

***Prairie South School Division No. 210***  
**BOARD OF EDUCATION**

Tuesday April 8, 2014  
10:30 a.m. – 4:00 p.m.  
Thatcher Drive Office, 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 Director Appointment (Decision)**
  - 5.2 Nutrition In Schools Accountability Report (Decision)**
  - 5.3 Disposal of Records (Decision)**
  - 5.4 Sale of Surplus Land (Decision)**
  - 5.5 Changes to Bursary Fund (Decision)**
  - 5.6 Board Policy Handbook Policy 13 Item 5.3 (Decision)**
  - 5.7 Kincaid Washroom Change Room Upgrades (Decision)**
  - 5.8 Second Quarter Fiscal Accountability Report (Decision)**
  - 5.9 Notice of Motion from Previous Meeting (Decision)**
    - 5.9.1 Formal Agenda Process (Decision)**
    - 5.9.2 Province Wide 2015-2016 School Year Calendar (Decision)**
    - 5.9.3 Workplace Issues Discussions (Decision)**
  - 5.10 Graduation Dates (Discussion)**
  - 5.11 Joint Meeting with Holy Trinity School Division (Discussion)**
  - 5.12 Coronach Early Learning and Literacy Centre (Decision)**
  - 5.13 Monthly Reports (Decision)**
    - 5.13.1 Substitute Usage Report for the period February 21 – March 20, 2014**
    - 5.13.2 Tender Report for the period February 21 – March 28, 2014**
    - 5.13.3 Suspensions**
  - 5.14 Out of Province Excursion (Decision)**
- 6. Delegations and Special Presentations**
  - 6.1 Learning Presentation - Jill Tressel, Principal, Empire School (11.45 a.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
- 7.1.6 South Hill

**8. Information Items**

- 8.1. We Day Update**
- 8.2. Sale of Rouleau Teacherage**
- 8.3. Division Band Program**

**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 March 4, 2014 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; Ms. G. Wilson; 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 Co-ordinator; L. Patterson, Executive Assistant.

Regrets:

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.

Motions:

- |                 |  |          |
|-----------------|--|----------|
| 03-04-14 – 2090 | That the meeting be called to order at 10:35 a.m.<br>- Davidson  | Carried  |
| 03-04-14 – 2091 | The following items were added to the agenda:<br>5.13 Out of Province Excursion – Central Collegiate<br>The following items were moved:<br>5.1 – formerly 5.3 Abolishment of Buffer Zone Policy<br>No 17 Section 4 and 5<br>5.2 – formerly 5.2 Designated Joint Catchment Area<br>5.3 – formerly 5.1 Application to Change a Rural<br>Catchment Area<br>5.5 – formerly 5.5 Using an Alternate Yard Site for<br>pick-up/drop-off Contained Outside of their<br>Designated Catchment Area<br>5.4 – formerly 5.4 Amendment of Policy #17, Sub-<br>section 3.2<br>That the Board adopt the agenda as amended.<br>- Gleim | Carried  |
| 03-04-14 – 2092 | That the Board adopt the Minutes of the regular meeting<br>of February 4, 2014 as presented.<br>- Jelinski   | Carried  |
| 03-04-14 – 2093 | That we lift the Buffer Zone policy item from the table.<br>- Young  | Carried  |
| 03-04-14 – 2094 | That we table the Buffer Zone policy item to advise the<br>SCCs and request their input.<br>- Radwanski  | Defeated |
| 03-04-14 – 2095 | That the current Buffer Zone policy be abolished<br>effective July 31, 2014.<br>- Gleim  | Carried  |

Radwanski requested motion 03-04-14 - 2095 be a recorded vote.

In Favour: Crabbe, Davidson, Gleim, Jelinski, Kessler, McLeod, Swanson, Young, Wilson.

Opposed: Radwanski

- |                 |   |         |
|-----------------|---|---------|
| 03-04-14 – 2096 | <p>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.</p> <p>Briercrest - Shared with Lindale Rural School located in Moose Jaw and Avonlea School.</p> <p>Drinkwater - Shared with Lindale Rural School located in Moose Jaw and Rouleau School.</p> <p>Limerick - Shared with Lafleche and Assiniboia Schools.</p> <p>Willow Bunch - Shared with Coronach and Assiniboia Schools.</p> <p>- Crabbe</p> | Carried |
| 03-04-14 – 2097 | <p>That the Board approve the Application to Change a Rural Catchment Area form and procedure as presented.</p> <p>- Jelinski</p> <p>The Board break for lunch at 12:05 p.m.</p> <p>The Board will reconvene at 1:00 p.m.</p> <p>The Board reconvened at 1:02 p.m.</p>  | Carried |
| 03-04-14 – 2098 | <p>That item 5.5 be tabled to the next meeting pending more information.</p> <p>- Swanson</p>   | Carried |
| 03-04-14 – 2099 | <p>That the Board amend Board Policy No. 17, sub-section 3.2 by deleting “is to” and replacing with “may” and remove “These special arrangements may include: 3.2.1 Provision of transportation through the use of taxi cabs and municipal buses.</p> <p>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.”</p> <p>- Swanson</p>  | Carried |
| 03-04-14 – 2100 | <p>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.</p> <p>-McLeod</p>  | Carried |



03-04-14 – 2101	That the Board approve and support the Education Sector Strategic Plan as presented. - Crabbe	Carried
03-04-14 – 2102	That the Board table the Coronach Early Learning and Literacy Centre item to the next meeting. - Swanson	Carried
03-04-14 – 2103	That the Director of Education accountabilities mandated in the source documents cited in the Early Learning Accountability Report have been fully met. - Jelinski	Carried
03-04-14 – 2104	That the Board approve Option 2 for the 2014-2015 School Year Calendar as presented. - Young	Carried
03-04-14 – 2105	That the Board approve Central Collegiate's overnight excursion to Winnipeg, MB as per the outline provided. - Kessler	Carried
03-04-14 – 2106	That the Board accept the monthly reports as presented. - Young	Carried
03-04-14 – 2107	That the Board approve Central Collegiate's overnight excursion to Banff, AB and Lake Louise, AB as per the outline provided. - Gleim	Carried

### **Committee Reports**

#### **Standing Committees:**

##### *Higher Literacy & Achievement*

- Trustee Lew Young shared with the Board the minutes of the most recent Public Section meeting. The minutes highlighted the updated Public Section website, litigation update, as well as an in-depth discussion on the Major Capital Request List. Full minutes can be found on the Public Section website at <http://www.saskpublicschools.ca/communication/meeting-minutes-agenda/>

##### *Equitable Opportunities*

- No report given.

##### *Smooth Transitions*

- No report given.

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

- As requested by the Board, the committee plans to review the substitute usage as it relates to the excursion policy for schools.
- The committee is also waiting for the highly anticipated provincial budget announcement on March 18<sup>th</sup>. They will work closely with Administration to present a fair and balanced budget in the coming months.

*Advocacy and Networking*

- The Chair and Vice-Chair will attend the provincial budget announcement at the Legislature in Regina on March 18<sup>th</sup> along with MLA Warren Michelson.

*South Hill*

- The committee invited Don Meyer and James Irving from Riverview Collegiate to present to the Board on Project Based Learning.

**Notice of Motions**

03-04-14 – 2108

That a formal agenda process be developed whereby SCC's or a group or groups representative thereof may directly pose enquiries, provide reports, and/or make recommendations to the Prairie South Schools Board  
- Swanson

03-04-14 – 2109

That the Prairie South School Division Board of Trustees request the Ministry of Education and the Government of Saskatchewan to establish a province-wide school calendar beginning in the 2015-2016 school year and that a resolution calling for same be submitted to the appropriate SSBA meeting.  
- Swanson

03-04-14 – 2110

To engage Prairie South Board members this spring directly with STF, PTSA, CUPE and Out of Scope employees and/or representatives to discuss workplace issues and concerns.  
- Radwanski

**Motions:**

03-04-14 – 2111

That due to the overwhelming response to the Director of Education application process that the continuous agenda be amended with the Board Planning meeting of March 25 being moved to April 7.  
- Gleim

Carried

**Adjournment**

03-04-14 – 2112

That the meeting be adjourned at 3:29 p.m.  
- Young

Carried

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Shawn Davidson  
Chair

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Jeff Finell  
Director of Education

**Next Regular Board Meeting:**

Date: April 8, 2014  
Location: Central Office, Moose Jaw

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.1
<b>Topic:</b>	<b>Director Appointment</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

In accordance with section 107(1) of the Education Act every board of education is required to appoint a director who meets the qualifications prescribed by the regulations.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	March 31, 2014	

***Recommendation:***

That the Board appoint Anthony (Tony) Baldwin as the Director of Education for the Prairie South School Division No 210, effective August 1, 2014.

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Nutrition In Schools – Accountability Report</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** The Board of Education determined that it required an accountability report for the Administrative Procedure Nutrition In Schools 161 and it was to be presented at the April 8, 2014 Board meeting.

**Current Status:** The Accountability Report is attached

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Kim Novak	March 25, 2014	Nutrition In Schools Accountability Report

***Recommendation:***

That the Director of Education accountabilities mandated in the source documents cited in the Nutrition In Schools Accountability Report have been fully met.

## **2012-2013 Nutrition In Schools Accountability Report**

Prepared by: Kim Novak, Superintendent of School Operations

### **Source Documents**

#### **Policy 12 Section 1 Student Well-being**

- RE 1.3 Ensures the safety and well-being of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.
- QI 1.1 Develops measurements and monitors progress relative to providing a safe and caring environment.

#### **Section 2 Education Leadership**

- RE 1.2 Ensures students in the Division have the opportunity to meet standards of education set by the relating to education in the Division.

#### **Section 5 Policy/Procedures**

- RE 1.2 Implements Board policy with integrity.
- QI 1.2 Ensures policy and administrative procedure adherence.

#### **Administrative Procedure 161 Nutrition In Schools**

##### **General Procedures**

- 1.1 The choice of foods offered and served in our schools, and at any school approved or hosted event shall adhere to the guidelines as outlined in the Nutrition Guidelines for Schools prepared by the Saskatchewan School boards Association, and the Nutrition Guidelines for Schools prepared by Public Health Nutritionists of Saskatchewan.
- 1.4 Each year the school administrators and Superintendent of Operations will review current nutritional guidelines and how the school is adhering to the guidelines.
- 1.6 Each school principal and School Community Council will develop procedures to comply with this policy and inform staff and families annually.

## Evidence

### Background:

- ✓ Division procedure, 161 Nutrition In Schools provides guidelines for nutrition practices on school property as a whole and promotes nutrition education.
- ✓ Division nutrition funding is for providing students with access to nutritious snacks, lunches and breakfasts. Emphasis is placed on helping students that don't otherwise have the capacity to supply their own.
- ✓ In addition to supplying healthy food the intent is also to model healthy food choices and life styles for students.
- ✓ Guidelines for PSS210 Nutrition are from: – SSBA – Provincial – Nutritionists
- ✓ Guidelines include what should be provided “Most of the time” versus “Sometimes”

### Schools Funded Through Nutrition Program – Prairie South 2013-2014

Nutrition - Schools	Snack	BreakFast	Concession	Other	Pre-K – Schools *denotes gov't funded
Assiniboia Elem	X				Pre-K Assiniboia 7 <sup>th</sup> .....x2*
Assiniboia High	X				Pre-K Empire .....x2**
Assiniboia 7th Ave	X				Pre-K King George .....x2
Avonlea	X				Pre-K Lafleche .....x1
Bengough	X				Pre-K Lindale .....x2
Caronport Elem	X				Pre-K Prince Arthur .....x1*
Central Butte	X				Pre-K Sunningdale .....x2
Central Collegiate	X		X		Pre-K Westmount.....x2 *
Chaplin	X				Pre-K William Grayson ...x1*
Coronach	X				
Craik	X				
Empire	X	X			
Eye brow	X				
Glentworth	X				
Gravelbourg Elem	x				
Gravelbourg High	X				
John Chisholm	X			X	
Kincaid	X				
Lafleche	X				
Lindale	X				
Mankota	X				
Mortlach	X				
Mossbank	X				
Peacock	X		X		
Prince Arthur	X	X			
Riverview	X		X		
Rockglen	X				
Rouleau	X				
Westmount	X				
William Grayson	X	X			
	30	3	3	1	15 (8 Government Funded & 7 PSS Funded)

## Evidence for Compliance to Nutrition Procedures–Prairie South April, 2014

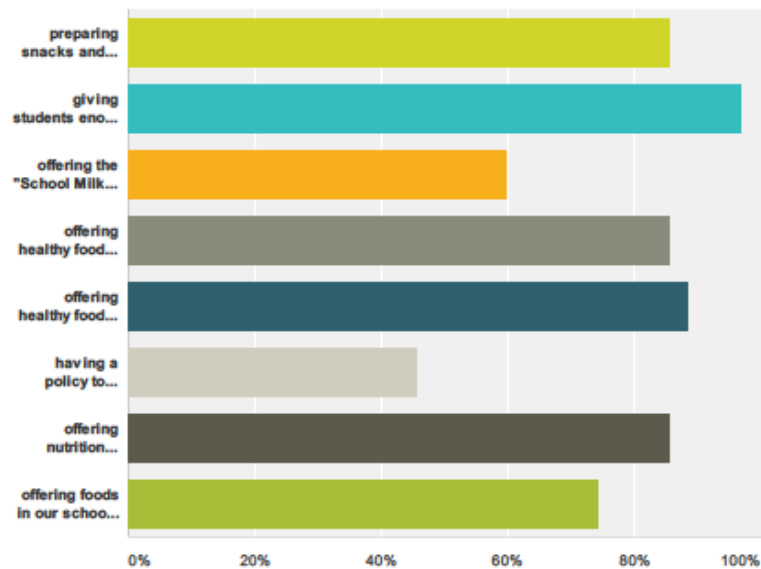
School self-reporting data demonstrates compliance to Division nutrition guidelines and procedure. Samples of responses are from a March, 2014 Division-wide nutrition survey. Survey consisted of four short answer and two open ended questions. (30 schools reported)

1. Sample responses for 2 short answer questions are displayed below for questions 2 & 3 show compliance with division guidelines and procedures

### School & SCC Nutrition Survey

#### Q2 How Does Our School Rate? (check all that apply) Our School promotes healthy eating for students by:

Answered: 35 Skipped: 0

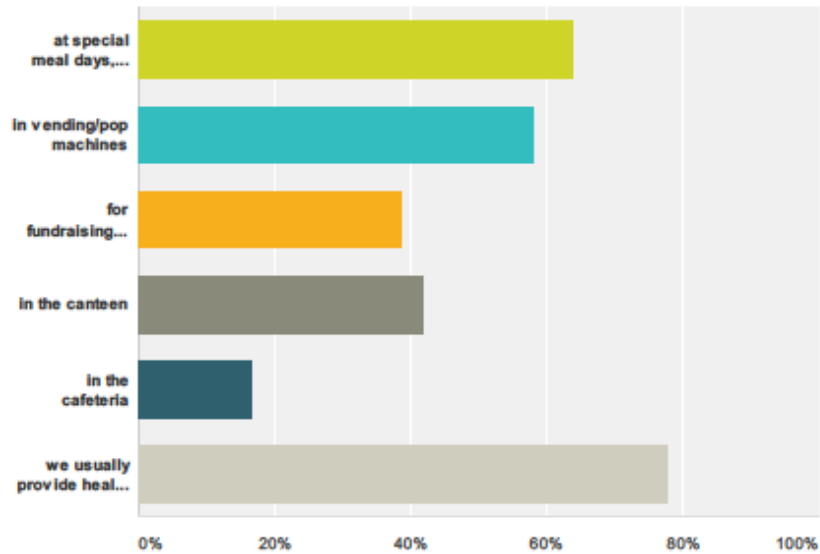


Answer Choices	Responses
preparing snacks and meals that meet nutrition recommendations	85.71% 30
giving students enough time to enjoy meals and snacks	97.14% 34
offering the "School Milk Program"	60% 21
offering healthy food at school events (e.g. tournaments, play days)	85.71% 30
offering healthy food when it is a part of a school or classroom program (e.g. art lesson, cooking class, after school gym program)	88.57% 31
having a policy to address what foods are served and sold	45.71% 16
offering nutrition education	85.71% 30
offering foods in our school that reinforce the nutrition education program	74.29% 26
Total Respondents: 35	

## School & SCC Nutrition Survey

### Q3 We usually sell healthy food choices: (e.g. "Serve Most Often Foods")

Answered: 36 Skipped: 0



Answer Choices	Responses
at special meal days, fundraising breakfasts or lunches	63.89% 23
in vending/pop machines	58.33% 21
for fundraising projects (e.g. ticket or product sales)	38.89% 14
in the canteen	41.67% 15
in the cafeteria	16.67% 6
we usually provide healthy food at no charge to children who are consistently hungry	77.78% 28
Total Respondents: 36	



- Summary of open-ended question responses shows successes in compliance with division guidelines and procedures as well as commitment to actions associated with growth in practice

### **Evidence of Compliance with Division Nutrition Procedures and Guidelines In-School Administrator Responses to Open Ended Survey Questions:**

**1. Successes:**

Choose 3 areas where your school food policies and programs are doing well

**2. Commitments:**

Choose 3 areas that may need improvement and list ACTIONS that your school can commit to (e.g. healthy food canteen, lower fat choices for hot lunches, making milk available regularly)

\*\*\*Responses from 30 schools represented in summary form\*\*\*

Pg.1

	<b>Successes – self report by school</b>	<b>Commitments – self report by school</b>
1	Bfast for those in need	Healthier hot lunches
2	Provide food for those who are hungry	Lower fat choices for hot lunches - & healthier choices in canteen
3	Provide food for those who are hungry- & only water in pop machine	Develop own school policy-&improve vending machine choices - & more of hot lunches being healthy ones
4	Variety of nutrition program offering	SCC come in to provide education on nutrition
5	Follow Division nutrition guidelines in most cases	Monitor special day meals to see how often they follow guidelines
6	Hot lunch and snacks provided weekly through nutrition program Bfast provided by local group	Encourage eating fruit Nutrition presenter for classrooms
7	Breakfast Program	Healthy choices for evening events - & offer milk program
8	Adhere to division guidelines - & Vending machines with healthy choices	Encourage students to eat at school as opposed to down town fast foods - & continue to educate re proper eating habits
9	Vending machines and canteen have healthy options	Hard to get healthy options at affordable prices
10	Successful offering healthy choices at school dances and fundraising events	Check sugar content with breakfast cereals _ & start a milk program
11	Banned energy drinks - & vending machine have healthy options	Whole school meals with healthier food options (SCC) - & canteen offer fruit/veggies at league and tournament games
12	Healthy choice vending machines - & bi-weekly nutrition breaks - & healthy food fundraisers	Search for alternative Hot food days choices other than taco-in-a bag type and still be manageable - & prevent students form rushing through meals of from not eating at all due to focus on visiting
13	Lunch program that encourages good choices – also provide meals for students in need	Staff modelling healthy food choices
14	Offering food for students in need. Staff models eating healthy	Could provide milk regularly - & be more active

15	Healthy choice daily canteen - & vending machines meet division guidelines	Work with Vending Co. to create variety in healthy choices
16	Communication with community regarding healthy choices - & Making visual and promoting healthy choices at all school events and programs - & daily scheduled snack time	Need a school policy regarding healthy choices - & healthier choices for monthly hot meals - & better choices in canteen and for school events - & eliminate unhealthy choices in canteen - \$
17	Drink machine contains only approved drinks - & provide healthy foods and snacks for those in need	Lower fat choices for hot lunches - & develop a milk program
18	Healthy snack provided by SCC - & healthy snack time offered	Meal program for students consistently hungry
19	Healthy choice vending machine with milk - & offer nutritious meals at tournaments and special events	Effective involvement of SCC - & Longer term planning to allow for isolation of school when it comes to accessing food regularly
20	Providing healthy lunches for students who may have forgotten their lunches or didn't have enough - & provide one meal a year for the entire school	N/A
21	Healthy Pre-K snack from food groups - & community association provides an occasional lunch or snack	Ensure children finish their lunches
22	Feeding hungry students with nutrition funds and SCC assistance - & nutritious snacks	Share policy with community - & SCC feels they could post healthy lunch ideas in monthly newsletter - & offer more healthy choices at annual track meet
23	Don't typically sell food as fundraisers or operate a canteen- & offer fruit and vegetables for the breakfast program	Offer nutritional education by posting nutritious/healthy foods students eat on a regular basis
24	Sell and model healthy foods. Removed pop from vending machines - & milk program	Preparing snacks/meals
25	Healthy vending - & healthy choices at sporting events, including games - & healthy breakfast 2x/wk	Start a milk program - & more fresh fruit/vegetables at Bfast program and at sporting events
26	Dance/Tournament Canteens offer healthy choices - & students participate with purchasing healthy items	Offer milk program - & bring in hot lunches on a rotational basis - & provide more literature for parents re: healthy choices
27	Bfast program, fruity Friday and milk program are successes	Offer healthier food choices for noon meals
28	Not allowing candy/sugar treats on property - & Special fundraising lunches are nutritious - & having fruit on hand for students that are hungry	Lower fat choices for hot lunches – & Get feedback from community regarding ideas for hot lunches and develop parent information regarding healthy snack options
29	Nutritious snacks	-
30	Communication with parents through the newsletter and website	Promote Good Food Box program through newsletter

## Funding for Nutrition Program

Funding through nutrition program consists of school programs including snack, breakfast and concession support. English Pre-K programs are also supported

### NUTRITION PROGRAM

Ministry of Education Nutrition Grant	-50,089.63
Grants from Others	-1,600.00
EA cost	149,702.76
EA sub cost	210.66
CPP	6,392.32
EI	3,516.42
EI rebate	160.88
MEPP	11,760.02
Benefits	8,806.02
Food costs	64,529.22
Total	193,388.67

### Pre-K NUTRITION PROGRAM

Total	19,571.97
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Grand Total **\$212,960.65**

## Administrative Issues

**Challenge:** Appropriate distribution of nutrition to those most in need:

- Providing nutritional support for students who really need the support without singling individuals out causes some schools to provide service to more students than what might be necessary.
- Having schools provide ongoing snacks versus occasional one-time larger meal events

**Response:**

- Long range planning best use of resources
- Planning to supply snacks over time versus doing larger one-time events.
- Following Division administrative procedure.
- Stipulating and monitoring use of funding for designated types of nutrition that the funding was allocated for (snack, breakfast, lunch).
- Monitoring of use through Superintendent of Operation visits and yearly survey of school practices.

