic:</b>	<b>Class Size Report</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:**

At the December 11, 2012 Board Meeting, the following motion passed.

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

**Current Status:**

Please refer to attachments.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	September 19, 2013	1) Classes With More Than 28 Students-September 16, 2013 2) Class Size - Shop Classes at Peacock Collegiate 3) Summary Class Size over 28 Students Sept. 16/13 4) Classes With 10 or Fewer Students-September 16, 2013 5) Summary of Classes with 10 or Fewer Students by School-Sept. 16/13

**Recommendation:**

Information only.

Classes with more than 28 Students September 16, 2013
-------------------------------------------------------

School	Grade	Individual Classes	Students	Total
Assiniboia Elementary	5 & 6	Christian Ethics	33	
	7	Physical Education	32	2
Assiniboia Composite	12	ELA A30/History 30	30	1
Avonlea	1 & 2	All classes	29	1
Caronport High	12	English B 30	31	
	12	Christian Ethics	32	
	11	Chemistry 20	29	3
Central Collegiate	12	Biology 30 - 2	32	
	12	Chemistre 30 -2	29	
	12	Geography 30-2	29	
	12	History 30-2	29	
	12	History 30-4	30	
	9	Wellness 90 - 1	29	
	9	Wellness 90 - 4	34	7
Cornerstone Christian	6	Band	32	
	8	Social Studies	32	
	8	Science	32	
	8	Physical Education	32	
	8	Health	32	
	8	Chrisitan Ethics	32	6
Lindale	6 & 7	All classes	29	
	7	All classes	29	
	8	All classes	31	3
Peacock Collegiate	12	Biology 30	30	
	10	Science 10	30	
	11	Biology 20	29	
	10	Drama 10	29	
	11	ELA 20	29	
	12	ELA A30	30	
	12	History 30	31	
	10	Math 10 W & A	30	
	11	Math 20 W & A	29	
	10	Wellness 10	31	
	10	Wellness 10	31	
	11	ELA 20	30	
	10	Science 10	31	
	12	Social Studies 30	30	
	11	Chemistry 20	31	
	9	Drama 90	29	
	11	History 20	31	
	9	PE Girls	35	
	9	PE Boys	34	
	9	Art 90	29	
	11	ELA 20	32	
	10	ELA B10	32	
	10	History 10	29	

	11	History 20	29	24
Riverview Collegiate	10	ELA A 10/11/18	30	
	10	Math 10 Workplace	31	2
Sunningdale	K-2	Choir	97	
	3 & 4	Choir	110	2

<b>Total Classes with more than 28 students</b>	<b>51</b>
-------------------------------------------------	-----------

<b>Class Size - Shop Classes at Peacock Collegiate</b>
--------------------------------------------------------

11	Autobody A20	12
10	Clothing 10	10
10	Construction 10	17
10,11,12	Electrical 10/20/30	21
10	Foods 10	18
10	Mechanics 10	16
11	Welding 20	13
12	Clothing 30	16
11	Construction 20	17
10,11,12	Electrical 10/20/30	16
12	Foods 30	15
11	Mechanics B20	15
10	Welding 10	18
11	Autobody A20	12
12	Construction 30	17
10	Machining 10	19
12	Interior Design 30	16
12	Foods 30	19
11	Mechanics A20	17
10	Welding 10	16
10	Clothing 10	15
11	Construction 20	16
10	Foods 10	16
10	Machining 10	19
10	Mechanics 10	19
12	Welding A30	16
12	Foods 30	20
9	Foods 90	17
9	Machining 90	18
9	Mechanics 90	18
9	Welding 90	20
9	Woods 90	10
9	Machining 90	19
9	Woods 90	20
9	Welding 90	19

**Summary Class Size over 28 Students Sept. 16/13****# of Classes**

<b>School</b>	<b>Grade Level</b>	
Assiniboia Elementary	Grades 5, 6, 7	2
Assiniboia Composite	Grade 12	1
Avonlea School	Grades 1 & 2 (all curriculum)	1
Caronport High School	Grades 11 & 12	3
Central Collegiate	Grades 9 & 12	7
Cornerstone Christian	Grades 6 & 8	6
Lindale	Grades 6, 7, 8	3
Peacock Collegiate	Grades 9, 10, 11, 12	24
Riverview Collegiate	Grade 10	2
Sunningdale	Kindergarten, Grades 1, 2, 3, 4	2

