

Prairie South Schools
BOARD OF EDUCATION

October 7, 2014
10:30 a.m. – 4:00 p.m.
Central Office, 15 Thatcher Drive, Moose Jaw

AGENDA

- 1. Board Planning Session (10:00 – 10:30 a.m.)**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
 - 4.1 Minutes of the Organizational Meeting held September 2, 2014**
 - 4.2 Minutes of the Regular Board Meeting held September 2, 2014**
- 5. Decision and Discussion Items**
 - 5.1 Notice of Motion: Prekindergarten Transportation (Information)**
 - 5.2 Amendment to Item No. 5.11 Transportation Catchment Area applications, Board meeting June 20, 2014. (Decision)**
 - 5.3 Transportation Catchment Area Application (Decision)**
 - 5.4 SSBA Fall General Assembly Ballot Pick Up (Decision)**
 - 5.5 SSBA Position Statements (Discussion)**
 - 5.6 Appointment of Member to Bengough's SCC (Decision)**
 - 5.7 Sale of Surplus Land (Decision)**
 - 5.8 Monthly Reports (Decision)**
 - 5.8.1 Substitute Usage Report**
 - 5.8.2 Tender Report**
 - 5.8.3 Suspensions**
- 6. Delegations and Presentations**
 - 6.1 Parent, Transportation**
- 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 Rural Catchment and Transportation**

7.1.7. South Hill

8. Information Items

8.1. Inquiry from previous meeting

- 8.1.1 Does Prairie South have any procedures/protocol or policy related to the use of Epipens in Prairie South Schools?
- Kessler

8.2. Mossbank Teacherage – Sold

8.3. Class Size

8.4. SSBA/LEADS/SASBO Joint Conference

8.5. Letter of Independence and Reporting Responsibilities and Audit Plan

9. Celebration Items

10. Identification of Items for Next Meeting Agenda

10.1. Notice of Motions

10.2. Inquiries

11. Meeting Review

12. Adjournment

PRAIRIE SOUTH SCHOOL DIVISION NO. 210

ORGANIZATIONAL MEETING

Date: September 2, 2014

Location: Central Office, Moose Jaw

MINUTES

Attendance: Mr. D. Crabbe; Dr. S. Davidson; Mr. R. Gleim; Mr. A. Kessler; Mr. T. McLeod; Mr. J. Radwanski; Mr. B. Swanson; Mrs. G. Wilson; Mr. L. Young; T. Baldwin, Director of Education; B. Girardin, Superintendent of Business and Operations; D. Briggs, Communications Coordinator; L. Patterson, Executive Assistant.

Regrets:

1. Mr. Baldwin, Director of Education took the chair and called the meeting to order at 10:34 a.m.
2. Mr. Baldwin called for nominations for Board Chair.
3. Mr. McLeod nominated Dr. Davidson as Board Chair.
4. Mr. Swanson moved that nominations for Board Chair cease.
5. Mr. Baldwin declared Dr. Davidson acclaimed as Board Chair.
6. Dr. Davidson took the Chair and called for nominations for Vice-Chair.
7. Mr. Young nominated Mr. McLeod as Vice-Chair.
8. Mr. Swanson moved that nominations for Vice-Chair cease.
9. Dr. Davidson declared Mr. McLeod as elected Board Vice-Chair.

Motions:

- | | | |
|-----------------|--|----------|
| 09/02/14 – 2198 | That for the 2014/15 fiscal year, the Board maintain the current formula for determining trustees' remuneration. - Swanson | Carried |
| 09/02/14 – 2199 | That for the 2014/15 fiscal year, the Board remunerate trustees for attendance at out-of-division functions, meetings and other activities at the following rates: <ul style="list-style-type: none">• Member: \$200.00 per meeting - Young | Defeated |
| 09/02/14 – 2200 | That for the 2014/15 fiscal year, the Board remunerate trustees for attendance at out-of-division functions, meetings and other activities at the following rates: <ul style="list-style-type: none">• Member: \$200.00 per meeting• Vice Chair: \$225.00 per meeting• Chair: \$250.00 per meeting - Gleim | |

- 09/02/14 – 2201 That the Board remuneration for trustee attendance at out-of-division functions, meetings and other activities be amended from per meeting to per day.
- Radwanski Carried
- 09/02/14 – 2202 That for the 2014/15 fiscal year, the Board remunerate trustees for attendance at out-of-division functions, meetings and other activities at the following rates:
• Member: \$200.00 per day
• Vice Chair: \$225.00 per day
• Chair: \$250.00 per day
- Gleim Amendment Carried
- 09/02/14 – 2203 That for the 2014/15 fiscal year, trustees' remuneration for travel time be set at \$0.20 per kilometer.
- Gleim Carried
- 09/02/14 – 2204 That during the 2014/15 fiscal year, any Board Member may miss one Regular Board Meeting without adjustment to remuneration and that only missed Board Meetings in excess of one would result in a reduction to remuneration at a rate of \$300 per full day missed meeting or \$150 per half day missed meeting.
- Crabbe Carried
- 09/02/14 – 2205 That the annual allowance for trustee professional development for the 2014/15 fiscal year be set at \$5,000 per trustee which is for professional development activities **above the** seminars and conventions sponsored by the Saskatchewan School Boards Association and which is to cover remuneration and all expenses associated with the activities. Professional development mileage and travel costs for out of division travel will be calculated on the assumption that everyone leaves from Moose Jaw or nearer.
- Young Carried
- 09/02/14 – 2206 That the annual allowance for trustee professional development for the 2014/15 fiscal year be set at \$5,000 per trustee which is for professional development activities **including those** seminars and conventions sponsored by the Saskatchewan School Boards Association and which is to cover remuneration and all expenses associated with the activities. Professional development mileage and travel costs for out of division travel will be calculated on the assumption that everyone leaves from Moose Jaw or nearer.
- Swanson Defeated
- 09/02/14 – 2207 That the Board set the mileage rate at \$0.48 per km for the 2014/15 fiscal year. Carried

- McLeod

- 09/02/14 – 2208 That reimbursement for meal expenses not covered by registration fees, the School Division or otherwise provided, be set at the following rates, without receipts: Carried
- Breakfast \$10.00
 - Lunch \$15.00
 - Supper \$20.00
- Gleim
- 09/02/14 – 2209 That reimbursement for parking at the rate of up to \$5.00 per day without receipts. Carried
- Gleim
- 09/02/14 – 2210 That reimbursement for the accommodation expenses be set at the following rates: Carried
- Actual, reasonable costs, supported by receipts, or
 - \$35.00 per night for accommodation in a private residence outside of home location (no receipts required).
- Crabbe
- 09/02/14 – 2211 Whereas pursuant to Section 319 of the *Education Act, 1995*, Chapter E-0.2 of the *Statutes of Saskatchewan, 1995*, the Board of Education of a School Division may by resolution authorize its Chairman and Chief Financial Officer to borrow: Carried
- a) any sum of money that may be required to meet current expenditures of the board and may be secured by the promissory note or notes of the Chairman and Chief Financial Officer given on behalf of the Board;
 - b) on the security of the operating grants and capital grants payable to the division pursuant to Section 310 and 311 of the Act any sum of money that the board considers necessary to provide for its current expenditures.
- Now, therefore, be it resolved by the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, (hereinafter referred to as "the Board") as follows:
1. That the Board or Chairman and Chief Financial Officer on behalf of the Board are hereby authorized to borrow from institutions approved under the laws of Canada, up to the sum of **\$15,000,000.00** to meet the expenditures of the said School Division until the proceeds of operating grants or any capital grants payable to the said School Division are available and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at

the time of borrowing.

