

Prairie South Schools

BOARD OF EDUCATION

Tuesday March 4, 2014
10:30 a.m. – 4:00 p.m.
Central Office, 15 Thatcher Drive, Moose Jaw

AGENDA

1. **Board Planning Session (10:00 – 10:30 a.m.)**
 - 1.1 **Rouleau Teacherage (Discussion)**
2. **Call to Order**
3. **Adoption of the Agenda**
4. **Adoption of Minutes**
5. **Decision and Discussion Items**
 - 5.1 **Application to Change a Rural Catchment Area (Decision)**
 - 5.2 **Designated Joint Catchment Area (Decision)**
 - 5.3 **Abolishment of Buffer Zone Policy No 17 Section 4 and 5 (Decision)**
 - 5.4 **Amendment of Policy #17, Sub-section 3.2 (Decision)**
 - 5.5 **Using an Alternate Yard Site for pick-up/drop-off Contained Outside of their Designated Catchment Area (Decision)**
 - 5.6 **Disposal of Records (Decision)**
 - 5.7 **Education Sector Strategic Plan (Decision)**
 - 5.8 **Coronach Early Learning and Literacy Centre (Decision)**
 - 5.9 **Accountability Report: Early Learning (Decision)**
 - 5.10 **2014-2015 School Year Calendar Options (Decision)**
 - 5.11 **Out of Province Excursion – Central Collegiate (Decision)**
 - 5.12 **Monthly Reports (Decision)**
 - 5.12.1 **Substitute Usage Report for the period January 24 - February 20, 2014**
 - 5.12.2 **Tender Report for the period January 24 - February 21, 2014**
 - 5.12.3 **Suspensions**
6. **Delegations and Presentations**
 - 6.1 **Kincaid Central School - Kendall Davidson via Polycom (11:40 a.m.)**
 - 6.2 **Riverview Collegiate Project Learning Presentation (1:00 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

9. Celebration Items

10. Identification of Items for Next Meeting Agenda

10.1 Notice of Motions

10.2 Inquiries

11. Meeting Review

12. Adjournment

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 15 Thatcher Drive East, Moose Jaw, Saskatchewan on February 4, 2014 at 10:00 a.m.

Attendance: Mr. D. Crabbe; Mr. S. Davidson; Mr. R. Gleim (via teleconferencing); Ms. J. Jelinski; Mr. A. Kessler; Mr. J. Radwanski; Mr. B. Swanson; Ms. G. Wilson; 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; L. Patterson, Executive Assistant

Absent: Mr. T. McLeod, Trustee

Delegations: Glentworth School (11:40 p.m.)
Learning Support Team (1:00 p.m.)

Motions:

- | | | |
|-------------------|--|----------|
| 2014/02/04 - 2067 | That the meeting be called to order at 10:42 a.m.
- Davidson | Carried |
| 2014/01/07 - 2068 | That the Board adopt the agenda as amended.
5.15 – Abolishment of Buffer Zone Policy No 17 Section 4 & 5
5.16 – Designated Joint Catchment Area
5.17 – Transportation Catchment Area Application Process
- Crabbe | Carried |
| 2014/01/07 - 2069 | That the Board adopt the Minutes of the regular meeting of January 7, 2014 as presented.
- Young | Carried |
| 2014/01/07 – 2070 | That the Director of Education accountabilities mandated in the source documents cited in the Student Support Accountability Report have been fully met.
- Kessler | Carried |
| 2014/01/07 – 2071 | That the Board approves \$608,916.00 revenue from targeted restricted funds to complete Practical and Applied Arts Enhancement project as presented to Equitable Opportunity Committee January 22, 2014 and Board of Trustees February 4, 2014.
- Young | Carried |
| 2014/01/07 – 2072 | That we refer this to budget discussions
- Swanson | Defeated |
| 2014/01/07 – 2073 | The Board allocate \$85,000 as outlined from the restricted surplus for the South Hill Initiative for the 2014-15 school year.
- Crabbe | |

2014/01/07 – 2074	That we refer allocating \$85,000 as outlined from the restricted surplus for the South Hill Initiative for the 2014-15 school year to budget discussions. - Swanson	Carried
2014/01/07 – 2075	The South Hill Initiative be extended indefinitely - Swanson A. Kessler left the meeting at 12.06 p.m. That the Board break at 12.06 p.m. That the Board reconvene at 1:03 p.m.	Carried
2014/01/07 – 2076	That the Board approve parameters for the 2014-2015 school year calendar as presented. - Wilson	Carried
2014/01/07 – 2077	That the Board accept the monthly reports as presented. - Young	Carried
2014/01/07 – 2078	That the Board approve Central Collegiate's overnight excursion to Assissippi, MB as per the outline provided. - Young	Carried
2014/01/07 – 2079	That the Board approve Assiniboia Composite High School's overnight excursion to Winnipeg, MB as per the outline provided. - Jelinski	Carried
2014/01/07 – 2080	That the Board approve Peacock Collegiate's overnight excursion to Banff, AB as per the outline provided. - Wilson	Carried
2014/01/07 – 2081	That the Director of Education accountabilities mandated in the source documents cited in the Transportation Accountability Report have been fully met. - Crabbe	Carried
2014/01/07 – 2082	That the Board approve the tender from Apex Electric for the Rockglen Lighting Upgrade in the amount of \$213,438.00 for the base bid and all alternate breakouts of the project. - Wilson	Carried
2014/01/07 – 2083	That the Board table the sale of the teacherage in Rouleau, SK to allow administration to gather information as to the sale of the property from the Ministry - Young	Withdrawn

- | | | |
|---|---|---------|
| 2014/01/07 – 2084 | That administration be directed to list the property in Rouleau, Saskatchewan with a real estate agent for pending sale.
-Swanson | Carried |
| J. Jelinski left the meeting at 2:39 p.m. | | |
| 2014/01/07 – 2085 | The Board instruct administration to proceed with the transfer of the land as was previously approved by the Borderland School Division from 1989 for parcel numbers 153931596 and 153931619
- Young | Carried |
| 2014/01/07 – 2086 | That the Board approves the transfer of parcel 105464415 to the adjoining land owner and the Board approves the sale of parcel 105273154 for \$100.
- Radwanski | Carried |
| 2014/01/07 – 2087 | The Board approves the disposal of records as per the attached schedule, by shredding or transfer to the Saskatchewan Archives.
- Wilson | Carried |
| 2014/01/07 – 2088 | That we table items 5.15 – 5.17 to the March Board meeting for additional information, required forms, letter, advise SCC this is on the March agenda.
- Young | Carried |

Committee Reports

Standing Committees:

Higher Literacy & Achievement

- No report given.

Equitable Opportunities

- The committee reviewed and approved the PAA Enhancement Project report.

Smooth Transitions

- The committee discussed the request from Chaplin School for a PreKindergarten class. They also discussed the PreKindergarten arrangement at Lindale School and the Early Learning Centre in Coronach.
- The committee reviewed and approved the Early Learning Accountability report, which will be presented at the next Board meeting.

Strong System-Wide Accountability and Governance

- The committee is continuing to prepare for the budget announcement later in March. They met with the Learning Department to drill down into the complimentary services budget line and are looking into lighting efficiencies paybacks.

Advocacy, Networking and Marketing

- The committee has been working on the planning for the upcoming Annual Meeting of Electors (AME), to be held on April 8, 2014 at King George

School. Details will be available soon.

- Gravelbourg SCC met with their local MLA to discuss their concerns with the Gravelbourg School upgrade and renovation project. The SCC members had previously presented to the Board their concerns and the Division will continue to work closely with the community as the design phase of the project continues.

Adhoc Committees:

South Hill

- The committee put forth two recommendations; the use of restricted funds and to extend the committee for one more year. The Board amended the later motion and to extend the South Hill committee indefinitely, allowing them to continue their work on building a stronger school community on South Hill.
- The schools will be investing in promotional street banners to enhance their visibility in the community.
- The Board and Senior Administration will be visiting Campus Regina later this week to further investigate the idea of implementing the model at Prairie South.
- Grade 7 and 8 students at Westmount and Empire completed their survey as to where they plan to attend high school. The committee will look at the feedback (such as programs, family and friends, etc) and how that impacts South Hill and Riverview.

Adjournment

2014/01/07 - 2089

That the meeting be adjourned at 3:26 p.m.
- Gleim

Carried

Shawn Davidson
Chair

Jeff Finell
Director of Education

Next Regular Board Meeting:

Date: March 4, 2014
Location: Board Office, Moose Jaw

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.1
Topic:	Application to Change a Rural Catchment Area		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

The application will apply to families currently using the Buffer Zone policy and others within a rural area who may wish to apply to have a rural catchment area changed.

This gives the Division the discretion to grant or deny the boundary change and proposed transportation based on a criteria of whether the request can be practically accommodated or not.

Possible outcomes of applications are: Accept, Deny or Establish a Joint Catchment Area.

A Joint Catchment area is shared by two schools.

We would require everyone who is using the current Buffer Zone policy to apply for a Rural Catchment Area change.

The application process will consist of a form that would need to be completed. Key information included on the form would be:

- Reason for request
- Families involved and students involved
- Other farms that would be affected by the catchment area change (in the case of multiple farms, a joint application with all affected locations would be required)
- Other applicable information

Proposed deadline for applications: April 15 for transportation the following fall.

A letter will be circulated to all the families that will need to apply for a rural catchment area change for 2014/15, as well as the SCCs. The letter will explain the changes that have been made and the process they need to go through in order to maintain their current arrangement. The process will also be publicized through the website so others who may wish to apply for a catchment area change will have

access to the necessary forms and information.

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Clarke Baker	February 21, 2014	Application to Change a Rural Catchment Area

Recommendation from the Rural Component of the Facilities Utilization Committee:

That the Board approve the Application to Change a Rural Catchment Area form and procedure as presented.