**Total Classes in PSSD with more than 28 students****51**



<b>Classes with 10 or fewer Students September 16, 2013</b>
-------------------------------------------------------------

School	Grade	Individual Classes	# of Students	Total
Bengough School	10	ELA	8	
	9	ELA	7	
	5 & 6	All Subjects	10	3
Caronport High School	9, 10 & 11	EAL	6	
	10	PAA Survey	10	2
Central Butte	9	Math	7	
	10	F PC Math/WPA Math	8	2
Chaplin	12	Biology 30	6	
	10 & 12	ELA 30A	6	
	10	Foundation Pre Cal	1	
	10 & 12	Outdoor Ed	6	
	10 & 12	PAA 10 and 20B	5	
	10 & 12	Social Studies 30	8	6
	10	PAA Survey	9	
	12	PreCal 30	8	
	10, 11 & 12	Arts Ed 10, 20, 30	8	3
Coronach	9	Math & Science	5	
	7	Math	8	
	6	Math	10	
	4	Math	9	
	11 & 12	PAA - shop strands	9	5
Eyebrow	K,1,3	All Subjects	8	
	11 & 12	Physics 20	5	
	11 & 12	Foundations Math 20/13	5	
	11 & 12	ELA 20/30	5	
	10	ELA 10	7	
Gravelbourg Elementary	10	Foundations & Pre Cal Math 10	7	6
	4	Francais	10	
	4	Mathematiques	10	
	4	Computers	10	
	4	Phys Ed	10	
Gravelbourg High	4	Binetre	10	5
	11	Fondements des Math	8	
	12	Fondements des Math	3	
	10	Fondements des Math PreCal	7	
	12	Foundation Math	9	
Kincaid	10	Mieux-etre	7	
	12	Sciences sociales	3	6
	Kindergarten	All curricula	10	
	7 & 8	PAA Survey	8	
	7 & 8	PAA Survey	8	
	9	Math 9	10	

	9	Science 9	10	
	9	Social Studies 9	10	
	10	Math WA10	7	
	10	Science 10	7	
	10	History 10	7	
	9 & 10	PAA Survey	9	
	9 & 10	PAA Survey	8	11
Lafleche	10, 11 & 12	ELA 10, 20, 30	6	
	11 & 12	History 20	4	
	11 & 12	Physics 20	4	
	10, 11 & 12	Biology 20	6	
	10	Math 10- WAP	2	
	10, 11 & 12	Life Trans 30	5	
	10, 11 & 12	Wellness 10, 20, 30	6	7
Mankota	Grade 1 to 3	All classes	10	
	11 & 12	Physical Education	8	
	11 & 12	Physical Education	9	3
Mossbank	Kindergarten	All curricula	6	
	11	Workplace App 20	4	
	11 & 12	Physics 30	10	3
Rockglen	11	Foundations 20	8	
	5 & 6	Math & ELA	10	
	K	Kindergarten	7	3
Rouleau	1	Math	7	
	2	Math	6	
	3	Math	7	
	6	Math	7	
	8	Math	8	
	9	Math	5	
	9	Health	5	7
<b>Total Classes with 10 or fewer students</b>			<b>72</b>	

## Summary of Classes with 10 or fewer students by school Sept 16/13

School	Grade Level	# of Classes
Bengough	Grades 5, 6, 9 & 10	3
Caronport High	Grades 9, 10 & 11	2
Central Butte	Grades 9 & 10	2
Chaplin	Grades 10 & 12	6
Cornerstone Christian	Grades 10, 11 & 12	3
Coronach	Grades 4, 6, 7, 9, 11 & 12	5
Eyebrow	K, 1, 3, 10, 11 & 12	6
Gravelbourg Elementary	Grade 4	5
Gravelbourg High	Grades 10, 11 & 12	6
Kincaid Central	K, Grades 7, 8, 9 & 10	11
Lafleche	Grades 10, 11 & 12	7
Mankota	Grades 1, 2, 3, 11 & 12	3
Mossbank	K, Grades 11 & 12	3
Rockglen	Grade 5, 6 and 11	3
Rouleau	K, 1, 2, 3, 6, 8 & 9	7
<b>Total Classes in PSSD with 10 or fewer</b>		<b>72</b>

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	8.4
<b>Topic:</b>	<b>B-1 Lafleche School Relocatables</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:**

At the September 2, 2013 Board meeting a request was made to the Board for the submission of a B-1 application to the Ministry (agenda item #5.7). The request was for two relocatable classrooms at Lafleche School to meet the growing demands of the school population.