2. The said sum of **\$15,000,000.00** and interest shall be repayable and shall be secured by operating grants and any capital grants which may be payable to the said School Division at any time.
3. That the said loan may be secured by the promissory note or an operating loan agreement of the said Board and the said Chairman and Chief Financial Officer are hereby authorized and empowered to execute and give such promissory note and/or operating loan agreement on behalf of the said Board as may be required by the said Bank.
4. That this resolution shall take effect on September 2, 2014.
- Gleim

09/02/14 – 2212

That the Organizational Meeting be adjourned at 11:09 a.m.
- Kessler

Carried

Dr. S. Davison
Chair

T. Baldwin
Director of Education

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 15 Thatcher Drive East, Moose Jaw, Saskatchewan on SEPTEMBER 2, 2014 at 10:00 a.m.

Attendance: Mr. D. Crabbe; Dr. S. Davidson; Mr. R. Gleim; Mr. A. Kessler; Mr. T. McLeod, Mr. J. Radwanski, Mr. B. Swanson; Mrs. G. Wilson, Mr. L. Young; T. Baldwin, Director of Education; B. Girardin, Superintendent of Business and Operations; R. Boughen, Superintendent of Human Resources; L. Meyer, Superintendent of Learning; B. Compton, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; K. Novak, Superintendent of School Operations; L. Patterson, Executive Assistant; D. Briggs, Communications Co-ordinator

Regrets:

Presentations:

Motions:

- | | | |
|-----------------|--|---------|
| 09/02/14 – 2212 | That the meeting be called to order at 11:22 a.m. - Davidson | Carried |
| 09/02/14 – 2213 | The following items were added to the agenda: 5.8 – 2014 – 2015 SCC Board Representatives 5.9 – Process to change school year 8.2 – Live streaming That the Board adopt the agenda as amended. - Young | Carried |
| 09/02/14 – 2214 | That the Board adopt the Minutes of the regular meeting of August 11, 2014 as amended. Motion: 08-11-2014 - 2184 – ‘5.2.2 was formerly 5.2.2’ amended to read ‘5.2.2 was formerly 5.1.2’ - Wilson | Carried |
| 09/02/14 – 2215 | That the Board appoint Mr. L. Young to the Saskatchewan School Boards Association - Public Boards Section Executive, and; That the Board appoint Mr. A. Kessler to the Saskatchewan High Schools Athletic Association. - Gleim | Carried |
| 09/02/14 – 2216 | That the Board approve the sale of parcel 105264019 for \$750 and approve the transfer of parcel 150838779 to the adjacent land owner who has been paying taxes on the land. - Gleim | Carried |

- | | | |
|-----------------|--|---------|
| 09/02/14 – 2217 | <p>That the Board approve submission to the Ministry of Education applications for the following major capital projects:</p> <ol style="list-style-type: none"> 1. AE Peacock: Mechanical piping/HVAC upgrade 2. Sunningdale: Renovation/Addition 3. Bengough: Renovation and Modernize <p>- Young</p> <p>That the Board break at 12:07 p.m.</p> <p>That the Board reconvene at 1:07 p.m.</p> <p>That the Board reconvened at 1:08 p.m.</p> | Carried |
| 09/02/14 – 2218 | <p>That the Board accept the monthly report as presented.</p> <p>- Young</p> | Carried |
| 09/02/14 – 2219 | <p>That the Board approve <i>Guidelines for Considering Changes to the School Year/School Day</i> as presented by SSWAG.</p> <p>- Wilson</p> | Carried |

Committee Reports

Standing Committees:

Higher Literacy & Achievement

- No report given.

Equitable Opportunities

- The committee will be meeting shortly and appointing a new committee chair to replace Jackie Jelinski.
- The committee provided a PAA update
- Welcomed the new PAA coordinator Tana Rowe, announced that the magnet programming will be launching in Mankota this year with cosmetology, cooking and welding, a big thanks to everyone from the provincial level to the community level for helping to get this program up and running, they've gone above and beyond to support our students.
- New partnerships will be highlighted during education week.
- The power engineering program had 20 spots, all are filled, students from 4 of our south schools are enrolled.
- A more detailed report will be presented to the Board in October.

Smooth Transitions

- No report given.

Strong System-Wide Accountability and Governance

- The committee is working on an SCC engagement plan.
- The committee reviewed the school year calendar application process and is looking at changing parameters for extra curricular travel.
- The committee is also happy to announce that the live streaming test is happening this month and will be up and running for the October Board meeting. The link can be found on the division website.

Advocacy and Networking

- No report given.

Rural Catchment and Transportation

- The committee reviewed and approved the waiver form that was sent out for Alternate yard pick up.

South Hill

- The committee is continuing to look at new and unique programming on South Hill.
- Derrick is to canvas division staff to determine an interest in an IT and Music academy setup on South Hill.

Inquiries

Does Prairie South have any procedures/protocols or policy related to the use of Epi-Pens in Prairie South Schools.

- Kessler

Adjournment

09/02/14 – 2220

That the meeting be adjourned at 2:39 p.m.

- Crabbe

Carried

Dr. Shawn Davidson
Chair

B. Girardin
Superintendent of Business and Operations

Next Regular Board Meeting:

Date: October 7, 2014
Location: Central Office, Moose Jaw

AGENDA ITEM

| | | | |
|----------------------|---|-------------------------------------|---|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 5.1 |
| Topic: | Notice of Motion: Prekindergarten Transportation | | |
| Intent: | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

Background:

At the June Board meeting the following motion was made:

That the Board agree that in order to help ensure our most vulnerable students of prekindergarten age are accommodated, that Prairie South in cases where Prekindergarten classes are full for Moose Jaw residents in their applicable catchment areas, offer bus service to other Prairie South Prekindergartens for students who have intensive needs and are on waiting lists.

- Radwanski

Current Status:

Please see attached information gathered from each Prekindergarten program as of September 10, 2014.

Pros and Cons:

Pros: Students with highest needs would be guaranteed transportation.

Cons: Additional transportation costs with little enhancement of services.

Loss of parent involvement - a key feature of the program; contact between the school and home would be difficult due to parent transportation challenges.

Parents having kids potentially in two schools, forcing parents and students back to catchment area for K-8 when transitions for these students are often already challenging.

Loss of teacher autonomy related to selection - deciding who is highest priority rests with the teacher, this would take some of this out of the teacher's hands as a person would have to be designated to make that decision for the entire city - this could cause an imbalance in the rest of the program.

Alternate transportation mode challenges – car seats and booster seats in cabs, transporting a 3 or 4 year old alone in a cab.

Financial Implications:

Additional bussing/transportation costs

Governance/Policy Implications:

Potential impact on Policy in regards to transportation out of catchment.

Legal Implications:

None.

Communications:

| Prepared By: | Date: | Attachments: |
|---------------------|--------------------|---|
| Lori Meyer | September 25, 2014 | Prekindergarten Information from Teachers |

Recommendation:

Refer to Smooth Transitions Committee.