Application to Change a Rural Catchment Area

Parents/Guardians Name(s):		
Mailing Address:		
Telephone Numbers:	Home:	Cell:
	Work:	
Address or Rural Legal Land Description for bus pickup:		
Street Address:		
Or Rural Legal Land Description (include NE, NW, SE or SW with section number):		
<div style="display: flex; justify-content: space-between;"> _____ - _____ - _____ - W of _____ </div> <div style="display: flex; justify-content: space-between; font-size: small;"> (Section Number) (Township) (Range) (Meridian) </div>		
Name of your Designated School:		
Name of the school that you are requesting to be transported to:		
Have you received authorization to attend this school? Yes No (Circle One)		
Reason for Request:		

Name of Student:	Grade:	Name of Student:	Grade:

If space allocated in any portion is insufficient please use separate sheet using same format.

Are there any other families or farms involved or affected by this catchment area change?

Yes No (Circle One)

If yes, please submit all application forms as one package for consideration.

I declare that the information provided in this application is, to the best of my knowledge, accurate and complete.

Prairie South School Division reserves the right to confirm any information contained within this application. Should any information be found to be false or misleading this application will be denied.

Signature of Applicant: _____

Print Name: _____

Date: _____

Please forward your completed application to: Prairie South School Division No 210, Attention: Transportation Department, 15 Thatcher Drive East, Moose Jaw, SK, S6J 1L8

If further information is required please contact the Transportation Department at 306-694-7553.

General Information:

1. All original signed copies must be received by April 15th of the current school year.
2. Any applications received after April 15th will not be considered. An individual will be responsible for resubmitting their application for review by April 15th of the next school year.
3. These applications shall only be received and reviewed once during a school year period. April 15th is the cut-off date for the next school year.
4. An applicant will be notified of the results no later than June of current school year.
5. Incomplete or illegible forms will not be considered.

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.2
Topic:	Designated Joint Catchment Area		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Briercrest, Drinkwater, Limerick and Willow Bunch communities are all affected by historical school closures and the Rural Catchment Review Committee felt it was important to honour those commitments made to these communities.

Other communities that have multiple buses will have to apply for catchment area change just like anyone else currently utilizing the buffer zone policy. These communities include: Fife Lake, Scout Lake, Thompson Lake, Harptree, Mortlach/Moose Jaw boundary (Caronport/Caron areas), and Viceroy.

The committee considered moving the lines based on current attendance patterns, however, decided that it would be better if all had to go through the process which will be transparent and documented.

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Clarke Baker	February 21, 2014	

Recommendation from the Rural Component of the Facilities Utilization Committee:

That the Board accept the following communities as dual catchment zones for the purpose of transportation. These areas will continue to have a choice for transportation to the schools as outlined below.

Briercrest - Shared with Lindale Rural School located in Moose Jaw and Avonlea School.

Drinkwater - Shared with Lindale Rural School located in Moose Jaw and Rouleau School.

Limerick - Shared with Lafleche and Assiniboia Schools.

Willow Bunch - Shared with Coronach and Assiniboia Schools.

AGENDA ITEM

Meeting Date:	March 4, 2013	Agenda Item #:	5.3
Topic:	Abolishment of Buffer Zone Policy #17 Section 4 & 5		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

The Buffer Zone policy allowed the school division to determine migration patterns of people and in a few instances even improved transportation efficiency (in the case where an entire group along a boundary road chose to go one direction). However, there are also instances where such a policy has put a lot of extra miles on buses, or resulted in buses from different schools following each other around.

It should be made clear that the school division does have open boundaries for school attendance, but that does not apply to transportation. Transportation operates the most efficiently within set boundaries. In the interest of transportation efficiency, the Rural Catchment Review Committee proposes that the Buffer Zone policy be abolished.

Moving forward, Parents/guardians exercising the option of sending their children to schools other than the school(s) in their catchment shall be wholly responsible for all transportation arrangements and costs.

Those wishing to change their rural catchment area boundary, allowing for transportation to another school will be able to make an application to do so. This will be discussed in a subsequent agenda item.

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Clarke Baker	February 21, 2014	

Recommendation from the Rural Component of the Facilities Utilization Committee:
That the current Buffer Zone policy be abolished effective July 31, 2014.

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.4
Topic:	Amendment of Policy #17, Sub-Section 3.2		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

The current policy states:

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

3.2.1 Provision of transportation through the use of taxi cabs and municipal buses.

3.2.2 Provision of transportation allowance for parents who convey their children. Such an allowance is only available if students do not have full bus service to their Board designated school.”

There had been an inquiry received from an individual requesting to receive a conveyance allowance for transporting their children to and from school as the regular bus had been cancelled due to unavailability of a driver.

The purpose of the previously mentioned policy is only for a special needs requirement such as: for an individual who cannot be transported by a school bus due to a disability; an individual utilizing the local Moose Jaw transit system as a life learning skill to be continued after leaving their designated school program; it may include a small child who needs a car seat and is transported by their parents or by a school staff member; etc.

So the SSWAG committee believes to alleviate any further misperception that this policy is amended as outlined below:

3.2 There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases the Director of Education is to **may** make special arrangements in consultation with the appropriate superintendent. ~~These~~

special arrangements may include:

~~3.2.1 Provision of transportation through the use of taxi cabs and municipal buses.~~

~~3.2.2 Provision of transportation allowance for parents who convey their children. Such an allowance is only available if students do not have full bus service to their Board designated school.~~

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Clarke Baker	February 21, 2014	

Recommendation from the SSWAG Committee:

That the Board amends Board Policy No. 17, sub-section 3.2 as presented.

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.5
Topic:	Using an Alternate Yard Site for pick-up/drop-off Contained Outside of their Designated Catchment Area.		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:

Currently, some individuals who are attending schools out of their attendance area use an existing bus stop located at an alternate yard site contained within another catchment area. These are usually families who reside outside the buffer zone.

The committee is considering the following concerns in relation to this practice:

- a. It is unknown how students may be transported to their residence from these points. For example it could be a parent; the individual student; another adult or student.
- b. A student could be dropped off at a location and a driver not recognizing that transportation is not available for a student or that no one is immediately available to retrieve or accept responsibility of a child.
- c. As these bus stops are in the rural area and as a result can involve a large distance travelled from a school then there may not be an adequate contingency plan that will be sufficient to deal with all unforeseen snags.
- d. These circumstances also may place a driver in an unfavorable or difficult situation.

An excerpt contained within a guide issued by the Saskatchewan School Boards Association for The Transfer of Responsibility from School Bus Driver to Parents is as follows:

“....is that although the school board’s responsibility ends when the children leave the bus, there is an implied responsibility or duty of care not to place any child in a dangerous situation and in cases of small children, or even dropping older students off in severe weather conditions, a “prudent person” would be expected to identify situations

that could endanger a child, and take reasonable steps to prevent the situation.....”

It is believed that all of the mentioned circumstances could potentially place a child in an unsafe situation.

Also we should not be placing the burden onto another family to accept responsibility for the safety of another child in relation to this matter.

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Clarke Baker	February 21, 2014	

Recommendation from the Rural Component of the Facilities Utilization Committee:

That the Board does not authorize any new requests from individuals commuting from one rural catchment area to another to be picked up/dropped off at an alternate site (at an existing bus stop in another catchment area) commencing in the 2014-2015 School Year. The current individuals using this method would continue until further considerations/recommendations by the committee.

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.6
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Board Policy is that records be retained for the duration specified in the Saskatchewan Learning Records Retention and Disposal Schedule. They are to be retained and disposed of in accordance with the directives of the Education Act 1995, The Local Government Election Act and The Archives Act. The Local Authority and Freedom of Information and Protection of Privacy Act also requires that we not keep records with personal information any longer than the purpose for which the information was collected. The Acts require that the Board approve the disposal of public records. They do not give instruction on non-public records. This Board has chosen to approve the disposal of all records.

Current Status:

A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule is attached. Not all types of files listed are named specifically in the retention schedule. In that case the retention for a similar type of record is to be used.

The record of disposal of records, i.e. the attached list, is a permanent record that must be retained permanently.

A letter will be sent to the Saskatchewan Archives offering them the records which do not contain personal information. A letter will also be sent to the Ministry of Education to determine if they want any of the marks files. Any records offered to Archives and to the Ministry which they are not interested in retaining will be shredded.

Pros and Cons:

Financial Implications: N/A

Governance Implications: N/A

Legal Implications: N/A

Communications: N/A

Prepared By:	Date:	Attachments:
Ron Purdy	February 21, 2014	List of records

Recommendation:

The Board approves the disposal of records as per the attached schedule, by shredding, transfer to the Saskatchewan Archives or transfer to the Ministry of Education.