**Current Status:**

B-1 application was submitted to Walter Milkulsky at the Ministry. Mr. Milkulsky contacted me to inform me that the current B-1 application process is being revised. Mr. Milkulsky stated a new form would come out in the fall for resubmission.

**Pros and Cons:**

Pros: Process will be revised to better the current process.  
Cons: Resubmission will force the application to be delayed.

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Darren Baiton	September 17, 2013	n/a

**Recommendation:**

Information only.

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	8.5
<b>Topic:</b>	<b>Friends of the Gravelbourg Convent - Letter of Endorsement for Grant Application</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:** We received the attached letter from the Friends of the Gravelbourg Convent. They are in the process of finding a suitable re-use for the former Convent of Jesus and Mary historical building and as such, are requesting Prairie South send a letter of endorsement for their grant application.

**Current Status:** A letter has been sent from Prairie South (attached) as their deadline is October 1.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 23, 2013	1) Letter from Friends of Gravelbourg Convent 2) Letter from Prairie South

**Recommendation:**  
Information only.



*Friends of the Gravelbourg Convent Inc*  
*Ami(e)s du Couvent de Gravelbourg*

Box 390 Gravelbourg, SK S0H 1X0  
P: 306-648-3301 Ext. 4 F: 306-648-3493  
gravelbourg.edo@sasktel.net



September 18, 2013

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

**ATTENTION: BOARD OF DIRECTORS**  
**RE: LETTER OF ENDORSEMENT FOR GRANT APPLICATION**

Dear Board Members,

As you are aware, the Friends of the Gravelbourg Convent Inc., a community based organization, in partnership with PSSD #210 and the Town of Gravelbourg are in the process of finding a suitable re-use for the former Convent of Jesus and Mary historical building.

As part of this process, FGC are seeking alternate funding sources in the form of grant applications and require written support from PSSD #210 to endorse this course of action. The suitable re-use project has reached the stage where feasibility studies are necessary to acquire the information needed to keep the project moving forward.

The grant application is for the Community Initiatives Fund – Community Projects Grant. For further information, please visit [www.cifsask.org](http://www.cifsask.org).

I appreciate that this is short notice for an application deadline of October 1, 2013. Thank you in advance for your cooperation and immediate attention regarding this request.

Sincerely,

Carleen Wallington  
Economic Development Officer  
Town of Gravelbourg

September 24, 2013

To Whom It May Concern:

**RE: Friends of the Gravelbourg Convent Inc. Community Initiatives – Community Project Grant Application**


The Friends of the Gravelbourg Convent Inc. is a community-based organization working in partnership with Prairie South School Division No. 210 and the town of Gravelbourg toward finding a suitable re-use for the former Convent of Jesus and Mary historical building. The building is located in Gravelbourg and is currently owned by Prairie South School Division No. 210 and is being used as an elementary school.

The school division is currently in the process of building a new elementary school. Once it is completed the school division will vacate the former Convent of Jesus and Mary building. Hence, the partnership to find a suitable re-use of this historical building.

The suitable re-use project has reached a stage where feasibility studies are necessary. Accordingly the Friends of the Gravelbourg Convent Inc. is applying for a Community Initiatives Fund – Community Projects Grant. This is to confirm that Prairie South School Division No. 210 endorses this course of action.

We would be happy to provide elaboration or clarification if required.

Sincerely,

  
\_\_\_\_\_  
Jeff Finell  
Director of Education

  
\_\_\_\_\_  
Shawn Davidson  
Board Chair

/hmb

cc: Board of Education, Prairie South Schools

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	8.6
<b>Topic:</b>	<b>SSBA Advance Nomination of Candidates for Executive Positions</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:**

The procedures and form for advance nomination of candidates for SSBA Executive positions is attached. The deadline to submit nominations is 4:30 p.m. on November 1, 2013.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 24, 2013	SSBA Nomination Information

***Recommendation:***

Information only.