Prekindergarten Information Supplied by Teachers as of September 10, 2014

Prekindergarten teachers followed the request of the board to place 4 year olds and those with needs first in all programs.

| School | Attending | On Wait List | High Needs on Wait List | Funding source |
|-----------------------------------|-------------------------|---------------------|--|-----------------------|
| Assiniboia 7 th Ave am | 13 | 0 | 0 | Ministry |
| Assiniboia 7 th Ave pm | 13 | 0 | 0 | Prairie South |
| Empire am | 15 | 1 – not yet 3 YO | 0 | Ministry |
| Empire pm | 15 | 1 – not yet 3 YO | 0 | Ministry |
| Gravelbourg 3 | 7 | 0 | 0 | Prairie South |
| Gravelbourg 4 | 16 | 0 | 0 | Prairie South |
| King George am | 15 | 1 – 3YO | Unsure – no home visit yet | Ministry |
| King George pm | 15 | 1 – custody issues | Unsure – no home visit yet | Prairie South |
| Lafleche | 16 | 7 – all 3 YO | 0 | Prairie South |
| Lindale am | 16 | 1 | 0 | Prairie South |
| Lindale pm | 13 (3 parents deciding) | 1 | 0 | Prairie South |
| Palliser French 1 | 16 | 6 | 0 | Prairie South |
| Palliser French 2 | 16 | 7 | 0 | Prairie South |
| Prince Arthur | 16 | 8 – all 3 YO | 2 are EAL but not otherwise high needs | Ministry |
| Westmount am | 16 | 0 | 0 | Ministry |
| Westmount pm | 16 | 0 | 0 | Ministry |
| William Grayson | 16 | 1 | 0 | Ministry |
| Sunningdale am | 16 | 14 | 0 | Prairie South |
| Sunningdale pm | 16 | 14 | 0 | Prairie South |

AGENDA ITEM

| | | | |
|----------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 5.2 |
| Topic: | Amendment to Item No 5.11 Transportation Catchment Area Applications, Board Meeting June 10, 2014 | | |
| Intent: | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

Background: A list of Applications to Change a Rural Catchment area had been previous submitted during the Board Meeting held on June 10, 2014.

Current Status: In accordance with the list, Fife Lake continues to be a joint catchment area for Coronach and Rockglen Schools for the 2014-2015 School Year until additional review and recommendation is completed.

The Rural Catchment and Transportation Committee met on September 16, 2014 and concluded that it should also include that families at Fife Lake will only be authorized to be transported on one bus, either to Coronach School or Rockglen School.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

| | | |
|---------------------|--------------------|---------------------|
| Prepared By: | Date: | Attachments: |
| Clarke Baker | September 22, 2014 | |

Recommendation:

Recommendation from the Rural Catchment and Transportation Committee:

That the families at Fife Lake will only be authorized to be transported on one bus, either to Coronach School or Rockglen School.

AGENDA ITEM

| | | | |
|----------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 5.4 |
| Topic: | SSBA Fall General Assembly Ballot Pick Up | | |
| Intent: | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

Background:

Each year at the SSBA Fall General Assembly, during the annual general meeting, the Board votes on bylaw amendments and resolutions. As per the attached memorandum the SSBA requires us to identify who will pick up the ballots.

Current Status:

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

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

| | | |
|---------------------|--------------------|---|
| Prepared By: | Date: | Attachments: |
| Bernie Girardin | September 10, 2014 | Memorandum - 2014 AGM Ballot Information Form |

Recommendation:

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

MEMORANDUM

September 10, 2014

TO: Chief Financial Officers for Boards of Education

FROM: Krista Lenius, Administrative Paralegal

RE: **2014 Annual General Meeting
Ballot Information Form**

Please find attached a Ballot Information form that we ask you to complete and return to this office by November 7, 2014. This will enable us to prepare a package of ballots for your board for the purposes of voting on bylaw amendments and resolutions at the annual general meeting to be held on November 17, 2014 during the Fall General Assembly. Ballots that can be picked up at the Ballot station at the General Assembly Registration Desk by an authorized representative of your board.

A copy of Bylaw No. 11, which provides for allocation of votes, is also attached for your information.

NOTE: If a board member who is listed as a “voting” delegate for your board does not attend the general meeting or must leave before votes on resolutions have been completed, your board chair or other person authorized by your board can have that board member’s ballots allocated to another board member. To do this, please see Geraldine Knudsen or Krista Lenius, during the General Assembly to make a change. It is important to do this prior to the start of the AGM, if possible, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.

BALLOT INFORMATION
2014 Annual General Meeting Voting Delegates

FOR: Board of Education of Prairie South School Division No. 210

The representative authorized to pick up ballots for the board at the General Assembly Registration Desk is: _____
(Name of authorized representative)

Pursuant to Bylaw No. 11, section 4:

The number of votes to which your Board is entitled 21
(Based on your December 2013 student count of 6,270.)

The board of education has determined that its votes will be cast by the following board members in the following numbers:

| <u>Board members - Voting Delegates</u> | <u># of Votes</u> |
|--|--------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signature of School Business Official

PLEASE RETURN THIS FORM, TO THE ATTENTION OF
KRISTA LENIUS, SASKATCHEWAN SCHOOL BOARDS ASSOCIATION
BY EMAIL TO klenius@saskschoolboards.ca
Thank you!

For your information:

Ballot Voting

Association Bylaw No. 11 provides:

Bylaw No. 11: Delegates and Voting

1. School board members who register and pay the registration fee are delegates at the general meetings of the Association.
2. Every member shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the member on questions for which a formal ballot is used, and the number of votes each accredited delegate is authorized to cast.
3. Formal ballots shall be used for:
 - (a) election of members to the Executive;
 - (b) adoption of the Association budget;
 - (c) votes on bylaw amendments and resolutions; and
 - (d) approval to the Executive to petition the Legislative Assembly for changes to the Act incorporating the Association.
4. The number of votes to which each board of education is entitled when a formal ballot is used shall be determined in accordance with the following table using the student count of the board of education as of September 30 for the most recent year as provide by the Ministry of Education:

| <u>Student Count</u> | <u>Number of Votes</u> |
|---------------------------|------------------------|
| 1 to 2000 students | 6 |
| 2001 to 3000 students | 9 |
| 3001 to 4000 students | 12 |
| 4001 to 5000 students | 15 |
| 5001 to 6000 students | 18 |
| 6001 to 7000 students | 21 |
| 7001 to 8000 students | 24 |
| 8001 to 10,000 students | 30 |
| 10,001 to 15,000 students | 45 |
| 15,001 students and over | 51 |

5. Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote.
6. Absentee voting shall not be allowed.
7. On matters where voting is by show of hands, such as motions on procedural matters, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.
8. Delegates who are not accredited delegates may participate in General Assembly and general meeting discussions and debate.

AGENDA ITEM

| | | | |
|----------------------|---|-----------------------|-----|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 5.5 |
| Topic: | SSBA Position Statements | | |
| Intent: | <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information | | |

| | |
|--|---|
| Background: | The SSBA has a variety of position statements including: <ul style="list-style-type: none"> • Local Governance of Education • Student Achievement • Education Finance • Facilities Funding |
| Current Status: | SSBA Position Statements are reviewed every five years. The position statements listed above were last reviewed in November, 2009. The updated position statements will be voted upon as Resolutions at the Fall General Assembly in November 2014. |
| Pros and Cons: | Facilities funding position statement is silent regarding Schools of Opportunity in the section on capital projects. |
| Financial Implications: | No additional financial burden for school divisions. |
| Governance/Policy Implications: | Position statements are consistent with Prairie South Schools Board Policy documents. |
| Legal Implications: | |
| Communications: | |

| | | |
|---------------------|--------------------|---|
| Prepared By: | Date: | Attachments: |
| Tony Baldwin | September 16, 2014 | <ul style="list-style-type: none"> • Email from Krista Lenius • Position Statements August 2014 Draft |

Recommendation:

That the Board review the updated SSBA Position Statements and provide direction for voting delegates to the November, 2014 meeting.

THIS EMAIL IS BEING SENT ON BEHALF OF THE RESOLUTIONS AND POLICY DEVELOPMENT COMMITTEE

TO: Directors of Education, Chief Financial Officers and Board Chairs

RE: SSBA Position Statements

PLEASE PROVIDE A COPY OF THIS EMAIL AND THE ATTACHMENTS TO ALL OF YOUR BOARD MEMBERS

Feedback was provided by 20 boards of education and we appreciate the time boards invested into consideration of these, and the thoughtful feedback that was provided. These drafts reflect the essence of the comments provided to the Resolutions and Policy Development Committee and we believe has strengthened the statements.