Records for Disposal - 2014 (March) Prairie South School Division #210

Record	Division	Type	Start	Finish	Required Retention Period
Election	Assiniboia SD 69		1994	1994	1 year
Election	Assiniboia SD 69		1997	1997	1 year
Election Maps	Assiniboia SD 69		1991	1991	1 year
Misc correspondence	Assiniboia SD 69		1970	1998	no specific requirement
AccPac	Borderland		1995	1995	3 years
Attendance counsellor	Borderland		1980	1990	no specific requirement
Bilingual Program	Borderland		1991	1999	3 years
Board Agendas	Borderland		1994	1994	3 years
Board Packages	Borderland		1995	1998	3 years
Cum File Requests	Borderland		1997	2003	3 years
Cupe	Borderland	postings/benefits info	1997	1998	3 years
Cupe 1997	Borderland	Suggested revisions for next contract	1997	1997	3 years
Cupe Bargaining	Borderland		1999	2000	7 years after expiration
Cupe Information	Borderland	postings/guidelines for principals	1998	1998	3 years
Cupe Information	Borderland	postings/listing of union executive	1999	1999	3 years
Cupe Information	Borderland	Grievance/bargaining proposal	2000	2000	3 years
Cupe Information	Borderland	misc correspondence	2001	2001	3 years
Cupe Information	Borderland	Bargaining correspondence	2002	2002	3 years
Cupe Postings	Borderland		2000	2003	3 years
Financial reports-monthly	Borderland		1991	1991	3 years
General Information for Schools	Borderland		1998	1999	no specific requirement
Group Life remittances	Borderland		1992	1992	7 years
GST	Borderland		2003	2005	7 years
Health Region Correspondence	Borderland		1982	1992	3 years
Kindergarten	Borderland		1965	1978	3 years
Maintenance Shop Rent	Borderland		1992	1994	7 years
Masterworks	Borderland		2002	2002	no specific requirement
MEPP- forms newsletters	Borderland		2000	2004	no specific requirement
Operational Grants	Borderland		1978	1991	7 years
Sale of Old Division Maintenance Shop	Borderland		1996	1996	3 years
Sale of Old Division Office	Borderland		2000	2000	3 years
Seniority List	Borderland		1996	1999	no specific requirement
Teacher Aides-Clerical	Borderland	postings, contracts, pay rates	1980	1989	7 years after expiration
Teacher pay options (10vs 12 mo)	Borderland		2002	2003	7 years
Teacherage Sales	Borderland		1992	1998	3 years
Technology Committee	Borderland		1998	2004	no specific requirement
Y2K	Borderland		1999	1999	no specific requirement
2003 Elections	Golden Plains		2003	2004	1 year
ABW Shared Services	Golden Plains	Budgets, correspondence	1998	2005	7 years

Budget 2005	Golden Plains		2005	2005 3 years
CPR Training	Golden Plains		2002	2003 3 years
Director's Reports	Golden Plains	Aug 02-Dec 05	2002	2005 3 years
EI Premium Reduction	Golden Plains		2001	2005 7 years
Election	Golden Plains		1994	1994 1 year
Election	Golden Plains		1995	1995 1 year
Election	Golden Plains		1997	1997 1 year
Election	Golden Plains		1999	1999 1 year
Election	Golden Plains		2000	2000 1 year
Election	Golden Plains	sub-unit trustees	1946	1946 1 year
Facilities	Golden Plains	Vendor information, correspondence	1997	2002 3 years
Garnishy 2004	Golden Plains	Final Payment -May 2005	2004	2005 3 years
Grant Information	Golden Plains		2005	2005 7 years
Grassroots	Golden Plains		1998	2003 3 years
GST	Golden Plains		2005	2005 7 years
Management Information Group	Golden Plains	software information	2000	2004 no specific requirement
MEPP	Golden Plains	Enrolments, program infor	1998	2004 7 years
Municipal Correspondence	Golden Plains	Taxes , EMO	1999	2005 no specific requirement
Nominations	Golden Plains		2003	2004 3 months
OH&S	Golden Plains		2005	2005 1 year after issue resolved
OMLO	Golden Plains	Program information	1995	2003 7 years
Principal's Monthly Report	Golden Plains		2004	2005 1 year
Record of Employment	Golden Plains		2004	2004 7 years
Stay in School	Golden Plains		1997	1998 3 years
Summer Students	Golden Plains	Applications/TD 1's	2004	2005 7 years
Technology	Golden Plains		2001	2002 3 years
WCB	Golden Plains		2005	2005 1 year after issue resolved
Work Experience	Golden Plains		2002	2005 3 years
Youth Employment Initiative	Golden Plains		1998	1999 3 years
Ferland School	Gravelbourg SD #6		1971	1989 3 years
Sub unit Election meeting	Gravelbourg SD #6		1951	1951 1 year
Supervisor Contracts	Gravelbourg SD #6		1954	1955 7 years after expiration
Teacher Agreements	Gravelbourg SD #6		1951	1952 7 years after expiration
Arbitration V-13-88	Moose Jaw		1988	1988 3 years
Cupe Postings	Moose Jaw		2005	2005 3 years
MSDS Sheets	Moose Jaw		1988	1988 1 year
Purchase orders	Moose Jaw		1989	1989 1 year
Purchasing Study	Moose Jaw	Done by Saskatoon Public	1980	1980 3 years
Tenders	Moose Jaw	Maintenance, welding gas, projection lamps	1995	2005 3 years
CDN Test of Basic Skills	Moose Jaw	Results summaries, prog info	1988	1997 3 years after turn 22
Otis Lennon Test	Moose Jaw	Grades 7-8	1990	1996 3 years after turn 22
School Year	Moose Jaw		1996	2006 3 years
Shared Services	Moose Jaw	Program information	2002	2005 3 years

Skills Canada	Moose Jaw	Program information	2004	2004 3 years
Special Assistants	Moose Jaw	Assignments	2002	2004 3 years
Special Events Funding	Moose Jaw	Letters, requests	2004	2004 7 years
SSBA	Moose Jaw	Newsletters etc	2005	2005 no specific requirement
Staff Lists	Moose Jaw		2002	2005 3 years
Stay in School Committee	Moose Jaw	Report	1994	1995 3 years
Stay in School Room	Moose Jaw	Correspondence, reports	1994	2001 3 years
Student Records Procedure -Contel	Moose Jaw	How to for mini computer	1990	1990 no specific requirement
Student Tracking	Moose Jaw	Reports, login	1991	2002 3 years
Suicide Prevention	Moose Jaw		1994	2001 3 years
Teacher Negotiation and Linc	Moose Jaw		2000	2002 3 years
Teacher Recruitment and Retention Incentive	Moose Jaw	Funding, Program information	2001	2004 3 years
Cupe Postings	Prairie South		2008	2009 3 years
Bank Reconciliations	Red Coat Trail	Jan, Mar., Sept, Nov.	2004	2004 7 years
Budget 2005	Red Coat Trail		2005	2005 3 years
Director's Reports	Red Coat Trail	Sept 99-June 02	1999	2002 3 years
Director's Reports	Red Coat Trail	Aug -Dec	2005	2005 3 years
Election	Red Coat Trail		2000	2000 1 year
Election	Red Coat Trail		2001	2001 1 year
Election	Red Coat Trail		2003	2003 1 year
Journal Entries	Red Coat Trail		1994	1994 7 years
Journal Entries	Red Coat Trail		2004	2004 7 years
Payroll working papers	Red Coat Trail		2000	2000 7 years
Board Elections	South Central		2005	2005 1 year
A/P Cheque lists	Thunder Creek		1986	1988 3 years
Admin Meetings	Thunder Creek	Discussion materials	2002	2002 3 years
Administrator Meetings	Thunder Creek		2003	2005 3 years
Administrator Meetings	Thunder Creek	Aug 99-Dec 01	1999	2001 3 years
Advertising	Thunder Creek		1985	1991 no specific requirement
Board Agendas	Thunder Creek		1988	1988 3 years
Board Packages	Thunder Creek		1998	2000 3 years
Boundary Changes	Thunder Creek		1987	1987 3 years
Briercrest School Break-in	Thunder Creek		1992	1992 7 years
Briercrest School Effectiveness Study	Thunder Creek		1994	1994 3 years
Brownlee School	Thunder Creek	Attendance, post closure correspondence	1995	1998 3 years
Budget	Thunder Creek		1988	1988 3 years
Budget	Thunder Creek		1987	1990 3 years
Budget Information	Thunder Creek		2001	2002 7 years
Budget-Academic and School Decentralized	Thunder Creek		1988	1990 3 years
Bus Driver Contracts	Thunder Creek		1988	1988 7 years after expiration
Bus Fleet Supervisor	Thunder Creek	Correspondence	1988	1988 3 years
Bus Tender	Thunder Creek		1989	1990 3 years
Canpay	Thunder Creek	Program information	1991	1998 no specific requirement

Caretaking Contracts	Thunder Creek		1988	1988 7 years after expiration
Coderre School Closure	Thunder Creek		1993	1994 3 years
Coderre School Equipment Dispersal	Thunder Creek		1996	1996 7 years
Computers	Thunder Creek	Purchases, employee plan	1988	1988 7 years
Contract-Annuity Quotations	Thunder Creek		1998	2000 7 years
Contract-caretaking	Thunder Creek		1989	1989 7 years after expiration
Contract-Conseil Scholaire	Thunder Creek		1994	1995 7 years after expiration
Contract-Office Assistant	Thunder Creek		1989	1989 7 years after expiration
Contract-Purolator	Thunder Creek		1987	1988 7 years after expiration
Contracts, secretary, teacher aides	Thunder Creek		1988	1989 7 years after expiration
Conveyance Allowance	Thunder Creek		1988	1988 7 years
Conveyance Correspondence	Thunder Creek		1988	1988 3 years after turn 22
Co-op Work Program	Thunder Creek		1988	1988 7 years
Cupe Negotiations	Thunder Creek		1991	1991 7 years after expiration
Cupe Seniority List	Thunder Creek		1981	1996 3 years
Department of Education Correspondence	Thunder Creek	letters, handbook	1987	1988 no specific requirement
Department of Education Grants	Thunder Creek		1988	1988 7 years
Director of Education	Thunder Creek		1988	1988 3 years
Director's Board Meeting Files	Thunder Creek		1987	1989 3 years
Director's Board Meeting Files	Thunder Creek		1993	1996 3 years
EDF	Thunder Creek	projects, meeting	1988	1988 7 years
Educational Excursions	Thunder Creek		1990	1991 3 years after turn 22
Election	Thunder Creek		1988	1988 1 year
Employee Recruitment	Thunder Creek	Forms, job requirements	1994	1994 3 years
Employee's Superannuation	Thunder Creek	Remittances, reports	1988	1988 7 years
Enrolment information	Thunder Creek		1984	1993 no specific requirement
Enrolment information	Thunder Creek		1999	2000 no specific requirement
Enrolments	Thunder Creek		2002	2005 no specific requirement
F/S working papers	Thunder Creek		1988	1988 7 years
Fax Quotes	Thunder Creek		1988	1988 3 years
FOG Calculations	Thunder Creek		2002	2005 3 years
Fog Information	Thunder Creek		1998	2002 7 years
French Language Monitor	Thunder Creek		1988	1988 3 years
Fuel Tender	Thunder Creek		1989	1998 3 years
Grant/Budget Information	Thunder Creek		2003	2005 7 years
GST-	Thunder Creek	Guides and Newsletters	1990	1991 no specific requirement
GST Refund Applications	Thunder Creek		1988	1991 7 years
Income Tax	Thunder Creek	Remittances	1983	1983 7 years
Income Tax	Thunder Creek	Remittances, T'4s	1987	1987 7 years
Interprovincial Trade	Thunder Creek	Negotiations update	1995	1995 no specific requirement
Job Entry Program	Thunder Creek	Finances	1988	1989 7 years
Kindergarten registrations	Thunder Creek		1990	1990 3 years after turn 22
Linc Conciliation	Thunder Creek		1991	1991 7 years after expiration