**PROCEDURES FOR ADVANCE NOMINATION OF  
CANDIDATES FOR EXECUTIVE POSITIONS**

(Bylaw No. 4.1)

1. Nominations of candidates for Executive positions in advance of the Annual General Meeting are to be made using the attached form.
2. The nomination form must be signed by the board member who is making the nomination and the board member who is accepting the nomination.
3. The nomination:
  - (a) shall include a Candidate's Profile to a maximum of 300 words;
  - (b) may include a photograph of the candidate. (at least 300 dpi)
4. A board member who is submitting an advance nomination must ensure that it is submitted so that it is received in the Association office no later than 4:30 p.m. on the first business day in November.
5. Submission of an advance nomination can be made as follows to the attention of Ted Amendt:
  - (a) by mail or courier;
  - (b) by fax to (306) 352-9633;
  - (c) by e-mail to [tamendt@saskschoolboards.ca](mailto:tamendt@saskschoolboards.ca). If the e-mail does not contain the electronic signatures, please also send the original to the Association office.
6. Regardless of the method of submission of an advance nomination form, the candidate's picture may be submitted electronically.
7. The board member who is making the advance nomination will be required to formally make the nomination at the Association's annual general meeting at the time scheduled for the call for nominations to the particular Executive position.
8. Information regarding candidates nominated in advance in accordance with these procedures will be posted on the Association website no later than one week following the deadline for submission of advance nominations.



## ADVANCE NOMINATION FORM

***PLEASE COMPLETE THIS FORM AND SUBMIT IT TO THE ASSOCIATION OFFICE TO BE RECEIVED NO LATER THAN 4:30 p.m., NOVEMBER 1, 2013***

### **1. POSITION on the Executive:**

**Please check the position(s) for which the candidate is being nominated**

*(Note: Bylaws provide that a candidate may be nominated for more than one position, and, that candidates for President, who are not successful, are automatically candidates for Vice-President unless they choose not to run for the position of Vice-President.)*

\_\_\_\_\_ Southern Constituency Representative (2 year term)

Note: The terms of the Northern and Conseil scolaire fransaskois Constituency Representatives expire this year. However, pursuant to Bylaw 4.1,7(4) the Northern and Conseil scolaire fransaskois Constituency elects or selects its representative and alternate at a meeting held prior to the SSBA Annual General Meeting.

### **2. CANDIDATE:**

**Candidate's Name:** \_\_\_\_\_

**Candidate's Board of Education:** \_\_\_\_\_

**Indicate whether a photograph is submitted:** \_\_\_\_ Yes \_\_\_\_ No

**If "yes":** \_\_\_\_ enclosed \_\_\_\_ sent by e-mail

**Please attach the Candidate's Profile (maximum of 300 words). You may submit a separate Profile for each position if you wish.**

### **3. NOMINATOR:**

**Nominator's Name:** \_\_\_\_\_

**Nominator's Board of Education:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Nominator*

\_\_\_\_\_  
*Date*

### **4. CANDIDATE'S ACCEPTANCE e-mail:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Candidate*

\_\_\_\_\_  
*Date*

# AGENDA ITEM

<b>Meeting Date:</b>	October 1, 2013	<b>Agenda Item #:</b>	8.7
<b>Topic:</b>	<b>CIAF Paused</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:**

Please see the attached letter from Dan Florizone, Deputy Minister of Education.

The new planning and reporting systems that will be developed through Hoshin Kanri could replace the Continuous Improvement and Accountability Framework (CIAF) planning and reporting cycles. As such, the Ministry has asked school divisions to "pause" CIAF processes.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Jeff Finell	September 24, 2013	Letter from Dan Florizone

***Recommendation:***

Information only.



Government  
— of —  
Saskatchewan

Ministry of Education  
Deputy Minister  
5<sup>th</sup> Floor, 2220 College Ave.  
Regina, Canada S4P 4V9

September 16, 2013

School Division Directors of Education:

As you know, processes are underway to unify and re-orient the education system through Student First. A new strategic planning and management methodology, Hoshin Kanri, will support and guide the sector and the ministry working together to determine and deliver on system priorities that ensure focus and finish.

The new planning and reporting systems that will be developed through Hoshin Kanri could replace the Continuous Improvement and Accountability Framework (CIAF) planning and reporting cycles. As a result, the ministry will not be preparing the CIAF templates and mock-up that school divisions typically receive this time of year. School divisions are asked to "pause" CIAF processes until we have the opportunity to plan together on October 7 – 10, 2013.

The board of education annual reports that school divisions are preparing with the assistance of ministry staff for the 2012-13 school year, are a legislated requirement. Work towards producing those reports must continue as planned. School divisions' draft annual reports will continue to be due to the ministry on October 1, 2013.

Sincerely,

Dan Florizone  
Deputy Minister

cc: Donna Johnson, Assistant Deputy Minister  
Greg Miller, Assistant Deputy Minister