**Challenge:** Compliance of nutrition guidelines during events at the school (sports, drama, family nights, fundraising)

**Response:**

- Continued administrative, staff and SCC awareness of procedure guidelines and best practice in decision making regarding food in schools
- Recognition of challenges in changing practices that exist outside of regular school hours
- Continued education of the community relative to best practices.
- Schools participate in a yearly monitoring survey that includes communicating successes with compliance to guidelines and procedures as well as making commitments for growth in practice. Follow-up on commitments.

## **Governance Implications**

- Continued support of the nutrition program to support those students who otherwise would not receive enough food while at school.

# AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Disposal of Records</b>		
<b>Intent:</b>	<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. Any records offered to Archives 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

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	March 27, 2014	List of records

***Recommendation:***

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

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

Record	Division	Type	Start	Finish	Required
					Retention Period
Benefits Correspondence/brochures	Borderland	SSTA	1993	1996	3 years
Board Agenda	Borderland		1994	1994	3 years
Computer Upgrade Project	Borderland		1997	1997	3 years after contract start
Katimavik	Borderland		1990	1998	3 years
LINC bargaining	Borderland		1993	1996	3 years
LINC bargaining	Borderland		1998	1999	3 years
Local Board Correspondance	Borderland	Bengough	2003	2005	3 years
Local Board Correspondance	Borderland	Bengough	2001	2002	3 years
Local Board Correspondance	Borderland	Coronach	2003	2005	3 years
Local Board Correspondance	Borderland	Coronach	2002	2002	3 years
Local Board Correspondance	Borderland	Coronach	2001	2001	3 years
Local Board Correspondance	Borderland	Rockglen	2003	2005	3 years
Local Board Correspondance	Borderland	Rockglen	2002	2002	3 years
Local Board Correspondance	Borderland	Rockglen	2001	2001	3 years
Local Board Correspondance	Borderland	Willow Bunch	2003	2005	3 years
Local Board Correspondance	Borderland	Willow Bunch	2002	2002	3 years
Local Board Correspondance	Borderland	Willow Bunch	2001	2001	3 years
Local Board Reports	Borderland		1979	1995	3 years
Local Board Reports	Borderland	Willow Bunch	2000	2000	3 years
Local Board Reports, Agendas, Correspondance	Borderland	Coronach	1979	1998	3 years
Local Board Reports, Agendas, Correspondance	Borderland	Rockglen, Bengough, Willow Bunch	1979	1993	3 years
Misc. Correspondence	Borderland		1994	1997	3 years
Policy Bulletins	Borderland		1997	1998	3 years after amended/repealed
Policy Bulletins	Borderland		1994	1996	3 years after amended/repealed
Sasktel Sympatico	Borderland		1997	2001	7 years after termination
School Division Officials Reports	Borderland		1956	1999	3 years
School Inspection Reports	Borderland		1994	1999	3 years
SSTA	Borderland		1992	2003	3 years
Supervisory Summaries	Borderland	1996-1997, 2002-03	1996	2003	3 years
Teacher Strike Information	Borderland		2000	2000	3 years
Teacher's Superannuation Commission	Borderland	Remittance reports	1994	2005	3 years
Wiring and Cabling project	Borderland	Bengough and Coronach	1988	1988	3 years
Chemical Disposal	Golden Plains		1993	2005	3 years
Gravelbourg Elementary School Facility Review	Golden Plains		2003	2003	3 years
Local Board Reports	Golden Plains		1995	2003	3 years
Session Awards	Golden Plains		2000	2003	7 years
Summer Student Program	Golden Plains		1985	2003	3 years
Support Staff Negotiations	Golden Plains		1999	2005	3 years
Alberta Officals Clinic	Moose Jaw		1988	1988	no specific requirement
Asthma	Moose Jaw				no specific requirement
Athletics Conference	Moose Jaw		1990	1990	no specific requirement
Basketball Officials	Moose Jaw		1994	1995	no specific requirement
Basketball Tourney	Moose Jaw		1989	1989	no specific requirement

CAHPER (Cdn Assoc Health, PE ad Rec)	Moose Jaw	1986,1989,1991	1986	1991 no specific requirement
Children's Fitness Test	Moose Jaw		1978	1978 no specific requirement
Completed Facilities Permits	Moose Jaw		2000	2004 3 years
Copy of Moose Jaw Policy Manual	Moose Jaw		2003	2003 3 years after amended/repealed
Data Cable Warranties	Moose Jaw	15 years, expired in 2013	1998	1998 expiry
Dealing with Parents Conference	Moose Jaw		2001	2001 no specific requirement
Education Development Fund	Moose Jaw		1986	1987 7 years
Elementary School Bookings	Moose Jaw		1998	2004 3 years
Elevator Licenses, service	Moose Jaw		2001	2006 7 years after termination
Equipment Booking	Moose Jaw		1996	2006 3 years
Golf Tips	Moose Jaw			no specific requirement
Grounds and Facilities Report	Moose Jaw		1985	1985 3 years
Gym Show	Moose Jaw		1978	1978 no specific requirement
Inservices -gymnastics	Moose Jaw		1989	1990 3 years
Kinball	Moose Jaw			no specific requirement
MJHSAD certificate blanks	Moose Jaw			no specific requirement
Municipal Election	Moose Jaw		1983	1994 1 year
PE Budget	Moose Jaw		1977	1996 3 years
PE Conference (NIAAA)	Moose Jaw		1987	1987 no specific requirement
PE Evaluation Report	Moose Jaw		1979	1979 3 years
Peacock Gym Booking	Moose Jaw		1999	2003 3 years
Peacock Scoreboard	Moose Jaw		1988	1988 3 years
Physical Fitness Research	Moose Jaw		1973	1973 3 years
Provincial Basketball	Moose Jaw		1992	1992 no specific requirement
Purchase Orders	Moose Jaw	Prince Arthur	2004	2004 3 years
References	Moose Jaw		1981	1981 1 year
Report-Review and Needs Analysis Committee	Moose Jaw		1987	1987 3 years
Requisitions	Moose Jaw	Prince Arthur	2003	2005 3 years
Royal Bank	Moose Jaw		1980	1997 7 years
RVCI Gym Floor	Moose Jaw		1986	1986 3 years
Separate School Board	Moose Jaw		1967	1989 no specific requirement
SPEA	Moose Jaw	88, 91-92, 94, 02-03	1988	2003 no specific requirement
Special Olympics	Moose Jaw		1986	1986 no specific requirement
Sport Admin Canada	Moose Jaw		1975	1975 no specific requirement
Staff Party	Moose Jaw		1976	1976 no specific requirement
Sub Employment Report	Moose Jaw	July -October	2005	2005 1 year
Sunningdale Gym	Moose Jaw		1986	1986 3 years
Track Mini Meets	Moose Jaw		1976	2008 no specific requirement
Track Officials Rules	Moose Jaw			no specific requirement
Track results blank forms	Moose Jaw			no specific requirement
Volleyball	Moose Jaw		1982	1984 no specific requirement
Volleyball blank score sheets	Moose Jaw			no specific requirement
Western Canadian Phys-ed Conference	Moose Jaw	82, 84, 86, 88, 90, 92, 96	1982	1996 no specific requirement
Accounts Payable	Prairie South Schools	2006 stub year and 06/07 fiscal year	2006	2007 7 years
Accounts Payable	Prairie South Schools	09/10 to 11/12 fiscal years, scanned into Kwik Tag	2009	2012 7 years
CUPE bumping letters	Prairie South Schools		2007	2007 3 years
CUPE job postings	Prairie South Schools		2007	2007 3 years



Maintenance and Work Orders	Prairie South Schools		2006	2006 3 years
Board Reports	Red Coat Trail		1990	2000 3 years
CUPE bargaining	Red Coat Trail		2004	2005 3 years
Limerick student tests and assignments	Red Coat Trail	Box says testing 2008 but no dates on materials	2008	2008 not final marks, can dispose
Local Board By-elections	Red Coat Trail		1995	1995 1 year
Old Land Title Transfers	Red Coat Trail		1965	1984 immediately after disposal of property
Pension Adjustment	Red Coat Trail	Board reports, duplicate copies of minutes	1997	1999 3 years
Red Coat Trail Board	Red Coat Trail	Board reports, copies of minutes	1978	1997 3 years
Sask Municipal Board	Red Coat Trail	Correspondence around borrowing	1953	1989 7 years after final payment
		Coderre,Tuxford,Mortlach, Marquis,Brownlee,advance		
Declaration of Poll/Voter Registration/advance poll	South Central	Poll	2005	2005 1 year
A/P Invoice Posting Journal	Thunder Creek	July-December	1995	1995 7 years
A/P Invoice Posting Journal	Thunder Creek	Jan-June	1995	1995 7 years
Accounts Payable	Thunder Creek		1993	1993 7 years
Advertising	Thunder Creek		1999	2000 no specific requirement
Amalgamation Committee	Thunder Creek		2003	2003 3 years
Appraisal	Thunder Creek	Sale of Vacant Lot	1995	1995 no specific requirement
Apprenticeship	Thunder Creek		1996	1996 3 years
Assessment	Thunder Creek	General Information on taxable assessment	2004	2004 no specific requirement
Audio Cine Films	Thunder Creek	License renewals, information	1998	2000 7 years after termination
Audit	Thunder Creek		1988	1991 7 years
Bank Transmissions	Thunder Creek		2004	2004 7 years
Bank Transmissions	Thunder Creek		2005	2005 7 years
Board Members Notes	Thunder Creek		1996	1998 3 years
Board Minutes	Thunder Creek	Duplicate copies	2000	2001 no specific requirement
Board Packages-Director's copy	Thunder Creek	June 98-Aug 99	1998	1999 3 years
Board Planning Seminar	Thunder Creek		1991	1991 3 years
Brownlee Facilites Study	Thunder Creek	Includes correspondence re sale of school	1993	1997 3 years
Brownlee School	Thunder Creek		1994	1998 3 years
Brownlee School Closure	Thunder Creek		1993	1996 3 years
Brownlee School Equipment Dispersal	Thunder Creek		1998	1998 7 years
Budget	Thunder Creek		1990	1994 3 years
Budget	Thunder Creek		1999	1999 3 years
Budget	Thunder Creek		1998	1998 3 years
Budget	Thunder Creek		1997	1997 3 years
Budget	Thunder Creek		2002	2002 3 years
Budget	Thunder Creek		2001	2001 3 years
Budget	Thunder Creek		2000	2000 3 years
Budget Forum	Thunder Creek		1996	2000 3 years
Budget-schools	Thunder Creek		1996	1997 3 years
Bus Driver	Thunder Creek	Lists, pay rates	1999	1999 3 years
Career Fair	Thunder Creek		1996	1996 3 years
Caronport	Thunder Creek	Teacher FTE's Salaries	2000	2001 7 years
Central Office Facility Committee	Thunder Creek		2003	2003 3 years
Computer Committee Meeting	Thunder Creek		1993	1993 3 years
Copyright Laws	Thunder Creek	Cancopy	1995	1995 7 years after termination
Cornerstone Staff List	Thunder Creek		2000	2000 7 years

Correspondence School-High School	Thunder Creek	Program info, enrolment forms	1993	1994 no specific requirement
Creative Consortium	Thunder Creek		1996	1996 3 years
Creative Writing 20	Thunder Creek	Program info, costs	2000	2001 3 years
CTBS	Thunder Creek	Grades 4,8,10	1996	1996 3 years after turn 22
CTBS	Thunder Creek	Grades 3,4,8,10	1993	1993 3 years after turn 22
CTBS	Thunder Creek	Grade 5	1995	1995 3 years after turn 22
CTBS	Thunder Creek	Grades 3,4,8	1994	1994 3 years after turn 22
CTBS	Thunder Creek	Grades 4,6,10	1997	1997 3 years after turn 22
CTBS orders	Thunder Creek			3 years
CUPE	Thunder Creek		1991	1993 3 years
CUPE/MEPP/PD	Thunder Creek		1995	1995 3 years
Curriculum Information	Thunder Creek		1995	1996 3 years
Day Treatment Program	Thunder Creek		1994	1994 3 years
Deferred Salary	Thunder Creek	SSTA	1999	1999 7 years
Director's Evaluation	Thunder Creek		2001	2001 7 years after termination
Distance Education	Thunder Creek		1992	1993 3 years
Educational Governance-SSTA	Thunder Creek		1993	1993 no specific requirement
Educational Planning Seminar	Thunder Creek		1989	1989 no specific requirement
Educational Relations Board	Thunder Creek		1994	1998 3 years after ruling
EFT Cheque Register	Thunder Creek		2001	2001 7 years
EFT Cheque Register	Thunder Creek		2000	2000 7 years
EFT Cheque Register	Thunder Creek		2002	2002 7 years
EFT Cheque Register	Thunder Creek		1998	1998 7 years
EFT Cheque Register	Thunder Creek		1996	1996 7 years
Employee Profile	Thunder Creek		2000	2000 3 years
Employee Profile	Thunder Creek		2000	2000 3 years
Employee Profile	Thunder Creek		1999	1999 3 years
Employee Profile	Thunder Creek		1998	1998 3 years
ESL	Thunder Creek		1996	1996 3 years
Facilities Use of School	Thunder Creek		1990	1994 3 years
Formula /STRP	Thunder Creek		1994	1994 3 years
Formula Pension Plan	Thunder Creek		1995	1995 3 years
French Monitor Program	Thunder Creek		1993	1994 3 years
General Correspondence	Thunder Creek		1996	1996 3 years
Grant	Thunder Creek		2001	2002 7 years
Group Employee Benefits	Thunder Creek	SSTA brochure	1995	1995 no specific requirement
Group Insurance	Thunder Creek		1991	1991 7 years
Group Life	Thunder Creek		1997	1997 3 years
Group Life	Thunder Creek		1996	1996 3 years
Group Life	Thunder Creek		2004	2004 3 years
Group Life	Thunder Creek		2000	2000 3 years
Group Life/CUPE/TCTA dues	Thunder Creek		1995	1995 3 years
High School Data	Thunder Creek		1994	1994 3 years
High School Review	Thunder Creek		1994	1994 3 years
Honorarium Guidelines	Thunder Creek		1998	1998 3 years
Income Statements	Thunder Creek		1993	1993 7 years
Informal Reports	Thunder Creek		1993	1993 1 year

Insurance Appraisal Reports	Thunder Creek		1988	1988 until replaced
Interagency Meetings	Thunder Creek		1993	1995 3 years
Interagency Social Skills	Thunder Creek		1995	1996 3 years
Internship Honorariums	Thunder Creek		1995	2000 7 years
IT	Thunder Creek		2002	2004 3 years
Job Sharing	Thunder Creek		1985	1990 3 years
Journal Vouchers	Thunder Creek		1993	1993 7 years
Language & Arts assessment and evaluation	Thunder Creek		1998	1998 3 years
LEADS	Thunder Creek		1991	1992 3 years
LEADS/TCTA (teacher Assoc)	Thunder Creek		1996	1996 3 years
LINC Negotiations 91-92	Thunder Creek		1991	1992 3 years
LINC Negotiations 92-93	Thunder Creek		1992	1993 3 years
LINC Negotiations 93-94	Thunder Creek		1993	1994 3 years
LINC Negotiations 94-95	Thunder Creek		1994	1995 3 years
Local Board Costs	Thunder Creek		1993	1993 7 years
Local Board Reports, Agendas, Correspondance	Thunder Creek	Lindale	1999	2000 3 years
March 12 Budget	Thunder Creek		1996	1996 3 years
Media House Programs	Thunder Creek		1995	1996 7 years after termination
MEPP	Thunder Creek		1995	1995 3 years
MEPP/CUPE	Thunder Creek		1996	1996 3 years
MEPP/CUPE	Thunder Creek		1997	1997 3 years
MEPP/CUPE	Thunder Creek		2004	2004 3 years
MERP reports	Thunder Creek		1995	1995 3 years
MERP/CUPE	Thunder Creek		2000	2000 3 years
MESP	Thunder Creek		1989	1991 3 years
Moose Jaw & District-Stay in School	Thunder Creek		1993	1994 3 years
Multi Media Project	Thunder Creek		1995	1995 3 years
Network	Thunder Creek	General information	2001	2001 no specific requirement
New Employee Contract Check list	Thunder Creek		2001	2001 1 year
Non-Violent Crisis Intervention Workshop	Thunder Creek		1996	1996 3 years
Novel Studies in School	Thunder Creek		1996	1996 3 years
Novell	Thunder Creek		1998	1998 7 years
Office Minority Language	Thunder Creek		1991	1991 3 years
Parent Information Meeting	Thunder Creek		2000	2000 3 years
Parenting Information Meetings	Thunder Creek		1993	1993 3 years
Pathfinder	Thunder Creek		1997	1997 3 years
Payroll Implementation	Thunder Creek		1991	1991 7 years
Payroll J/E	Thunder Creek		1993	1993 7 years
PD costs	Thunder Creek		1994	1996 7 years
PD costs	Thunder Creek		1996	1996 7 years
PD Development Policy	Thunder Creek		1996	1997 3 years after amended/repealed
Pension Adjustment	Thunder Creek		1990	1990 7 years
Planning Effective Staff Development	Thunder Creek		2003	2003 3 years
Prep Time Implementation	Thunder Creek		1991	1992 3 years
Principal Appraisal	Thunder Creek		1993	1993 3 years after amended/repealed
Principal Designate	Thunder Creek		1995	1996 3 years
Principal Designate	Thunder Creek		2000	2000 3 years