Linc-Mediation	Thunder Creek		1990	1990 7 years after expiration
Linc-Negotiation	Thunder Creek		1988	1989 7 years after expiration
Locally Developed Courses	Thunder Creek		1990	1991 3 years
Marks Grades 10-12	Thunder Creek		1990	1990 3 years after turn 22
MEPP	Thunder Creek	Remittances, reports, enrolments	1990	1998 3 years
Mortlach Break-in	Thunder Creek		1994	1994 3 years after settlement
Paraprofessional Scheduling	Thunder Creek		1993	1995 3 years
Payroll-Stats Canada	Thunder Creek		1989	1996 7 years
Phonic Ear	Thunder Creek		1988	1988 7 years
Principal's Meetings	Thunder Creek		1990	1992 3 years
Principal's Monthly Report	Thunder Creek		1991	1992 1 year
Principal's September Statistical Report	Thunder Creek		1990	1991 no specific requirement
Provincial Bargaining	Thunder Creek		1996	1996 no specific requirement
Salary Reconciliation	Thunder Creek		1988	1988 3 years
School Bus Driver's Handbook	Thunder Creek		1992	1992 3 years
Secretary Applications	Thunder Creek		1988	1988 1 year
SELU	Thunder Creek	Letters, report on Caronport High	1998	1998 3 years
Special Ed Funding/Spending	Thunder Creek		1989	1996 7 years
SSTA	Thunder Creek	Newsletters, publications	1994	1999 no specific requirement
Staff Service Awards	Thunder Creek		1996	2004 no specific requirement
Staffing	Thunder Creek	Formula, assignments, teacher seniority	1991	1999 3 years
Statistics Canada Survey of Employment	Thunder Creek		1989	1989 7 years
Stay in School Initiatives	Thunder Creek		1992	1995 3 years
Stay in School Initiatives	Thunder Creek		1992	1992 3 years
STRP-correspondence	Thunder Creek		1992	1993 7 years
Student Evaluation Workshop	Thunder Creek		1994	1994 3 years
Student Exchange	Thunder Creek		1989	1989 3 years after turn 22
Student Marks	Thunder Creek	High School	1990	1991 3 years after turn 22
Summer School	Thunder Creek	Memos from Regina Public	1994	1997 3 years
T4-CRA Remittances	Thunder Creek		1990	1993 7 years
Teacher Accreditation	Thunder Creek	Reports	1981	1994 3 years
Teacher list	Thunder Creek		1962	1988 no specific requirement
Teacher Qualifications	Thunder Creek		1988	1989 3 years
Teacher Qualifications	Thunder Creek		1993	1993 3 years
Teacher Redunancy	Thunder Creek	2 board of reference findings	1998	1998 3 years after ruling
Teacher Seniority List	Thunder Creek		1994	1996 no specific requirement
Teacher Timetables	Thunder Creek		1990	1999 no specific requirement
Teacher Transfer requests	Thunder Creek		1995	1995 3 years
Teacher/Board Liason Committee	Thunder Creek	Needs assessment discussions	1994	1995 3 years
Teachers (Part-Time)	Thunder Creek	STF Report	1985	1985 3 years
Teacher's report on qualifications	Thunder Creek		1991	1991 3 years
Teen Aid	Thunder Creek	Program information	1996	1996 no specific requirement
Transportation correspondence	Thunder Creek		1989	1989 3 years after turn 22

Tuition	Thunder Creek		1989	1995 7 years
Tuition Fee Correspondence	Thunder Creek		1996	2005 7 years
UPS	Thunder Creek		1994	1994 3 years
WCB	Thunder Creek		1993	1994 1 year after issue resolved
WHMIS	Thunder Creek	Program information	1989	1991 no specific requirement
Work Ed Claims for Reimbursement	Thunder Creek		1994	1997 7 years
Work Education	Thunder Creek		1988	1991 3 years
Year End Class Summary/Placement-Various Grades	Thunder Creek	Grande Coulee	1984	1986 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Gray	1984	1986 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Living Word	1982	1982 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Pense	1984	1986 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	South Lake, 52,51,50,46	1946	1952 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Spicer 46,50,52-54,56-58	1946	1958 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	St. Charles 51-54,56,57,59-61,63-65	1951	1965 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	St. Louis - 50-52,54-57,59-60	1950	1960 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Westview - 50-54,56-58,60,61	1950	1961 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Windcrest - 46,50,53,54,56,57,59,60,64,66	1946	1966 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Wilson - 50-52, 54	1950	1954 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Wood Valley - 52,57,59,60	1952	1960 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Royal George - 52,53,55,57,58,62,63	1952	1963 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Rudolph - 50,51,53	1950	1953 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Rutherford - 50-52,54,56,57,59-61	1950	1961 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Sanderson - 50,52,53,55,56,58	1950	1958 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Seventh Day Adventist - 50-52	1950	1952 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Symrishub	1953	1955 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Sudom - 50,51,56,57	1950	1957 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Summerside - 46,50,52-56,58-62	1946	1962 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Sweet Grass	1950	1950 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Thompson - 46, 50-54	1946	1950 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Tilney - 50,55,58-62	1950	1962 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Trewdale - 46,50-53,55	1946	1955 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Vasser	1950	1953 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	West Lake - 50-59,63,64	1950	1964 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Bar Hill	1960	1960 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Benton - 46,50-54,56	1946	1956 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Belle Plaine	1983	1988 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Bevith	1950	1952 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Bird's Eye View - 50-57,59,60	1950	1960 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Bishop's Hill - 53-55,57-59	1953	1959 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Blofield - 50,54,57-59	1950	1959 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Boharm - 50-54,57-62	1950	1962 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Brandview - 53,54,56-60	1953	1960 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Breadabane - 50-56,58,60,61	1950	1961 3 years after turn 22

Year End Class Summary/Placement-Various Grades	Thunder Creek	Moose Jaw Separate-various schools	1950	1959 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Peacock - March 15	1975	1976 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Vanier - March 15	1974	1975 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Riverview - March 15	1975	1976 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Central - March 15	1975	1976 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Moose Jaw High Schools - 64,66	1964	1966 3 years after turn 22
Year End Class Summary/Placement-Various Grades	Thunder Creek	Public School	1958	1963 3 years after turn 22
Year-end placements & marks	Thunder Creek	St. Marks	1981	1988 3 years after turn 22
Year-end placements & marks	Thunder Creek		1950	1978 3 years after turn 22
Year-end placements & marks	Thunder Creek		1946	1946 3 years after turn 22
Year-end placements & marks	Thunder Creek	Brownlee	1971	1988 3 years after turn 22
Year-end placements & marks	Thunder Creek		1950	1967 3 years after turn 22
Year-end placements & marks	Thunder Creek	Cityview	1966	1966 3 years after turn 22
Year-end placements & marks	Thunder Creek	Sudom	1958	1958 3 years after turn 22
Year-end placements & marks	Thunder Creek	Caronport High	2001	2002 3 years after turn 22
Year-end placements & marks	Thunder Creek		1987	1988 3 years after turn 22
Year-end placements & marks	Thunder Creek		1983	1985 3 years after turn 22
Year-end placements & marks	Thunder Creek		1979	1981 3 years after turn 22
Year-end placements & marks	Thunder Creek		1977	1978 3 years after turn 22
Year-end placements & marks	Thunder Creek		1973	1974 3 years after turn 22
Year-end placements & marks	Thunder Creek		1959	1971 3 years after turn 22
Year-end placements & marks	Thunder Creek	Adelaide	1953	1955 3 years after turn 22
Year-end placements & marks	Thunder Creek		1957	1958 3 years after turn 22
Year-end placements & marks	Thunder Creek		1960	1960 3 years after turn 22
Year-end placements & marks	Thunder Creek	Amherst	1950	1957 3 years after turn 22
Year-end placements & marks	Thunder Creek	Coderre	1992	1994 3 years after turn 22
Year-end placements & marks	Thunder Creek	Courval	1994	1994 3 years after turn 22
Year-end placements & marks	Thunder Creek	Lindale	1950	1988 3 years after turn 22
Year-end placements & marks	Thunder Creek		1946	1946 3 years after turn 22
Year-end placements & marks	Thunder Creek	Briercrest	1950	1988 3 years after turn 22
Year-end placements & marks	Thunder Creek	Buffalo Lake	1952	1952 3 years after turn 22
Year-end placements & marks	Thunder Creek		1957	1958 3 years after turn 22
Year-end placements & marks	Thunder Creek		1961	1961 3 years after turn 22
Year-end placements & marks	Thunder Creek		1964	1964 3 years after turn 22
Year-end placements & marks	Thunder Creek	Capital	1952	1952 3 years after turn 22
Year-end placements & marks	Thunder Creek	Rouleau	1950	1988 3 years after turn 22
Year-end placements & marks	Thunder Creek	Baildon	1988	1988 3 years after turn 22
Year-end placements & marks	Thunder Creek		1968	1986 3 years after turn 22
Year-end placements & marks	Thunder Creek		1961	1962 3 years after turn 22
Year-end placements & marks	Thunder Creek		1950	1959 3 years after turn 22
Year-end placements & marks	Thunder Creek	Longview	1950	1951 3 years after turn 22
Year-end placements & marks	Thunder Creek		1953	1953 3 years after turn 22
Year-end placements & marks	Thunder Creek	Marlborough	1959	1960 3 years after turn 22