Attached please find the following:

1. Revised Position Statement on “Local Governance of Education”;
2. Revised Position Statement on “Student Achievement”;
3. Revised Position Statement on Education Finance”; and
4. Revised Position Statement on Facilities Funding”;

Please note that the edits/additions are highlighted in yellow.

The Position Statements will be voted upon as Resolutions at the Fall General Assembly in November 2014.

Krista Lenius

Administrative Paralegal
Saskatchewan School Boards Association

400-2222 13th Avenue
Regina, Saskatchewan S4P 3M7
email: klenius@saskschoolboards.ca
website: www.saskschoolboards.ca
Phone: (306)569-0750 ext. 120
Fax: (306)569-2317

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Position Statement – Local Governance of Education

POSITION 1.2: Local Governance of Education

Locally elected boards of education/ Conseil scolaire fransaskois (CSF) act to reflect the interests and educational needs of the communities they serve.

1. School governance decisions are guided by what is in the best interest of student learning for all students in the school division within the board of education's financial resources.
2. Boards of education/CSF operate with autonomy and authority within a legislated framework and act to fulfill their responsibilities. In addition, the CSF operates within the framework of section 23 of the *Canadian Charter of Rights and Freedoms* to fulfill its constitutional responsibilities and its triple mandate of academic success, cultural identity and community involvement.
3. Board of education/CSF meetings are open to the public and board information is accessible to the public within the context of the law.
4. Boards of education/CSF communicate information about the operation of the school system and establish procedures for public consultation.
5. Boards of education/CSF support parental, family and community engagement in the education of each child for success in school.
6. Boards of education/CSF engage and support School Community Councils/Conseils d'écoles as partners in improving student learning.
7. Board members engage in networking and learning opportunities to fulfill their responsibilities as stewards of public education.
8. **Boards of education/CSF are the voice of publicly funded education in Saskatchewan.** Saskatchewan's education system is best served by a partnership of provincial and local level of governance with shared responsibility for K-12 education.

Commentary:

Pursuant to the requirement to review Position Statements every five years, this Position Statement was last reviewed and approved in November 2009.

Position Statement – Student Achievement

POSITION 2.1: Student Achievement

Strengthening student achievement is the primary mission of boards of education/ Conseil scolaire fransaskois (CSF).

1. Education should develop all aspects of a child, affirm their individuality, and engage them in community. Saskatchewan's curriculum creates these opportunities and promotes lifelong learning. Student achievement is defined as the attainment of the developmentally appropriate educational outcomes of Saskatchewan's curriculum.
2. Boards of education/CSF, school community councils, Conseils d'écoles, parents and educators must be engaged and have a voice in defining student achievement.
3. Boards of education/CSF are responsible for developing an accountability framework to establish standards, assess, monitor and report on student achievement.
4. The role of boards of education/CSF is to provide leadership and allocate resources to establish school cultures that maximize student achievement.
5. Student engagement, as well as parent and community support for education are important determinants of student success.
6. Boards of education/CSF work as advocates for education and promote partnerships to enhance student achievement.

Commentary:

Pursuant to the requirement to review Position Statements every five years, this Position Statement was last reviewed and approved in November 2009.

Position Statement: Education Finance

Position Statement: 3.1 Education Finance

Saskatchewan's elected boards of education/ Conseil scolaire fransaskois (CSF) require funding for education to maximize student achievement, develop the potential of all students, affirm the worth of each individual, and lay the foundation for learning throughout life.

Education funding is best provided unconditionally to boards of education/CSF in order to meet local needs. A balance between the following fundamental principles guides all decisions for education finance:

1. **Sufficiency:** The amount of funding provided to boards of education/CSF by the provincial government must be sufficient to respond to the actual costs of provincial goals and priorities, to provide a high quality program to all students, and to accommodate local programming, innovation and initiatives.
2. **Autonomy:** Boards of education/CSF derive their authority from *The Education Act, 1995* which gives them the authority to manage the school division in a way that reflects local needs and priorities. In addition, the CSF derives its authority from section 23 of the *Canadian Charter of Rights and Freedoms*.
3. **Equity:** Funding is allocated so that all elected boards of education/CSF have the resources they need to provide opportunities for each student to achieve at the highest levels regardless of where they live in the province and their personal circumstances.
4. **Engagement:** Boards of education/CSF are equal partners, along with the provincial government, in meaningful decision making regarding funding formulas, accountability processes and resolving issues.
5. **Predictability:** Clearly defined, predictable, and unconditional funding formulas are needed to enable long-term and sustainable program planning by boards of education/CSF.
6. **Reciprocal Accountability:** Elected boards of education/CSF are responsible for achieving educational goals and objectives and the provincial government is responsible for providing the resources needed to achieve those goals and objectives. The funding model is reviewed on a regular basis to ensure it is functioning as intended.
7. **Sustainability:** Reliable, factual data is used to establish funding.
8. **Transparency:** Straightforward information about education funding is monitored, available to the public, and the process is entirely transparent.

Commentary:

Pursuant to the requirement to review Position Statements every five years, this Position Statement was last reviewed and approved in November 2009.

Position Statement: Facilities Funding

Position Statement: 3.2 Facilities Funding

Boards of education/Conseil scolaire fransaskois (CSF) work with the Ministry of Education to jointly develop and periodically review a transparent, sufficient, predictable and sustainable funding formula for the planning, building and maintenance of education facilities that maximize student learning. All decisions related to facilities funding should be transparent, equitable and informed by good data in support of a provincial comprehensive, multi-year capital plan.

1. The Minister of Education is responsible for providing required funding for the construction and maintenance of school facilities.
2. Facilities funding in Saskatchewan should be determined according to the five categories set out below. In addition, facilities funding for CSF schools must meet the requirements of section 23 of the *Canadian Charter of Rights and Freedoms*:
 - a) **Major Capital Projects:** The Ministry of Education should continue to fund major capital projects including new schools, major renovations, roofing and portable classrooms. This applies in growth areas of the province, as well as in communities with existing schools requiring modernizing where enrolments are stable and the schools are viable.
 - b) **Infrastructure Renewal:** Each year, the province should prudently allocate a sufficient budget to school divisions for the purpose of ongoing infrastructure renewal, including minor upgrades and renovations¹. Boards need to develop comprehensive *5 Year Facility Plans* as well as detailed annual *Project Reports* for projects considered to be of high priority.
 - c) **Ongoing Operation and Maintenance:** The Ministry of Education should prudently allocate a sufficient budget to school divisions for the operation and maintenance of facilities including general upkeep and repairs as well as expenses incurred to keep facilities operating such as monthly utility expenses.
 - d) **Non-school Facilities:** Sufficient funding must be provided for the construction and maintenance of non-school facilities including sheds, transportation and administrative facilities, and for the CSF community spaces.
 - e) **Provincially Protected Schools:** Funding must be provided for the operation and maintenance of schools that are protected from closure.

¹ In 2009 it was recommended that the province annually allocate 2% of Current Replacement Value to school divisions for the purpose of ongoing infrastructure renewal. Saskatchewan School Boards Association. (2009). Facilities Funding: Working Advisory Group Recommendations.

This includes the cost of decommissioning space that is no longer required.

3. **Capital Funding Backlog:** A long-term, sustainable plan must be developed to address the current capital funding backlog. A prudent and sufficient budget should be allocated annually to address the backlog.²
4. **Ministry Support:** The Ministry of Education must maintain sufficient qualified expertise to provide appropriate and adequate support for school divisions, according to their needs. This may include supports for school capital projects including project management, technical, site development and cost management.

Commentary:

Pursuant to the requirement to review Position Statements every five years, this Position Statement was last reviewed and approved in November 2009.

² In 2009, it was recommended that a minimum of 10% of the shortfall be allocated annually to address the backlog. Saskatchewan School Boards Association. (2009). Facilities Funding: Working Advisory Group Recommendations.

AGENDA ITEM

| | | | |
|----------------------|---|-----------------------|-----|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 5.6 |
| Topic: | Appointment of Member to Bengough's SCC | | |
| Intent: | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information | | |

Background: Bengough has a vacancy on their School Community Council and has found a parent who is interested in fulfilling the SCC position. Her name is Kristin McCuaig, term ending 2015/2016.

Current Status: Bengough's SCC constitution allows for six members. At the present time, there are five members. With the addition of this new member, the SCC is now full.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

| | | |
|---------------------|-------------------|---------------------|
| Prepared By: | Date: | Attachments: |
| Barbara Compton | September 5, 2014 | None |

Recommendation:

That the Board appoint Kristin McCuaig to Bengough's School Community Council term ending 2015/2016.

AGENDA ITEM

| | | | |
|----------------------|--|-------------------------------------|--------------------------------------|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 5.7 |
| Topic: | Sale of Surplus Land | | |
| Intent: | <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:

There are two parcels for this meeting. We have an offer to purchase parcel 105188968 in the RM of Hart Butte for \$50. For the second parcel, parcel 105152509 in the RM of Huron, the surrounding land owner has provided evidence that they are paying taxes on the land including the school site.

Pros and Cons:

Pros:

- We dispose of two more pieces of land that are of no value or use to us.

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

| | | |
|---------------------|--------------------|---------------------|
| Prepared By: | Date: | Attachments: |
| Ron Purdy | September 26, 2014 | N/A |

Recommendation:

That the Board approve the sale of parcel 105188968 for \$50 and approve the transfer of parcel 105152509 to the adjacent land owner who has been paying taxes on the land.

AGENDA ITEM

| | | | |
|----------------------|---|-----------------------|-----|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 5.8 |
| Topic: | Monthly Reports | | |
| Intent: | <input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information | | |

Background:

- Attached are the following reports for Board approval:
1. Teacher Absences and Substitute Usage for the period August 26, 2014 – September 26, 2014.
 2. Tender Report for the period August 23, 2014 – September 26, 2014
 3. Suspensions Report

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

| Prepared By: | Date: | Attachments: |
|---|--------------------|---|
| Ryan Boughen Ron Purdy Derrick Huschi | September 25, 2014 | 1. Teacher Absences and Substitute Usage 2. Tender Report 3. Suspensions Report |

Recommendation:

That the Board accept the monthly reports as presented.

Teacher Absences & Substitute Usage

| Date Range: | | August 26, 2014 to September 26, 2014 | | | |
|------------------------|---------------|---------------------------------------|---------------|---------------|----------------------------|
| Absence Reason | Days | % of Total Absences | Sub Days | % Needed Sub | % of possible 7208.68 days |
| Compassionate Leave | 22.5 | 3.84% | 22.5 | 100.00% | 0.23% |
| Competition Leave | 0 | 0.00% | 0 | 0.00% | 0.00% |
| 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 | 0.17% | 1 | 0.00% | 0.01% |
| Executive Leave | 2 | 0.34% | 1 | 50.00% | 0.02% |
| Extra/Co-curr Teach | 61.62 | 10.50% | 49.82 | 80.85% | 0.63% |
| FACI Meet/PD | 0 | 0.00% | 0 | 0.00% | 0.00% |
| HUMA Meet/PD | 2.8 | 0.48% | 1.8 | 64.29% | 0.03% |
| Illness - Teacher | 116.96 | 19.94% | 102.24 | 87.41% | 1.20% |
| Illness - Long Term | 109.35 | 18.64% | 0 | 0.00% | 1.12% |
| Internship Seminar | 36.9 | 6.29% | 36.9 | 100.00% | 0.38% |
| LRNG Meet/PD | 43.84 | 7.47% | 35.41 | 80.77% | 0.45% |
| Medical/Dental Appt | 80.86 | 13.78% | 63.93 | 79.06% | 0.83% |
| Noon Supervision Day | 2 | 0.34% | 1 | 50.00% | 0.02% |
| Paternity Leave | 2 | 0.34% | 2 | 100.00% | 0.02% |
| PD DEC Teachers | 19.4 | 3.31% | 17.4 | 89.69% | 0.20% |
| PP Teacher | 18.41 | 3.14% | 9.91 | 53.83% | 0.19% |
| Prep Time | 14.51 | 2.47% | 14.51 | 100.00% | 0.15% |
| PSTA | 0 | 0.00% | 0 | 0.00% | 0.00% |
| Rec. Of Service | 10.3 | 1.76% | 7.9 | 76.70% | 0.11% |
| Secondment | 0 | 0.00% | 0 | 0.00% | 0.00% |
| SOEH Meet/PD | 1 | 0.17% | 0 | 0.00% | 0.01% |
| SONO Meet/PD | 32.04 | 5.46% | 29.62 | 92.45% | 0.33% |
| SOSO Meet/PD | 5.55 | 0.95% | 5.55 | 100.00% | 0.06% |
| STF Business - Invoice | 3.6 | 0.61% | 2.6 | 72.22% | 0.04% |
| TRAN Meet/PD | 0 | 0.00% | 0 | 0.00% | 0.00% |
| Leave Without Pay | 0 | 0.00% | 0 | 0.00% | 0.00% |
| Total Absences | 586.64 | 100.00% | 405.09 | 69.05% | 6.03% |

Teachers (FTE)
423.16

of teaching Days
23

Possible Days
9732.68

Tender Report for the period August 23, 2014 to September 26, 2014

Background:

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

Current Status:

- There were no tenders awarded which exceed the limits of this policy for this period.

[illegible]

AGENDA ITEM

| | | | |
|----------------------|---|-----------------------|-------|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 8.1.1 |
| Topic: | Epipen Procedures Information Request | | |
| Intent: | <input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information | | |

Background: Mr. Kessler requested information regarding Administrative Procedures (AP) related to Epipen use at the September meeting.

Current Status: AP 312 provides direction to schools and staff regarding use of Epipens.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

| | | |
|---------------------|--------------------|--|
| Prepared By: | Date: | Attachments: |
| Tony Baldwin | September 30, 2014 | Administrative Procedure 312 – Administering Medications and Medical Treatment to Students |

Recommendation:

Administrative Procedure 312

ADMINISTERING MEDICATIONS AND MEDICAL TREATMENT TO STUDENTS

Background

Prairie South School Division recognizes that some students may require:

- Essential oral and/or injectable medication on a regular basis.
- Essential oral and/or injectable medication in an emergency situation.
- Essential procedures.

An “essential medication” is a physician-prescribed medication that must be scheduled during regular school hours and is necessary for the student’s health or well-being.

An “essential procedure” is a physician-prescribed procedure that must be scheduled for administration to a student during regular school hours and that is necessary for the student’s health or well-being. Examples of an essential procedure could include, but are not limited to:

- Gastronomy feeds
- Catheterization
- Suctioning
- Response to seizures or anaphylaxis
- Blood glucose monitoring and,
- Response to low blood sugar emergencies

Procedures

1. Essential Medications and Procedures

- 1.1. The principal is to ensure that students requiring medication or medical procedures during school hours are identified and appropriate information has been completed and filed by the parent or guardian prior to administering medications or procedures. Non-prescribed medications are not to be administered by Board employees.
- 1.2. The principal in consultation with the Director of Education and school-based staff are to determine staff members responsible for the administration of the service.
- 1.3. Staff members may decline to administer any medication or procedure without prejudice, unless that responsibility is included in the employee’s current job description.

- 1.4. The principal is to ensure that:
 - 1.4.1. The staff is sufficiently trained to carry out the required procedures. Assistance may be sought from parents, a public health nurse, and other health care professionals.
 - 1.4.2. A secure and proper location is provided for the location of medications.
 - 1.4.3. Medications or procedures are administered in a manner respecting the dignity of the student.
 - 1.4.4. Daily medication records are established and maintained.
 - 1.4.5. Containers of medications have dispensing instructions on the pharmacy-supplied labels.
- 1.5. Prior to any school excursion the teacher is to:
 - 1.5.1. Communicate to the parent/guardian the nature of the excursion.
 - 1.5.2. Determine the needs of the child with the parent/guardian.
 - 1.5.3. Develop, in consultation with the parent/guardian and the principal, an emergency plan that is specific to the excursion.

2. Medication in an Emergency Situation

- 2.1 In response to a parent's or guardian's identification of those students who may require emergency attention because of a severe allergic reaction, the principal is to:
 - 2.1.1 Require the parent/guardian to provide the school with an appropriate and current ANAKIT or EPIPEN bearing an expiration date.
 - 2.1.2 Prepare, in consultation with parent/guardian and physician, a written action plan. Among other details the action plan is to address directions for students who are required to carry a current ANAKIT or EPIPEN bearing an expiration date in their possession.
 - 2.1.3 Make school-based employees aware of the identity of the student(s).
 - 2.1.4 Arrange an in-service for all school based employees, together with parent(s) and student(s) regarding the written action plan and the administration of the ANAKIT or EPIPEN.
- 2.2 Prior to any school excursion the teacher is to comply with the procedures outlined in No. 1.5 above.

Reference: Sections 85, 87, 109, 175, 188, 190 Education Act

September 1, 2006

AGENDA ITEM

| | | | |
|----------------------|---|-----------------------|-----|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 8.2 |
| Topic: | Mossbank Teacherage – Sold | | |
| Intent: | <input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information | | |

Background:

The Mossbank staff members who occupied the Mossbank teacherage have given notice to vacate August 1, 2014. The teacherage is a 1083 sq foot bungalow with an appraised value of \$88,500 (Suncorp appraisal). The assessed replacement value of \$266,200 (January 2014) to construct new if the teacherage was destroyed and had to be rebuilt from ground up. The home was listed with Better Homes and Gardens Real Estate Signature Service for \$93,900.

Current Status:

The Mossbank teacherage has been sold for the sum of \$80,000.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

| | | |
|---------------------|--------------------|---------------------|
| Prepared By: | Date: | Attachments: |
| Darren Baiton | September 16, 2014 | |

Recommendation:

Information only.

AGENDA ITEM

| | | | |
|----------------------|---|-----------------------|-----|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 8.3 |
| Topic: | Class Size Report | | |
| Intent: | <input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information | | |

Background:

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

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

Current Status:

Please refer to attachments.

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

| Prepared By: | Date: | Attachments: |
|--------------|--------------------|---|
| Ryan Boughen | September 23, 2014 | 1. Classes With More Than 28 Students - September 15, 2014 2. Summary Class Size over 28 Students - September 15, 2014 3. Classes With 10 or Fewer Students - September 15, 2014 4. Summary of Classes with 10 or Fewer Students by School- September 15, 2014 |

Recommendation:

Information only.

Classes with more than 28 students September 15 , 2014

| School | Grade | Individual Classes | Students | Total |
|------------------------------|----------------|----------------------------|----------|-------|
| Assiniboia Elementary School | 5 & 6 | Christian Ethics | 33 | |
| | 7 & 8 | Christian Ethics | 29 | |
| | 5 & 6 | Guidance | 85 | |
| | 7 & 8 | Guidance | 77 | 4 |
| Assiniboia Composite School | 11 | ELA 20 | 30 | 1 |
| Assiniboia 7th Avenue | 1, 2 | Physical Education | 43 | |
| | 3 | Physical Education | 42 | |
| | 4 | Physical Education | 36 | |
| | 3, 4 | Alternate Christian Ethics | 31 | 4 |
| Caronport High School | 12 | English A 30 | 29 | 1 |
| Central Collegiate | 9, 10 & 11, 12 | Choir (noon - 2 teachers) | 69 | |
| | 9 | Health 90 -4 | 30 | |
| | 9 | Health 90 - 1 | 29 | 3 |
| Coronach School | 1 & 2 | Soc/Science/Art/Health/PE | 29 | 1 |
| Empire School | 5 & 6 | Physical Education | 33 | |
| | 5 & 6 | Music | 33 | 2 |
| King George School | 7 | PAA | 36 | 1 |
| Peacock Collegiate | 10 | Science 10 | 29 | |
| | 9 | Phys. Ed. 90 | 30 | 2 |
| Sunningdale School | 1 & 2 | Choir (2 teachers) | 87 | |
| | 2/3 to 4 | Choir (2 teachers) | 96 | |
| | 5 | Choir (2 teachers) | 59 | |
| | 6 | Band | 40 | |
| | 7 | Band | 39 | 5 |

Total Classes with more than 28 students

24

Summary of classes with more than 28 students September 15, 2014

| School | Grade | # of Classes |
|----------------------------------|---------------------|---------------------|
| Assiniboia Elementary School | 5,6,7,8 | 4 |
| Assiniboia Composite High School | 11 | 1 |
| Assiniboia 7th Avenue | 1, 2, 3, 4 | 4 |
| Caronport High School | 12 | 1 |
| Central Collegiate | 9, 10, 11, 12 | 3 |
| Coronach School | 1 & 2 | 1 |
| Empire School | 5 & 6 | 2 |
| King George School | 7 | 1 |
| Peacock Collegiate | 9 & 10 | 2 |
| Sunningdale School | 1 to 7 (Choir/Band) | 5 |

Total Classes with more than 28 students**24**

Classes with 10 or fewer students September 15, 2014

| School | Grade | Individual Classes | Students | Total |
|---------------------------|---------------|-------------------------------|----------|-------|
| Assiniboia Composite High | 12 | Calculus 30 | 9 | 2 |
| | 12 | Physics 30 | 9 | |
| Benough School | 9, 10, 11, 12 | PAA 20 | 7 | |
| | 9 & 10 | Math | 10 | |
| | 9 & 10 | English Language Arts | 10 | |
| | 9 & 10 | Social Studies | 10 | |
| | 9 & 10 | Cow Calf | 10 | |
| | 9, 10, 11, 12 | Physcial Education | 10 | |
| | 3 | Math | 10 | |
| Caronport High School | 10 | Math 10 WA | 9 | 7 |
| | 10 | PAA A10 | 4 | |
| | 11 | Math 20 Foundations | 10 | |
| | 11 | Math 20 Foundations | 10 | |
| | 11 | PAA B20 | 9 | |
| | 12 | PAA A30 | 9 | |
| Central Butte | 5 & 6 | All | 6 | |
| | K | All | 9 | |
| | 11 | Foundations 20 | 8 | |
| Central Collegiate | 12 | Biology | 8 | 3 |
| | 11 & 12 | Phys. Ed 20 (Outdoor) | 8 | |
| | 10 | Math FI 10 - Foun Math Pr | 6 | |
| | 9, 10 11 & 12 | EAL Biology - 1 | 9 | |
| Chaplin School | 9 & 10 | Physical Education | 8 | 4 |
| | 9 & 10 | Math | 8 | |
| | 9 & 10 | ELA | 8 | |
| | 9 & 10 | Science | 8 | |
| | 9 & 10 | Social Studies | 8 | |
| | 10 | Math 10WA | 6 | |
| Craik School | 10 | PAA | 6 | 2 |
| | 12 | History 30 | 10 | |
| Coronach School | 12 | Pre-Calc | 7 | 2 |
| | K,1,2,3, | All | 7 | |
| Eyebrow School | 11 & 12 | Chem 20 | 8 | |
| | 11 & 12 | Foundations Math 20/30 | 8 | |
| | 11 & 12 | ELA 20/30 | 8 | |
| | 10 | ELA 10 | 9 | |
| | 10 | Foundations & Pre Cal Math 10 | 9 | |
| | 9 | Math | 5 | |
| | ELA | ELA | 5 | |
| | Kdgn | All | 7 | |
| | 11 & 12 | W & A Math 20/30 | 9 | |
| Gravelbourg High | 8 & 9 | Bien-etere | 8 | 8 |
| | 11 | Fondements des Math | 6 | |
| | 12 | Pre-Calcul | 8 | |

| | | | | |
|-------------------------|-------------|-------------------------------|----|----|
| | 10 | Fondements de Math & Pre Cal | 6 | |
| | 12 | Foundations Math | 9 | |
| | 10 | Mieux-etre | 7 | |
| | 12 | Sciences sociales | 8 | |
| | 8 & 9 | Sensibilisation aux carrieres | 8 | |
| | 8 | Career Ed | 9 | |
| | 10, 11 & 12 | Core French | 6 | |
| | 8 & 9 | Education artistique | 8 | |
| | 8 & 9 | Francais | 8 | |
| | 10 | Francais | 9 | |
| | 12 | History | 9 | |
| | 8 & 9 | Mathematiques | 8 | |
| | 11 & 12 | PAA Cons. & Carpentry | 7 | |
| | 8 | PAA Cons. & Carpentry | 6 | |
| | 8 & 9 | Sciences humaines | 8 | 18 |
| Kincaid Central School | 7 & 8 | PAA Survey | 9 | |
| | 7 & 8 | PAA Survey | 8 | |
| | 9 & 10 | PAA Survey | 8 | |
| | 9 & 10 | PAA Survey | 9 | |
| | 11 & 12 | ELA 20 & 30 | 10 | |
| | 11 & 12 | Chemistry 20 | 8 | |
| | 11 & 12 | Math 20 & 30 | 10 | |
| | 11 & 12 | History 30 | 10 | |
| | 10, 11 & 12 | Construction 10/20 | 6 | 9 |
| Lafleche Central School | 11 & 12 | Health Science 20 | 9 | |
| | 11 & 12 | W/A 20 and 30 | 9 | |
| | 11 & 12 | ELA 20/30 | 9 | 3 |
| Mankota School | 4,5,6 | All | 8 | |
| | 9 & 10 | Math, Social, Science, ELA | 7 | 2 |
| Mortlach School | 9 & 10 | ELA 90/A10 | 7 | |
| | 9 & 10 | History 10 | 7 | |
| | 9 & 10 | Math 90/10 | 7 | |
| | 9 & 10 | Science 10 | 7 | |
| | 11 & 12 | ELA 20/A30 | 9 | |
| | 11 & 12 | Psychology 30 | 9 | |
| | 11 & 12 | Biology 20 | 10 | |
| | 11 & 12 | Math 20/30 | 10 | |
| | 11 & 12 | Visual Arts 30 | 10 | 9 |
| Mossbank School | 11 & 12 | PAA 20/30 | 9 | |
| | 11 & 12 | Phys. Ed 20/30 | 9 | |
| | 11 & 12 | Biology 30 | 8 | 3 |
| Riverview Collegiate | 12 | CWEX | 7 | 1 |
| Rockglen School | K | All | 8 | |
| | 3 & 4 | ELA/Math/Social/Science | 10 | |
| | 7 & 8 | ELA/Math/Social/Science | 9 | 3 |
| Rouleau School | K | All | 8 | |
| | 2 | Math | 8 | |

| | | | |
|----|--------|----|---|
| 3 | Math | 6 | |
| 4 | Math | 7 | |
| 7 | Math | 8 | |
| 9 | Math | 10 | |
| 10 | Math | 5 | |
| 9 | Health | 10 | 8 |

| | | | |
|---|--|--|----|
| Total Classes with 10 or fewer students | | | 95 |
|---|--|--|----|

Summary of classes with 10 or fewer students September 15, 2014

| School | Grade | # of Classes |
|----------------------------------|-----------------------|--------------|
| Assiniboia Composite High School | 12 | 2 |
| Bengough School | 3,9,10,11,12 | 7 |
| Caronport High School | 10, 11, 12 | 6 |
| Coronach School | 12 | 2 |
| Central Butte | K, 5,6,11 | 3 |
| Central Collegiate | 9, 10, 11, 12 | 4 |
| Chaplin School | 9 & 10 | 5 |
| Craik School | 10 | 2 |
| Eyebrow School | K,1,2,3,9, 10, 11, 12 | 8 |
| Glentworth School | K, 11 & 12 | 2 |
| Gravelbourg High | 8, 9, 10, 11, 12 | 18 |
| Kincaid Central School | 7, 8, 9, 10, 11, 12 | 9 |
| Lafleche Central School | 11 & 12 | 3 |
| Mankota School | 4,5,6 , 9 & 10 | 2 |
| Mortlach School | 9, 10, 11 & 12 | 7 |
| Mossbank School | 11, 12 | 3 |
| Riverview Collegiate | 12 | 1 |
| Rockglen School | K, 3,4,7,8 | 3 |
| Rouleau School | K,2,3,4,7,9,10 | 8 |

Total Classes with 10 or fewer students

95

AGENDA ITEM

| | | | |
|----------------------|--|-------------------------------------|---|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 8.4 |
| Topic: | SSBA/LEADS/SASBO Joint Conference | | |
| Intent: | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

Background:

Attached is the SSBA/LEADS/SASBO Joint Conference Agenda to be held November 17 – 19, 2014 at TCU Place, Saskatoon.

A block of rooms has been booked at the Sheraton Cavalier, Saskatoon for November 16 – 19.

Registration fee (includes Banquet entry) \$350.00.
Additional Banquet Guest ticket is \$47.00 (Banquet will be held Tuesday November 18 at 7.00 p.m.)

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

| | | |
|---------------------|--------------------|---|
| Prepared By: | Date: | Attachments: |
| Leigh Patterson | September 24, 2014 | 1. 2014 SSBA – 2014 Fall General Assembly Agenda 2. 2014 Joint Conference Agenda |

Recommendation:

Please let Leigh Patterson know by October 17th of your intention to attend the SSBA/LEADS/SASBO Joint Conference and if you will require a guest banquet ticket.

Saskatchewan School Boards Association - 2014 Fall General Assembly

TCU Place – Saskatoon

“Navigating our Future – Sharing the Vision”

Program Overview – Sunday, November 16

| Time | Activity |
|-----------|---|
| 6:00 p.m. | Registration desk opens (Gallery Lobby) |
| 7:00 p.m. | Welcome and Introductions – (Gallery A/B/C) <ul style="list-style-type: none"> • President’s Address |
| 7:30 p.m. | President/Vice-President Nominations and Speeches |
| 8:30 p.m. | Cash Bar Reception (Gallery A/B/C) |

Program Overview – Monday, November 17

| Time | Activity |
|----------------|--|
| 7:30 a.m. | Registration desk opens – ballot pickup (Gallery Lobby) |
| 7:45 a.m. | Breakfast (Gallery A/B/C) |
| 8:30 a.m. | Welcome and Introductions – (Gallery A/B/C) Greetings from STF and CSBA President and Vice-President Elections |
| 9:15 a.m. | Annual General Meeting of the Saskatchewan School Boards Association <ul style="list-style-type: none"> • Annual Report, Strategic Plan and Budget • Closed Session Budget Discussion • Bylaws and Resolutions Recess AGM |
| 9:45 a.m. | Aboriginal Constituency Meeting/Election – (Gallery Suite I) |
| 9:45 a.m. | Coffee Break |
| 10:15 a.m. | Bylaw Amendment, Resolutions and Budget (breakout by groups listed below) Central (Gallery A/B) Southern (Gallery D) Urban (Gallery C) Northern (Gallery Suite 1) |
| 11:30 a.m. | Constituency Elections Urban Public – (Gallery C) Central (Gallery A/B) |
| 12:15 p.m. | Luncheon Buffet (Gallery A/B/C) |
| 1:00-3:30 p.m. | Annual General Meeting (continued) <ul style="list-style-type: none"> • Bylaws and Resolutions |
| 4:00 p.m. | Tradeshow begins – (Centennial Hall) |

Program Overview – Tuesday, November 18

| Time | Activity |
|-------------|---|
| 8:00 a.m. | Breakfast (Salon A/B/C) |
| 8:45 a.m. | Public Section meeting (Salon C) Catholic Section meeting (Salon E) Aboriginal Constituency meeting (Blair Nelson) |
| 10:00 a.m. | Annual General Meeting (continued) <ul style="list-style-type: none">• Introduce New Executive• Oath of Office |
| 10:15 a.m. | Fall General Assembly Concludes/Joint Conference Begins at 12:00 Coffee Break |



2014 Joint Conference
TCU Place – Saskatoon
“Navigating our Future – Sharing the Vision”

Program Overview – Monday, November 17

| Time | Activity |
|-------------------|---|
| 4:00 – 8:00 p.m. | Tradeshow (Centennial Hall) Cash bar, followed by beef on a bun around 5:00 p.m. |
| 8:00 – 11:00 p.m. | Social (Gallery Suite 1/A/B) |

Program Overview – Tuesday, November 18

| Time | Activity |
|-------------------|--|
| 12:00-12:45 p.m. | Lunch (Salon A/B/C) |
| 12:45 – 2:00 p.m. | Conference Opening/Keynote Speaker - Dr. C.J. Huff (Salon A/B/C) |
| 2:00 – 3:15 p.m. | Student Panel (Salon A/B/C) |
| 3:15-3:30 p.m. | Break (Salon A/B/C) |
| 3:30 – 4:45 p.m. | Governance /Operations – David Brown and Dan Perrins (Salon A/B/C) |
| 6:00 p.m. | Cash Bar Reception (Grand Salon Lobby and E) |
| 7:00 p.m. | Banquet/Entertainment (Salon A-D) |

Program Overview – Wednesday, November 19

| Time | Activity |
|-------------------|--|
| 7:45 a.m. | Breakfast (Salon A/B/C) |
| 8:30 – 9:30 a.m. | Child and Youth Agenda Political Panel- Minister Morgan, Minister Harpauer, MLA June Draude (Salon A/B/C) |
| 9:30-10:00 a.m. | Remarks – Presidents of SSBA, LEADS and SASBO (Salon A/B/C) |
| 10:00 a.m. | Break/Networking (Salon Lobby and Salon E) |
| 10:30-11:45 a.m. | Employee Leadership/Engagement – Kim Ratz (Salon A/B/C) |
| 12:00-12:45 p.m. | Lunch (Salon A/B/C) |
| 12:45 – 1:30 p.m. | Keynote Speaker – Gary Merasty (Salon A/B/C) |
| 1:45 – 3:00 p.m. | First Nations and Métis Education – Regina Public, Light of Christ, and Northern Lights School Divisions (Salon A/B/C) |
| 3:00 p.m. | Closing (Salon A/B/C) |

AGENDA ITEM

| | | | |
|----------------------|---|-------------------------------------|---|
| Meeting Date: | October 7, 2014 | Agenda Item #: | 8.5 |
| Topic: | Auditor's Letter of Independence and Reporting Responsibilities and Audit Plan | | |
| Intent: | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

Background:

Canadian Generally Accepted Auditing Standards require that our auditors, Stark and Marsh communicate a least annually with the Board of Trustees regarding all relationships that in their professional judgement, may reasonably be thought to bear on our independence.

The second document outlines the Auditors responsibilities and audit plan.

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

| | | |
|---------------------|-----------------|--|
| Prepared By: | Date: | Attachments: |
| Bernie Girardin | October 1, 2014 | 1. Letter of Independence 2. Reporting Responsibilities and Audit Plan Report |

Recommendation:

Information only.

Letter of Independence

September 22, 2014

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

ATTENTION: Board of Directors

Dear Sir(s)/Madam(s):

We have been engaged to audit the financial statements of Prairie South School Division No. 210 for the year ending August 31, 2014.

Canadian Generally Accepted Auditing Standards (GAAS) require that we communicate at least annually with you regarding all relationships between the organization and Stark & Marsh, Chartered Accountants, LLP, that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Rules of Professional Conduct of the Institute of Chartered Accountants of Saskatchewan, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since August 14, 2013.

We are not aware of any relationships between the organization and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence.

GAAS requires that we confirm our independence to the Board of Directors in the context of the Rules of Professional Conduct of the Institute of Chartered Accountants of Saskatchewan. Accordingly, we hereby confirm that we are independent with respect to the organization within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accountants of Saskatchewan as of August 31, 2014.

September 22, 2014

This report is intended solely for the use of the the Board of Directors, management and others within the organization and should not be used for any other purposes.

Should you have any questions regarding the foregoing or other matters, please contact us at your convenience. We are prepared to answer any questions you may have regarding our independence.

Yours truly,

A handwritten signature in black ink, appearing to read "Terri Olfert". The signature is fluid and cursive, with a large initial "T" and a long, sweeping underline.

Terri Olfert, CA, CFP

TLO/prm

September 22, 2014

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

ATTENTION: Board of Directors

Dear Sir(s)/Madam(s):

We have been engaged to provide the following services for Prairie South School Division No. 210 for the year ending August 31, 2014:

1. Audit the statement of financial position and the related statements of operations, changes in net financial assets and changes in cash flow; and
2. Prepare other special reports: Report on Internal Controls, Legislative Compliance opinion and the Other Matters Report.

Enclosed is a report pertaining to our audit of the financial statements of the organization. This document had been prepared to aid you in fulfilling your obligation(s) with respect to the 2014 financial statements and is not intended for any other purpose. We do not accept any responsibility if the report is distributed to third parties or other users.

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

Yours truly,



Terri Olfert, CA, CFP

TLO/prm
Enc.

PRAIRIE SOUTH SCHOOL DIVISION NO. 210

REPORTING RESPONSIBILITIES AND AUDIT PLAN

I. Our Responsibility as Auditors

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

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

Our audit includes:

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

We will obtain an understanding of internal controls to plan the audit and provide a report on the effectiveness of internal controls.

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

II. Responsibilities of the Board of Directors

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

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

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

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

III. Audit Approach

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

a) Illegal Acts, Fraud, Intentional Misstatements and Errors

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

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

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

b) Related Party Transactions

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

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

c) Risk-based

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

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

- Recognition of property taxation revenues and assessment of management's estimates used in recording revenue and related accounts receivable as of August 31, 2014.
- Recognition of Government transfers in accordance with Public Sector Accounting section 3410.
- Application of liability for contaminated sites in accordance with Public Sector Accounting section 3260.

d) Materiality

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

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

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

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

e) Audit Procedures

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

f) Other Matters

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

g) Timing

| | |
|-----------------|---|
| September 23-24 | Internal Control testing |
| October 6, 7 | Year end audit field work |
| November 25 | Audit Memorandum presented to the Board of Trustees |

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