Principal Designate	Thunder Creek	Survey results	1999	2000 3 years
Principal Short Course	Thunder Creek		1996	1997 3 years
Principal/Board Seminar	Thunder Creek		1992	1995 3 years
Principal's Admin Time	Thunder Creek		1993	1993 3 years
Principal's Meetings	Thunder Creek		1993	1995 3 years
Principal's Monthly Report	Thunder Creek		1994	1996 1 year
Principal's Monthly Report	Thunder Creek		1998	1999 1 year
Principal's Statistical Reports	Thunder Creek		1993	1994 1 year
Principal's Statistical Reports	Thunder Creek		1996	1998 1 year
Print Conference	Thunder Creek		1998	1998 no specific requirement
Provincial Statistical Reports	Thunder Creek		1995	2004 no specific requirement
Receiver General	Thunder Creek		2001	2001 7 years
Receiver General	Thunder Creek		1996	1996 7 years
Receiver General	Thunder Creek		2000	2000 7 years
Receiver General	Thunder Creek	1989, 1991	1995	1995 7 years
Receiver General	Thunder Creek		1998	1998 7 years
Receiver General	Thunder Creek		2004	2004 7 years
Receiver General	Thunder Creek		2005	2005 7 years
Receiver General	Thunder Creek		1997	1997 7 years
Receiver General	Thunder Creek		1989	1991 7 years
Redundancy Pay for Teachers	Thunder Creek		1993	1993 3 years
Region 3 Curriculum & Instruction Meeting	Thunder Creek		1993	1994 3 years
Region 3 Directors Meeting	Thunder Creek		1993	1995 3 years
Remittance Reports	Thunder Creek		1999	1999 3 years
Reporting Periods	Thunder Creek		1996	1997 3 years
Reporting Periods	Thunder Creek		2000	2001 3 years
Reporting Periods/Parent Interview Dates	Thunder Creek		1999	2000 3 years
Retro Pay	Thunder Creek	Enrolments	1990	1990 7 years
ROE	Thunder Creek		1986	1991 7 years
Salary Reimbursement	Thunder Creek		2000	2000 7 years
Sask Ed Core Curriculum	Thunder Creek		2000	2000 3 years
Sask Ed General Correspondence	Thunder Creek		1995	1999 3 years
Sask School Division statistical Reports	Thunder Creek		2000	2001 no specific requirement
School Goals and Initiatives	Thunder Creek		1996	1997 3 years
School Goals and Objectives	Thunder Creek		1999	2001 3 years
School Opening Notice	Thunder Creek		1996	2000 3 years
School Tax Accounts	Thunder Creek		1998	1998 7 years
School Tax Statements	Thunder Creek		1999	1999 7 years
SEED (summer employment	Thunder Creek		1989	1989 3 years
Spec Ed Budget	Thunder Creek		1998	2000 3 years
SSBA	Thunder Creek		2005	2005 3 years
SSTA	Thunder Creek		2004	2004 3 years
SSTA/EB1	Thunder Creek		2002	2002 3 years
Staff Meeting Dates	Thunder Creek		2000	2001 3 years
Statistics Canada	Thunder Creek		1991	1992 1 year
STF	Thunder Creek		2000	2000 3 years
STF	Thunder Creek		2002	2002 3 years

STF	Thunder Creek		2001	2001 3 years
STF	Thunder Creek		1997	1997 3 years
STF	Thunder Creek		1996	1996 3 years
STF	Thunder Creek		2004	2004 3 years
STF Dues	Thunder Creek		1995	1995 3 years
STF/Group Life	Thunder Creek		1994	1994 3 years
STF/Group Life	Thunder Creek		1998	1998 3 years
STF/ICP	Thunder Creek		1991	1992 3 years
STRP	Thunder Creek		1999	1999 3 years
STRP	Thunder Creek		2002	2002 3 years
STRP	Thunder Creek		2001	2001 3 years
STRP	Thunder Creek		1998	1999 3 years
STRP	Thunder Creek		1997	1997 3 years
STRP	Thunder Creek		2004	2004 3 years
STRP	Thunder Creek		2005	2005 3 years
STRP	Thunder Creek		1991	1992 3 years
STRP Pension Plan	Thunder Creek		1995	1995 3 years
STRP/TSC	Thunder Creek		1998	1998 3 years
Student File-Correspondence around service for deaf	Thunder Creek		1991	1991 3 years after turn 22
Sub Billing	Thunder Creek	Billing of the Ministry	1995	1998 7 years
Superintendent's Report on Teachers	Thunder Creek		1978	1979 3 years
T4/T4A	Thunder Creek		1999	1999 7 years
T4/T4A	Thunder Creek		2004	2004 7 years
T4/T4A	Thunder Creek		2000	2000 7 years
T4A forms	Thunder Creek	blanks		no specific requirement
T4's	Thunder Creek		1998	1998 7 years
Tax Assessment	Thunder Creek		2001	2001 7 years
Tax Assessment	Thunder Creek		2000	2000 7 years
Tax Statements	Thunder Creek		2000	2000 7 years
TCTA (teacher Assoc)	Thunder Creek		2000	2000 3 years
TCTA (teacher Assoc)	Thunder Creek		2001	2001 3 years
TCTA (teacher Assoc)	Thunder Creek		1997	1997 3 years
TCTA (teacher Assoc)	Thunder Creek		2004	2004 3 years
TCTA (teacher Assoc)	Thunder Creek		2005	2005 3 years
Teacher Pay Reconciliations	Thunder Creek		1996	2000 years
Teacher Pay Reconciliations	Thunder Creek		2000	2001 3 years
Teacher/Home Room/Enrolments	Thunder Creek		1998	1999 3 years
Teachers Formula Plan	Thunder Creek		1991	1992 3 years
Trimac Purchase	Thunder Creek		1995	1995 3 years after disposed
TSC	Thunder Creek		1999	1999 3 years
TSC	Thunder Creek		2001	2001 3 years
TSC	Thunder Creek		1997	1997 3 years
TSC	Thunder Creek		1996	1996 3 years
TSC	Thunder Creek		2004	2004 3 years
TSC	Thunder Creek		2005	2005 3 years
Vacant Lot	Thunder Creek		1995	1995 3 years after expiration
Vendor List	Thunder Creek		1993	1993 1 year

Vilness Land Purchase (Brownlee)	Thunder Creek		1997	1997 3 years after expiration
WCB	Thunder Creek		1988	1994 3 years
WCB	Thunder Creek		1991	1993 3 years
WHMIS	Thunder Creek		1994	1994 7 years
Year End A/P	Thunder Creek		1997	1997 7 years
Year End Payroll	Thunder Creek		1997	1997 7 years
Year End Payroll	Thunder Creek		1999	1999 7 years
Year End W/P	Thunder Creek		1999	1999 7 years
Year End W/P	Thunder Creek		1999	1999 7 years
Year End W/P	Thunder Creek		2002	2002 7 years
Year End W/P	Thunder Creek		2001	2001 7 years
Year End W/P	Thunder Creek		2000	2000 7 years
Year End W/P	Thunder Creek		2000	2000 7 years
Surplus -School Districts	Various	Old discontinued divisions	1946	1951 7 years
Field Trips	Wood River		1975	1975 3 years after turn 22
Garage Inventory	Wood River		1969	1969 3 years
Glentworth 4-plex fire	Wood River		1995	1995 3 years after settlement
Local Board Reports, Agendas, Correspondance	Wood River		1980	1983 3 years
Misc. Correspondence	Wood River		1976	1983 3 years
Sask Power	Wood River	Easement on Closed School	1966	1966 immediately after disposal of property
Sub-Division Bye-Elections	Wood River		1979	1979 1 year
Summer Work	Wood River		1980	1982 3 years
Supervisory Personnel Circular	Wood River		1972	1972 3 years
Teacher Meetings	Wood River		1980	1982 3 years
ABW Shared Services		Budget, reports	2001	2005 7 years

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Sale of Surplus Land</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

It was determined that there are a number of properties not used in the operations of the school division that are still owned by the school division. A decision was made to dispose of these properties.

**Current Status:**

We have received offers to purchase two pieces of the surplus land we are trying to dispose of. The first is for Parcel 105368799 (Title 102208531, NW 30-2-25 W2) in the RM of Hart Butte. The second is for Parcel 105446842 (Title 102368099, NW 11-21-1 W3) in the RM of Eyebrow. The offer in both cases is \$50.

A third land owner has offered to purchase parcel 151030651 for \$1 in lieu of asking for the land to be cleaned up. There is some concrete left from the school foundation. Without the concrete they would offer \$100.

**Pros and Cons:**

Pros:

- We get rid of three more pieces of land that we are trying to dispose of which are of no value or use to us.
- It would cost much more than \$100 for us to send someone out there to remove the concrete.

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	March 27, 2014	

***Recommendation:***

That the Board approve the sale of parcels 105368799 and 105446842 for \$50 each to the adjacent land owners and the sale of parcel 151030651 for \$1.

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.5
<b>Topic:</b>	<b>Changes to Bursary Fund</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

### Background:

The Moose Jaw School District No. 1 Bursary Fund Inc. was created as a non-profit corporation by the Moose Jaw School Division #1 to accept donations for scholarships and for other purposes for the benefit of the Moose Jaw Schools. Prairie South School Division inherited this fund at amalgamation. Prairie South is the sole member of the fund and appoints directors annually to the fund to oversee its operations. Scholarships for schools outside of Moose Jaw are kept in the Prairie South books and managed there. Our goal has been to bring all the scholarships together into one place, to have one set of records for those monies and to have a fund where people can donate for the benefit of any or all schools in the division.

### Current Status:

We have been working with the SSBA lawyers to prepare the necessary changes to allow us to bring all the scholarships together and to have a fund that will be open to donations for all schools. SSBA legal counsel developed a set of motions that the Prairie South Board should pass to initiate the changes. The changes include registering a business name called "Prairie South Schools Bursary Fund", transferring scholarships from Prairie South to the Bursary Fund and placing all future donations directly into the Bursary Fund.

The Bursary Fund board will also have to pass a motion to register the business name.

### Pros and Cons:

- We would no longer need to keep separate records for different scholarships depending on what school or schools they were for. They will all be in the bursary fund with one set of records.
- We would have a fund that could accept donations for the benefit of the kids at any school in our division or multiple schools if the donor so wishes.



**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	March 28, 2014	

***Recommendation:***

That the Moose Jaw School Division No. 1 Bursary Fund Inc. continue as a Non-Profit Corporation (effective January 1, 2015) subject to the following:

- a) That the Moose Jaw School Division No. 1 Bursary Fund Inc. register a business name as "Prairie South Schools Bursary Fund" for use as the public name of the bursary and scholarship fund.
- b) That the Directors of the Moose Jaw and District Bursary Fund continue to be appointed by the Board taking into consideration the following:
  - At least \_\_\_\_\_ member of the Board of Directors shall be members of the Prairie South Board of Education.
  - At least 1 member of the Board of Directors shall be an employee of the Prairie South Board of Education.
- c) That all donations of funds for scholarship and bursaries whether for existing or new scholarships or bursaries for students of the Prairie South School Division shall be required to be paid into the Moose Jaw School Division No. 1 Bursary Fund Inc. and shall when applicable be given a charitable income tax receipt.
- d) That all funds currently held for scholarships and bursaries for students in the Prairie South School Division shall be transferred to and held by the Moose Jaw School Division No. 1 Bursary Fund Inc.
- e) That all funds, donations and trusts given to the Prairie South School Division Board or to legacy boards shall continue to be administered in accordance with the terms and conditions on which such funds, donations and trusts were granted.

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.6
<b>Topic:</b>	<b>Board Policy Handbook Policy 13, Item 5.3</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

**Background:**

Leroy Sloan advised that under Board Policy Handbook Policy No. 13 "Appeals and Hearings Regarding Student Matters" item 5.3 the Stakeholder Relations Branch no longer exists and therefore suggested that we delete this step in the process.

**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	March 18, 2014	1. Board Policy Handbook - Policy No. 13 2. Email from Leroy Sloan

***Recommendation:***

That the Board remove Policy No. 13, Item 5.3 from the Board Policy Handbook.

## **APPEALS AND HEARINGS REGARDING STUDENT MATTERS**

### **Special Education Review**

The Board recognizes the right of a student with exceptional needs or the parents/guardians of that student to request a review of a decision related to designation, placement and program in accordance with provisions outlined in the Education Act, 1995 and the Regulations applicable thereto.

Specifically,

1. A student who has reached 18 years of age, or the parents/guardians of a student with a disability shall have access to a review process in the event he/she disagrees with:
  - 1.1. The designation of the student or the failure to designate the student as having a disability;
  - 1.2. The placement of the student;
  - 1.3. The program provided to the student.
2. The right to a review is limited to decisions with educational or developmental implications for the student. The right for review does not apply where the disagreement with respect to the placement of the student is based on:
  - 2.1. Parental preference as to the location of the delivery of the program;
  - 2.2. Parental convenience;
  - 2.3. Other factors unrelated to the impact of the location of the educational instruction on the student's education and development;
  - 2.4. Location within an educational institution;
  - 2.5. Any other reason that relates to or is similar in nature to those listed in clauses 2.1 to 2.4; or
  - 2.6. An allegation of discrimination pursuant to the Human Rights Code or the Canadian Charter of Rights and Freedoms.
3. At any stage of the review the student or the parents/ guardians of the student may choose to be accompanied by a friend, or other person of their choice.
4. The Director of Education may make any interim decision he/she considers necessary pending the decision of the review. During the appeal and review period, the parents have the right to either have their child exempted from school or have him/her remain in the initial placement until the dispute is settled.

5. The Division will attempt to make every effort to resolve a designation, placement and/or program decision in a manner amicable to the student, parents/guardians and the Division. The following steps outline the initial action that is required prior to requesting a formal review process:
  - 5.1. The student or parents/guardians shall discuss the decision in question with the teacher(s) and the in-school administration;
  - 5.2. If there is no resolution, the student or parents/guardians shall request that the Director of Education review the designation, placement or program decision;
  - 5.3. If there is no resolution, prior to initiating a review, the Director of Education will invite the Stakeholder Relations Branch to facilitate a resolution;
  - 5.4. If there is no resolution, the Director of Education shall inform the student or parents/guardians of the procedures necessary for initiating a formal review process.
6. The following steps outline the process required to initiate a formal review process:
  - 6.1. The request for a formal review shall be in writing directed to the Director of Education, and shall set out the reasons for disagreement with a designation, placement or program decision.
  - 6.2. Within five school days of receiving the request for a formal review of a decision, the Director of Education shall respond in writing to the individual(s) outlining:
    - 6.2.1 The steps in the formal review process,
    - 6.2.2 The procedure used to establish the Review Committee, and
    - 6.2.3 The anticipated timeline of the formal review process.
  - 6.3. The Director of Education shall notify the Division personnel involved in the decision of the request for review and shall provide them with information concerning the circumstances of the review, including a copy of the written request for review.
7. The Review Committee shall be composed of three members. The Director of Education shall name a member to the Review Committee. The student or parents/guardians may choose a member from a list provided by the Director of Education of at least four people who have not been involved in the original decision and who are external to the Division. In the event there exists a difficulty attaining a mutually acceptable individual, the student or parents/guardians must have the opportunity to name a person acceptable. The Director of Education and the student or parents/guardians must name a mutually acceptable Committee Chair. The process of bringing forward names will continue until the third person can be selected.  
  
The members of the Review Committee shall have appropriate levels of expertise and experience in educational programming and administration of services for students with exceptional needs.
8. The appointment of the Review Committee representatives will be made within ten (10) days of the initiation of a formal review by the student or parents/guardians.

9. The Review Committee shall hold their initial meeting within four weeks of the formal review initiation. The student or parents/guardians and their representative(s) shall be invited to present their reason(s) for requesting a review. The representative(s) of the Division who participated in the educational planning/decision-making process may be called upon to provide information related to the review. The Committee may call upon other parties as witnesses or experts. The Committee may conduct on-site observations and may request written submissions and reports from those individuals involved in the review.
10. The Review Committee will submit a written report to the Board and the student or the parents/guardians requesting the review no later than two weeks of receiving the final submission. The report will outline the situation under review and identify recommendation(s) related to the situation. The recommendation(s) will be based on the information provided and will be consistent with The Education Act, 1995.
11. The Board will ratify, modify or deny the recommendation(s) at the next regular meeting of the Board. The Board will provide written notification to the student or parents/guardians that describe the Board's response to the recommendation(s) of the Review Committee. The decision of the Board is final.

### **All Other Student Matters Aside from Suspensions and Expulsions**

The Board will hear appeals on other administrative decisions that significantly affect the education of a student.

The principles of natural justice shall apply to the entire appeal process.

1. Prior to a decision being appealed to the Board, it must be appealed to the Director of Education.
2. Parents of students, and students 18 years of age or over, have the right to appeal to the Board a decision of the Director of Education. The Director of Education must advise parents and students of this right of appeal.
3. The appeal to the Board must be made within 5 days from the date that the individual was informed of the Director of Education's decision. The appeal must be filed in writing and must contain the name of the party filing the appeal, the date, the matter at hand, and the reason for the appeal.
4. Parents or students as above, when appealing a decision to the Board, have the right to be assisted by a resource person(s) of their choosing. The responsibility for engaging and paying for such assistance rests with the parents or students.
5. The hearing of the appeal must be scheduled so as to ensure that the person making the appeal and the Director of Education, whose decision is being appealed, has sufficient notice and time to prepare for the presentation.
6. The appeal will be heard in closed session, with specified individuals in attendance.
7. The appeal hearing will be conducted in accordance with the following guidelines:

- 7.1. The Board Chair will outline the purpose of the hearing, which is to provide:
  - 7.1.1. An opportunity for the parties to make representation in support of their respective positions to the Board. This information may include expert medical, psychological and educational data and may be presented by witnesses;
  - 7.1.2. The Board with the means to receive information and to review the facts of the dispute;
  - 7.1.3. A process through which the Board can reach a fair and impartial decision.
- 7.2. Notes of the proceedings will be recorded for the purpose of the Board's records.
- 7.3. The Director of Education and/or staff will explain the decision and give reasons for the decision.
- 7.4. The appellant will present the appeal and the reasons for the appeal and will have an opportunity to respond to information provided by the Director of Education and/or staff.
- 7.5. The Director of Education and/or staff will have an opportunity to respond to information presented by the appellant.
- 7.6. Trustees will have the opportunity to ask questions or clarification from both parties.
- 7.7. No cross-examination of the parties shall be allowed, unless the Board Chair deems it advisable under the circumstances.
- 7.8. The Board will meet without the respective parties to the appeal in attendance to arrive at a decision regarding the appeal. The recording secretary will remain in attendance. The Board may have legal counsel in attendance.
- 7.9. If the Board requires additional information or clarification in order to make its decision, both parties to the appeal will be requested to return to the hearing for the required additional information.
- 7.10. The Board decision and the rationale for that decision will be communicated to the appellant by telephone and by double-registered letter within three days of the hearing.

### **Suspension and Expulsion of a Student**

The Board makes provisions under which disciplinary actions ensure expeditious investigation and treatment of problems.

Specifically,

1. Where the Director of Education confirms or modifies a student suspension of 4 to 10 days duration, the Director of Education shall forthwith report such suspensions to the Board in writing.

2. The Board may investigate the circumstances of the suspension submitted to it and, where it does investigate, it shall conclude the investigation before the end of the period of suspension ordered.
3. Where the Director of Education recommends an extension of the suspension beyond ten days, the Director of Education will refer the matter to the Board.
4. The Board shall:
  - 4.1. Investigate the suspension;
  - 4.2. Be authorized to suspend a student for up to one year;
  - 4.3. Give notice of every investigation to the student and his or her parent or guardian;
  - 4.4. Provide an opportunity for the student and his or her parent or guardian to appear and make representations before the Board.

Where the Board makes a decision to expel a student, that decision shall be made before the expiration of the suspension.

5. Further to Section 4, the Board, where it deems necessary, may by resolution expel a student from any or all of the schools in the Division for a period greater than one year provided the decision is based on an investigation into the circumstances of the expulsion conducted by the Board and approved by a majority vote.
6. On the request of either the student or his or her parent(s)/ guardian(s) pursuant to Section 4, at the expiration of one year, the Board will review and reconsider the expulsion of the student; the Board may:
  - 6.1. Rescind the expulsion of the student;
  - 6.2. Admit the student to a school on those terms and conditions that the Board considers appropriate.
7. Throughout the above steps, the Director of Education shall be cognizant of the rights of the student and parent/guardian as provided for in legislation.

Reference: Sections 5, 148, 150, 151, 152, 153, 154, 155, 158, 186, 186.1, 231 of the Education Act  
 Regulations 48, 49, 50, 50.1, 52  
 Human Rights Code  
 Canadian Charter of Rights and Freedoms

June 12, 2013

**From:** Leroy Sloan [<mailto:lsloan@asba.ab.ca>]

**Sent:** January-03-14 7:46 PM

**To:** Finell, Jeff

**Cc:** Davidson, Shawn

**Subject:** Suggested amendment

Jeff and Shawn

While doing some work with another district on the policy re “Appeals and Hearings Regarding Student Matters”, I became informed that the branch noted in section 5.3 under Intensive Needs Review no longer exists. Therefore I suggest you delete this step in the process and 5.3 of the second page of your policy on student appeals and hearings.

Leroy



## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.7
<b>Topic:</b>	<b>Kincaid Washroom/Change Room Upgrade</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

### **Background:**

The Kincaid Washroom/Change Room upgrade was tendered February 25, 2014 with four tender submissions and a budget of \$350,000. The tender was set up with base bid and three alternate prices. If approved the base bid, and alternate #1, fees and taxes would have a total of \$441,482. This would be over budget by \$91,482. The low bidder was C & S Builders of Moose Jaw. Reallocation of 2013-14 Capital budget costs will be available to proceed. The remaining excess unused funds from various 2013-14 capital projects will cover the additional costs.

### **Current Status:**

AP 500-12 3(3.1) The Board of Education has delegated the authority for the awarding of tenders to administration except where bids received for capital projects exceed the budget. In this case the Board reserves the authority to accept or reject those tenders. Reallocation 2013-14 Capital Budget costs will be available to proceed with all options.

### **Pros and Cons:**

#### **Pros:**

- if alternate #1 is approved it will bring the water meter out of the crawlspace. No asbestos remediation has been done for entry to obtain readings without PPE (personal protective equipment)
- would give the students at Kincaid as well as visitors modernized usable environment as no upgrades have been done since the school was new in 1959
- would move away from the gang shower concept
- would provide washroom accessibility needs to the facility

#### **Cons:**

- no accessibility needs
- would continue to operate with existing washroom/change rooms.

### **Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Darren Baiton	March 5, 2014	1. Tender results 2. Floor plan

***Recommendation:***

That the Board approve the low bid submission from C&S Builders for the Kincaid Washroom/Change Room Upgrade in the amount of \$441,482 for base bid and alternate #1 of the project.



March 4, 2014

1404  
Tenders

D. Baiton, Facilities Manager  
Prairie South School Division No. 210  
1075 – 9th Avenue NW  
Moose Jaw, SK S6H 1V7

RE: WASHROOM/CHANGEROOM UPGRADES  
KINCAID CENTRAL SCHOOL  
KINCAID, SASKATCHEWAN

Dear Darren:

Enclosed you will find the result of tenders received in our office on February 25, 2014 for the above-noted project. A total of four (4) bid submissions were received, and all were accompanied by the required Bid Bond / Surety.

The low Base Bid tender was received from Frontier Builders Ltd. of Swift Current, but their bid form was incomplete due to the omission of Unit price #1 and #2. Therefore their tender has been rejected. Based on this information, we suggest the Board consider the second low bid from C & S Builders Ltd., in the amount of \$366,289.00.

We have worked with C & S Builders Ltd. on many projects and found them to be a reliable and competent contracting firm.

The original tenders as received are enclosed for your files. We have retained a copy for our records and have also retained the Bid Bonds which will be returned upon award of a contract.

We await your further instructions on an award of this contract.

Yours truly,

PATTISON MGM ARCHITECTURAL SERVICES LTD.

Donn Lay

DTL/sh  
Enclosures

3434 Regina Avenue, Regina SK S4S 7J9  
Phone: (306) 584-2020 Fax: (306) 534-5252 E-Mail: [jmgm@pattisonmgm.com](mailto:jmgm@pattisonmgm.com)

REID W. PATTISON, SAA, AAA, FRAIC, LEED<sup>®</sup> AP

MICHAEL G. ADAMS

WARD PETERS

DONN T. LAY





## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.8
<b>Topic:</b>	<b>2nd Quarter Accountability Report</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

In accordance with the Board's annual work plan, a quarterly financial accountability report is to be presented to the Board at the end of each quarter.

**Current Status:**

Attached is the 2nd Quarter Financial Accountability Report.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	March 24, 2014	2 <sup>nd</sup> Quarter Accountability Report

***Recommendation:***

That the Director of Education accountabilities in the source documents cited in the 2nd Quarter Accountability Report have been met.

## **Source Documents**

### **Policy 12 Section 3. Fiscal Responsibility**

- 3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- 3.2. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3. Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

Current status of approved budget assumptions.

When the Board approved the 2013-14 budget the following assumptions were approved:

- Funding reduction of 2.8 million dollars
- Consolidation of Gravelbourg High School and Elementary Schools approved by the Ministry of Education
- Reading Strategy – Board Strategic Plan
- Facilities Strategy – Board Strategic Plan
- WE Day Support
- Bullying Initiative – Division Wide
- Facilities Renewal – 3<sup>rd</sup> Year of a 3 year renewal program where the Board is using 10 million dollars from surplus to address our facility deficit.
- New Curriculum Costs
- No Increase for Teacher salary in this budget as the province will cover the provincial agreement.
- Support staff salary projected at 1.5%
- Maintain unfunded Pre-Kindergarten programs
- Reduction of 14.5 FTE positions.

To date, ten of the twelve budget assumptions hold true. The Facilities Strategy is not completed to date. Negotiations with CUPE have not commenced for the 2013-14 year. However out of scope staff have received a 1.5% increase as stated in the assumptions.

## 1. Accumulated Surplus

	August 31, 2012	Additions during the Year	Reductions during the Year	August 31, 2013
<b>Invested in Tangible Capital Assets:</b>				
Net Book Value of Tangible Capital Assets	\$ 54,086,464	278,134	-	\$ 54,364,598
Less: Debtowing on Tangible Capital Assets	2,166,579	-	(319,103)	1,847,476
	<b>51,919,885</b>	<b>278,134</b>	<b>(319,103)</b>	<b>52,517,122</b>
<b>PMR maintenance project allocation</b>	<b>-</b>	<b>857,465</b>	<b>-</b>	<b>857,465</b>
<b>Internally Restricted Surplus:</b>				
<b>Capital Projects:</b>				
Incomplete Board approved tangible capital asset projects	1,744,805	-	(590,035)	1,154,770
<b>Other:</b>				
Incomplete Board approved practical applied arts program	3,000,000	-	(403,328)	2,596,672
Incomplete Board approved South Hill revitalization program	-	240,000	-	240,000
School Community Council carry forwards	63,150	31,949	-	95,099
School generated funds	901,196	71,248	-	972,444
School budget carry forwards	402,408	475,002	-	877,410
Cognitive Disabilities Program Grant	-	59,967	-	59,967
Creative Partnerships Innovation Grant	-	35,000	-	35,000
Child Nutrition & Development Grant	-	17,897	-	17,897
Community Initiative Grant	-	2,082	-	2,082
	<b>6,111,559</b>	<b>933,145</b>	<b>(993,363)</b>	<b>6,051,341</b>
<b>Unrestricted Surplus</b>	<b>18,493,961</b>	<b>-</b>	<b>(2,431,068)</b>	<b>16,062,893</b>
<b>Total Accumulated Surplus</b>	<b>\$ 76,525,405</b>	<b>\$ 2,068,744</b>	<b>\$ (3,743,534)</b>	<b>\$ 75,488,821</b>

The restricted funds for each of the following grants will be used in the 13/14 year:

- PMR maintenance project allocation;
- Child nutrition and development;
- Cognitive disabilities program;
- Community initiative program;
- Creative partnerships innovation.

## 2.1 Restricted Operating Reserves –

The Division allows schools and school community councils to accumulate surpluses or incur deficits, when circumstances dictate. These reserves belong to the individual school sites.



**Estimated Net Financial Assets as at August 31, 2014**

Net Financial Assets August 31, 2013	\$ 20,491,868
Estimated use of Restricted surplus as Expense	\$ 2,916,623
Estimated Deficit as at August 31, 2014	\$ 4,124,378
<b>Estimated Net Financial Assets August 31, 2014</b>	<b>\$ 13,450,867</b>

**Estimated Cash as at August 31, 2014**

Cash & Cash Equivalents August 31, 2013	\$ 18,755,140
Cash used in 2013-14	\$ 3,200,000
Estimated use of unrestricted Surplus	\$ 3,303,356
<b>Net Cash at August 31, 2014</b>	<b>\$ 12,251,784</b>

<b>Estimated Use of Unrestricted surplus during 2013-14</b>	<b>Cash</b>	<b>Expense</b>	<b>Capitalized</b>
PMR	\$ 857,465	\$ 857,465	
Capital Projects	\$ 1,154,770	\$ 768,037	\$ 386,733
PAA	\$ 586,175	\$ 586,175	
Reading Goal	\$ 105,000	\$ 105,000	
South Hill Revitalization program	\$ 85,000	\$ 85,000	
School Budget Carry forward	\$ 400,000	\$ 400,000	
Cognitive Disabilities Program Grant	\$ 59,967	\$ 59,967	
Creative Partnership innovative Grant	\$ 35,000	\$ 35,000	
Child nutrition & Development Grant	\$ 17,897	\$ 17,897	
Community Initiative Grant	\$ 2,082	\$ 2,082	
<b>Total Estimates</b>	<b>\$ 3,303,356</b>	<b>\$ 2,916,623</b>	<b>\$ 386,733</b>

**2. Revenue/Expenditure patterns - 6 month expenditures for the period September 1, 2013 to February 28, 2014 is attached.**

**Revenue**

- Tuition fees are lower than the 1<sup>st</sup> quarter budget. In the initial budget we had to include tuition for Cornerstone and have not yet recorded any of their tuition.
- Complementary Services revenues are higher than the 1<sup>st</sup> quarter budget as total funding for some projects were received early in the year.
- Other Revenue is lower as we have had to change accounting practices. Previously we set up reimbursements such as WCB payments in revenue.

Now with changes in accounting standards these reimbursements will be credited against the appropriate salary accounts.

#### Expenditures

- Instruction – We have expended 103% of the instruction budget at the end of the 2<sup>nd</sup> quarter. Most of this is in teacher salary as some of our teachers are paid over ten months which will drive the percentage up.
- Transportation – has expended 108% of the 2nd quarter budget. There are three factors causing this: Fuel costs have been higher, repair costs have continued to be higher and the payroll costs are higher than 50% as bus drivers are paid over 10 months.
- Interest and bank payments appear to be a bit high however this is explained by the fact that interest payments are on a declining basis. We have paid \$42,871 for the first 6 months and will pay 38,545 for the last 6 months of the year. This will total the budget.

#### Governance Implications (if any)

Continue to monitor net effect of expenditures on future net assets and cash.

Prairie South School Division  
Statement of Financial Position  
As At February 28, 2014

		Not Filtered Fiscal Year 13/14 13/14 Approved Budget Not Filtered Not Filtered	Not Filtered February YTD 13/14 Actual Not Filtered Not Filtered	February 13/14 Actual	August YTD 12/13 Actual Not Filtered Not Filtered
<b>FINANCIAL ASSETS</b>					
Cash	30	-	22,999,181	22,999,181	18,755,140
Short Term Investments	31	-	40,119	40,119	40,119
Accounts Receivable	32	-	12,525,468	10,456,379	13,333,342
Provincial Grants Receivable	33	-	1,150	1,150	593,597
Other Receivables	34	-	572,547	572,547	787,974
Portfolio Investments	37	-	75,176	75,176	75,176
Other Assets	40	-	19,373	19,373	19,373
<b>TOTAL FINANCIAL ASSETS</b>		-	<b>36,233,014</b>	<b>34,163,925</b>	<b>33,604,721</b>
<b>LIABILITIES</b>					
Other Payables	52	-	3,523,768	3,606,297	5,073,929
Capital Loans	55	(334,828)	1,682,075	1,682,075	1,847,476
Other Liabilities	59	-	(228)	(228)	-
Accrued Employee Future Benefits	57	-	1,971,200	1,867,757	1,971,200
Deferred Revenue	61	-	2,780,499	711,410	2,779,185
<b>TOTAL LIABILITIES</b>		<b>(334,828)</b>	<b>9,957,314</b>	<b>7,867,311</b>	<b>11,671,790</b>
<b>NET FINANCIAL ASSETS(DEBT)</b>		<b>334,828</b>	<b>26,275,701</b>	<b>26,296,614</b>	<b>21,932,931</b>
<b>NON-FINANCIAL ASSETS</b>					
Physical Assets	910	4,411,830	127,993,752	127,993,752	126,385,986
Amortization	911	-	(72,021,209)	(74,730,777)	(72,021,388)
Inventories of Supplies	85	-	19,266	19,266	184,530
Prepaid Items	86	-	464,609	464,609	447,825
<b>TOTAL NON FINANCIAL ASSETS</b>		<b>4,411,830</b>	<b>56,456,417</b>	<b>53,746,849</b>	<b>54,996,952</b>
Current Year Net Income(Loss)		(4,124,378)	5,402,332	5,402,332	
<b>ACCUMULATED SURPLUS(DEFICIT)</b>			<b>88,134,450</b>	<b>85,445,795</b>	<b>76,929,883</b>

PRAIRIE SOUTH SCHOOL DIVISION NO. 210  
STATEMENT OF FINANCIAL ACTIVITIES  
For the period ending February 28, 2014

		Not Filtered Fiscal Year 13/14		Not Filtered February YTD 13/14					
		13/14 Approved Budget Not Filtered Not Filtered	2nd Quarter Budget	Actual Not Filtered Not Filtered	Total Revenue/Expenses & Encumbrances	Budget Remaining	Percentage of Budget Used	Percentage of 2nd Quarter Budget Used	
<b>REVENUE</b>									
Taxation	100	29,277,010	14,638,505	20,177,306	22,246,395	7,030,615	76%	152%	
Grants	110	47,924,731	23,962,366	23,766,319	23,766,319	24,158,412	50%	99%	
Tuition	120	97,458	48,729	47,696	47,696	49,762	49%	98%	
School Generated Funds	142	1,228,000	614,000	-	614,000	614,000	50%	100%	
Complementary Services	150	523,791	261,896	293,354	293,354	230,437	56%	112%	
External Services	155	4,561,943	2,280,972	2,265,399	2,265,399	2,296,544	50%	99%	
Other Revenue	144	562,125	281,062	216,683	216,683	345,442	39%	77%	
<b>TOTAL REVENUE</b>		<b>84,175,058</b>	<b>42,087,529</b>	<b>46,766,757</b>	<b>49,449,846</b>	<b>34,725,212</b>	<b>59%</b>	<b>117%</b>	
<b>EXPENSES</b>									
Governance	160	581,673	290,837	284,314	284,969	296,704	49%	98%	
Administration	170	3,337,589	1,668,795	1,533,861	1,564,178	1,773,411	47%	94%	
Instruction	180	55,533,594	27,766,797	27,397,387	28,529,337	27,004,257	51%	103%	
Plant Operation	190	13,743,186	6,871,593	4,262,604	5,871,573	7,871,613	43%	85%	
Transportation	200	7,235,310	3,617,655	3,387,453	3,896,587	3,338,723	54%	108%	
Tuition Expense	210	72,500	36,250	5,073	5,073	67,427	7%	14%	
School Generated Funds	220	1,228,000	614,000	(1)	615,247	612,753	50%	100%	
Complimentary	240	2,110,890	1,055,445	1,079,459	1,087,316	1,023,574	52%	103%	
External Services	250	4,374,877	2,187,439	2,147,371	2,150,355	2,224,523	49%	98%	
Interest and Bank	230	81,816	40,908	42,879	42,879	38,937	52%	105%	
<b>TOTAL EXPENSES</b>		<b>88,299,436</b>	<b>44,149,718</b>	<b>40,140,400</b>	<b>44,047,514</b>	<b>44,251,922</b>	<b>50%</b>	<b>100%</b>	
Consolidated Net Income(Loss)		(4,124,378)	(2,062,189)	6,626,357	5,402,332	(9,526,709)			

# AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.9.1
<b>Topic:</b>	<b>Notice of Motion: Formal Agenda Process</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

At the March 4, 2014 Regular Meeting the following notice of motion was made:

“That a formal agenda process be developed whereby SCC’s or a group or groups representative thereof may directly pose enquiries, provide reports, and/or make recommendations to the Prairie South Schools Board.”

## Current Status:

The function of School Community Councils is, through an advisory and practical manner, to assist the administration of the school and the Board of Education in delivering educational and extracurricular programs. Please see section from Board Policy 16 that apply to this motion.

### Procedures:

1. Linkage to Board of Education
  - 1.1 School Community Councils are to communicate with the Board of Education through their respective sub-division Board members.
  - 1.2 A sub-division Board member may attend School Community Council meetings held in his or her sub-division.

School Community Councils are accountable to the Board.

- 1.4 Input into the creation of Board of Education policy and school procedures will vary depending on the nature of policy or procedures being developed.
- 1.6 Each School Community Council shall prepare and provide to the Director of Education, parents and community members by June 30th of each year: a report summarizing its initiative and accomplishments for the preceding school year on the template provided by the Division.

2. Recommendations to Board of Education
  - 2.1 School Community Councils are to be actively involved in developing the mission and goals for their schools. Specifically they are to:
    - 2.1.3. Recommend to the Board of Education approval of the local mission and goals.
  - 2.2 School Community Councils may recommend to the Board of Education:
    - 2.2.1. Any religious exercises to be used preceding the regular daily program. Refer to Administrative Policy 605 – Religious Instruction.
    - 2.2.2. Locally determined course options.
    - 2.2.3. Use of school facilities and grounds for other than school activities.
    - 2.2.4. Maintenance, development, and beautification of school facilities and school grounds, including playground equipment.
    - 2.2.5. Any matter considered to be in the interests of learning in the, local school, subdivision or school division and,
    - 2.2.6. Innovative projects.
  - 2.3 For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations with a sub-division Board member prior to making submissions to the Board of Education.

Please see attached Board Policy 16 for further clarification.

At this time SCC's make presentations as requested. Inquiries are clarified through sub-division board members at local SCC meetings. SCC's may contact Board representative to provide clarification. The sub-division board member may recommend group presents to Board.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

Prepared By:	Date:	Attachments:
Barbara Compton	March 27, 2014	PSS210 Board Policy 16

***Recommendation:***

The Board review Board Policy 16 to determine if procedures meet the request of this motion.

## Policy 16

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### SCHOOL COMMUNITY COUNCILS

This policy consists of three parts; 1: Establishment, 2: Local Budget and 3: Central Budget.

#### PART 1: ESTABLISHMENT

The Board of Education supports the formation and operation of School Community Councils in all schools of the school division.

#### Procedures

##### 1. School Community Councils

- 1.1 Subject to Section 140, subsections (2) to (4) of *The Education Act, 1995* the Board of Education is to establish a school community council for each school in its division.
- 1.2 When the Board of Education establishes a school community council, there will cease to be a Local Board of Trustees for that school district.
- 1.3 Subject to the regulations and policies of the Board of Education every school community council is to consist of:
  - 1.3.1 No fewer than five and no more than nine elected members to represent parents of students and community members and,
  - 1.3.2 Appointed members.
- 1.4 Each elected member of a school community council will hold office for two years and is eligible for re-election, except in the matter of the first election of members.
- 1.5 In the first election for each school community council approximately one-half of the members are to be elected to one-year terms and the other members are to be elected to two-year terms.
- 1.6 In the event of a vacancy in an elected member's position the Board of Education may appoint an individual to that position.
- 1.7 A member of a school community council is required to vacate his/her office if:
  - 1.7.1 The member is convicted of an indictable offence
  - 1.7.2 Is absent from three or more consecutive meetings without authorization of the council or,
  - 1.7.3 The member ceases to be eligible pursuant to policies of the Board of Education.
- 1.8 Every school community council is expected to:
  - 1.8.1 Facilitate parent and community participation in school planning;



- 1.8.2 Provide advice to the Board of Education;
- 1.8.3 Provide advice to the school staff;
- 1.8.4 Provide advice to other agencies that may be involved in the development and learning of students and,
- 1.8.5 Comply with the policies of the Board of Education.
- 1.8.6 Engage the community in the development of the school Learning Improvement Plan. Under the leadership of the school principal, and in cooperation with the school staff, develop and recommend to the Superintendent a school strategic plan that is aligned the Continuous Improvement Accountability Framework (CIAF).
- 1.8.7 Enhance its understanding regarding the:
  - 1.8.7.1 Learning and well-being needs of the students;
  - 1.8.7.2 Community's economic, social and health needs;
  - 1.8.7.3 Resources and supports available to the school and community.
- 1.8.8 Perform any activities assigned to it in the school's Learning Improvement Plan.
- 1.8.9 Participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities.
- 1.8.10 Meet at least five times each year, in addition to an annual general meeting, and any other time at the call of the Chairperson.
- 1.9 Within six months of its organizational meeting, the School Community Council is to prepare a Constitution and Bylaws that will govern the operations of the council. The Constitution and Bylaws must conform to all relevant sections of *The Education Act, 1995* and to the *Duties and Responsibilities of School Community Councils* as determined by the Board of Education. This document must be submitted to the Board of Education for approval.
- 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.

## **Roles and Responsibilities**

The function of School Community Councils is, through an advisory and practical manner, to assist the administration of the school and the Board of Education in delivering educational and extracurricular programs.

## **Procedures**

### **1. Linkage to Board of Education**

- 1.1 School Community Councils are to communicate with the Board of Education through their respective sub-division Board members.
- 1.2 A sub-division Board member may attend School Community Council meetings held in his or her sub-division.
- 1.3 The principal, or designate is to be in attendance at all meetings as a non-voting representative.
- 1.4 In communities with secondary School Community Councils, representation may be included from elementary feeder schools.  
  
Input into the creation of Board of Education policy and school procedures will vary depending on the nature of policy or procedures being developed.
- 1.5 Information regarding curricular, co-curricular and extra-curricular activities is to be shared on an on-going basis.
- 1.6 School Community Councils are accountable to the Board. Each School Community Council shall prepare and provide to the Director of Education, parents and community members by June 30<sup>th</sup> of each year: a report summarizing its initiative and accomplishments for the preceding school year on the template provided by the Division.

### **2. Recommendations to Board of Education**

- 2.1. School Community Councils are to be actively involved in developing the mission and goals for their schools. Specifically they are to:
  - 2.1.1. Review the mission and goals annually.
  - 2.1.2. Ensure that the mission and goals are consistent with those established by the Board for the school division as a whole.
  - 2.1.3. Recommend to the Board of Education approval of the local mission and goals.
- 2.2. School Community Councils may recommend to the Board of Education:
  - 2.2.1. Any religious exercises to be used preceding the regular daily program. Refer to Administrative Policy 605 – *Religious Instruction*.
  - 2.2.2. Locally determined course options.
  - 2.2.3. Use of school facilities and grounds for other than school activities.
  - 2.2.4. Maintenance, development, and beautification of school facilities and school grounds, including playground equipment.
  - 2.2.5. Any matter considered to be in the interests of learning in the, local school, subdivision or school division and,
  - 2.2.6. Innovative projects.

- 2.3. For the purposes of appropriate communication and awareness, School Community Councils are to discuss any proposed recommendations with a sub-division Board member prior to making submissions to the Board of Education.
- 2.4. Specific requests dealing with finance are to be discussed with the school principal prior to submission. Submissions should be made prior to February 1 for consideration in the budget of the new fiscal year.

### **3. Review of Finances**

- 3.1. For the purposes of information, School Community Councils may review the allocation of funds within the school's decentralized budget. No approval is necessary because allocations are approved by the Board of Education.
- 3.2. The list of school student fees is to be reviewed to ensure that it is in alignment with Board of Education directions.
- 3.3. Fundraising activities as proposed by the school administration or the Student Council are to be reviewed and approved by the School Community Council in September and February of each year. The review of the fundraising plan is to include:
  - 3.3.1. A determination of the activities which financially benefit the school, and those activities which support charitable causes,
  - 3.3.2. A determination of the coordination of efforts among schools, communities, and other organizations and concerns regarding saturation of activities in the community and school,
  - 3.3.3. Assurance that legal requirements are met, and contracts approved, including vending machines. Refer to Administrative Policy 420.6 d – Advertising and Corporate Sponsorship and,
  - 3.3.4. Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

In unusual circumstances a School Community Council may approve fundraising activities, which are presented to Council at times other than those noted above.

### **4. Review of School Activities**

- 4.1. School activities are to be reviewed and approved by the principal and Student Council members with the School Community Council. Information on curricular, co-curricular and extracurricular activities is to be shared on an ongoing basis.
- 4.2. Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

### **5. Meeting Procedures**

- 5.1. Procedures are to be consistent with the requirements of The Education Act, 1995, <http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=487> and the policies of the Board of Education.

- 5.2. Minutes of annual meetings of School Community Councils are to be forwarded to the Division Office as soon as is practicable after the meeting.

## **6. Self Assessment**

School Community Councils are expected to engage in an on-going process of self-assessment in order to ensure their effectiveness.

## **PART 2: LOCAL BUDGET**

The Board of Education helps to offset expenses of School Community Councils through the provision of an annual grant.

### **Procedures**

#### **1. Allocation of Funds**

- 1.1. The Board of Education annually establishes a grant, which provides operational funds for School Community Councils.
- 1.2. The grant is in the form of an established dollar level per School Community Council per year.
- 1.3. Funds are allocated for Council operations only, not for school projects or to enhance the school's decentralized budget.
- 1.4. The School Community Council is to establish an annual local budget based on the funds allocated.

#### **2. Purpose of Funds**

- 2.1. Reimburse cost of child care to members attending scheduled SCC meetings.
- 2.2. Operational costs to host regular scheduled meetings.
- 2.3. Vehicle expense allowance for out-of-community events and meetings. Per diem is not included.
- 2.4. Communication and public relations.
- 2.5. Memberships in provincial organizations.
- 2.6. Conference attendance and professional development.
- 2.7. Incidental expenses such as postage and printing.

## **PART 3: CENTRAL BUDGET**

The Board of Education helps to offset expenses of School Community Councils through the provision of special grant.

#### **1. Allocation of Funds**

Funds will be available from Central Office to cover cost:

- 1.1 Mileage to attend annual network session in the fall,
- 1.2 Mileage to attend scheduled SCC meetings, and
- 1.3 Mileage for network sessions arranged with two or more SCC's.

Reference: Sections 140.1, 140.2, 140.3, 140.4, 140.5 of the Education Act

June 12, 2013

# AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.9.2
<b>Topic:</b>	<b>Notice of Motion: Province Wide 2015-2016 School Year Calendar</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

At the March 4, 2014 Regular Meeting the following notice of motion was made:  
 “That the Prairie South School Division Board of Trustees request the Ministry of Education and the Government of Saskatchewan to establish a province-wide school calendar beginning in the 2015-2016 school year and that a resolution calling for same be submitted to the appropriate SSBA meeting.”

## Current Status:

At provincial level each school division works within set parameters to establish calendars that reflect locally negotiated contracts, professional development to support division priorities and Education Act Regulations set by the Province. This latitude creates noticeable variance within divisions around school vacations and length of instructional day.

## Pros and Cons:

### Pros:

- Common vacations embedded in Provincial calendar.

### Cons:

- Removes Division autonomy to support local priorities and initiatives such as professional development needs and option for alternative school year calendar.
- The Prairie South School Division local teacher’s agreement creates some constraints.

## Financial Implications:

## Governance/Policy Implications:

## Legal Implications:

## Communications:

Prepared By:	Date:	Attachments:
Barbara Compton	March 26, 2014	

***Recommendation:***

Board decision.

# AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.9.3
<b>Topic:</b>	<b>Notice of Motion: Workplace Issues and Concerns</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

At the March 4, 2014 Regular Meeting the following notice of motion was made:

“To engage Prairie South Board members this spring directly with STF, PTSA, CUPE and Out of Scope employees and/or representatives to discuss workplace issues and concerns.”

## Current Status:

Currently, language is contained in the LINC agreement and the CUPE agreement to address work place issues and/or concerns.

Memorandum of Agreement #1, entitled Teacher Workload/Work life/Wellness (WWW), outlines the work and the structure of the committee to address issues concerning workload, work life, and wellness of teachers. Related, Section 2 of the LINC agreement, entitled Emergent Issues Committee, states its mandate as: “The purpose of the Emergent Issues Committee shall be to discuss any emerging issue and/or for local collective agreement clarification and interpretation in order to clarify the contract or in order to resolve potential misunderstanding.”

## Pros and Cons:

Article 30, entitled Emerging Issues, states:

“Representatives of the negotiating committees of the Employer and the Union shall, if required, meet in the fall and the spring, or upon mutual agreement to discuss any emerging issues. In addition, representatives of the Employer and the Union may meet at any time upon mutual agreement.” Typically, Emergent Issues Meetings are referred to as Labour Management Meeting by both parties.

In addition to Article 30, Article 10, entitled Grievance Procedure, clearly outlines the definitions and procedures that will be followed if a grievance exists. Step 3 – School Board Grievance Committee Meeting states that the School Board appointed Grievance



Committee shall hear the grievance. As such, the Board being involved in CUPE workplace issues and/or concerns presents a conflict of interest for grievance procedures.

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	March 26, 2014	<ol style="list-style-type: none"><li>1. LINC Agreement - Emergent Issues Committee &amp; Memorandum of Agreement #1</li><li>2. CUPE Agreement - Article 10 - Grievance Procedure</li><li>3. CUPE Agreement - Article 30 - Emerging Issues</li></ol>

***Recommendation:***

That the Board not approve the motion.

## TERMS OF AGREEMENT

### Section 1

- 1.1 This Agreement negotiated in accordance with *The Education Act, 1995*, shall be effective from August 18, 2012 to August 18, 2013 and shall remain in effect until replaced or revised. *See Interpretive Bulletin #1.*

## EMERGENT ISSUES COMMITTEE

### Section 2

#### 2.1 Committee Mandate

The purpose of the Emergent Issues Committee shall be to discuss any emerging issues and/or for local collective agreement clarification and interpretation in order to clarify the contract or in order to resolve potential misunderstandings.

#### 2.2 Committee Composition

The Emergent Issues Committee shall consist of Central Office and Prairie South Teachers' Association (PSTA) members:

Director  
Human Resources Superintendent  
LINC chairperson  
PSTA president  
two other LINC members

#### 2.3 Meetings

The committee shall meet a minimum of twice per year.

#### 2.4 Meeting Protocol

Protocol will follow the guidelines of *Good Practices and Dispute Resolution, 2002*.

## NEGOTIATION / PROFESSIONAL LEAVE

### Section 3

#### 3.1 Local Bargaining Committee

- 3.1.1 Members of the teachers' local bargaining committee, to a maximum of ten (10) teachers of the PSTA, shall suffer no loss of salary for required absence from their regular teaching duties for the purpose of participating in negotiations, mediation, conciliation, and arbitration proceedings which pertain to local negotiations with Prairie South School Division No. 210.
- 3.1.2 There shall be a mutual understanding between LINC and Central Administration representatives that LINC duties shall be divided between school and non-school time.
- 3.1.3 The Board and PSTA shall determine sharing of costs prior to the onset of negotiations.

#### 3.2 Local Association Professional Leave

- 3.2.1 In consideration of the demographics of the school division and in mutual recognition of the value of positive working relationships, the Board shall provide an annual grant to the Prairie South Teachers' Association in the amount of \$10,000 payable by September 30. *See Interpretive Bulletin #2.*

## TEACHER WORKLOAD/WORKLIFE/WELLNESS

Memorandum of Agreement #1

- It is mutually understood that ongoing dialogue is necessary to address issues concerning workload, worklife, and wellness of teachers.
- A committee shall be organized to explore ways in which to improve teacher workload, worklife, and wellness. The composition of this committee shall be the LINC Chair, three (3) additional PSTA members as determined by the PSTA Executive, and one (1) representative of the Central Administrative Council.
- The committee members shall be determined within thirty (30) days of the signing of this agreement.
- An annual report (June) of the committee shall be made to the LINC Emergent Issues' Committee.
- To fund the initiatives established by the committee, the Board shall contribute \$10,000 each year to a Workload/Worklife/Wellness fund. The fund shall be administered by the PSTA.

- 8.02 The Employer agrees that all new employees in the bargaining unit shall be provided with a union membership application and dues check-off authorization form as provided by the Union upon date of hiring.

## **ARTICLE 9 - NO DISCRIMINATION**

- 9.01 The Employer agrees that there shall be no discrimination, interference, restriction, or coercion exercised or practiced with respect to any employee in the matter of hiring, wage rates, training, upgrading, promotion, transfer or layoff, because of national origin, political or religious affiliation, sex or marital status, nor by reason of their membership or activity in the Union.
- 9.02 The Union or its agents agree that there shall be no discrimination with respect to any employee of the Board.

## **ARTICLE 10 - GRIEVANCE PROCEDURE**

### **10.01 Definitions**

a) **Grievance**

A grievance exists when there is a dispute or difference in the interpretation or application of this agreement or any other dispute concerning working conditions that is covered by any federal or provincial statutes between the Employer and the Union or any employee who is a member of the Union.

b) **Union Grievance Committee**

The President of the local or their designate; and other union members and advisors as deemed necessary.

c) **Employer Grievance Committee**

Superintendent of Human Resources or their designate and other management staff and advisors as deemed necessary.

d) **School Board Grievance Committee**

The School Board Chair or Vice Chair and a minimum of two other school board members.

e) **Working Day**

For the purpose of this article a working day is defined as a day that the school division main office is open for business.

### **10.02 General Grievance Procedures**

- a) Where a dispute involving a question of dismissal for cause occurs the Employer and the Union agree to bypass Steps 1 and 2 of the Article.

- b) Written statements, grievances and replies to grievances shall be sent by email simultaneously to all applicable parties followed by regular mail at all stages of the grievance procedure.
- c) Grievances resolved within the time allowed shall include an effective date of settlement.
- d) The time limits fixed in the Grievance Procedure may be extended by mutual consent of the parties to this Agreement. If a grievance has not advanced to the next step within the specified time limit in each step set out above, or extended by consent, it shall be deemed to be settled on the basis of the decision given at the previous step and all rights of further recourse to the grievance procedure shall be at an end.
- e) At any stage of the Grievance Procedure, the parties may have the assistance of the Employee(s) concerned as witnesses and any other witnesses and all reasonable arrangements will be made to permit the conferring parties to have access to any part of the Employer's premises and/or records pertinent to members of the Local to view any working conditions which shall be relevant to the settlement of the grievance.
- f) The Employer agrees that the Union may have the assistance of a representative of the Canadian Union of Public Employees in any negotiations or discussions between the parties of this agreement.

#### 10.03 Specific Grievance Procedures

NOTE: Mediation – A grievance may proceed to Mediation before or after any step in the grievance procedure by mutual agreement of the parties.

- a) Step 1 – Discussions with Immediate Supervisor
  - i) Prior to filing a formal written grievance, the Employee or Employees concerned, together with a representative of the Union, and the immediate supervisor or designate shall, within fifteen (15) working days of the notification of a concern, meet to discuss the matter.
  - ii) The discussions shall be for the purpose of attempting to resolve the concern in a timely and satisfactory manner.
  - iii) The immediate supervisor or designate shall provide a written statement indicating the decision following the discussions to the Employee(s), the Union and the Superintendent of Human Resources or designate within fifteen (15) working days of the conclusion of the discussions. Extensions are available to timeline as outlined in General Grievance Procedures.

b) Step 2 – Formal Grievance Meeting

- i) Failing resolution under Step 1, the grievance, including the article grieved and the solution sought, may be advanced by the Union Grievance Committee by submitting it in writing to the Superintendent of Human Resources or designate within fifteen (15) working days of the receipt of the written statement in Step 1 (iii).
- ii) The Union Grievance Committee and the Employer Grievance Committee shall meet to discuss the grievance within fifteen (15) working days of the receipt of the grievance by the Superintendent.
- iii) The Superintendent of Human Resources or designate, in consultation with the Director of Education or their designate, shall decide on the grievance and provide a written notice of the decision to the Union Grievance Committee within fifteen (15) working days of such discussion.

c) Step 3 – School Board Grievance Committee Meeting

- i) Failing resolution under Step 2, written application for a meeting with the School Board appointed Grievance Committee may be made by the Union Grievance Committee to the Superintendent of Human Resources or designate within fifteen (15) working days of receipt of the decision at Step 2.
- ii) The Superintendent of Human Resources or designate shall inform the Union Grievance Committee and the School Board Grievance Committee in writing, of date, time and location of the meeting. The meeting shall take place within fifteen (15) working days of receipt of the application.
- iii) The Superintendent of Human Resources or designate shall provide a written notice of the decision of the School Board Grievance Committee to the Union Grievance Committee within fifteen (15) working days of the meeting.

d) Step 4 – Arbitration

- i) Where grievances cannot be resolved in Step 3 and mediation has not been agreed to, the grievance may be referred to a Board of Arbitration within fifteen (15) working days following receipt of the Board's decision at Step 3 (iii). Where mediation has been agreed to but no resolution has been achieved, the grievance may be referred to a Board of Arbitration within fifteen (15) working days following the conclusion of mediation.

- ii) The Board of Arbitration shall consist of one (1) member appointed by the Union, one (1) member appointed by the Board, and a Chairperson jointly named by the two members so appointed.
- iii) If either party fails to appoint a nominee to the Board of Arbitration within fifteen (15) working days of the first nominee, the remaining party may request the Chairperson of the Labour Relations Board to make such an appointment.
- iv) Where the appointees of the parties fail to agree within fifteen (15) working days of their appointment, on the appointment of a Chairperson, either party may request the Chairperson of the Labour Relations Board to appoint a Chairperson to the Board of Arbitration.
- v) The Board of Arbitration shall render a final and binding decision within thirty (30) working days of the final sitting of the Board of Arbitration.

When either party applies for the establishment of a Board of Arbitration, each party shall pay the fees and expenses of their own nominee and shall pay one-half of the cost of the fees and expenses of the Chairperson.

The Arbitrators shall have power to deal only with matters involving the interpretation, application or violation of this Agreement and shall not rule on any other matter nor shall they have the right to alter, amend, set aside, add to or delete from any of the provisions herein contained, nor to render any decision which is inconsistent with the provisions of this Agreement.

#### **ARTICLE 11 - SENIORITY**

11.01 "Date of hire" shall be the start date for calculating seniority.

11.02 The "date of hire" shall be defined as the first working day for the Employee.

11.03 In the case where more than one employee has the same date of hire, seniority shall be determined and recorded by a random drawing of names. The random draw shall be witnessed by the Union and the Employer. Employees shall be notified of their ranking immediately.

11.04 There shall be no seniority acquired by an employee during their probationary period. However, after having completed the probationary period the seniority of that employee shall commence from the date of hiring.

- a) For a probationary employee subject to call-in they shall be called in based on date of hire.
- b) There shall be no seniority acquired by a Student Employee while so classified. Should a Student Employee become employed in a permanent position, start

- a) Use of the school division vehicle for personal use must be considered a taxable benefit; therefore, school division vehicles will be used for school division business only.
- b) School division business shall include travel from a work site (not including 9<sup>th</sup> Avenue maintenance shop) for lunch periods or any other time when the employee is at the disposal of Prairie School Division.

#### 28.05 Working Conditions

As long as employees are working in school division buildings where heating and/or cooling systems exist, those systems will be available to those employees as necessary.

### **ARTICLE 29 - TECHNOLOGICAL CHANGE**

- 29.01 The Employer undertakes to notify the Union six (6) months before the introduction of any technological change, which may affect the employment status of any employee. As well, the Employer agrees that it will take measures to protect employees from adverse affects, which may result from technological changes.
- 29.02 When due to a change in operational procedures, new or greater skills are required than are already possessed by an affected employee under previous methods of operation, the Employer shall provide training, retraining or transfer opportunities.
- 29.03 No additional employees shall be hired by the Employer until the employees already working shall be notified of the proposed technological changes and allowed an employer-funded training period to acquire the necessary knowledge or skill for retaining their employment. The period of said training shall be negotiated between the Employer and the Union.

### **ARTICLE 30 - EMERGING ISSUES**

- 30.01 Representatives of the negotiating committees of the Employer and the Union shall, if required, meet in the fall and the spring, or upon mutual agreement to discuss any emerging issues. In addition, representatives of the Employer and the Union may meet at any time upon mutual agreement.

### **ARTICLE 31 - REIMBURSEMENT**

#### 31.01 Education Reimbursement

- a) The costs for courses and all training required by the Employer shall be covered by the Employer. Employees who are required to attend such courses or training shall suffer no loss of wages or seniority for the time so spent.
- b) Upon prior approval, an employee who is upgrading their qualifications shall



## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.10
<b>Topic:</b>	<b>Graduation Dates 2013-2014</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Attached is a list of grade 12 graduation dates (sorted by date). Prairie South board members have traditionally viewed graduation attendance as an excellent opportunity for members to connect with the various school communities. Previously, board members tried to attend graduations both within and outside of the sub-division from which they are elected. As well, senior staff have attended if they so choose. Who will be attending this year? Names of trustees attending will be forwarded to the schools and specific information regarding the graduation will be forwarded to trustees directly from the school.

**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	March 28, 2014	Graduation Dates 2013-2014

***Recommendation:***

Board discussion.

## GRADUATION DATES 2013-2014

Sorted by Date

SCHOOL	DATE
Coronach	Saturday May 3
Glentworth Central	Saturday May 10
Mankota	Friday May 16
Kincaid Central	Friday May 23
Mortlach	Friday May 23
Gravelbourg High	Saturday May 24
Rockglen	Saturday May 24
Chaplin	Friday May 30
Rouleau	Saturday May 31
Avonlea	Friday June 13
Mossbank	Friday June 13
Caronport High	Sunday June 15
Cornerstone Christian	Thursday June 19 (Graduation) Friday June 20 (Banquet)
Bengough	Thursday June 26
Eyebrow	Thursday June 26
Riverview Collegiate	Thursday June 26
A E Peacock Collegiate	Friday June 27
Assiniboia Composite	Friday June 27
Central Butte	Friday June 27
Central Collegiate	Friday June 27 (Cap & Gown) Saturday June 28 (Banquet)
Craik	Friday June 27
Lafleche Central (no grade 12 graduating students)	None

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.11
<b>Topic:</b>	<b>Joint Meeting with Holy Trinity School Division</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The Holy Trinity School Division will host the joint meeting this year. Celeste York and I looked for dates when both the Prairie South School Division and the Holy Trinity School Division are already meeting. Unfortunately, none of these dates work. Alternatively, it is suggested the joint meeting be held in the evening of June 9 or the evening of May 20. June 9 is the day before your Regular Board meeting scheduled for June 10. If it was held on May 20, you might consider moving your planning day from May 13 to May 20.

**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	March 31, 2014	

***Recommendation:***

# AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.12
<b>Topic:</b>	<b>Coronach Early Learning and Literacy Centre</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

At the March 4, 2014 Regular Board Meeting the Board moved to table this item to the next meeting.

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 30<sup>th</sup> 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.

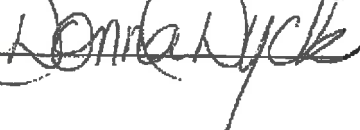
3. The contract will begin on the first day of the 2013-2014 academic calendar and will continue until the last day of the 2013-2014 academic calendar. The contractor will provide regular verbal and/or written updates to the Board on an as needed basis.
4. The Contractor shall save the Board harmless 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
			<b>\$22,241.99</b>

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
				<b>\$40,125.00</b>

**Grand Total    \$62,366.99**

Note:

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

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.13
<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. Teacher Absences and Substitute Usage for the period February 21 – March 20, 2014
2. Tender Report for the period February 21 – March 28, 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	March 28, 2014	<ol style="list-style-type: none"> <li>1. Teacher Absences and Substitute Usage Report</li> <li>2. Tender Report</li> <li>3. Suspensions</li> </ol>

***Recommendation:***

That the Board accept the monthly reports as presented.

## Teacher Absences & Substitute Usage

**Date Range:**

**February 21, 2014 to March 20, 2014**

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 8539 days
Compassionate Leave	22.5	2.12%	20.3	90.22%	0.26%
Competition Leave	2	0.19%	2	0.00%	0.02%
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	1	0.09%	0.8	0.00%	0.01%
Executive Leave	1	0.09%	0	0.00%	0.01%
Extra/Co-curr Teach	21	1.98%	16.5	78.57%	0.25%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	9.5	0.89%	6	0.00%	0.11%
Illness - Teacher	305.96	28.80%	238.56	77.97%	3.58%
Illness - Long Term	167.5	15.77%	0	0.00%	1.96%
Internship Seminar	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	21.5	2.02%	11	51.16%	0.25%
Medical/Dental Appt	139.62	13.14%	121.21	86.81%	1.64%
Noon Supervision Day	23.92	2.25%	19.02	79.52%	0.28%
Paternity Leave	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	29	2.73%	19	65.52%	0.34%
PP Teacher	29.67	2.79%	19.92	67.14%	0.35%
Prep Time	193.42	18.21%	191.62	99.07%	2.27%
PSTA	1.5	0.14%	1.5	100.00%	0.02%
Rec. Of Service	62	5.84%	51.97	83.82%	0.73%
Secondment	1	0.09%	1	0.00%	0.01%
SOEH Meet/PD	4	0.38%	0	0.00%	0.05%
SONO Meet/PD	0.71	0.07%	0.71	100.00%	0.01%
SOSO Meet/PD	2	0.19%	2	100.00%	0.02%
STF Business - Invoice	9	0.85%	9	100.00%	0.11%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
Leave Without Pay	14.5	1.36%	11.3	77.93%	0.17%
<b>Total Absences</b>	<b>1062.3</b>	<b>100.00%</b>	<b>743.41</b>	<b>69.98%</b>	<b>12.44%</b>

**Teachers (FTE)**

**426.95**

**# of teaching Days**

**20**

**Possible Days**

**8539**

## **Tender Report for the period February 21, 2014 to March 28, 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 was one tender awarded for Information Technology which exceeds the limits of this policy. A tender was awarded to Powerland Computers for \$452,537 plus tax for 470 desktop computers and 220 notebooks. Schools wishing to purchase additional machines can purchase off this tender.



## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	5.14
<b>Topic:</b>	<b>Out of Province Excursion</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Avonlea's Overnight Excursion/Outdoor Education request to Drumheller, AB is attached.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi	April 1, 2014	Avonlea's Overnight Excursion

***Recommendation:***

That the Board approve Avonlea's overnight excursion to Drumheller, AB as per the outline provided.

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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: <b>LARRY BOGDAN</b>	School: <b>AVONLEA</b>
Type of Activity: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity                      NO _____	
Grade Level: <b>11/12</b>	Number of Students: <b>12</b>
Destination: <b>Drumheller, Alberta</b>	Trip Date: <b>April end / start of May, 2014</b>
Number of School Days (Partial/Full): <b>1 or 2</b>	
Transportation <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <b>Larry Bogdan / Wanda Beitel</b>	
Number of Teachers, Parents, Chaperones: <b>2</b>	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input checked="" type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

<b>C. BUDGET</b>
<p>❖ Anticipated Budget    <u>Transportation ( \$1300) plus 10 hotel rooms (\$1200) Admission (\$100)</u></p> <p>❖ Description of Funding Sources    <u>Fundraising (\$1300) plus school budget (\$1200)</u></p> <p>❖ Out of Pocket Cost per Participant    <u>Meals</u></p>

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

**D. LEARNING OBJECTIVES**

Physical Science 20 and Environmental Science 20, Biology 30 : Career Exploration; real Science, application of Technology to Science,

\*\*\*The renewed Biology 30 is based on the theme of evolution. One of the best places in the world to observe and learn about the fossil evidence is at the Royal Tyrrell Museum. I have visited this facility three times and feel it far outranks other museums such as the Peabody Museum at Yale University, the Museum of the Rockies at Bozeman, Montana with one of the world's largest dinosaur collections, and even Dinosaur National Monument in Colorado. I don't think you can go wrong on one of the world's best facilities with built in educational activities. There is also the field site of Dinosaur Provincial Park.

Side trips apply mainly to other sciences

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

a) Pre-Excursion Learning : Career Exploration, Geological Time scale and fossil evidence and evolution of Life on Earth, investigating past climates and applying to present climate change,

b) Excursion Learning : Careers in Science, the fossil story, paleontology, investigative activities, outdoor hike at Dinosaur Provincial Park (dinosaur bone fragments are quite evident on the surface);

c) Post-Excursion Learning : Biology 30: an evolutionary perspective

**F. SCHEDULE OF ACTIVITIES**

Day 1: Drive to Drumheller with appropriate educational side trips (ex. the Sand Hills, Coronach Coal Mine and Power plant; East End clay pits and T.Rex centre).

Day 2: Tyrrell Museum, staff led activities, Dinosaur Provincial Park (on Day 1 or 2); drive home

Day 3: for drive home if enough educational activities can be booked for 2 full days

Teacher Signature

Date

Principal Signature

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied



# AGENDA ITEM

<b>Meeting Date:</b>	April 4, 2014	<b>Agenda Item #:</b>	8.1
<b>Topic:</b>	<b>We Day Update</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:** As part of the budget assumptions for the 2013-14 school year, the division supported We Day.

**Current Status:** We Day 2013 Summary:

Number of Schools involved = 22

Number of Students attending = 497

Number of Staff attending = 53

Cost = \$17,735

For a list of individual schools as well as their local and global initiatives, please see attachment.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi	March 25, 2014	Schools and their Initiatives

**Recommendation:**

### **Schools and their Initiatives**

School: Albert. E Peacock Collegiate  
Local Initiative: Terry Fox Run, Humane Society, Transition House, Good Food Box  
Global Initiative: Adopt a Village – We are Love Campaign

School: Avonlea School  
Local Initiative: Moose Jaw Food Bank  
Global Initiative: We Create Change

School: Bengough School  
Local Initiative: Local Food Bank  
Global Initiative: Building a School

School: Central Butte School  
Local Initiative: NONE  
Global Initiative: Clean Water Initiative

School: Central Collegiate  
Local Initiative: Suicide Awareness/Prevention Program  
Global Initiative: Suicide Awareness/Prevention Program

School: Chaplin School  
Local Initiative: Moose Jaw Humane Society  
Global Initiative: Gifts of Hope

School: Cornerstone Christian School  
Local Initiative: Moose Jaw Food Bank  
Global Initiative: Spread the Net (mosquito nets to prevent Malaria spread)

School: Craik School  
Local Initiative: Moose Jaw Hospital  
Global Initiative: Education in Ghana and Food security in Kenya

School: Empire School  
Local Initiative: Moose Jaw Humane Society, Local Food Bank  
Global Initiative: Terry Fox Foundation, Brick by Brick Campaign

School: Eyebrow School  
Local Initiative: Moose Jaw humane Society  
Global Initiative: Brick by Brick Campaign

School: John Chisholm Alternate School  
Local Initiative: Bullying in Schools  
Global Initiative: NONE

School:	Kincaid Central School
Local Initiative:	Local Centennial Committee
Global Initiative:	Penny drive for drinking water
School:	King George School
Local Initiative:	Moose Jaw Hospital, Moose Jaw Food Bank, Moose Jaw Humane Society
Global Initiative:	World Vision
School:	Lafleche Central School
Local Initiative:	Local Food Bank
Global Initiative:	We Are Silent
School:	Lindale School
Local Initiative:	Food Bank and Humane Society
Global Initiative:	Education Rafiki Friend Chains and We Create Change
School:	Mankota School
Local Initiative:	FCC Hunger Food Drive, Telemiracle
Global Initiative:	Terry Fox Foundation
School:	Mortlach School
Local Initiative:	Humane Society, Transition House, Hospital
Global Initiative:	Healthy water catchment in Africa
School:	Mossbank School
Local Initiative:	Collected food for Farm Credit Corporation food Drive and raising money for Furrows and Faith Retirement home in Mossbank
Global Initiative:	Supporting SOPAR
School:	Palliser Heights School
Local Initiative:	Moose Jaw Humane Society and Hunger in Moose Jaw
Global Initiative:	We are Silent
School:	Riverview Collegiate
Local Initiative:	Moose Jaw Food Bank
Global Initiative:	Spread the Net (mosquito nets to prevent Malaria spread)
School:	Rouleau School
Local Initiative:	Coats for Kids, Jeans for Teens, Terry Fox & adopt A Family
Global Initiative:	We Change and the Famine
School:	Sunningdale School
Local Initiative:	Moose Jaw Foodbank
Global Initiative:	We Create Change, Year of education
School:	Westmount school
Local Initiative:	Humane Society
Global Initiative:	Operation Christmas Child, Free the Children – building a school in Kenya

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	8.2
<b>Topic:</b>	<b>Sale of Rouleau Teacherage</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		

**Background:**

The Rouleau teacherage property was listed (MLS) with Better Homes and Gardens of Moose Jaw. With the Board's commitment of having a motion in place to proceed with a stipulated minimum sale price will expedite the sale if an offer comes forth. If in the event Prairie South School Division receives an offer the process would be in place for the Facility Manager to accept the offer to avoid the loss of the sale.

**Current Status:**

A signed sale offer is in place for the sale of the teacherage. The MLS listing was sold through Realtytone Real Estate Services Inc from Regina and Better Homes and Gardens Real Estate Service from Moose Jaw. The final sale was to Carole Braumberger for \$118,000. She took possession April 4, 2014.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Darren Baiton	March 16, 2014	Sale documents

***Recommendation:***



1056958

# Saskatchewan Real Estate Commission RESIDENTIAL CONTRACT OF PURCHASE AND SALE

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Provided by the Association of Saskatchewan REALTORS®, Revised 2013

REALTYONE REAL ESTATE SERVICES INC.

MICHAEL WORONA

(Name of Buyer's Brokerage)

(Salesperson)

Work: (306)206-0383

#3 - 1118 BROAD STREET REGINA

(Address)

S4R 1X8

(Postal Code)

Work: (306)540-8621

(Telephone)

I/we Carole Braumberger

(Names of Buyers: herein called Buyer)

(Address)

(Postal Code)

Home:

(Telephone)

Work:

(Telephone)

Home:

(Telephone)

Work:

(Telephone)

Home:

(Telephone)

Home:

(Telephone)

Work:

(Telephone)

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Work:

(Telephone)

HEREBY OFFER TO PURCHASE from

Prairie South School Division

(Names of Sellers: herein called Seller)

316 Main STREET

(Address)

S0G 4H0

(Postal Code)

(Names of Sellers: herein called Seller)

(Address)

(Postal Code)

through Better Homes and Gardens Real Estate Service

Darcy Luffman

(Name of Seller's Brokerage)

(Salesperson)

(Address)

(Postal Code)

The following described property Lot 9 Blk 15 Plan 66R3299

(Legal description or description of mobile home on leased land)

Rouleau

Having the following Civic Address 316 Main STREET

City or

RM

## 1. THE TRANSACTION

- 1.1 The Buyer offers to purchase the property from the Seller subject to the reservations and exceptions appearing in the existing Certificate of Title and free and clear of all encumbrances as contemplated in Section 4.6 save and except such encumbrances as are expressly agreed to be assumed by the Buyer, for the SUM (Purchase Price) of: One Hundred Fifteen Thousand dollars.
- 1.2 (a) \$ 115,000.00 Purchase Price to be paid as follows.
- (b) \$ 3,000.00 Deposit by cheque ☒, cash ☐, receipt of which by the Buyer's Brokerage is hereby acknowledged and to be deposited within two business days of acceptance, to be held in trust and: (a) to be credited on account of purchase money pending completion; or (b) other termination of this contract.
- (c) \$ 102,000.00 by new mortgage (plus mortgage insurance fee, if required) to be arranged at the Buyer's expense.
- (d) \$ \_\_\_\_\_ (approx.) by assumption of the existing mortgage or agreement for sale.
- (e) \$ \_\_\_\_\_ by other financing or other conditions: \_\_\_\_\_
- (f) \$ 10,000.00 (approx.) balance of cash, to be paid subject to the adjustments herein provided to the Seller or the Seller's solicitor on or before the Completion Day. In closing this transaction, the Seller's solicitor and the Buyer's solicitor may by agreement between them, impose and undertake trust conditions upon each other.

Buyer acknowledges that taxes, tax credits, payments and mortgage interest rate may be subject to revision.

## 2. CONDITIONS

- 2.1 This offer is subject to the following conditions.
- (a) The Buyer obtaining approval of a mortgage on the above property in the amount as set forth in paragraph 1.2(c) on/before the 14 day of March, 20 14.
- (b)

Home inspection at buyers expense to be removed by March 14

Gas Line Locate to be removed by March 14

CB

Buyer's Initials

WEBForms® Dec/2013

**3. TERMS**

- 3.1 For Condominiums, the attached Schedule C forms part of this contract.
- 3.2 Additional terms are ☐ are not ☒ set out in the following schedule(s): \_\_\_\_\_ to this contract.
- 3.3 Unless otherwise stated herein, if the mineral title(s) for mineral commodities is/are owned by the Seller, the title(s) is/are included in the Purchase Price.

**4. CLOSING**

- 4.1 The Buyer agrees to pay to the Seller interest at the Bank of Canada Overnight Rate Target at the Completion Day plus 4% per annum, on any portion of the Purchase Price, less mortgages or other encumbrances assumed, not received by the Seller, his/her solicitor or his/her Brokerage as at the Completion Day, the interest to be calculated from the Completion Day, until monies are received by the Seller or his/her solicitor. The Seller shall have a lien and charge against the property for the unpaid portion of the Purchase Price (with interest as aforementioned).
- 4.2 The Seller shall pay all costs of discharging any existing mortgage or other encumbrances against the property, not assumed by the Buyer.
- 4.3 Unless otherwise agreed to in writing, this contract will be completed, the Purchase Price will be fully paid and vacant possession will be delivered by 11:00 am on the 18 day of April, 2014 (the "Completion Day"). If the Completion Day is not a business day, then conveyancing matters and payment of the Purchase Price will be completed by 12:00 noon on the preceding business day.
- 4.4 **ADJUSTMENTS** re: taxes, rents, insurance, utilities, condominium fees, expenses and other income and outgoing, to be made as at Completion Day. All adjustable items are the Buyer's responsibility for the entire Completion Day.
- 4.5 If the property is rented and the Buyer is not assuming the tenancy, then the Seller is responsible for all costs related to ending the tenancy and to giving vacant possession to the Buyer.
- 4.6 Unless otherwise agreed to in writing, the Seller shall transfer title to the property to the Buyer free and clear of all encumbrances except:
- (a) those implied by law;
  - (b) non-financial obligations now on the title, such as easements, utility right-of-way, covenants and conditions that are normally found registered against property of this nature and which do not affect the saleability of the property;
  - (c) homeowner association caveats, encumbrances and similar registrations; and
  - (d) those items the Buyer agreed to assume in this contract.
- Upon transfer of title to the property into the name of the Buyer, subject only to the aforementioned encumbrances, the Seller may use the proceeds of the sale from the Buyer to discharge the encumbrances not assumed by the Buyer.
- 4.7 The Seller agrees to prepare and execute promptly any documents required to complete this transaction. The Seller shall pay for the preparation of the Transfer Authorization and all fees in connection with the discharge of any Seller's caveat based on this contract and any encumbrances required to be removed by the Seller.
- 4.8 The Buyer agrees to prepare and execute promptly any documents required to complete this transaction. The Buyer shall pay for the registration costs to transfer the title into the Buyer's name. The costs related to any mortgage or other financing of the Purchase Price, other than an Agreement for Sale, shall be paid by the Buyer. Costs of any Agreement for Sale shall be borne equally by the Buyer and Seller.
- 4.9 The Buyer and Seller agree that time shall be of the essence of this contract.
- 4.10 Each party shall pay their own legal fees.

Page 2

- 4.11 For the purpose of giving or receiving any notice referred to in this contract and for acceptance or revocation of this offer to purchase or any counter offer thereto, such notice, acceptance or revocation must be in writing and delivered. Any notice, acceptance or revocation to be given by any party to the other shall be deemed to be duly given when delivered by hand to such party or when such notice, acceptance or revocation is sent by facsimile to such party and receipt thereof is confirmed. Where a Buyer's brokerage or a Seller's brokerage is listed for the Buyer or the Seller, as the case may be, such notice, acceptance or revocation shall be delivered to the Buyer's brokerage or the Seller's brokerage and is deemed to be delivered to a party when given in the manner set forth herein to the brokerage representing the party.

**5. INSURANCE**

- 5.1 Unless otherwise stated herein:
- (a) The risk of loss or damage to the property shall lie with the Seller until the earlier of the Completion Day or the date possession is granted to the Buyer.
  - (b) The Buyer shall obtain insurance coverage on the property upon the earlier of the Completion Day or the date possession is granted to the Buyer.
- 5.2 If loss or damage to the property occurs before the Seller is paid the Purchase Price, then any insurance proceeds shall be held in trust for the Buyer and the Seller according to their interests in the property.
- 5.3 If the property, prior to the Completion Date, suffers substantial damage that is not repaired to substantially the same condition the property was in prior to the damage occurring, unless otherwise agreed to by the Buyer and the Seller, this contract shall be terminated and the deposit shall be forthwith returned to the Buyer.

**6. WARRANTIES AND REPRESENTATIONS**

- 6.1 Unless otherwise stated herein, the Seller represents to the best of his/her knowledge to the Buyer that:
- (a) the current use of the land complies with the existing municipal land use bylaw;
  - (b) the buildings and other improvements on the land are not placed partly or wholly on any easement or utility right-of-way and are entirely on the land and do not encroach on neighbouring lands, except where an encroachment agreement is in place; and
  - (c) the location of the buildings and other improvements on the land complies with all relevant municipal bylaws, regulations or relaxations granted by the appropriate municipality prior to the Completion Day or the buildings and other improvements on the land are "non-conforming buildings" as the term is defined in *The Planning and Development Act, 2007*.
- 6.2 Unless otherwise stated herein, the Seller represents and warrants to the Buyer that:
- (a) the Seller has the legal right to sell the property;
  - (b) the Seller is not a non-resident of Canada for the purposes of the *Income Tax Act* (Canada);
  - (c) the attached and unattached goods included herein, are owned by the Seller and conveyed to the Buyer under this contract and are in normal working order and are free and clear of all encumbrances and shall be and remain as is at the date of acceptance of this contract until completion date. The Purchase Price shall include land, buildings and attached goods, unless otherwise stated herein, and including the following unattached goods:

C.B.

Buyer's Initials

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**Window Treatments**

In addition, the Purchase Price shall also include the items as indicated below:

water heater	included <input checked="" type="checkbox"/>	not included <input type="checkbox"/>
water softener	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
sump pump	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
alarm system (excluding monitoring contract)	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
storage shed	included <input checked="" type="checkbox"/>	not included <input type="checkbox"/>
garage door opener and control(s)	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
canister and attachments for central vacuum	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>
power nozzle for central vacuum	included <input type="checkbox"/>	not included <input checked="" type="checkbox"/>

6.3 All of the warranties contained in this contract and any attached schedules are made as of and will be true at the Completion Day, unless otherwise agreed to in writing.

6.4 The Seller and the Buyer acknowledge that, except as otherwise described in this contract, there are no other warranties, representations or collateral agreements made by or with the other party, the Seller's Brokerage and the Buyer's Brokerage about the property, any neighbouring lands and this transaction, including any warranty, representation or collateral agreement relating to the size/measurements of the land and buildings or the existence of any environmental condition or problem and the Buyer hereby agrees to purchase the above described property as it stands at the price and terms and subject to the conditions above set forth.

6.5 The Seller and Buyer agree that the representations, warranties and covenants contained in this contract shall not merge with and shall survive the closing of the purchase and sale and the transfer of title to the property into the name of the Buyer and shall be enforceable by the Buyer after such transfer.

**7. REMEDIES-DISPUTES**

7.1 If this offer is not accepted, the entire deposit and any other monies paid, without interest, shall be returned to the Buyer.

7.2 If this offer is accepted and the conditions in paragraph 2.1 above have not been satisfied or waived in writing by the date set forth in paragraph 2.1 above, the entire deposit and any other monies paid by the Buyer shall be forthwith returned to the Buyer.

7.3 If this offer is accepted and all conditions have been removed in writing by the date set forth in paragraph 2.1 above and the Buyer fails to execute any required conveyance or formal documents when prepared, or fails to pay any required cash payment or comply with any of the terms in this contract, this contract shall be void at the Seller's option. Where the defaulting party is the Buyer, the deposit and any other monies shall be forthwith delivered to the Seller's brokerage as forfeiture to the seller.

7.4 The Buyer and the Seller agree that the provisions of this section are an agreement to disburse the trust funds pursuant to Section 16(a) of The Real Estate Regulations.

7.5 The disbursement of the deposit and other monies as agreed to above is not a prohibition from the Buyer or the Seller seeking a civil remedy for a breach of this contract.

**8. OFFER**

8.1 Unless revoked sooner, this offer is open to acceptance by the Seller up to 8 p.m. on the 9 day of March, 2014.

8.2 Upon acceptance of this offer within the time prescribed in Section 8.1, this contract shall constitute a binding Contract of Purchase and Sale and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

SIGNED AND SEALED by the Buyer at 8 p.m. on the 8 day of March, 2014 in the presence of

WITNESS [Signature] BUYER C. Braunberger Seal ●

WITNESS \_\_\_\_\_ BUYER \_\_\_\_\_ Seal ●

**9. ACCEPTANCE**

9.1 The Seller accepts the above offer together with all its terms and conditions contained therein and covenant to carry out the sale on the terms and conditions mentioned herein. I/We do further acknowledge my/our obligation to pay commissions or forfeiture and all applicable federal and provincial taxes to the Seller's Brokerage pursuant to the agency agreement with respect to the property. I/WE FURTHER HEREBY IRREVOCABLY AND UNCONDITIONALLY DIRECT AND AUTHORIZE MY/OUR SOLICITOR, as indicated by me/us below, or any other solicitor acting on my/our behalf in this sale, to pay the aforesaid taxes and commission, less the deposit hereby accepted, from the proceeds of the sale when releasable and this shall be and constitute my/our full and sufficient authority for so doing and appoints the Seller's brokerage as the Seller's irrevocable agent to demand and receive payment thereof.

SIGNED AND SEALED by the Seller at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in the presence of:

WITNESS \_\_\_\_\_ SELLER \_\_\_\_\_ Seal ●

WITNESS \_\_\_\_\_ SELLER \_\_\_\_\_ Seal ●

BUYER'S SOLICITOR \_\_\_\_\_ SELLER'S SOLICITOR \_\_\_\_\_

The Saskatchewan Real Estate Commission is responsible for the regulation of the real estate industry. They may be contacted at 1-877-700-5233 toll free or 1-306-374-5233 ([www.srec.ca](http://www.srec.ca)).



www.srec.ca

Saskatchewan Real Estate Commission

# COUNTER OFFER TO RESIDENTIAL CONTRACT OF PURCHASE AND SALE

Provided by the Association of Saskatchewan REALTORS®, Revised 2006

This Counter Offer is attached to and forms part of the Contract of Purchase and Sale made by:

Carole Braumberger

(Names of Buyers)

to Prairie South School Division 210

(Names of Sellers)

in respect to the property known as: 316 Main St

Rouleau, SK

S0G 4H0

and dated March 8, 20 14 # 1056958

(Original Date of Contract of Purchase and Sale and document number)

The **Seller** accepts the attached Offer and all its terms and conditions subject to the following amendments, exceptions and/or additions and covenant to carry out the sale on the terms and conditions mentioned herein:

Full purchase price to be \$118,000 (One Hundred and Eighteen Thousand Dollars)

The Shed and personal items in backyard are not included. They belong to the former renter and will be removed as weather permits on or by April 30th.

Unless revoked sooner, this Counter Offer shall be open for acceptance by the **Buyer** up to 9:00 p.m. the 9 day of March 20 14 after which time if not accepted by the **Buyer**, this Counter Offer shall be null and void and any deposit paid shall be returned to the **Buyer** without interest. I do further acknowledge my obligation to pay commissions and all applicable federal and provincial taxes to the Seller's Brokerage pursuant to the listing agreement with respect to the property. **I/WE FURTHER HEREBY IRREVOCABLY AND UNCONDITIONALLY DIRECT AND AUTHORIZE MY/OUR SOLICITOR**, as indicated by me/us below, or any other solicitor acting on my/our behalf in this sale, to pay the aforesaid taxes and commission, less the deposit hereby accepted, from the proceeds of the sale when releasable and this shall be and constitute my/our full and sufficient authority for so doing and appoints the Seller's brokerage as the Seller's irrevocable agent to demand and receive payment thereof.

SIGNED AND SEALED AT Moose Jaw on the 9 day of March, 20 14.

in the presence of:

WITNESS Sherry Dan

WITNESS \_\_\_\_\_

IN WITNESS WHEREOF I have hereunto set my hand

SELLER Damen Bactor Seal

SELLER \_\_\_\_\_ Seal

The above Counter Offer of the Seller to my Offer is hereby accepted.

SIGNED AND SEALED AT \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

in the presence of:

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

IN WITNESS WHEREOF I have hereunto set my hand

BUYER \_\_\_\_\_ Seal

BUYER \_\_\_\_\_ Seal

SELLER SIGNING THIS FORM SHOULD NOT SIGN ACCEPTANCE OF THE ORIGINAL OFFER

ASR Form #200 - 12/10

WEBForms® Oct/2012





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**Saskatchewan Real Estate Commission  
NOTICE TO REMOVE CONDITION(S)  
ON RESIDENTIAL CONTRACT OF PURCHASE AND SALE**  
Provided by the Association of Saskatchewan REALTORS®, Revised 2013

**BETWEEN**

**BUYER** Carole Braumberger

**BUYER** \_\_\_\_\_

**AND**

**SELLER** Prairie South School Division

**SELLER** \_\_\_\_\_

**DATED** March 8, 2014

(ORIGINAL DATE OF CONTRACT OF PURCHASE AND SALE)

**DOCUMENT #** 1056958

**Address:** 316 Main STREET

Rouleau

S0G 4H0

**Legal Description:** Lot 9 Blk 15 Plan 66R3299

With respect to the above-mentioned property, the following conditions are removed:

Financing is removed  
Home inspection is removed  
Gas line Locate is removed

ALL OTHER TERMS AND CONDITIONS CONTAINED IN THE SAID CONTRACT/OFFER REMAIN THE SAME AND IN FULL FORCE AND EFFECT.

Signed by the Buyer at 630 p.m. the 14 day of March 20 14

WITNESS \_\_\_\_\_

BUYER'S SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_

BUYER'S SIGNATURE \_\_\_\_\_

Signed by the Seller at 13 a.m. (p.m) the 16 day of March 20 14

WITNESS \_\_\_\_\_

SELLER'S SIGNATURE \_\_\_\_\_

WITNESS \_\_\_\_\_

SELLER'S SIGNATURE \_\_\_\_\_

The Saskatchewan Real Estate Commission is responsible for the regulation of the real estate industry. They may be contacted at 1-877-700-5233 toll free or 1-306-374-5233 (www.srec.ca).

ASR Form #803 -12/13



www.srec.ca

Saskatchewan Real Estate Commission  
**AMENDMENT TO RESIDENTIAL CONTRACT OF PURCHASE AND SALE**  
Provided by the Association of Saskatchewan REALTORS®, Revised 2013

BETWEEN

BUYER Carole Braumberger

BUYER \_\_\_\_\_

AND

SELLER Prairie South School Division

SELLER \_\_\_\_\_

DATED March 8, 2014

DOCUMENT # 1056958

(ORIGINAL DATE OF CONTRACT OF PURCHASE AND SALE)

Address: 316 Main STREET

Rouleau

SOG 4H0

Legal Description: Lot 9 Blk 15 Plan 66R3299

With respect to the above-mentioned property, the Buyer and Seller hereby agree as follows:

Possession to be April 4th, 2014

ALL OTHER TERMS AND CONDITIONS CONTAINED IN THE SAID CONTRACT/OFFER REMAIN THE SAME AND IN FULL FORCE AND EFFECT.

Signed at 630 a.m./p.m. the 14 day of March, 20 14

WITNESS

BUYER'S SIGNATURE

WITNESS

BUYER'S SIGNATURE

Signed at 12 a.m./p.m. the 16 day of March, 20 14

WITNESS

SELLER'S SIGNATURE

WITNESS

SELLER'S SIGNATURE

The Saskatchewan Real Estate Commission is responsible for the regulation of the real estate industry. They may be contacted at 1-877-700-5233 toll free or 1-306-374-5233 (www.srec.ca).

ASR Form #804 -12/13

WEBForms® Sep 2013

## AGENDA ITEM

<b>Meeting Date:</b>	April 8, 2014	<b>Agenda Item #:</b>	8.3
<b>Topic:</b>	<b>Division Band Program</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		

**Background:  
According to the Board's  
yearly plan**

The Board of Education determined that it would like to know how the band program is going. This information was to be presented at the April 8, 2014 Board meeting.

**Current Status:**

An information item regarding the Division band program is attached.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Kim Novak	March 26, 2014	Band Information item

***Recommendation:***

## The Band Program includes an Elementary and High School component

### A. Elementary Band:

- Elementary band is offered from Grade 6-8 with Grade 6 being mandatory
- There are three elementary band instructors who's time is covered out of each of the eight Moose Jaw elementary school's staffing allotments:
  - one instructor for Sunningdale, Westmount, Empire, Riverview, and Prince Arthur
  - one instructor for Palliser Heights and Lindale
  - one instructor for King George and William Grayson
- The Elementary Band program is fully funded through Division Centralized Budget
- The Elementary Band program includes a limited funding component for Caronport Elementary
- The Elementary Band program is growing as attributed to mandatory Grade 6 band. See chart for elementary band enrolments by school/grade over time

### ENROLMENTS BY SCHOOL/GRADE

#### Elementary Band

		Gr 6	Gr 7	Gr 8	Total
Palliser Heights	2006-07	27	19	12	58
	2007-08	28	9	8	45
	2008-09	22	18	5	45
	2009-10	21	13	8	42
	2010-11	24	19	9	52
	2011-12	44	11	17	72
	2012-13	51	19	7	77
	2013-14	49	33	15	97
William Grayson	2006-07	4	1	2	7
	2007-08	5	3	1	9
	2008-09	5	4	0	9
	2009-10	3	1	6	10
	2010-11				0
	2011-12	10	11	4	25
	2012-13	11	10		21
	2013-14	14	6	6	26
Prince Arthur	2006-07	4	2	0	6
	2007-08	11	3	0	14
	2008-09	7	3	0	10
	2009-10	5	6	1	12
	2010-11	17	2	7	26
	2011-12	36	8	5	49
	2012-13	32	16	7	55
	2013-14	26	10	15	51
King George	2006-07	12	9	4	25
	2007-08	15	0	7	22
	2008-09	12	6	0	18
	2009-10	4	3	5	12
	2010-11	42	4	1	47

	2011-12	46	19	5	<b>70</b>
	2012-13	41	22		<b>63</b>
	2013-14	31	21	15	<b>67</b>
Westmount	2006-07	6	1	4	<b>11</b>
	2007-08	6	5	0	<b>11</b>
	2008-09	4	0	1	<b>5</b>
	2009-10	6	3	0	<b>9</b>
	2010-11	30	5	0	<b>35</b>
	2011-12	24	10	1	<b>35</b>
	2012-13	31	5	6	<b>42</b>
	2013-14	25	9	2	<b>36</b>
Empire	2006-07	8	1	1	<b>10</b>
	2007-08	5	5	0	<b>10</b>
	2008-09	4	3	4	<b>11</b>
	2009-10	7	5	5	<b>17</b>
	2010-11	18	3	4	<b>25</b>
	2011-12	15	2	4	<b>21</b>
	2012-13	11	11	3	<b>25</b>
	2013-14	14	6	5	<b>25</b>
Sunningdale	2006-07	12	8	11	<b>31</b>
	2007-08	11	5	4	<b>20</b>
	2008-09	8	6	2	<b>16</b>
	2009-10	14	2	3	<b>19</b>
	2010-11	35	9	2	<b>46</b>
	2011-12	36	13	8	<b>57</b>
	2012-13	34	23	9	<b>66</b>
	2013-14	42	18	19	<b>79</b>
Lindale	2011-12	37	9	3	<b>49</b>
	2012-13	39	5	1	<b>45</b>
	2013-14	30	15	1	<b>46</b>
<b>Total Elementary Band</b>	<b>2006-07</b>	<b>82</b>	<b>43</b>	<b>35</b>	<b>160</b>
	<b>2007-08</b>	<b>81</b>	<b>30</b>	<b>20</b>	<b>131</b>
	<b>2008-09</b>	<b>62</b>	<b>40</b>	<b>12</b>	<b>114</b>
	<b>2009-10</b>	<b>60</b>	<b>33</b>	<b>28</b>	<b>121</b>
	<b>2010-11</b>	<b>166</b>	<b>42</b>	<b>23</b>	<b>231</b>
	<b>2011-12</b>	<b>248</b>	<b>83</b>	<b>47</b>	<b>378</b>
	<b>2012-13</b>	<b>250</b>	<b>111</b>	<b>33</b>	<b>394</b>

**B. High School Band:**

- High school band is offered from Grade 9-12
- There are two high school band instructors – one in each of Central Collegiate and A.E. Peacock
- Riverview band is covered by one of the elementary band instructors
- The High School Band program is almost fully funded through Division Centralized Budget
- The High School Band program is growing
- The High School Band program includes funding for Rock Band at Riverview
- The High School Band program includes funding for; wind ensemble, jazz band, guitar, and choir

**Albert E. Peacock Collegiate**

		Gr 9	Gr 10	Gr 11	Gr 12	Total
Wind Ensemble	2006-07	9	9	15	9	<b>42</b>
	2007-08	8	5	8	11	<b>32</b>
	2008-09	2	7	6	10	<b>25</b>
	2009-10	20	3	7	4	<b>34</b>
	2010-11	26	2	2	14	<b>44</b>
	2011-12	20	9	1	3	<b>33</b>
	2012-13	22	5	13	2	<b>42</b>
	2013-14	6	1	6	13	<b>26</b>
Music Jazz Band	2006-07	3	2	3	2	<b>10</b>
	2007-08	2	6	1	5	<b>14</b>
	2008-09	1	3	6	4	<b>14</b>
	2009-10	2	1	4	6	<b>13</b>
	2010-11	2	2	2	2	<b>8</b>
	2011-12	2	1	1	3	<b>7</b>
	2012-13	0	3	5	2	<b>10</b>
	2013-14	0	0	4	3	<b>7</b>
Guitar Courses	2011-12	33	21	1	4	<b>59</b>
	2012-13	37	22	14	0	<b>73</b>
	2013-14	50	7	15	8	<b>80</b>
<b>Total</b>	<b>2006-07</b>	<b>12</b>	<b>11</b>	<b>18</b>	<b>11</b>	<b>52</b>
	<b>2007-08</b>	<b>10</b>	<b>11</b>	<b>9</b>	<b>16</b>	<b>46</b>
	<b>2008-09</b>	<b>3</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>39</b>
	<b>2009-10</b>	<b>22</b>	<b>4</b>	<b>11</b>	<b>10</b>	<b>47</b>
	<b>2010-11</b>	<b>28</b>	<b>4</b>	<b>4</b>	<b>16</b>	<b>52</b>
	<b>2011-12</b>	<b>55</b>	<b>31</b>	<b>3</b>	<b>10</b>	<b>99</b>
	<b>2012-13</b>	<b>59</b>	<b>30</b>	<b>32</b>	<b>4</b>	<b>125</b>
	<b>2013-14</b>	<b>56</b>	<b>8</b>	<b>25</b>	<b>24</b>	<b>113</b>

**Central Collegiate Institute**

		Gr 9	Gr 10	Gr 11	Gr 12	Total
Wind Ensemble	2006-07	11	15	9	14	49
	2007-08	5	9	9	11	34
	2008-09	7	2	8	5	22
	2009-10	4	5	1	2	12
	2010-11	10	5	7	4	26
	2011-12	9	11	6	7	33
	2012-13	12	3	8	4	27
	2013-14	19	16	5	7	47
Music Jazz Band	2006-07	6	2	4	12	24
	2007-08	1	7	2	7	17
	2008-09	2	1	6	4	13
	2009-10					6
	2010-11					8
	2011-12					12
	2012-13					
	2013-14					
<b>Total</b>	<b>2006-07</b>	<b>17</b>	<b>17</b>	<b>13</b>	<b>26</b>	<b>73</b>
	<b>2007-08</b>	<b>6</b>	<b>16</b>	<b>11</b>	<b>18</b>	<b>51</b>
	<b>2008-09</b>	<b>9</b>	<b>3</b>	<b>14</b>	<b>9</b>	<b>35</b>
	<b>2009-10</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>18</b>
	<b>2010-11</b>	<b>10</b>	<b>5</b>	<b>7</b>	<b>4</b>	<b>34</b>
	<b>2011-12</b>	<b>9</b>	<b>11</b>	<b>6</b>	<b>7</b>	<b>45</b>
	<b>2012-13</b>	<b>12</b>	<b>3</b>	<b>8</b>	<b>4</b>	<b>27</b>
	<b>2013-14</b>					

**Riverview Collegiate Institute**

		Gr 9	Gr 10	Gr 11	Gr 12	Total
Wind Ensemble	2006-07	1	3	6	0	10
	2007-08					3
	2008-09					10
	2009-10					13
	2010-11					11
	2011-12		2			2
	2012-13	2		1		3
	2013-14					6
Rock Band	2010-11	1	4	2	1	8
	2011-12	0	8	3	0	11
	2012-13	6	7	6	7	26
	2013-14	9	6	12	4	31
<b>Total</b>	<b>2006-07</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>0</b>	<b>10</b>
	<b>2007-08</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
	<b>2008-09</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>
	<b>2009-10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>
	<b>2010-11</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>1</b>	<b>19</b>
	<b>2011-12</b>	<b>0</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>13</b>
	<b>2012-13</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>29</b>
	<b>2013-14</b>	<b>9</b>	<b>6</b>	<b>12</b>	<b>4</b>	<b>37</b>

9 from gr 7-8

**Moose Jaw Schools Combined Totals - Band**

		Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	RVCI- CCI	Total
Band	06-07	82	43	35						160
	07-08	81	30	20						131
	08-09	62	40	12						114
	09-10	60	33	28						121
	10-11	166	42	23						231
	11-12	248	83	47						378
	12-13	250	111	33						394
	13-14	231	118	78						427
Wind	06-07				21	27	30	23		101
	07-08				13	14	17	22	3	69
	08-09				9	9	14	15	10	57
	09-10				24	8	8	6	13	59
	10-11				36	7	9	18	11	81
	11-12				29	22	7	10		68
	12-13				36	8	22	6		72
	13-14				25	17	11	20		73
Jazz	06-07				9	4	7	14		34
	07-08				3	13	3	12		31
	08-09				3	4	12	8		27
	09-10				2	1	4	6	6	19
	10-11				2	2	2	2	8	16
	11-12				2	1	1	3	12	19
	12-13				0	3	5	2		10
	13-14									
Rock	10-11				1	4	2	1		8
	11-12				0	8	3	0		11
	12-13				6	7	6	7		26
	13-14				9	6	12	4		31
Guitar	11-12				33	21	1	4		59
	12-13				37	22	14	0		73
	13-14				50	7	15	8		80
<b>Total</b>	<b>06-07</b>	82	43	35	30	31	37	37	0	295
	<b>07-08</b>	81	30	20	16	27	20	34	3	231
	<b>08-09</b>	62	40	12	12	13	26	23	10	198
	<b>09-10</b>	60	33	28	26	9	12	12	19	199
	<b>10-11</b>	166	42	23	39	13	13	21	19	336
	<b>11-12</b>	248	83	47	64	52	12	17	12	204
	<b>12-13</b>	250	111	33	79	40	47	15	0	575
	<b>13-14</b>	231	118	78						
<b>Change</b>	<b>07-08</b>	<b>-1</b>	<b>-13</b>	<b>-15</b>	<b>-14</b>	<b>-4</b>	<b>-17</b>	<b>-3</b>	<b>3</b>	<b>-64</b>
	<b>08-09</b>	<b>-19</b>	<b>10</b>	<b>-8</b>	<b>-4</b>	<b>-14</b>	<b>6</b>	<b>-11</b>	<b>7</b>	<b>-33</b>
	<b>09-10</b>	<b>-2</b>	<b>-7</b>	<b>16</b>	<b>14</b>	<b>-4</b>	<b>-14</b>	<b>-11</b>	<b>9</b>	<b>1</b>
	<b>10-11</b>	<b>106</b>	<b>9</b>	<b>-5</b>	<b>13</b>	<b>4</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>137</b>
	<b>11-12</b>	<b>84</b>	<b>69</b>	<b>10</b>	<b>40</b>	<b>27</b>	<b>34</b>	<b>-6</b>	<b>-19</b>	<b>239</b>
	<b>12-13</b>	<b>2</b>	<b>28</b>	<b>-14</b>	<b>15</b>	<b>-12</b>	<b>35</b>	<b>-2</b>	<b>-12</b>	<b>40</b>
	<b>13-14</b>	<b>-19</b>	<b>7</b>	<b>45</b>						



# Choir

## Albert E. Peacock Collegiate

		Gr 9	Gr 10	Gr 11	Gr 12	Total					
Choral	2006-07	8	10	18	12	48					
	2007-08	30	17	11	18	76					
	2008-09	22	28	18	19	87					
	2009-10	6	17	17	14	54					
	2010-11	13	8	13	19	53					
	2011-12	16	10	9	9	44					
	2012-13	9	13	13	11	46					
	2013-14	4	3	9	8	24					
Music Vocal Jazz	2006-07	1	8	4	8	21					
	2007-08	2	3	5	4	14					
	2008-09	2	2	4	8	16					
	2009-10	1	2	7	8	18					
	2010-11	3	2	3	9	17					
	2011-12	1	1	4	4	10					
	2012-13	0	3	8	4	15					
	2013-14	0	4	4	6	14					
<b>Total</b>	<b>2006-07</b>	<b>9</b>	<b>18</b>	<b>22</b>	<b>20</b>	<b>69</b>					
	<b>2007-08</b>	<b>32</b>	<b>20</b>	<b>16</b>	<b>22</b>	<b>90</b>					
	<b>2008-09</b>	<b>24</b>	<b>30</b>	<b>22</b>	<b>27</b>	<b>103</b>					
	<b>2009-10</b>	<b>7</b>	<b>19</b>	<b>24</b>	<b>22</b>	<b>72</b>					
	<b>2010-11</b>	<b>16</b>	<b>10</b>	<b>16</b>	<b>28</b>	<b>70</b>					
	<b>2011-12</b>	<b>17</b>	<b>11</b>	<b>13</b>	<b>13</b>	<b>54</b>					
	<b>2012-13</b>	<b>9</b>	<b>16</b>	<b>22</b>	<b>15</b>	<b>62</b>					
	<b>2013-14</b>	<b>4</b>	<b>7</b>	<b>13</b>	<b>14</b>	<b>38</b>					

## Central Collegiate Institute

		Gr 9	Gr 10	Gr 11	Gr 12	Total					
Choral	2006-07	20	21	16	32	89					
	2007-08	18	29	17	20	84					
	2008-09	11	16	30	19	76					
	2009-10	8	10	21	41	80					
	2010-11	20	10	14	23	67					
	2011-12	12	25	16	18	71					
	2012-13	13	7	31	12	63					
	2013-14	19	31	14	23	87					
Music Vocal Jazz	2006-07	4	7	9	6	26					
	2007-08	1	6	8	10	25					
	2008-09	0	2	6	9	17					
	2009-10		10	2	16	28					
	2010-11	6	2	9	9	26					
	2011-12	5	13	7	8	33					
	2012-13										
	2013-14	2	12	7	14	35					
<b>Total</b>	<b>2006-07</b>	<b>24</b>	<b>28</b>	<b>25</b>	<b>38</b>	<b>115</b>					
	<b>2007-08</b>	<b>19</b>	<b>35</b>	<b>25</b>	<b>30</b>	<b>109</b>					
	<b>2008-09</b>	<b>11</b>	<b>18</b>	<b>36</b>	<b>28</b>	<b>93</b>					
	<b>2009-10</b>	<b>8</b>	<b>20</b>	<b>23</b>	<b>57</b>	<b>108</b>					
	<b>2010-11</b>	<b>26</b>	<b>12</b>	<b>23</b>	<b>32</b>	<b>93</b>					
	<b>2011-12</b>	<b>17</b>	<b>38</b>	<b>23</b>	<b>26</b>	<b>104</b>					
	<b>2012-13</b>	<b>13</b>	<b>7</b>	<b>31</b>	<b>12</b>	<b>63</b>					
	<b>2013-14</b>	<b>21</b>	<b>43</b>	<b>21</b>	<b>37</b>	<b>122</b>					

**Riverview Collegiate Institute**

		Gr 9	Gr 10	Gr 11	Gr 12	Total					
Choral	<b>2006-07</b>	1	0	7	1	<b>9</b>					
	<b>2007-08</b>					<b>5</b>					
	<b>2008-09</b>					<b>14</b>					
	<b>2009-10</b>					<b>11</b>					
	<b>2010-11</b>					<b>24</b>					
	<b>2011-12</b>	0	0	0	0	<b>0</b>					
	<b>2012-13</b>	0	0	0	0	<b>0</b>					
	<b>2013-14</b>	0	0	0	0	<b>0</b>					

**Moose Jaw Schools Combined Totals - Choir/Vocal**

		Gr 9	Gr 10	Gr 11	Gr 12	Total					
Choral	2006-07	29	31	41	45	146					
	2007-08	48	46	28	38	165					
	2008-09	33	44	48	38	177					
	2009-10	14	27	38	55	145					
	2010-11	33	18	27	42	144					
	2011-12	28	35	25	27	115					
	2012-13	22	17	40	21	100					
	2013-14	23	34	23	31	111					
Music Vocal Jazz	2006-07	5	15	13	14	47					
	2007-08	3	9	13	14	39					
	2008-09	2	4	10	17	33					
	2009-10	1	12	9	24	46					
	2010-11	9	4	12	18	43					
	2011-12	6	14	11	12	43					
	2012-13	0	3	8	4	15					
	2013-14	2	16	11	20	49					
<b>Total</b>	<b>2006-07</b>	34	46	54	59	193					
	<b>2007-08</b>	51	55	41	52	204					
	<b>2008-09</b>	35	48	58	55	210					
	<b>2009-10</b>	15	39	47	79	191					
	<b>2010-11</b>	42	22	39	60	187					
	<b>2011-12</b>	34	49	36	39	158					
	<b>2012-13</b>	22	20	48	25	115					
	<b>2013-14</b>	25	50	34	51	160					
<b>Change</b>	<b>07-08</b>	<b>17</b>	<b>9</b>	<b>-13</b>	<b>-7</b>	<b>6</b>					
	<b>08-09</b>	<b>-16</b>	<b>-7</b>	<b>17</b>	<b>3</b>	<b>-3</b>					
	<b>09-10</b>	<b>-20</b>	<b>-9</b>	<b>-11</b>	<b>24</b>	<b>-16</b>					
	<b>10-11</b>	<b>27</b>	<b>-17</b>	<b>-8</b>	<b>-19</b>	<b>-4</b>					
	<b>11-12</b>	<b>-8</b>	<b>27</b>	<b>-3</b>	<b>-21</b>	<b>-29</b>					
	<b>12-13</b>	<b>-12</b>	<b>-29</b>	<b>12</b>	<b>-14</b>	<b>-43</b>					
	<b>13-14</b>	<b>3</b>	<b>30</b>	<b>-14</b>	<b>26</b>	<b>45</b>					

### **C. Band instructors reported some of their thoughts about “how Band is going”**

1. Successes (What is working well?)
2. Challenges (Changes/additions/improvements?)
3. Concerts/Presentations/Activities that demonstrate student growth

#### **1. Successes (What is working well?)**

Even just five years ago, I had fewer students as a full-time band teacher in seven elementary schools and one high school than I have now as a half-time teacher in only two elementary schools. I could barely keep the program afloat and was exhausted from running around the city, sometimes to four different schools in one day.

Scheduling band classes during regular class times, teaching students in their own schools, providing instruments and the implementation of the inclusive grade six band program have all contributed to the success of the program

I think the fact that Gr. 6 Band is inclusive is working well. Students that would not have been able to afford an instrument, or who would not have joined Band in Gr. 6 are given the opportunity to learn through the inclusive program.

I find that I have a lot of support for the program. My administration and staff at both schools are very supportive and helpful. The Band program is seen as an important part of the schools, and the students reflect this attitude.

We pride ourselves on providing a quality musical education that is inclusive to all students. In addition to achieving the goals set by our curricula, we provide many public performing opportunities, workshops, clinics, and individual lessons which create a well-rounded music education for our students.

We anticipate approximately 20 more grade 9 Band students in the fall. We started 15 students who never played a musical instrument before. These students are now completely integrated into the band program.

The high school program is still recovering in terms of numbers, it is encouraging to see the numbers increasing in elementary band program which will translate into growth in groups at all high schools. With that in mind, we need to account for this growth in budgets.

#### **2. Challenges – (changes/additions/improvements?)**

Large class sizes makes it a challenge to give individuals the attention they need. Time-tabling continues to be a frustration. Some teachers/schools will still schedule core subjects like math at the same time as band.

I would like to see more trained elementary classroom music teachers. I think it is very important to start learning music as young as possible and from someone who was trained to teach it. This will also greatly improve the Band program because if students

are trained in music from the start, it is second-nature to them by the time they are starting Band, helping them be more successful from the start.

Student time-table conflicts (particularly for grades 10 – 12 band students).  
With curriculum changes and new courses being added, we are finding that many students feel the need to take as many maths and sciences as possible. This then becomes a balancing issue, often at the expense of Band.

An additional concern we are facing is the management of the inventory.

Additional time at the beginning and end of year to care for instrument fleet.  
Flexibility within the budget to spend as needed for the program.

### **3. Concerts/Presentations/Activities that demonstrate student growth**

- Head-Start Clinics for gr. 6 and other students new to their instruments
- Performances at school assemblies
- Remembrance Day Performances
- Christmas Concerts
- Percussion Clinician (Steve Leidal)
- School Assembly/Moose Jaw Warriors Video
- Moose Jaw Music Festival: full bands, small ensembles, solos, Choral Portion  
Moose Jaw Band and Choral Festival: full bands  
Extra-curricular: Jazz Band - 9 students, Advanced Band - 15 students
- Concert Choir/Vocal Jazz Clinic with John Trepp
- Combined concert with U of R and CCI at Peacock Auditorium for elementary Band Students
- University of Regina Band Clinics with Brent Ghiglione and U of R students
- Presentation by Juno winning artist Luke McMaster about careers in Music
- Performances for various events around the city. For example Providence Place, 15 Wing, Rotary Carol Festival
- Rotary Carol Festival performance with Concert Choir and Vocal Jazz at Zion United Church
- CCI Winter Concert
- Choral/VJ Clinic – CHORFEST – Regina, SK
- CCI Spring Festival
- Graduation
- Guitar workshops by Kurt Buchanan and Rob Schmidke
- Peacock Open House: Performance by Choir and Vocal Jazz
- Sweet Sounds Presentation: Two concert times that act as a Fundraiser for tour(raised approx. \$3400) featuring all groups from the music department. Silent auction items and dessert sold as
- Banff Tour: April 27-30 to attend workshops for choir and band
- Moose Jaw Band and Choral Festival: (Middle of May) Clinics and workshops for band
- Final concert featuring all music department groups: (June)