Year-end placements & marks	Thunder Creek		1957	1957 3 years after turn 22
Year-end placements & marks	Thunder Creek		1955	1955 3 years after turn 22
Year-end placements & marks	Thunder Creek		1953	1953 3 years after turn 22
Year-end placements & marks	Thunder Creek		1950	1951 3 years after turn 22
Year-end placements & marks	Thunder Creek	Mawer	1950	1958 3 years after turn 22
Year-end placements & marks	Thunder Creek	Maypole	1951	1957 3 years after turn 22
Year-end placements & marks	Thunder Creek	Carmel	1964	1964 3 years after turn 22
Year-end placements & marks	Thunder Creek		1961	1962 3 years after turn 22
Year-end placements & marks	Thunder Creek		1959	1959 3 years after turn 22
Year-end placements & marks	Thunder Creek		1955	1956 3 years after turn 22
Year-end placements & marks	Thunder Creek		1951	1953 3 years after turn 22
Year-end placements & marks	Wood Mountain		1939	1949 3 years after turn 22
Agreements	Wood River		1986	1993 7 years after expiration
Anderoid School Registrations	Wood River	lists of names	1911	1988 3 years
Anderoid School Registrations	Wood River	lists of names	1988	1997 3 years
Aneroid Closure	Wood River		1997	1997 3 years
Aneroid School	Wood River	General info, grade disc.,	1990	1995 3 years
Architect	Wood River		1965	1965 3 years after enter into contract
Architect	Wood River		1984	1985 3 years after enter into contract
Bateman School	Wood River	Various	1990	1995 3 years after turn 22
Bateman School	Wood River	Correspondence	1980	1989 3 years
Bateman School 1995	Wood River	Closure	1995	1995 3 years
Board Elections	Wood River	Ward 1,3,5	1985	1985 1 year
Board Elections	Wood River	Ward 6	1986	1986 1 year
Board Elections	Wood River		1988	1988 1 year
Board Elections	Wood River		1991	1991 1 year
Election	Wood River		1991	1991 1 year
Election Nomination forms	Wood River		1948	1948 1 year
Election Nomination forms	Wood River		1953	1953 1 year
Election Nomination forms	Wood River		1954	1954 1 year
Election Nomination forms	Wood River		1964	1964 1 year
Election Nomination forms	Wood River		1985	1985 1 year
Glen Bain Auction	Wood River		1997	1997 7years
Glen Bain Material Distribution	Wood River	Glen Bain and Aneroid	1997	1997 3 years
Glen Bain Vandelism	Wood River		1994	1994 3 years
Grants	Wood River		1997	2003 7 years
Inventory-Schools	Wood River	Bids for closed school inventory	1997	1997 3 years
Lafleche Computer Room	Wood River		1993	1993 3 years after enter into contract
Local board nominations	Wood River		1979	1979 1 year
Local board nominations	Wood River		1982	1982 1 year
Nomination papers	Wood River		1951	1951 1 year
Nominations	Wood River		1994	1994 3 months
Office Staff Correspondence	Wood River		1951	1984 no specific requirement

School Division Other	Wood River	Information sharing w/other divisions	1991	1998 no specific requirement
Sub unit election meetings	Wood River		1950	1950 1 year
Sub unit Elections	Wood River		1963	1963 1 year
Sub Unit Elections	Wood River		1965	1976 1 year
Suncorp	Wood River	Contract, Insurance Appraisal Report	1997	1997 7 years after expiration
Suncorp Valuations	Wood River	Insurance Appraisal Report	1995	1995 1 year
Suncorp/Sunalta Appraisals	Wood River		1963	1989 3 years after enter into contract
Technology Audit	Wood River		1996	1996 3 years
Time Vote	Wood River		1964	1964 1 year
Time Vote	Wood River		1966	1966 1 year
Tragic Events	Wood River	Suicide	1989	1991 3 years
Principal's September Statistical Reports	Wood River/Golden Plains		1990	2001 no specific requirement
Surveys	Wood River/Golden Plains		1997	2005 3 years
Youth Transition Partnership	Wood River/Golden Plains		1996	1999 3 years
Jesmond SD #770			1946	1946 1 year
			1997	1997 3 years

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.7
Topic:	Education Sector Strategic Plan		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

On February 5 & 6, 2014, the Provincial Learning Team received and incorporated the feedback received from administration and trustees concerning the draft Education Sector Strategic Plan. The plan was finalized and presented to Board Chairs at the SSBA Assembly on February 7. The matrix shared with you in December is now being presented for approval. Attached, please find the matrix and key messages that were developed to communicate this plan.

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Jeff Finell	February 24, 2014	Key Messages Draft ESSP Level 1 Matrix

Recommendation:

That the Board approve and support the Education Sector Strategic Plan as presented.

Key Messages – From Plan Finalization February 5 & 6, 2014:

- For the first time ever in Saskatchewan history an education sector plan has been developed collaboratively – the process involved Public School Divisions, Catholic School Divisions, Conseil des écoles fransaskoises, First Nations, Métis, Ministry of Education, School Boards and students
- We received and incorporated feedback from in excess of 1000 people involved in the education sector and beyond
- The goal is to enhance the experience and achievement of all Saskatchewan students using a Student First approach to focus our work on what matters most (the student)
- This plan will reach each and every student by name, by strength, by need
- It is a plan that is responsive and will be reviewed quarterly and renewed annually
- It is a model of shared responsibility that recognizes and respects local priorities
- This plan has increased education strategic planning alignment across Saskatchewan
- It is a plan and a process that focuses on the strengths we have in people within our education system
- This process (working together as a sector) creates hope and purpose as we plan for today and look to the future

Next steps:

- approval of this plan by boards and government
- alignment of school divisions' plans
- plan will be announced publicly on Budget Day March 19, 2014 (if approved)

As noted in our discussion – if there are further messages or questions and answers that you would like to share or need – please contact Nicole Fellingner, nicole.fellinger@gov.sk.ca or (306) 787-9520 who is the contact at the Ministry leading the ESSP Communications Committee and she will work with committee to support your communications needs.

Jill Welke
Government of Saskatchewan
Executive Director
Communications and Sector Relations Branch, Ministry of Education

2220 College Avenue
Regina, Sask. S4P 4V9

ph. (306) 787-5609
fax (306) 798-2045

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.8
Topic:	Coronach Early Learning and Literacy Centre		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: For the past three years Prairie South has contracted the Coronach Early Learning and Literacy Centre (CELLC) to provide an Early Learning Program for 3 and 4 year olds. It is run in a similar manner to our Prekindergarten programs with the exception that it is staffed by CELLC.

Current Status: At the end of the 2013-2014 school year Prairie South can end its contract with CELLC and move a single Prekindergarten program into Coronach School.

Pros and Cons:

Pros:

- Consistency of programming is beneficial for the students
- Students would have access to other supports such as speech and language therapy and psychology
- Teacher would benefit from the professional development provided by Prairie South
- Prairie South would have direct involvement of program planning
- Space is available in the school

Cons:

- Potential for breaking the relationship with CELLC
- Fewer 3 year olds may have access
- To keep costs similar we would move to one program of 16 from two programs of 16

Financial Implications: If we move to one program there is minimal cost difference. Our current contract with CELLC is for \$62,366.99. The cost for one program under Prairie South is approximately \$58,000. There would be a small savings after Year 1.

Governance/Policy Implications: None

Legal Implications: Our contract with CELLC (see attached) indicates we can end the program with two week's notice. This provides them with four month's notice.

Communications: Lori Meyer has spoken with the Executive Director of CELLC in regards to this potential. She is supportive of this change. After registration a parent information night would be held at the school to explain the program to parents.

Prepared By:	Date:	Attachments:
Lori Meyer	February 18, 2014	CELLC contract and budget for 2013/14

Recommendation:

That the Board give notice to the Coronach Early Learning and Literacy Centre that we will be ending our agreement and contract with them to provide an Early Learning program in CELLC effective June 25, 2014 and that the Board approve the implementation of one school based Prekindergarten program at Coronach School beginning the fall of 2014.

THIS AGREEMENT made in duplicate this day of 30th day of July, 2013

BETWEEN:

**The Coronach Early Learning and Literacy Center, in the
Province of Saskatchewan,**

(Hereinafter referred to as "the Contractor")

PARTY OF THE FIRST PART

-and-

**The Board of Education of the Prairie South
School Division No. 210, in the Province of
Saskatchewan,**

(Hereinafter referred to as "the Board")

PARTY OF THE SECOND PART

WHEREAS the Board is desirous of acquiring an Early Learning program at the Coronach Early Learning and Literacy Centre and the contractor is desirous of contracting with the board to provide this service as an independent contractor.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises, covenants, stipulations, regulations and agreements hereinafter set out, and the payments hereinafter provided, the parties do hereby each mutually covenant an agreement as follows:

1. The Contractor agrees to provide a safe, effective, quality learning program for 3 and 4 year olds in the Coronach Early Learning and Literacy Centre for the 2013-2014 school year beginning on the first day of the 2013-2014 academic calendar.
2. The Board agrees to pay the Contractor a total fee of \$62,366.99 to provide this service, payments will be made in 10 equal installments to be paid each month starting September 2013 upon receipt by the Board of an invoice from the Contractor. The service includes the staff to provide both a morning and afternoon program of quality early learning for 3 and 4

year olds, all supplies necessary to furnish the program, nutrition needed that meets nutrition guidelines, administrative supervision, all staff salaries and benefits, insurance and all other associated costs.

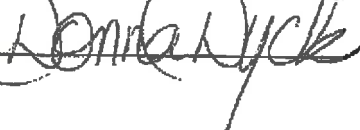
3. The contract will begin on the first day of the 2013-2014 academic calendar and will continue until the last day of the 2013-2014 academic calendar. The contractor will provide regular verbal and/or written updates to the Board on an as needed basis.
4. The Contractor shall save the Board harmless from any claim, demand or obligation arising out of the Contractor's operations, and in the event that the Board is required by law to pay any sum of money as a result of the Contractor's failure to do so, the Contractor shall compensate the Board forthwith for the amount of such payment.
5. This contract can be ended without cause by either party with two week's written notice. The contract will either be suspended or end immediately should children no longer be available for the program for a period. The contract can be suspended immediately for any breach or other reported behavior that is considered to be injurious to the children's health or welfare, pending an investigation of that accusation.
6. The contractor agrees to purchase the necessary insurance in the value of two million dollars and provide the board with a copy of the insurance certificate.
7. The contractor agrees to hold Prairie South School division harmless for any injury or other harm done to the children while in the contractors care.
8. The contractor agrees to provide evidence of current criminal record checks of their employees as well as evidence of staff training levels if requested by the Board.
9. The contractor hereby covenants that while performing services for the Board, it is an independent contractor and not an officer, agent or employee of the Board of Education of the Prairie South School Division #210 of Saskatchewan. The Contractor is responsible to conforming with the provisions of the Labor Standards Act or Minimum Wage Board Orders relating to hours of work, public holidays, annual vacation, minimum wages and all other related matters unless otherwise provided by law. The responsibilities for contributions or deductions in respect to the Contractor or his servants, Agents or employees under the provisions of the Employment Insurance Act, The Canada Pension Plan Act, The Income Tax Act, the Worker's Compensation Board Act or any other statute, unless otherwise provided by law, is the responsibility of the contractor

IN WITNESS WHEREOF the parties hereto have hereunto affixed their respective signatures in that behalf, the day and year first above Written:

The Board of Education
of the Prairie South School Division No. 210

Per: 

Coronach Early Learning and Literacy Centre

Per: 

Prairie South Schools Partnership Early Learning Budget for 2013-2014

Classes	Start Date Sep
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	
	190
Total Class Hours	475
Prep Time @ 12%	57

Salaries		Hourly Rate	
Teacher	532	\$15.50	\$8,246.00
Teacher	532	\$15.50	\$8,246.00
Benefits	\$75/month x 2 teachers	10 months	\$1,500.00
Employer Costs	20%		\$3,298.40
Holiday Pay	5.77%		\$951.59
			\$22,241.99

Nutrition	\$2/day/child	25	189	\$9,450.00
Craft Materials	\$3/day/child	25	189	\$14,175.00
Miscellaneous	\$150/month			\$1,500.00
Administration				\$8,000.00
Continuing Education	\$500/class			
	Teacher	6 classes	\$500.00	\$3,000.00
Professional Development	\$500/workshop			
	Teacher	4	\$500.00	\$2,000.00
	Teacher	4	\$500.00	\$2,000.00
				\$40,125.00

Grand Total \$62,366.99

Note:

Total classes is 190. Based on Prairie South anticipated calendar.

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.9
Topic:	Early Learning Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: At the January Board meeting a decision was made to bring forward an Early Learning Accountability Report to the March Board meeting.

Current Status: The Accountability Report is attached.

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Lori Meyer	February 18, 2014	Early Learning Accountability Report

Recommendation:

That the Director of Education accountabilities mandated in the source documents cited in the Early Learning Accountability Report have been fully met.

2012-2013 Early Learning Accountability Report

Prepared by Lori Meyer, Superintendent of Learning

Source Documents

Policy 12 Section 1 Student Well Being

- 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviours.
- 1.2 Ensures that Division facilities adequately accommodate students.

Policy 12 Section 2 Learning Leadership

- 2.1 Provides leadership in all matters relating to learning in the Division.
- 2.2 Ensures students in the Division have the opportunity to meet standards of learning set by the Minister.

Evidence

Background:

Prairie South has been very active in supporting the development of both ministry funded and Prairie South funded Early Learning Programs. Prekindergarten is a developmentally appropriate educational program, founded on early childhood research and practice:

- Active, experiential learning through play
- Comprehensive, integrated program within a prepared environment
- Child-centred, self-directed, choice physical, intellectual and spiritual
- Meaningful family engagement
- Active parent/community council, community partnerships and shared ownership
- Integrated health, social services and educational supports
- Culturally responsive for all
- Mixed age groupings
- Intensive exposure – minimum 12 hours per week
- Professional teaching staff with a focus in early childhood

The ministry determines where a funded program will be established based on census data, division input and other high quality accessible programs in the neighborhood.

Ministry funded programs have a set of criteria that students must meet in order to be eligible to participate. The criteria are based upon access to other quality programming, low income, single parent, referral from another agency, isolated home, communication/language delays, social, emotional or behavioural difficulties, mother's mental health, family abuse/neglect and other criteria. Parents complete an application and the Prek teacher does a home visit to further discuss the criteria and then decides who will gain entry into the program.

Prairie South funded program enrollments are determined on a first come, first served basis with a couple of spots held back for children who would meet the above criteria.

Each year the ministry conducts a review of the programs it funds. Below is a chart indicating the Prek Teacher's level of education in regards to early learning compared to the rest of the province.

Enrollment and Transportation Usage Numbers for Prek Programs:

School	Gov't Funded	PSS Funded	2012-13 Enrollment Numbers	2013-14 Enrollment Numbers	2012-13 Bus Riders	2013-14 Bus Riders	2012-13 Wait List	2013-14 Wait List
7th Ave	1	1	32	32	10	18	0	0
Empire	2		32	32	10	13	0	3
King George	1	1	32	32	4	3	3	18
Lafleche		1	19	20	7	8	0	0
Lindale		2	39	37	16	22	3	17
Prince Arthur	1		16	16	5	6	10	11
Sunningdale		2	40	40	21	30	12	14
Westmount	2		31	32	20	21	0	14
William Grayson	1		15	16	11	9	2	3
TOTAL	8	7	256	257	104	130	30	80
Gravelbourg FI		1	27	26	9	7	0	0
Palliser FI		1	36	35	26	25	20	23
TOTAL		2	63	61	35	32	20	23
Coronach ELC		2	32	32	-	-	-	-
Palliser ELC		2	46	49	-	-	-	-
TOTAL		4	78	81				
GRAND TOTAL	8	13	397	399	139	162	50	103

Programs that are funded through Prairie South and the Ministry both receive support services from the Learning Department:

- Early Learning Consultant .5 FTE in 12/13 and .3 FTE in 13/14
- Speech and Language Pathologist 1.0 FTE in 12/13 and 1.0 FTE in 13/14
- Support from Psychologists, Learning Consultants and OT vary depending on the needs of the students.

The Learning Department does not provide support to children in the Palliser Heights Early Learning Center or the Coronach Early Learning and Literacy Center, children at those centers access services from the Health Region.

Prekindergarten Application for Prairie South Funded Programs – Information for Parents

Prairie South is pleased to be able to offer Prekindergarten programs that are funded through Prairie South, indicating Prairie South's strong belief in the value of high quality early learning programs for 3 and 4 year olds. The focus of the program is not for children to learn numbers and letters or to learn to read but to expose them to language, literacy and numeracy through a play based approach. Although the program is not funded through the Ministry the program follows Ministry guidelines.

The application process for Prairie South funded programs is different than for Ministry funded programs. It is important for parents to understand that being first in line does not guaranteed a spot in a program. When the application process ends all of the applications are looked at and class groupings are determined based on:

1. Being at least 3 years old by the first day of school and must be potty trained
2. 3 year olds currently in the program will be placed first if requested by parent
3. Registration in catchment area or boundary exemption applied for
4. Any diagnosed learning needs or referral from another agency such as Health
5. Having a language other than English as the first language
6. A preference of 4 year olds
7. Having a balance of boys and girls
8. Order of registration (number in line)

Parents must apply within their catchment area or the area in which they will be seeking a boundary exemption for (this generally occurs due to babysitting reasons). If the program in your catchment area is full and others in the city are not full, parents may be offered a spot in another program. If they accept the spot they must be willing to provide their own transportation.

Transportation within catchment is available but must be requested by filling out a transportation request form available at the school. Transportation to rural programs (Lindale, Assiniboia 7th Ave, Lafleche, and Coronach) will be provided one way only. Transportation to city programs may be provided both ways.

Each program will serve a maximum of 16 children and will be staffed by a Teacher and an Educational Assistant. Each program will hold back 1 or 2 spots until September in case a child with an intensive need arrives over the summer and requires a placement. If that does not occur then the final two spots may be filled early in September. Each school will maintain a waiting list and if a child moves during the year the child at the top of the waiting list will be offered the spot.

Parents are key partners in our Prek programs. The teacher will send home a schedule of Prek events as they develop and we strongly encourage parents to participate. Please contact the school principal if you have any questions about the information contained on this letter.

You will be notified by the school of your child's placement after the registration closes and some time is taken to develop the class lists. Thank you for your patience and cooperation, we are all very excited to be learning together!

The *Early Years Evaluation - Teacher Assessment (EYE-TA)* provides a systematic framework teachers can use to structure their frequent observations and informal assessments in play-based learning environments.¹ It assesses children's development in five domains, which are consistent with frameworks set out by UNICEF and the US Congress:² *Awareness of Self and Environment, Social Skills and Approaches to Learning, Cognitive Skills, Language and Communication, and Physical Development.* The research has shown that the skills in these domains are related to children's literacy development and their success at school.^{3,4}

The **EYE-TA** is a web-based assessment that can be completed by kindergarten or grade 1 teachers as part of their regular classroom practice.

Demographic Profile

Assessment Period: 4 -21 November, 2013

Number of children assessed: 467

Number of participating schools: 27

Breakdown of boys and girls

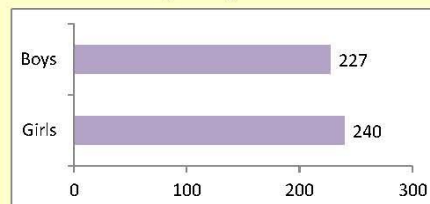
Number of participating teachers: 29

Number of participating classrooms: 35

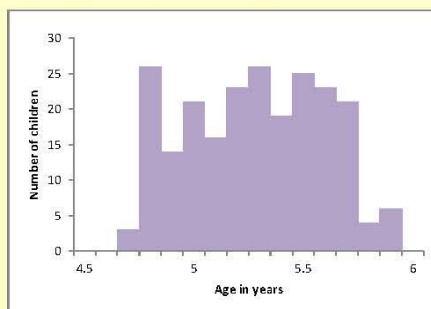
Average age on September 1st, 2013: 5.21

Boys: 5.23

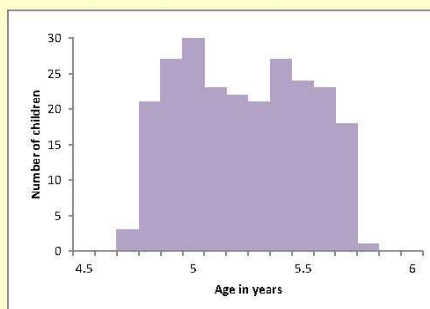
Girls: 5.18



Boys - Age on September 1st, 2013



Girls - Age on September 1st, 2013



Skill Development

The EYE-TA evaluates aspects of early child development in five developmental domains:

Awareness of Self and Environment – a child's understanding of the world and his or her ability to make connections with home and community experiences;

Social Skills and Approaches to Learning – a child's attentiveness during classroom activities and his or her ability to interact with peers while respecting classroom rules;

Cognitive Skills – a child's basic mathematics and pre-reading skills and his or her ability to solve problems;

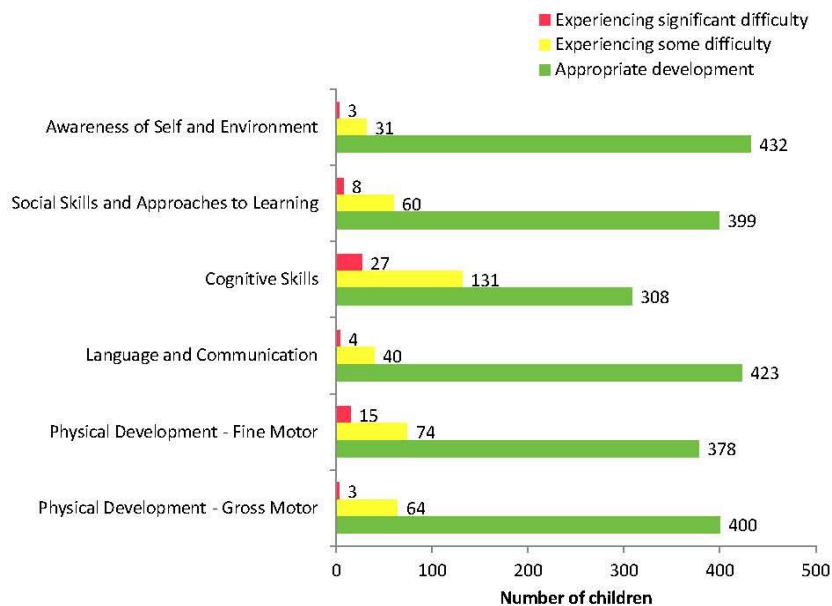
Language and Communication – a child's understanding of spoken language and his or her ability to express thoughts and feelings; and

Physical Development

Fine motor - a child's ability to perform small movements that require hand-eye coordination.

Gross motor - a child's ability to perform large movements that involve arms, legs, and body.

Overview of EYE-TA Results, Fall 2013



Administrative Issues:

Issue: The Early Learning Consultant is relied on by three main groups – the ministry to be the contact person, the teachers for support and messages from the ministry and the Superintendent of Learning to ensure that the programs remain high quality. The amount of ministry information that goes back and forth regarding Early Learning is significant including assessment information, professional learning, and documentation regarding the quality of the programs – numerous items to respond to weekly.

Response: The Prekindergarten teachers have had to adjust to receiving less support this year as it is just not as possible with less time, the ministry is now contacting the Superintendent with many items and the Superintendent is trying to cover the work that was needed for this position.

Governance Implications:

- Continue to invest in and support the Early Learning Programs already established in Prairie South.
- Reinstate the Early Learning Consultant at 1.0FTE in combination with another role related to Early Literacy.

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.10
Topic:	2014-2015 School Year Calendar Options		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Current Status:

The calendar committee met February 11 to discuss parameters and develop two draft calendars. The 18 member committee represented school based staff, PSTA president, CUPE president, transportation and School Community Councils. Two draft calendars are being presented to school-based staff and parents through a survey to gather feedback. Survey results will be collated Thursday, February 27. Results will be presented at March Board meeting and option receiving the highest rating will be recommended for approval. Please see attached draft options.

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Barbara Compton	February 21, 2014	2014-2015 School Year Calendar Options

Recommendation:

That the Board approve the 2014-2015 School Year Calendar as presented.









Prairie South School Division # 210
2014-2015 School Year Calendar February Break Option 1

FIRST SEMESTER						SECOND SEMESTER					
MON	TUE	WED	THU	FRI	AUGUST, 2014	MON	TUE	WED	THU	FRI	FEBRUARY, 2015
						2	3	4	5	6	Feb. 16 - Family Day - No classes
						9	10	11	12	13	Feb. 17-20 - February Break - No classes
					Aug. 26-28 - Professional Learning - No classes	16	17	18	19	20	
					Aug. 29 - SBO/Teacher Prep Day - No Classes	23	24	25	26	27	TD = 15 ID = 15
25	26	27	28	29	TD = 4 ID = 0	MON	TUE	WED	THU	FRI	MARCH, 2015
MON	TUE	WED	THU	FRI	SEPTEMBER, 2014	2	3	4	5	6	Mar. 13 - Teacher Prep Day
1	2	3	4	5	Sept. 2 - First day of classes for students	9	10	11	12	13	Mar. 27 - Student Led Conferences
8	9	10	11	12		16	17	18	19	20	
15	16	17	18	19		23	24	25	26	27	
22	23	24	25	26		30	31				TD = 22 ID = 21
29	30				TD = 21 ID = 21	MON	TUE	WED	THU	FRI	APRIL, 2015
MON	TUE	WED	THU	FRI	OCTOBER, 2014			1	2	3	Apr. 3 - Good Friday - No classes
		1	2	3	Oct. 13 - Thanksgiving - No classes	6	7	8	9	10	Apr. 6-8 - Easter Break - No classes
6	7	8	9	10		13	14	15	16	17	
13	14	15	16	17		20	21	22	23	24	
20	21	22	23	24		27	28	29	30		TD = 18 ID = 18
27	28	29	30	31	TD = 22 ID = 22	MON	TUE	WED	THU	FRI	MAY, 2015
MON	TUE	WED	THU	FRI	NOVEMBER, 2014					1	May 18 - Victoria Day - No classes
3	4	5	6	7	Nov. 7 - Teacher Prep Day - No classes	4	5	6	7	8	
10	11	12	13	14	Nov 10-11 - Remembrance Day - No classes	11	12	13	14	15	
17	18	19	20	21	Nov. 21 - Student Led Conferences	18	19	20	21	22	
24	25	26	27	28		25	26	27	28	29	TD = 20 ID = 20
					TD = 18 ID = 17	MON	TUE	WED	THU	FRI	JUNE, 2015
MON	TUE	WED	THU	FRI	DECEMBER, 2014	1	2	3	4	5	June 23-26 - Departmental Exams
1	2	3	4	5		8	9	10	11	12	June 26 - Last day of classes for students
8	9	10	11	12		15	16	17	18	19	June 29-30 - SBO/Teacher Prep Days - No classes
15	16	17	18	19		22	23	24	25	26	
22	23	24	25	26	Dec. 22 - Jan. 2 - Christmas Break	29	30				TD = 22 ID = 20
29	30	31			TD = 15 ID = 15	Second Semester Instructional Days = 94					
MON	TUE	WED	THU	FRI	JANUARY, 2015	Second Semester Instructional Hours =					
			1	2	Jan. 26-29 - Departmental Exams	Instructional Days = 185 (188-3 for Early Dismissal)					
5	6	7	8	9	Jan. 30 - Teacher Prep Day	Total Instructional Hours = 0					
12	13	14	15	16		Non Instructional Days = 0					
19	20	21	22	23		Legend					
26	27	28	29	30	TD = 20 ID = 19	First Day of Classes					
First Semester Instructional Days = 94						Early Dismissal					
Instructional Hours =						School-Based Organization/ Inservice					
						Preparation Day					
						Student Led Conferences					
						Holidays					
						Professional Learning					
						Last Day of Classes					

Prairie South School Division # 210
2014-2015 School Year Calendar Easter Break Option 2

FIRST SEMESTER					SECOND SEMESTER				
MON	TUE	WED	THU	FRI	AUGUST, 2014				
					Aug. 26-28 - Professional Learning - No classes Aug. 29 - SBO/Teacher Prep Day - No Classes TD = 4 ID = 0				
25	26	27	28	29	SEPTEMBER, 2014				
1	2	3	4	5	Sept. 2 - First day of classes for students TD = 21 ID = 21				
8	9	10	11	12					
15	16	17	18	19					
22	23	24	25	26					
29	30								
MON	TUE	WED	THU	FRI	OCTOBER, 2014				
		1	2	3	Oct. 13 - Thanksgiving - No classes TD = 22 ID = 22				
6	7	8	9	10					
13	14	15	16	17					
20	21	22	23	24					
27	28	29	30	31					
MON	TUE	WED	THU	FRI	NOVEMBER, 2014				
3	4	5	6	7	Nov. 7 - Teacher Prep Day - No classes Nov 10-11 - Remembrance Day - No classes Nov. 21 - Student Led Conferences TD = 18 ID = 17				
10	11	12	13	14					
17	18	19	20	21					
24	25	26	27	28					
MON	TUE	WED	THU	FRI	DECEMBER, 2014				
1	2	3	4	5	Dec. 22 - Jan. 2 - Christmas Break TD = 15 ID = 15				
8	9	10	11	12					
15	16	17	18	19					
22	23	24	25	26					
29	30	31							
MON	TUE	WED	THU	FRI	JANUARY, 2015				
			1	2	Jan. 26-29 - Departmental Exams Jan. 30 - Teacher Prep Day TD = 20 ID = 19				
5	6	7	8	9					
12	13	14	15	16					
19	20	21	22	23					
26	27	28	29	30					
First Semester Instructional Days =					94				
Instructional Hours =									
MON	TUE	WED	THU	FRI	FEBRUARY, 2015				
2	3	4	5	6	Feb. 16 - Family Day - No classes Feb. 17-18 - February Break - No classes TD = 17 ID = 17				
9	10	11	12	13					
16	17	18	19	20					
23	24	25	26	27					
MON	TUE	WED	THU	FRI	MARCH, 2015				
2	3	4	5	6	Mar. 13 - Teacher Prep Day Mar. 27 - Student Led Conferences TD = 22 ID = 21				
9	10	11	12	13					
16	17	18	19	20					
23	24	25	26	27					
30	31								
MON	TUE	WED	THU	FRI	APRIL, 2015				
		1	2	3	Apr. 3 - Good Friday - No classes Apr. 6-10 - Easter Break - No classes TD = 16 ID = 16				
6	7	8	9	10					
13	14	15	16	17					
20	21	22	23	24					
27	28	29	30						
MON	TUE	WED	THU	FRI	MAY, 2015				
				1	May 18 - Victoria Day - No classes TD = 20 ID = 20				
4	5	6	7	8					
11	12	13	14	15					
18	19	20	21	22					
25	26	27	28	29					
MON	TUE	WED	THU	FRI	JUNE, 2015				
1	2	3	4	5	June 23-26 - Departmental Exams June 26 - Last day of classes for students June 29-30 - SBO/Teacher Prep Days - No classes TD = 22 ID = 20				
8	9	10	11	12					
15	16	17	18	19					
22	23	24	25	26					
29	30								
Second Semester Instructional Days =					94				
Second Semester Instructional Hours =									
Instructional Days = 185 (188-3 for Early Dismissal)									
Total Instructional Hours =					0				
Non Instructional Days =					0				

Legend

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

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	5.11
Topic:	Out of Province Excursion		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Central Collegiate's Overnight Excursion/Outdoor Education request to Winnipeg, MB is attached.

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	February 13, 2014	Central Collegiate's Overnight Excursion

Recommendation:

That the Board approve Central Collegiate's overnight excursion to Winnipeg, MB as per the outline provided.

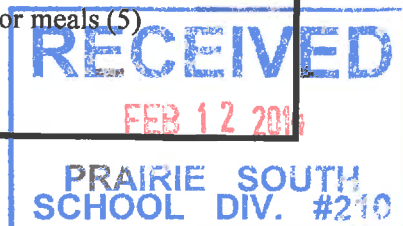
OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Tammy Saylor	School: Central Collegiate Institute
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular MUNA <input type="checkbox"/> High Risk Activity _____	
Grade Level: 12	Number of Students: 2
Destination: Winnipeg MB	Trip Date: May 1 – 3, 2014
Number of School Days (Partial/Full): _____	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input type="checkbox"/> Travel by Car/Van (List names of drivers): Tammy Saylor _____	
Number of Teachers, Parents, Chaperones: 1	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

C. BUDGET	
❖ Anticipated Budget	\$1050 plus mileage and counsellor meals (5)
❖ Description of Funding Sources	Rotary Club of Moose Jaw
❖ Out of Pocket Cost per Participant	Spending money only



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

D. LEARNING OBJECTIVES

Develop an awareness of the United Nations

Develop an awareness of international situations of other countries.

To encourage students to learn respect and tolerance for people of all races, religions, and nationalities.

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

a) Pre-Excursion Learning

Registration. Weekly meetings. Preparation of research on assigned country. Research country and prepare speeches for debate. In depth learning of assigned country. Learn how to debate and Robert's Rules for the UN meetings, debate, and resolutions.

b) Excursion Learning

Learning how the United Nations conducts its meetings, debates and resolutions. Learn about many different countries in the world and their circumstances. Learn how to represent and fight for human rights.

c) Post-Excursion Learning

Students will need to have further meetings to develop a presentation for the Rotary club and to their peers. They will consider ways to increase global citizenship through their school and community.

F. SCHEDULE OF ACTIVITIES

Day 1 – Travel to Winnipeg, check in, supper, Parliamentary training seminar

Day 2 – 7 am – 11 pm – Opening ceremonies, presentation of resolutions, guest speaker, committee sessions, informal mixer and networking, supper and dance

Day 3 – 7 am – 11:30 pm – Debates and voting on resolutions, new resolutions, closing ceremonies, MUNA committee post mortem, shuttles to Silver City Cinemas, supper, shuttle back to dorms at Mennonite University.

Day 4 – travel back to Moose Jaw

Teacher Signature

Date

Principal Signature

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	March 14, 2014	Agenda Item #:	5.12
Topic:	Monthly Reports		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Attached are the following reports for Board approval:

1. Teacher Absences and Substitute Usage for the period January 24, 2014 – February 20, 2014
2. Tender Report for the period January 24 - February 21, 2014
3. Suspensions

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ryan Boughen Ron Purdy Derrick Huschi	February 24, 2014	1. Teacher Absences and Substitute Usage Report 2. Tender Report 3. Suspensions

Recommendation:

That the Board accept the monthly reports as presented.

Teacher Absences & Substitute Usage

Date Range: January 24, 2014 to February 20, 2014

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 7685.1 days
Compassionate Leave	19.5	1.79%	18.8	96.41%	0.25%
Competition Leave	4	0.37%	4	0.00%	0.05%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Court/Jury	0	0.00%	0	0.00%	0.00%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	3.5	0.32%	3	0.00%	0.05%
Executive Leave	2	0.18%	0	0.00%	0.03%
Extra/Co-curr Teach	32.78	3.01%	23.6	72.00%	0.43%
FACI Meet/PD	1.5	0.14%	0.5	0.00%	0.02%
HUMA Meet/PD	6.5	0.60%	3.5	0.00%	0.08%
Illness - Teacher	357.6	32.88%	276.74	77.39%	4.65%
Illness - Long Term	118.5	10.89%	0	0.00%	1.54%
Internship Seminar	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	93.17	8.57%	79.69	85.53%	1.21%
Medical/Dental Appt	167.72	15.42%	133.61	79.66%	2.18%
Noon Supervision Day	42.21	3.88%	37.3	88.37%	0.55%
Paternity Leave	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	48.62	4.47%	38	78.16%	0.63%
PP Teacher	30.64	2.82%	22.74	74.22%	0.40%
Prep Time	40	3.68%	40	100.00%	0.52%
PSTA	1.1	0.10%	1.1	100.00%	0.01%
Rec. Of Service	72.72	6.69%	61.86	85.07%	0.95%
Secondment	0	0.00%	0	0.00%	0.00%
SOEH Meet/PD	1.5	0.14%	0	0.00%	0.02%
SONO Meet/PD	19.56	1.80%	19.16	97.96%	0.25%
SOSO Meet/PD	5.62	0.52%	4.72	83.99%	0.07%
STF Business - Invoice	5	0.46%	4.8	96.00%	0.07%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
Leave Without Pay	14	1.29%	13.5	96.43%	0.18%
Total Absences	1087.74	100.00%	786.62	72.32%	14.15%

Teachers (FTE)
426.95

of teaching Days
18

Possible Days
7685.1

Tender Report for the period January 24, 2014 to February 21, 2014

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:

- There were two tenders awarded for facilities which exceed the limits of this policy. A tender was awarded to Apex Electric for \$127,400 plus tax for a lighting and Panel upgrade at Mossbank School. A second tender for a Heat Exchanger replacement at A.E. Peacock Collegiate was awarded to C&E Mechanical for \$149,500 plus taxes.

[illegible]

AGENDA ITEM

Meeting Date:	March 4, 2014	Agenda Item #:	6.1
Topic:	Learning Presentation		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: Each month the Learning Department has been organizing a short learning presentation for the Board.

Current Status: This month, at the request of the Board chair, Kendall Davidson from Kincaid will be joining us via polycom to talk about her recent Me to We experience.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Lori Meyer	February 21, 2014	

Recommendation: