

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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APRIL 14, 2015
11:00 a.m. – 4:00 p.m.
Central Office, 15 Thatcher Drive, Moose Jaw

AGENDA

1. **Board Planning Session (10:00 – 11:00 a.m.)**
2. **Call to Order**
3. **Adoption of the Agenda**
4. **Adoption of Minutes**
5. **Decision and Discussion Items**
 - 5.1. **2015-16 Proposed Budget (Decision)**
 - 5.2. **Provincial Auditor Report (Decision)**
 - 5.3. **Accountability Report – 2nd Quarter Business (Decision)**
 - 5.4. **Monthly Reports (Decision)**
 - 5.4.1. **Substitute Usage Report**
 - 5.4.2. **Tender Report**
 - 5.4.3. **Incidents of Concern**
 - 5.5. **Joint School Proposal with Holy Trinity Catholic School Division (Decision)**
 - 5.6. **Graduation Dates 2014-15 (Discussion)**
 - 5.7. **Out of Province Excursion – Avonlea School to Waterton National Park (Decision)**
 - 5.8. **Out of Province Excursion – Central Collegiate to Winnipeg, Manitoba (Decision)**
 - 5.9. **Out of Province Excursion – Assiniboia Composite High School to Winnipeg, Manitoba (Decision)**
6. **Delegations and Presentations**
 - 6.1. **Tannis McFarlane (10:45 a.m.)**
 - 6.2. **Friends of the Gravelbourg Convent (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.** Rural Catchment and Transportation
- 7.1.7.** Urban Possibilities

8. Information Items

8.1. Inquiry from February 10, 2015

Request administration prepare a report for the March 2 Board Meeting comparing Prairie South personnel identified in the Student Support Services Accountability Report presented today with other divisions who have between 6000-7000 students.
- Young

8.2. Inquiry from March 3, 2015

What were the inputs as a result of consultations given by Prairie South School Division to SHC/MJ Housing Authority regarding the relocation of families from existing Public Housing units to new units in Moose Jaw since 2013.
- Radwanski

8.3. Three Year Old Bussing Summary

8.4. Letter of Thanks from Assiniboia Composite High School

8.5. Note of Thanks from Peacock Collegiate

8.6. SaskPower Transmission Line Update – Caronport area route

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 3, 2015 at 11:00 a.m.

Attendance: Mr. D. Crabbe; Dr. S. Davidson; Mr. R. Gleim; Mr. A. Kessler; Mr. T. McLeod; Mr. J. Radwanski; Mr. B. Swanson; Ms. 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; D. Briggs, Communications Co-ordinator; H. Boese, Executive Assistant

Regrets: Mr. R. Bachmann, Trustee

Motions:

- | | | |
|-----------------|---|----------|
| 03/03/15 – 2323 | That the meeting be called to order at 11:09 a.m.
- Davidson | Carried |
| 03/03/15 – 2324 | That the Board adopt the agenda as presented.
- Wilson | Carried |
| 03/03/15 – 2325 | That the Board adopt the Minutes of the regular meeting of February 10, 2015 as presented.
- Crabbe | Carried |
| 03/03/15 – 2326 | That Administration proceed with a Request for Proposals for Realtors interested in listing the division office located at 15 Thatcher Drive, Moose Jaw, and make the necessary arrangements to move the staff and operations located at that office to the board office building located on 9 th Avenue NW, Moose Jaw, with that move to be completed no later than August 31, 2015. Maximum costs for electrical upgrade, office moving expenses, IT infrastructure moving costs, fire panel upgrade, signage relocation, general data reconfiguration, generator relocation, server air conditioner relocation, and server room setup not to exceed \$250,000 from unrestricted surplus with those funds to be replaced as a result of the sale of the Thatcher Drive office.
- McLeod | Carried |
| 03/03/15 – 2327 | That motion 03/03/15 – 2326 be tabled to the April 14, 2015 Board Meeting.
- Swanson | Defeated |

- | | | |
|-----------------|---|----------|
| 03/03/15 – 2328 | That the Board appoint Stark & Marsh as auditors for the fiscal years of 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19 for a fixed fee of \$36,275 plus 3% inflation for each of the years 2016-2019.
- Young | Carried |
| 03/03/15 – 2329 | That motion 03/03/15/ - 2328 be amended to include inflation as measured with Regina CPI.
- Swanson | Defeated |
| 03/03/15 – 2330 | That the Board accept the monthly reports as presented.
- McLeod | Carried |
| 03/03/15 – 2331 | That the Board approve Central Collegiate's overnight excursion for Grade 9-12 students to Brandon, Manitoba on May 24 & 25, 2015 as per the outline provided.
- Kessler | Carried |
| 03/03/15 – 2332 | That the Board approve the 2015-2016 School Year Calendar "Option A" and Alternative School Year Calendar as presented.
- Gleim

That the Board break for lunch at 11:54 a.m.

That the Board reconvene at 1:11 p.m. | |
| 03/03/15 – 2333 | That the Director of Education accountabilities mandated in the source document cited in the Early Learning Accountability Report have been fully met.
- Young | |

Committee Reports

Standing Committees:

Higher Literacy & Achievement

- No report given.

Equitable Opportunities

- No report given.

Smooth Transitions

- No report given.

Strong System-Wide Accountability and Governance

- The committee has been reviewing RFP's for the Auditor selection and preparing for the provincial budget announcement on March 18th. They anticipate more in-depth budget work after the 18th.

Advocacy and Networking

- The committee recently sent follow up letters to the local MLA's after their advocacy meetings earlier this year. The committee will continue their work with our local government representatives to build strong and supportive relationships.

- The committee is also continuing its staff engagement process and is in the midst of follow up meetings after the staff survey results were shared.

Rural Catchment and Transportation

- No report given.

Urban Possibilities

- The committee met recently and was provided an update on the Grade 8 registration process for the 2015-2016 year and a course registration update (what that is looking like this year with one booklet and one form for each Moose Jaw High School). The committee is striving for a consistent approach to the promotion of the three city high schools. The committee also discussed changes to the next year and the PAA opportunities and online programs that will be available. They discussed unique dual credit options and niche programming for students such as music and IT

Inquiries

What was the inputs as a result of consultations given by Prairie South School Division to SHC/MJ Housing Authority regarding the relocation of families from existing Public Housing units to new units in Moose Jaw since 2013.

- Radwanski

Adjournment

03/03/15 – 2334

That the meeting be adjourned at 1:40 p.m.

Carried

- Young

Shawn Davidson
Chair

B. Girardin
Superintendent of Business and Operations

Next Regular Board Meeting:

Date: April 14, 2015

Location: Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.1
Topic:	2015-16 Proposed Budget		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: The 2015-16 Proposed Budget is attached to this template, which has been prepared in compliance with Public Sector Accounting Standards (PSAS) for Saskatchewan school divisions.

Current Status: In the 2014-15 budget we are showing a surplus of 5.056 million dollars due to funding we will receive for the Gravelbourg Consolidation Capital project.

Pros and Cons:

Financial Implications: The Board will draw \$335,000 from restricted surplus to pay for the final year of the division's PAA project.

Governance/Policy Implications:

Legal Implications: The budget is to be submitted to the Ministry no later than June 30, 2015. A board of education shall not incur any expenditures for a fiscal year until the estimates of revenues and expenditures for that fiscal year have been approved by the Minister - Education Act 280 (1).

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	April 7, 2015	Proposed 2015-16 Operating and Capital Budget

Recommendation:

The following recommendations are related to budget:

That the Board approve the 2015-16 budget with operating expenses of \$88,938,729 loan payments of \$368,642 and capital purchases of \$10,197,054.



PROPOSED 2015-16 BUDGET

Presented April 14, 2015

2015-16 Budget Notes

The 2015-16 budget was prepared in compliance with Public Sector Accounting Standards (PSAS) for Saskatchewan school divisions. The summary page shows the operational expenses under PSAS with a conversion to a cash budget.

The operational budget shows a surplus of \$5,056,001. The reason for the surplus is the fact that the Gravelbourg renovation and addition will be under construction in 2015-16 therefore we will receive 95% of the funding during the year. Under the rules of PSAS we must recognize the ministry revenue in the year it is received. This creates a large one-time surplus to our bottom line. Following the year in which the school is built/renovated there will be an amortization expense for the next 50 years at a rate of approximately \$173,500 per year. The effect that this has is that there will be an operational deficit related to this building and all other capital assets for the next 50 years.

Even though inflation outpaced funding and some difficult decisions had to be made, the Board and administration of Prairie South School Division maintained its focus on classrooms.

The Board of Education is pleased to propose a balanced budget for 2015-16.

Budget Highlights

- The division will use \$335,000 from restricted surplus for the final year of the PAA Initiative. The board had made a motion in 2012 to allocate funds for the PAA initiative which commenced in 2012-13.
- The Reading Strategy continues. Prairie South is entering the 3rd year of a 5 year plan to improve reading comprehension across all grade levels. The projected budget includes support to purchase materials, sub costs to cover teachers for professional learning, materials for intervention and for public promotion.
- Consolidation of Gravelbourg High School Elementary construction will begin in late spring of 2015 and is expected to be 95% completed in 2016.
- The board will receive a 3.92% increase in grant or 3.124 million dollars.
- PMR funding is increased by 26% to \$1,383,650 for a total increase of \$289,066
- While funding does include an allocation for student growth, Prairie South is expecting growth to our student population and has staffed schools to that effect.
- The Facilities department will be undertaking more in-house projects in order to stretch the PMR funding.
- Transportation will implement bus routing software as part of a LEAN initiative which will help gain efficiencies in planning routes and potential cost savings down the road.
- Human Resources has recently implemented a program that will allow online applications to take place which will provide many future efficiencies as we go forward in 2015-16.

Revenue

Prairie South will realize total grant funding of \$82,791,732 which is made up of \$29,525,068 in taxes and other recognized revenues and \$53,228,664 in ministry grant. Total revenue will be \$93,994,730.

Capital Grants – Ministry of Education:

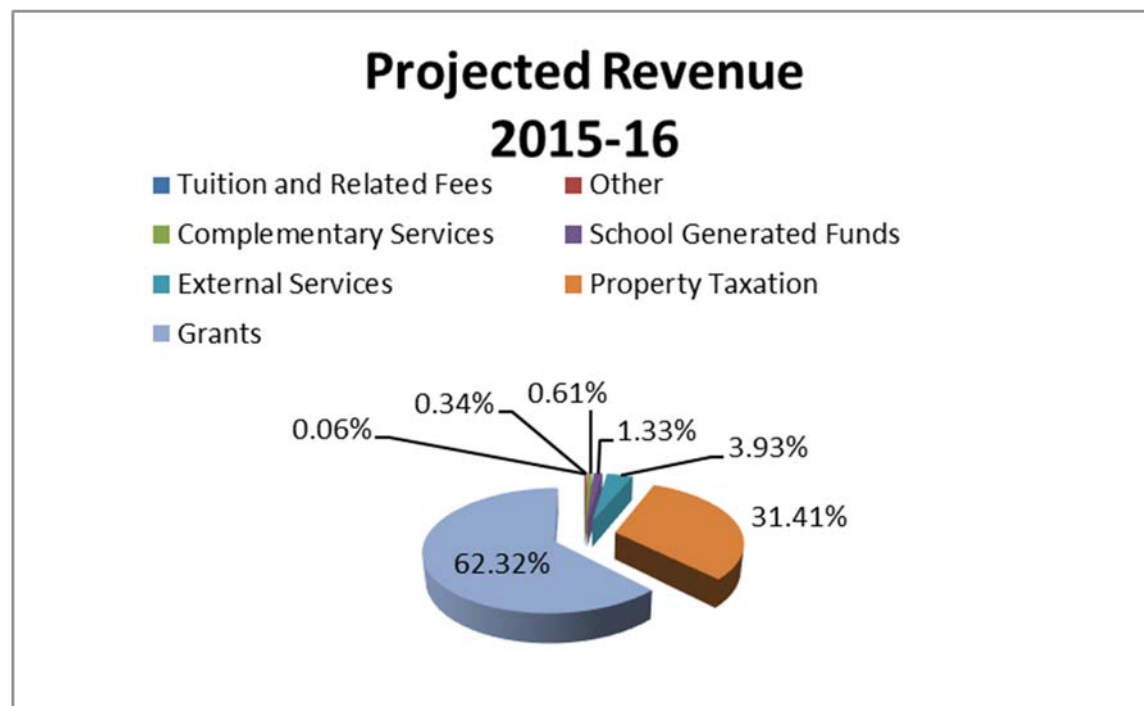
Gravelbourg School Consolidation	\$7,700,000
Preventative Maintenance Renewal (PMR)	<u>\$1,383,650</u>
Total	\$9,083,650

School Generated Funds are funds generated by the schools through their various activities fund raisers. The funds are kept and controlled by the school but recorded in division books. There is an offsetting amount in the expenditure section, therefore there is no effect on the bottom line.

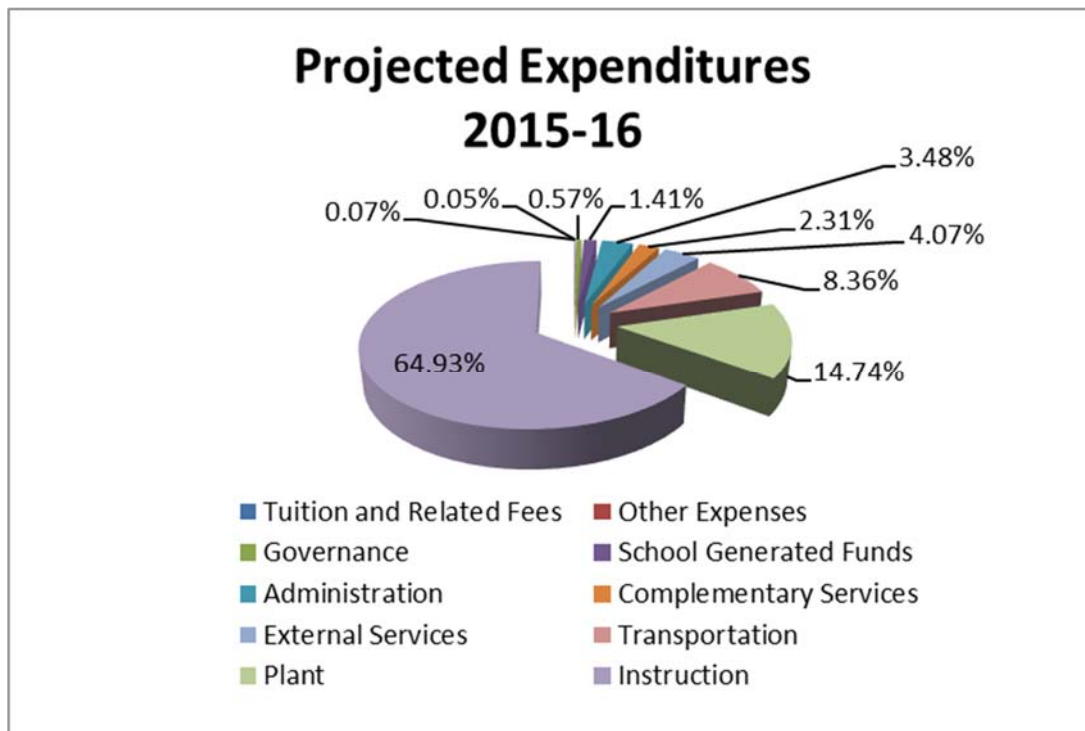
Complementary Services – The majority of this funding is for Pre-kindergarten.

External Services – Associate school funding is the majority of this funding but also includes reimbursements for staff on secondment and concession sales.

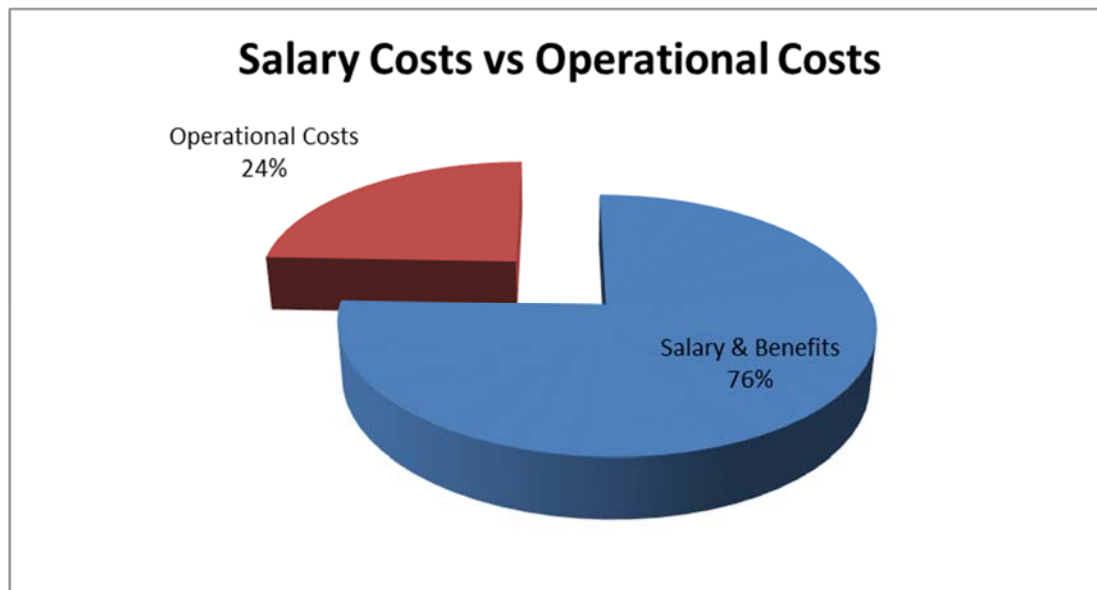
Other Revenue – includes investment revenue and facility rentals.



Expenditures



It is projected that the division will spend 76% of total costs on salaries and benefits in 2015-16.



Governance

Governance expenses will decrease in 2015-16 due to the following initiatives:

- The trustees will freeze their indemnities at the 2013-14 rates.
- Trustee professional development will be reduced to \$35,000 from \$62,100.
- Public relations expenses will be reduced by \$31,300.

Administration

Administration costs are lower due in part to accounting for some administration costs in external services. The fees that are charged to the associate schools is expensed under admin in external services. The other part of the reduction is due to a realignment of the organizational chart for 2015-16.

Instruction

Instruction costs will increase in 2015-16 due to:

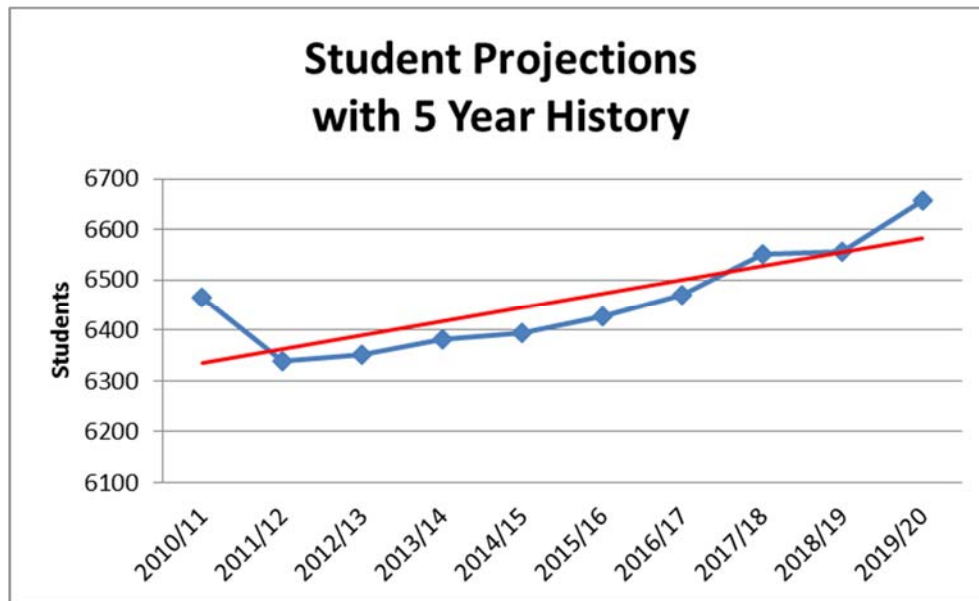
- New collective agreement for total increase of 5.65%
- Increase to CUPE and out of scope staff of 2.2%
- Growth in enrollment - classrooms have been staffed for the increase in students.

Included within instruction are the following proposed projects from AP 110 which are cost shared:

Lafleche - Scoreboard	\$10,000
Assiniboia Composite - Learning Commons	2,500
Central Collegiate	700
Bengough - Gym Mural	4,000
Peacock - Student lounge Renovation	12,250
Empire - Library	<u>5,000</u>
Total Board Share	<u>\$34,450</u>

Enrollment is expected to increase in 2015-16 and the next few years.

The chart below provides a 5 year history and a 5 year projection.



Plant Operations

Expenses are slightly higher for plant in 2015-16 due in part to the increase in PMR funding.

Transportation

Expenses are lower in transportation due to less allocation for special events transportation in 2015-16

Complementary Services

Expenses include:

- Pre-Kindergarten
- Nutrition

External Service

The bulk of the costs in this category are associate school operations and food services.

Capital Budget

Buildings – Gravelbourg	\$7,700,000
School Buses	865,000
Other Vehicles	40,000
Furniture & Equipment	708,755
Computer Hardware	841,555
Computer Software	<u>41,744</u>
Total Capital	<u><u>\$10,197,054</u></u>

Prairie South School Division No. 210
Summary of Projected Revenues & Expenses and Cash Budget
2015-16 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
REVENUES			
Property Taxation	29,525,076	29,795,904	29,568,054
Grants	58,576,696	47,423,971	49,013,538
Tuition and Related Fees	55,978	99,752	49,071
School Generated Funds	1,254,300	1,238,000	1,217,018
Complementary Services	572,288	555,226	555,549
External Services	3,691,892	3,734,864	4,460,129
Other	318,500	397,500	411,739
Total Revenues (Schedule A)	93,994,730	83,245,217	85,275,098
EXPENSES			
Governance	507,025	575,811	528,827
Administration	3,098,931	3,441,556	3,004,953
Instruction	57,743,788	55,543,205	55,756,422
Plant	13,111,628	13,081,956	13,979,496
Transportation	7,430,973	7,483,576	7,288,118
Tuition and Related Fees	66,000	75,000	113,897
School Generated Funds	1,254,300	1,238,000	1,095,858
Complementary Services	2,056,295	2,096,934	2,036,235
External Services	3,621,887	3,538,238	4,378,862
Other Expenses	47,902	65,216	(99,546)
Total Expenses (Schedule B)	88,938,729	87,139,492	88,083,122
PSAS Excess(Deficit) for the Year	5,056,001	(3,894,275)	(2,808,024)

Convert PSAS Budget to Cash Budget

Tangible Capital Assets	
(-) Purchases	10,197,054
(-) Capital Purchases from Surplus	
(+) Proceeds from Disposals	-
Long Term Debt Including Capital Leases:	
(-) Repayments of the year	368,642
(+) Debt issued during the year	-
Non-Cash Gain/Expenses:	
(+) Amortization Expense	5,009,520
(-) Gain on Disposal	
(+) Loss on disposal of tangible capital assets	0
(+) Write -Down of tangible capital assets	
(+) Employee Future Benefit Expenses	254,800
Other Cash Requirements	
(-) Expected employee future benefit payments	90,000
Cash Surplus(Deficit)	(335,375)

Prairie South School Division No. 210
Schedule A: Supplementary Details of Revenue
2015-16 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
Property Taxation Revenue			
Tax Levy Revenue:			
Property Tax Levy Revenue (<i>net Education Tax Credit</i>)	28,175,164	28,405,904	27,979,408
Revenue from Supplemental Levies	414,901	120,000	200,306
Total Property Tax Revenue	28,590,065	28,525,904	28,179,714
Grants in Lieu of Taxes:			
Federal Government	231,966	504,347	450,907
Provincial Government	408,659	234,012	238,652
Railways	264,339	338,726	335,907
Other	186	269,582	271,882
Total Grants in Lieu of Taxes	905,150	1,346,667	1,297,348
Other Tax Revenues:			
Treaty Land Entitlement - Urban	-	-	-
Treaty Land Entitlement - Rural	-	-	-
House Trailer Fees	100,000	100,000	111,195
Total Other Tax Revenues	100,000	100,000	111,195
Additions to Levy:			
Penalties	160,000	153,333	180,528
Other	9,861	10,000	12,257
Total Additions to Levy	169,861	163,333	192,785
Deletions from Levy:			
Discounts	-	-	-
Cancellations	(220,000)	(340,000)	(193,648)
Other Deletions	(20,000)	-	(19,340)
Total Deletions from Levy	(240,000)	(340,000)	(212,988)
Total Property Taxation Revenue	29,525,076	29,795,904	29,568,054
Grants:			
Operating Grants			
Ministry of Education Grants:			
K-12 Operating Grant	49,169,196	45,955,387	46,606,562
Education Property Tax Credit	-	-	-
Other Ministry Grants	267,500	267,500	109,234
Total Ministry Grants	49,436,696	46,222,887	46,715,796
Other Provincial Grants	42,000	42,000	409,821
Federal Grants	-	-	-
Grants from Others	-	-	33,787
Total Operating Grants	49,478,696	46,264,887	47,159,404
Capital Grants			
Ministry of Education Capital Grants	9,083,650	1,094,584	1,844,584
Other Capital Grants	14,350	64,500	9,550
Total Capital Grants	9,098,000	1,159,084	1,854,134
Total Grants	58,576,696	47,423,971	49,013,538

Prairie South School Division No. 210
Schedule A: Supplementary Details of Consolidated Revenue
2015-16 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
Tuition and Related Fees Revenue			
Operating Fees:			
Tuition Fees:			
School Boards	30,000	30,000	29,150
Federal Government and First Nations	10,800	12,794	12,321
Individuals and Other	15,178	56,958	7,600
Total Tuition Fees	55,978	99,752	49,071
Transportation Fees	-	-	-
Other Related Fees	-	-	-
Total Operating Tuition and Related Fees	55,978	99,752	49,071
Capital Fees:			
Federal/First Nations Capital Fees	-	-	-
Total Capital Tuition and Fees	-	-	-
Total Tuition and Related Fees Revenue	55,978	99,752	49,071
School Generated Funds Revenue			
Curricular Fees:			
Student Fees	17,128	17,931	16,619
Other	-	-	-
Total Curricular Fees	17,128	17,931	16,619
Non-Curricular Fees:			
Commercial Sales - GST	812,979	775,398	788,815
Commercial Sales - Non-GST	5,277	37,922	5,120
Fundraising	57,307	128,690	55,604
Grants and Partnerships	76,681	97,970	74,402
Students Fees	197,091	159,925	191,233
Other	87,836	20,166	85,225
Total Non-Curricular Fees	1,237,172	1,220,069	1,200,399
Total School Generated Funds Revenue	1,254,300	1,238,000	1,217,018
Complementary Services			
Operating Grants:			
Ministry of Education Operating Grants:			
Ministry of Education-Foundation Operating Grant	530,076	513,014	511,476
Ministry of Education Grants-Other	-	-	29,800
Other Provincial Grants	-	-	12,463
Federal Grants	-	-	-
Other Grants	42,212	42,212	1,810
Total Operating Grants	572,288	555,226	555,549
Capital Grants			
Ministry of Education Capital Grant	-	-	-
Other Capital Grants	-	-	-
Total Capital Grants	-	-	-
Fees and Other Revenue			
Tuition and Related Fees	-	-	-
Gain on Disposal of Capital Assets	-	-	-
Other Revenue	-	-	-
Total Fees and Other Revenue	-	-	-
Total Complementary Services Revenue	572,288	555,226	555,549

Prairie South School Division No. 210
Schedule A: Supplementary Details of Consolidated Revenue
2015-16 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
External Services			
Operating Grants:			
Ministry of Education Operating Grants:			
Ministry of Education-Foundation Operating Grant	3,529,392	3,390,120	3,752,976
Ministry of Education Grants-Other	-	-	62,045
Other Provincial Grants	-	69,700	-
Federal Grants	-	-	-
Other Grants	-	-	-
Total Operating Grants	3,529,392	3,459,820	3,815,021
Capital Grants			
Ministry of Education Capital Grant	-	-	-
Other Capital Grants	-	-	-
Total Capital Grants	-	-	-
Fees and Other Revenue			
Tuition and Transportation Fees	-	-	4,613
Gain on Disposal of Capital Assets			101,648
Other Revenue	162,500	275,044	538,847
Total Fees and Other Revenue	162,500	275,044	645,108
Total External Services Revenue	3,691,892	3,734,864	4,460,129
Other Revenue			
Miscellaneous Revenue	36,500	88,500	65,255
Sales & Rentals	57,000	59,000	57,649
Investments	225,000	250,000	271,655
Gain on Disposal of Capital Assets	-	-	17,180
Total Other Revenue	318,500	397,500	411,739
TOTAL REVENUE FOR THE YEAR	93,994,730	83,245,217	85,275,098

Prairie South School Division No. 210
Schedule B: Supplementary Details of Expenses
2015-16 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
Governance Expense			
Board Members Expense	215,375	214,466	191,946
Conventions - Board Members	35,000	62,100	45,423
School Community Councils	53,400	53,400	41,421
Conventions - School Community Councils	-	-	-
Elections	16,000	16,000	687
Other Governance Expenses	187,250	229,845	249,350
Amortization of Tangible Capital Assets	-	-	-
Total Governance Expense	507,025	575,811	528,827
Administration Expense			
Salaries	2,341,293	2,536,871	2,241,150
Benefits	346,902	361,541	295,157
Supplies & Services	203,576	219,205	207,423
Non-Capital Furniture & Equipment	2,400	975	690
Building Operating Expenses	37,500	104,800	97,613
Communications	30,120	36,850	31,485
Travel	47,160	71,060	43,338
Professional Development	62,510	77,760	59,732
Amortization of Tangible Capital Assets	27,470	32,494	28,365
Total Administration Expense	3,098,931	3,441,556	3,004,953
Instruction Expense			
Instructional (Teacher Contract) Salaries	39,731,710	37,854,427	38,328,003
Instructional (Teacher Contract) Benefits	2,444,723	2,244,284	2,320,480
Program Support (Non-Teacher Contract) Salaries	7,962,212	7,616,192	7,296,803
Program Support (Non-Teacher Contract) Benefits	1,546,694	1,576,344	1,613,380
Instructional Aids	1,737,516	1,629,314	1,536,210
Supplies & Services	917,351	911,142	830,557
Non-Capital Furniture & Equipment	447,213	333,991	415,473
Communications	261,130	315,723	224,078
Travel	216,357	217,623	237,016
Professional Development	354,916	595,413	371,043
Student Related Expense	546,350	531,815	538,977
Amortization of Tangible Capital Assets	1,577,616	1,716,937	2,044,402
Total Instruction Expense	57,743,788	55,543,205	55,756,422

Prairie South School Division No. 210
Schedule B: Supplementary Details of Consolidated Expenses
2012-13 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
Plant Operation & Maintenance Expense			
Salaries	3,693,680	3,369,160	3,390,697
Benefits	843,292	785,047	718,157
Supplies & Services	52,800	50,450	29,982
Non-Capital Furniture & Equipment	175,250	19,600	30,082
Building Operating Expenses	5,758,020	6,184,024	7,321,622
Communications	8,500	14,000	7,870
Travel	98,700	104,000	95,654
Professional Development	19,280	14,280	6,928
Amortization of Tangible Capital Assets	2,462,106	2,541,395	2,378,504
Total Plant Operation & Maintenance Expense	13,111,628	13,081,956	13,979,496
Student Transportation Expense			
Salaries	3,359,293	3,390,897	3,207,047
Benefits	755,247	753,232	757,724
Supplies & Services	1,390,208	1,362,008	1,380,905
Non-Capital Furniture & Equipment	499,500	495,900	477,360
Building Operating Expenses	92,900	89,500	73,266
Communications	27,900	30,650	16,870
Travel	1,200	1,200	856
Professional Development	16,412	14,500	11,782
Allowances & Special Events Transportation	349,210	416,274	433,085
Amortization of Tangible Capital Assets	939,103	929,415	929,223
Total Student Transportation Expense	7,430,973	7,483,576	7,288,118
Tuition and Related Fees Expense			
Tuition Fees	66,000	75,000	113,897
Transportation Fees	-	-	-
Other Fees	-	-	-
Total Tuition and Related Fees Expense	66,000	75,000	113,897
School Generated Funds Expense			
Supplies & Services	12,034	54,079	10,514
Cost of Sales	634,282	592,935	554,160
Non-Capital Furniture & Equipment	-	-	-
Special Programs	-	293,331	-
School Fund Expenses	607,984	297,656	531,184
Amortization of Tangible Capital Assets	-	-	-
Total School Generated Funds Expense	1,254,300	1,238,000	1,095,858

Prairie South School Division No. 210
Schedule B: Supplementary Details of Consolidated Expenses
2012-13 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
Complementary Services Expense			
Tuition Fees	10,000	17,000	-
Transportation Fees	-	-	-
Other Fees	-	-	-
Administration Salaries & Benefits	-	-	-
Instructional (Teacher Contract) Salaries & Benefits	1,027,893	899,719	953,204
Program Support (Non-Teacher Contract) Salaries & Benefits	659,977	773,880	679,129
Plant Operation & Maintenance Salaries & Benefits	-	-	-
Transportation Salaries & Benefits	-	-	-
Instructional Aids	-	-	-
Supplies & Services	257,400	300,400	301,171
Non-Capital Furniture & Equipment	-	-	-
Building Operating Expenses	-	-	-
Communications	3,300	3,300	2,307
Travel	17,200	17,200	23,994
Professional Development (Non-Salary Costs)	8,500	8,500	4,355
Student Related Expenses	68,800	73,710	69,126
Contracted Transportation & Allowances	-	-	-
Amortization of Tangible Capital Assets	3,225	3,225	2,949
Loss on Disposal of Tangible Capital Assets	-	-	-
Write-Down of Tangible Capital Assets	-	-	-
Total Complementary Services Expense	2,056,295	2,096,934	2,036,235
External Service Expense			
Tuition Fees	-	-	-
Transportation Fees	-	-	-
Other Fees	838,428	1,057,789	1,048,395
Administration Salaries & Benefits	141,176	355,031	150,120
Instructional (Teacher Contract) Salaries & Benefits	2,438,892	1,857,610	2,915,094
Program Support (Non-Teacher Contract) Salaries & Benefits	105,241	142,558	164,664
Plant Operation & Maintenance Salaries & Benefits	-	-	-
Transportation Salaries & Benefits	-	-	2,306
Instructional Aids	-	-	-
Supplies & Services	-	5,080	2,390
Non-Capital Furniture & Equipment	-	-	461
Building Operating Expenses	5,100	8,300	3,768
Communications	-	650	730
Travel	1,050	11,200	3,404
Professional Development (Non-Salary Costs)	1,500	3,760	2,401
Student Related Expenses	90,500	96,260	84,356
Contracted Transportation & Allowances	-	-	-
Amortization of Tangible Capital Assets	-	-	773
Loss on Disposal of Tangible Capital Assets	-	-	-
Write-Down of Tangible Capital Assets	-	-	-
Total External Services Expense	3,621,887	3,538,238	4,378,862

Prairie South School Division No. 210
Schedule B: Supplementary Details of Consolidated Expenses
2012-13 Proposed Budget

	2015-16 Proposed Budget	2014-15 Approved Budget	2013-14 Actual
Other Expense			
Interest and Bank Charges:			
Current Interest and Bank Charges	-	-	-
Interest on Debentures			
School Facilities	-	-	-
Other	-	-	-
Interest on Other Capital Loans and Long Term Debt			
School Facilities	-	-	-
Other	47,902	65,216	81,716
Total Interest and Bank Charges	<u>47,902</u>	<u>65,216</u>	<u>81,716</u>
Loss on Disposal of Tangible Capital Assets	-	-	-
Write-Down of Tangible Capital Assets	-	-	-
Provision for Uncollectable Taxes	-	-	(181,262)
Total Other Expense	47,902	65,216	(99,546)
TOTAL EXPENSES FOR THE YEAR	88,938,729	87,139,492	88,083,122

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.2
Topic:	Provincial Auditor Report		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background: The Provincial Auditor has completed an audit regarding Equipping the Board with Knowledge and Competencies to Govern and has provided a Memorandum of Audit Observations.

Current Status: The Provincial Auditor has made four recommendations. These are contained in the body of the memorandum.

Pros and Cons:

Financial Implications:

Governance/Policy Implications: In order to meet the recommendations of the Provincial Auditor, an update will need to be made to Board Policy 7.

Legal Implications:

Communications: The Provincial Auditor intends to present the results of their audit to the Legislative Assembly as part of their *2015 Report – Volume 1*.

Prepared By:	Date:	Attachments:
Tony Baldwin	April 2, 2015	Memorandum of Audit Observations – March 2015

Recommendation:

That the Board direct administration to update BP 7 in such a way that the auditor's recommendations are acted upon beginning in the 2015-2016 school year, and to provide an updated BP 7 Draft in May, 2015 for review.



PROVINCIAL AUDITOR
of Saskatchewan

**Board of Education of Prairie South
Equipping the Board with Knowledge
and Competencies to Govern**

Memorandum of Audit Observations
March 2015

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1.0 INTRODUCTION

Education plays a crucial role in our society. In 2013-14, the Government spent over \$2.1 billion on Kindergarten to Grade 12 education.¹ Publicly-elected boards of education (school boards) of 28 school divisions in Saskatchewan directly oversee the delivery of this education.

Effective governance of school divisions is important. To enable school boards to do their job effectively, boards and board members need to maintain a sufficient level of knowledge and competencies.

This memorandum reports the results of our audit to assess whether the Board of Education of Prairie South School Division No. 210 had effective processes to equip itself with the necessary knowledge and competencies to govern the school division.

2.0 BACKGROUND

2.1 Knowledge and Competencies to Govern

Governance determines who has power, who makes decisions, how other players make their voices heard and how account is rendered.² It refers to the structures and processes that direct, control and hold an organization to account.³ Management of an organization, on the other hand, deals with the day-to-day operations of an organization within the directives established by the governing body (e.g., management implements board decisions, policies, and strategies).

Having the knowledge necessary to govern a school division, such as Prairie South School Division (Prairie South), means that the Board members understand their roles, responsibilities, and the environment in which the organization operates. Competencies necessary to govern refers to the Board members' skills and experiences; these include competencies such as leadership skills, board experience, education sector experience, and financial expertise.

Although board members typically possess a variety of competencies and skills, it is common that collectively they may not possess certain specific competencies and skills or need further development so that the board can govern effectively.

Failure to identify and address knowledge and competency gaps may limit the Board's ability to govern effectively – that is, to make the right decisions at the right time.

¹ Source: Office of the Provincial Auditor from Government financial records.

² Institute on Governance, www.iog.ca/defining-governance/ (26 February 2015).

³ Auditor General British Columbia, *School District Board Governance Examination*, p. 7.



2.2 Roles and Responsibilities of School Boards and School Division Management

School boards must govern in accordance with *The Education Act, 1995* (Act). The Act makes school boards responsible for various duties and responsibilities including administering and managing the education affairs of the school division and establishing policies that guide management. The Act also sets out other areas of responsibility for general supervision and control such as approving courses of study, facilities maintenance, teacher appointments, transportation services, financial record keeping, and preparing budgets and operational reports.⁴

The Act does not set requirements for knowledge or competencies for individuals seeking election as school division board members. As a result, divisions have no control over the pre-existing levels of knowledge and competencies of new board members.

When we surveyed board members of all school divisions together with selected management in 2013, board members and management identified gaps between the skills and knowledge needed to govern and those possessed by their boards.⁵ For example, fewer than half of board members were of the view that experience in a related industry or sector, or financial expertise, were adequately represented in their current board. Also, almost 30% of board members and 45% of management indicated they were concerned that board members do not understand the role and responsibilities of the board.

2.3 Prairie South School Division

Prairie South is one of 28 school divisions in Saskatchewan. Prairie South has a 10-person Board, elected in the fall of 2012 for a four-year term.⁶ Two members have joined since 2012 through by-elections.

Prairie South has 40 schools located within 19 rural and urban communities in southern Saskatchewan with about 1,300 staff (equivalent to about 960 full-time equivalent positions) and 6,500 students.⁷ The Division is comprised of six subdivisions for the purpose of elections and representation.

In 2013-14, Prairie South had revenues of \$85.3 million (2012-13: \$88.7 million) and expenses of \$88.1 million (2012-13: \$89.7 million). At August 31, 2014, it had financial assets of \$30.5 million (2012-13: \$32.2 million), liabilities of \$11.3 million (2012-13: \$11.7 million), and tangible capital assets of \$52.7 million (2012-13: \$54.4 million).⁸

In accordance with the Act, the Board may provide for any meetings, seminars, workshops, and conventions for members of the Board considered advisable for the purposes of educational planning and development in the school division. As shown in

⁴ Adapted from *The Education Act, 1995*, section 85 (1).

⁵ Available at www.auditor.sk.ca/publications/resources.

⁶ *Prairie South School Division 2013-14 Annual Report*, p.10.

⁷ *Ibid.*, p. 5, 12, and 13.

⁸ *Audited Financial Statements of the Prairie South School Division No. 210 for the Period Ending August 31, 2014*, p. 1-2.

Figure 1, each year, Prairie South spends just over \$500,000 on governance-related expenses.⁹ This includes expenses related to Board member professional development.

Figure 1 – Prairie South School Division Governance Expenses

	2012 Actual	2013 Actual	2014 Actual	2015 Budget
(in thousands)				
Board Members Expense	\$ 205.1	\$ 198.6	\$ 191.9	\$ 214.5
Professional Development – Board Members	68.9	50.5	45.4	62.1
Advisory Committees	37.8	42.0	41.4	53.4
Elections	-	55.5	0.7	16.0
Other Governance Expenses	205.8	254.2	249.4	229.8
Total Governance Expenses	\$ 517.6	\$ 600.8	\$ 528.8	\$ 575.8

Source: Audited Financial Statements of the Prairie South School Division No. 210 for the Period Ending August 31, 2014, p. B-1, *Prairie South School Division No. 210 Annual Report 2012-13*, p. 43., and Prairie Spirit School Division 2014-15 Proposed Budget Supplementary Details of Expenses.

To effectively meet its responsibilities, the Board of Education of Prairie South School Division No. 210 needs to equip itself with necessary knowledge and competencies.

3.0 AUDIT OBJECTIVE, SCOPE, CRITERIA, AND CONCLUSION

The objective of this audit was to assess whether the Board of Education of Prairie South School Division No. 210 had effective processes, for the 12-month period ended January 31, 2015, to equip itself with the necessary knowledge and competencies to govern the Division.

We examined the Board's policies and procedures, orientation manual, reports, Board packages, minutes, and other relevant documents. We also interviewed the Chair, Vice-Chair, the majority of Board members, and members of senior management.

To conduct this audit, we followed the standards for assurance engagements published in the *CPA Canada Handbook – Assurance*. To evaluate the Board's processes, we used criteria based on our related work, reviews of literature including reports of other auditors, and consultations with the Board and management. The Board and management agreed with the criteria (see **Figure 2**).

⁹ This amount excludes the periodic costs of elections.

Figure 2—Audit Criteria

Effective processes for the Board of Education to equip itself with the necessary knowledge and competencies to govern the school division include processes to:

- 1. Determine Board knowledge and competencies necessary to govern**
 - 1.1 Assess school division operating environment and impact on knowledge and competency requirements (e.g., roles and responsibilities, specific skill sets needed)
 - 1.2 Identify Board knowledge and competencies necessary to govern given environment (i.e., collectively and for each Board member)
 - 1.3 Periodically reassess necessary knowledge and competencies
- 2. Identify gaps between necessary and existing Board knowledge and competencies**
 - 2.1 Maintain information on Board knowledge and competencies (collectively and for each Board member)
 - 2.2 Compare existing Board knowledge and competencies to necessary Board knowledge and competencies
 - 2.3 Document gaps
- 3. Plan to address gaps in Board knowledge and competencies**
 - 3.1 Identify alternative methods for addressing knowledge and competency gaps (e.g., training, external experts)
 - 3.2 Develop strategy to address knowledge and competency gaps
 - 3.3 Document strategy
- 4. Implement strategy to address knowledge and competency gaps**
 - 4.1 Take steps to address gaps in Board knowledge and competencies (e.g., provide orientation, training and development opportunities, or access to external assistance, for Board members in accordance with the strategy)
 - 4.2 Monitor whether gaps are addressed (e.g., through periodic Board evaluations)
 - 4.3 Adjust the strategy as required

Although the Board of Education of Prairie South School Division No. 210 (Board) carried out certain activities to build Board knowledge and competencies, these activities were not undertaken using a coordinated approach so as to ensure the Board was equipped in all areas necessary for effective governance.

We concluded that, for the 12-month period ended January 31, 2015, the Board of Education of Prairie South School Division No. 210 did not have effective processes to equip itself with the necessary knowledge and competencies to govern the Division. We make four recommendations.

4.0 KEY FINDINGS AND RECOMMENDATIONS

In this section, we set out the criteria (*expectations*) and our key findings along with related recommendations.

4.1 Knowledge and Competencies Necessary to Govern Not Specifically Identified

We expected the Board, with the assistance of management, would assess how the operating environment of the School Division influences the knowledge and competencies needed by Board members and the Board collectively. For the purpose of this audit, operating environment refers to all of the external and internal influences that impact the governing and operating of the Division (e.g., legislative mandate, government priorities, size of the Division, student demographics). The Board would identify and maintain knowledge and competencies necessary to govern both at the individual Board

member level and collectively. Also, the Board would periodically reassess necessary knowledge and competencies.

The Prairie South School Division Board approved Board policies that provide guidance and direction on how the Board functions, conduct of trustees, functioning of Board Committees and representatives, conduct of hearing and appeals, roles and responsibilities, as well as delegations of authority. The policies also set out requirements related to the information to include in an orientation program for newly-elected Board members.

We found the contents of the orientation program were in line with the requirements set out in the Board policies. However, the orientation program did not provide sufficient information on the School Division's operating environment. The orientation program included general information (e.g., statutory and regulatory authorities, financial and enrolment information, organizational structures, and procedures of the Division) but was missing key information necessary to provide newly-elected Board members with an introductory level understanding of the Division necessary to effectively carry out their duties. For example, the orientation program materials did not include identification of issues and current initiatives specific to the Division.

While the Board Chair, Vice Chair, Direction of Education, and Chief Financial Officer collaborated to develop and update the orientation program materials, we did not find evidence of an assessment of baseline knowledge and competencies needed to govern the Division. In addition, we found no evidence in Board minutes (or supporting agenda packages) of discussions about necessary Board and Board member knowledge and competencies. Also, we did not find evidence that the Board sought this information from the Ministry or other school divisions.

Not setting out baseline knowledge and competencies needed to govern resulted in coverage of the Division's operating environment in the orientation materials being incomplete. Identifying baseline knowledge and competencies would inform requirements for Board orientation, as well as for further Board development.

Not specifically identifying baseline knowledge and competencies increases the risk that the Board may not be suitably equipped to make informed decisions. Identifying key necessary knowledge and competencies of Board members, either on its own or by working with the Ministry and other school divisions, would assist the Board in managing this risk. Making this information available publicly may attract individuals possessing such knowledge and competencies to run for school board member elections.

- 1. We recommend that the Board of Education of Prairie South School Division No. 210 set out its baseline knowledge and competencies necessary to govern the School Division.**

Because the environment in which school divisions operate changes (e.g., new policies, changes to strategic focus), we would encourage the Board to reassess necessary knowledge and competencies periodically.



4.2 Formal Process to Identify Knowledge and Competency Gaps Needed

We expected the following processes to be in place. The Board would identify knowledge and competencies of current Board members and update its listing of identified knowledge and competencies on a periodic basis. The Board would periodically compare necessary Board knowledge and competencies with those possessed by current members. The Board would review the results of the comparison and agree upon gaps identified.

We found the Board did not expect (e.g., in Board policies) that it would identify the knowledge and competencies possessed by current Board members and maintain a listing of them. Also, Board policies did not require a comparison of existing and necessary Board knowledge and competencies to identify gaps.

We found the Board gathered limited information on Board member knowledge and competencies. It completed an annual facilitated Board self-evaluation process (evaluation). The evaluation completed in April 2014 gathered information on several areas related to Board operation and effectiveness such as fulfilling roles as Board members, interpersonal working relationships, effective communication, adherence to the Board's policies and annual work plans, and Board-management relations. The Board used the evaluation results to create an action plan focused on two areas. While the evaluation could be used as a tool to identify Board member knowledge and competency gaps, its use in this regard was limited. The Board may want to consider building this component into future evaluations.

We further found that each Board member developed a biography for the Division website. These biographies included limited information on Board member knowledge and competencies. We note that the Board's use of committees provides Board members with the opportunity to focus their attention on areas to build expertise. We observed that certain areas such as leadership skills, education sector knowledge, and legal expertise were represented on the Board. Other areas, such as financial expertise (e.g., accounting designation) or information technology expertise, were not evident. In addition, Board members expressed to us a common concern regarding a lack of understanding of Board roles and responsibilities. These may be areas where the Board may choose to seek additional training or outside expertise to ensure it is in a position to effectively respond to issues that may arise.

Not having a formal process to identify knowledge and competencies Board members possess (i.e., an inventory) increases the risk that the Board will not know whether it has the key knowledge and competencies to govern effectively. This, in turn, increases the risk that the Board may be less able to make informed decisions or place increased reliance on management.

- 2. We recommend that the Board of Education of Prairie South School Division No. 210 maintain a current listing of knowledge and competencies possessed collectively and by individual Board members.**

Because the Board did not identify necessary or existing knowledge and competencies of Board members (individually or collectively), it did not know in what specific knowledge and competencies areas there may be gaps or which ones needed further development or support.

4.3 Plan to Address Gaps in Board Knowledge and Competencies Lacking

We expected the following processes to be in place. The Board, with the assistance of management, would develop a documented strategy (i.e., plan) to address identified knowledge and competency gaps. Such a strategy would set out key areas or guidance for Board training and development and matters where the Board should consider use of outside expertise (e.g., information technology expert) to make decisions. Such a strategy would also include setting out expected actions, assigning responsibility and outlining timelines consistent with approved funding. Given that members on the Board change, the Board would maintain and store this strategy and related information in a way readily accessible to Board members (e.g., centrally).

Because the Board had not determined knowledge and competencies necessary to govern, or created an inventory of those possessed by the current Board to identify gaps, it did not have key information necessary to develop a plan.

We found a high-level plan was developed, called the *Positive Path Forward*, resulting from issues identified in the 2014 Board evaluation noted in **Section 4.2**. The plan contained minimal content related to Board knowledge and competencies. In addition, the plan did not assign responsibility or timelines for completion of actions. Plans that do not assign responsibilities and timelines are at increased risk of not being accomplished.

In our review of Board minutes (and supporting agenda packages) for 2014, we found that the Board used outside experts in specific instances such as to help develop the process to hire a new Director of Education and carry out the Board self-assessment. These provide specific examples of the Board leveraging the use of outside expertise in areas where it was not equipped with sufficient knowledge.

Although the Board makes professional development funds available to Board members each year, it did not have a written professional development plan for the Board or give Board members criteria or guidelines to follow when selecting development opportunities (e.g., target areas where the Board needs to improve its knowledge and competencies). Board members had discretion on the use of their professional development budget and could take training in areas of their choosing.

Lack of a documented plan increases the risk that spending on Board professional development will not address gaps in Board knowledge and competencies or further develop knowledge and competencies in key areas. The absence of a plan also increases the risk that the Board will not identify areas where it may need to engage outside assistance. It may also result in the Board placing undue reliance on management.



3. **We recommend that the Board of Education of Prairie South School Division No. 210 document a plan to address gaps in individual and collective Board knowledge and competencies.**

4.4 Strategy to Address Knowledge and Competency Gaps Not Yet Implemented

We expected the following processes to be in place. The Board would, following its strategy (i.e. plan), address gaps in knowledge and competencies. The Board would periodically monitor whether its strategy was working effectively to address knowledge and competency gaps.

As we have described, the Board carried out some steps to enhance the knowledge and competencies of its Board. For example, the Board provided an orientation to new Board members and provided a professional development budget for Board members. We noted Board members participated in activities such as provincial and national conferences for school board members. However, as noted in **Section 4.3**, the Board did not take steps to help ensure spending on Board professional development focused on knowledge and/or competencies where the Board most needed further development.

While the Board monitored overall spending by Board members on professional development, it did not monitor whether training selected or taken helped address knowledge and competency gaps (e.g., financial expertise).

Also, we did not observe processes that Board members prepared or discussed professional development plans. Such plans, if linked to an overall Board plan informed by gap analysis, would assist the Board to use its professional development resources effectively.

Unless the Board monitors whether its plan for equipping itself with necessary knowledge and competencies is effective, it will not know whether it is spending its development resources optimally.

4. **We recommend that the Board of Education of Prairie South School Division No. 210 periodically monitor whether Board professional development training addresses gaps in individual and collective Board knowledge and competencies.**

5.0 SELECTED REFERENCES

- Auditor General of British Columbia. (2013). *School District Board Governance Examination*. Victoria: Author.
- Auditor General of British Columbia. (2012). *Crown Agency Board Governance*. Victoria: Author.
- Auditor General of Canada. (2011). *Canadian Dairy Commission Special Examination Report – 2011*. Ottawa: Author.
- Canadian Council of Legislative Auditors. (2010). *Crown Agency Governance: Audit Objectives & Criteria*. Ottawa: Author.
- Provincial Auditor Saskatchewan. (2006). *2006 Report – Volume 1, Chapter 3, Learning – SIAST Human Resource Capacity*. Regina: Author.
- Provincial Auditor Saskatchewan. (2013). *A Survey of Board Governance in Saskatchewan School Divisions – Practices, Issues, and Opportunities*. Regina: Author.
- Provincial Auditor Saskatchewan. (2013). *2013 Report – Volume 1, Chapter 2, Regina Qu'Appelle Regional Health Authority*. Regina: Author.
- Provincial Auditor Saskatchewan. (2014). *2014 Report – Volume 2, Chapter 31, Conseil scolaire fansaskois – Financial Management and Governance Practices*. Regina: Author.

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.3
Topic:	2nd Quarter Financial Accountability Report		
Intent:	<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:

Prepared By:	Date:	Attachments:
Bernie Girardin	April 8, 2015	2 nd Quarter Accountability Report

Recommendation:

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

2ND QUARTER ACCOUNTABILITY REPORT

For the period ended February 28, 2015

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 2014-15 budget the following assumptions were approved:

- Consolidation of Gravelbourg High School and Elementary Schools approved by the Ministry of Education
- Reading Strategy – Prairie South is entering the 2nd year of a 5 year plan to improve reading comprehension across all grade levels. The focus of support for the 2014-15 year will be with middle years' teachers including the introduction of a common reading comprehension assessment tool, how to administer the assessment and then how to plan good reading comprehension instructions based on the results.
- Facilities Renewal – The Board extended the Facilities Renewal Plan to a 4th year. Over a 4 year period the Board will have spent more than 11 million dollars from surplus to address the division's facility deficit.
- No Increase for Teacher salary in this budget as the province will cover the provincial agreement.

To date, the teacher's agreement has been ratified the effects of the settlement should be minimal on the division's bottom line as the ministry will compensate the board for the cost of the contract. The Facilities renewal strategy continues in its final year.

The Gravelbourg consolidation project tenders closed on April 1st.

1. Accumulated Surplus - August 31, 2015

	August 31, 2013	Additions during the Year	Reductions during the Year	August 31, 2014
Invested in Tangible Capital Assets:				
Net Book Value of Tangible Capital Assets	\$ 54,364,598	\$ -	\$ (1,615,346)	\$ 52,749,252
Less: Debtowing on Tangible Capital Assets	1,847,476	-	(334,829)	1,512,647
	52,517,122	-	(1,280,517)	51,236,605
PMR maintenance projecct allocation	857,465	1,094,584	(389,023)	1,563,026
Internally Restricted Surplus:				
Capital Projects:				
Incomplete Board approved tangible capital asset projects	993,058	3,000,000	(2,523,142)	1,469,916
Gravelbourg School consolidation	161,712	750,000	(257,866)	653,846
Other:				
Incomplete Board approved practical applied arts program	2,596,672	-	(1,986,672)	610,000
Incomplete Board approved South Hill revitalization program	240,000	-	(240,000)	-
Board approved allocation for future elections	-	12,000	-	12,000
School generated funds	972,444	114,869	-	1,087,313
School Community Council carry forwards	95,099	34,145	-	129,244
School budget carry forwards	877,410	85,045	-	962,455
Cognitive Disabilities Program Grant	59,967	62,045	(40,766)	81,246
Creative Partnerships Innovation Grant	35,000	-	(35,000)	-
Child Nutrition & Development Grant	17,897	29,800	(17,436)	30,261
Community Initiative Grant	2,082	-	(2,082)	-
Total Internally Restricted Surplus:	6,051,341	4,087,904	(5,102,964)	5,036,281
Unrestricted Surplus	16,062,893	-	(1,218,008)	14,844,885
Total Accumulated Surplus	\$ 75,488,821	\$ 5,182,488	\$ (7,990,512)	\$ 72,680,797

The restricted funds for each of the following grants will be used in the 14/15year:

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

2.1 Restricted Operating Reserves –

2. Revenue/Expenditure patterns - 6 month expenditures for the period September 1, 2014 to February 28, 2015 is attached.

Revenue

- Grants - we have received additional operating grants in the amount of \$527,922 from the following sources:
 - SFL
 - Increased enrolment
- Associate school tuition revenue was budgeted for in the amount of \$57,000. However, rather than Prairie South recognizing this revenue, the Ministry is reducing the funding to the associate schools by this amount. The variance will be shown on the Tuition Revenue line. This is a change from prior year's recognition process.
- Complementary Services revenues are higher than the 2nd quarter budget as funding for a couple smaller grants such as nutrition was paid in full.
- External Services is at 51% of annual budget the higher percentage is from the sale of the teacherage at Mossbank.

Expenditures

- Instructional costs are higher than budget as the operational a portion of payroll costs are spent over 10 months and budgeted over 12.
- Transportation conveyances are higher than budget due to the expenditure being paid over 10 months rather than 12.
- Complementary Services are higher than budget due to professional developments opportunities.
- Interest expense on the bus loan is slightly higher than anticipated due to timing as payments are higher earlier in the year but should be the same as budgeted by year end.
- Negotiations with CUPE have been completed and the projected increase for the 14/15 year of 1.5% is less than the 2.0% agreed upon. However the adjustments for retro pay had not been made at the end of the 2nd quarter therefore will show up in the 3rd quarter report.
- The teacher's agreement has been ratified the effects of the settlement should be minimal on the bottom line as the ministry will compensate the board for the cost of the contract. The adjustments will be made in March/April therefore the effect will be reflected in the 3rd quarter report.

Governance Implications (if any)

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

PRAIRIE SOUTH SCHOOL DIVISION NO. 210						
STATEMENT OF FINANCIAL ACTIVITIES						
For the period ending February 28, 2015						
	14/15 Approved Budget	2nd Quarter Budget	Total Revenue/Expenses & Encumbrances	Budget Remaining	Percentage of Budget Used	Percentage of 2nd Quarter Budget Used
Prairie South SD #210						
REVENUE						
Taxation	29,795,904	14,897,952	22,141,937	7,653,967	74%	149%
Grants	47,423,971	23,711,986	23,526,622	23,897,349	50%	99%
Tuition	99,752	49,876	12,097	87,655	12%	24%
School Generated Funds	1,238,000	619,000	606,500	631,500	49%	98%
Complementary Services	555,226	277,613	293,422	261,804	53%	106%
External Services	3,734,864	1,867,432	1,921,581	1,813,283	51%	103%
Other Revenue	397,500	198,750	184,222	213,278	46%	93%
TOTAL REVENUE	83,245,217	41,622,609	48,686,380	34,558,837	58%	117%
EXPENSES						
Governance	575,811	287,906	278,797	297,014	48%	97%
Administration	3,441,556	1,720,778	1,711,621	1,729,935	50%	99%
Instruction	55,543,205	27,771,603	28,866,705	26,676,500	52%	104%
Plant Operation	13,081,956	6,540,978	6,091,883	6,990,073	47%	93%
Transportation	7,483,576	3,741,788	3,983,359	3,500,217	53%	106%
Tuition Expense	75,000	37,500	338	74,663	0%	1%
School Generated Funds	1,238,000	619,000	631,913	606,087	51%	102%
Complimentary	2,096,934	1,048,467	1,089,694	1,007,240	52%	104%
External Services	3,538,238	1,769,119	1,741,306	1,796,932	49%	98%
Interest and Bank	65,216	32,608	34,720	30,496	53%	106%
TOTAL EXPENSES	87,139,492	43,569,746	44,430,334	42,709,158	51%	102%
Consolidated Net Income(Loss)	(3,894,275)	(1,947,138)	4,256,046	(8,150,321)		

Prairie South School Division			
Statement of Financial Position			
As At February 28, 2015			
	Not Filtered		Not Filtered
	Fiscal Year	February	August YTD
	14/15	14/15	13/14
	14/15 Approved Budget	Actual	Actual
	Prairie South SD #210		Prairie South SD #210
	Not Filtered		Not Filtered
FINANCIAL ASSETS			
Cash	-	21,962,961	17,000,562
Short Term Investments	-	19,227	19,227
Accounts Receivable	-	10,680,083	12,119,707
Provincial Grants Receivable	-	811,403	811,403
Other Receivables	-	417,841	484,309
Portfolio Investments	-	55,502	55,502
Other Assets	-	17,488	17,488
TOTAL FINANCIAL ASSETS	-	33,964,505	30,508,199
LIABILITIES			
Other Payables	-	5,174,092	5,527,712
Capital Loans	(351,328)	1,339,096	1,512,647
Accrued Employee Future Benefits	-	1,997,441	2,100,200
Deferred Revenue	-	766,457	2,208,930
TOTAL LIABILITIES	(351,328)	9,277,085	11,349,489
NET FINANCIAL ASSETS(DEBT)	351,328	24,687,420	19,158,710
NON-FINANCIAL ASSETS			
Physical Assets	2,415,594	129,717,557	128,627,656
Amortization	-	(78,468,491)	(75,878,403)
Inventories of Supplies	-	19,698	166,136
Prepaid Items	-	98,384	625,926
TOTAL NON FINANCIAL ASSETS	2,415,594	51,367,147	53,541,315
Current Year Net Income(Loss)	(3,894,275)	4,256,046	
ACCUMULATED SURPLUS(DEFICIT)		80,310,613	72,700,025

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.4
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 February 14 – March 17, 2015.
2. Tender Report for the period February 20 – April 2, 2015.
3. Incidents of Concern

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ryan Boughen Ron Purdy Derrick Huschi	April 2, 2015	<ol style="list-style-type: none"> 1. Teacher Absences and Substitute Usage 2. Tender Report 3. Incidents of Concern

Recommendation:

That the Board accept the monthly reports as presented.

Teacher Absences & Substitute Usage

Date Range: February 14, 2015 - March 17, 2015

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 7194.74 days
Compassionate Leave	15.7	1.48%	14.7	93.63%	0.17%
Competition Leave	0.0	0.00%	0.0	0.00%	0.00%
Convocation Leave	0.0	0.00%	0.0	0.00%	0.00%
Court/Jury	0.0	0.00%	0.0	0.00%	0.00%
Education Leave	2.0	0.19%	0.0	0.00%	0.02%
Emergency Leave	0.0	0.00%	0.0	0.00%	0.00%
Executive Leave	0.0	0.00%	0.0	0.00%	0.00%
Extra/Co-curr Teach	32.7	3.09%	23.5	71.87%	0.35%
FACI Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
HUMA Meet/PD	101.1	9.55%	80.1	79.23%	1.09%
Illness - Teacher	183.9	17.38%	151.8	82.56%	1.97%
Illness - Long Term	155.4	14.68%	0.0	0.00%	1.67%
Internship Seminar	0.0	0.00%	0.0	0.00%	0.00%
LRNG Meet/PD	22.2	2.10%	20.5	92.34%	0.24%
Medical/Dental Appt	133.9	12.65%	122.1	91.16%	1.44%
Noon Supervision Day	38.5	3.64%	36.5	94.81%	0.41%
Paternity Leave	2.0	0.19%	2.0	100.00%	0.02%
PD DEC Teachers	40.4	3.82%	32.3	79.99%	0.43%
PP Teacher	15.3	1.45%	15.5	101.31%	0.16%
Prep Time	175.3	16.56%	172.1	98.17%	1.88%
PSTA	1.0	0.09%	1.0	100.00%	0.01%
Rec. Of Service	87.5	8.26%	77.0	87.99%	0.94%
Secondment	1.0	0.09%	0.0	0.00%	0.01%
SOEH Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
SONO Meet/PD	27.8	2.62%	26.5	95.46%	0.30%
SOSO Meet/PD	4.9	0.46%	4.0	81.63%	0.05%
STF Business - Invoice	6.8	0.64%	6.5	95.59%	0.07%
Unpaid Sick Leave	5.5	0.52%	0.0	0.00%	0.06%
TRAN Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
Leave Without Pay	5.5	0.52%	5.5	100.00%	0.06%
Total Absences	1058.21	100.00%	791.5	74.79%	11.37%

Teachers (FTE)
423.22

of teaching Days
22

Possible Days
9310.84

Tender Report for the period February 20, 2015 to April 2, 2015

Background:

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

Current Status:

- A tender was issued for the purchase of 585 desktop and 220 notebook computers. The tender was awarded to Powerland Computers for a cost of \$543,515 plus taxes.
- A Request for proposals was issued for a realtor to sell the Thatcher Drive office property. The proposal was awarded to CBRE Limited of Saskatoon.

INCIDENTS OF CONCERN TO BOARD							April 14, 2015
Date of Incident	Male	Female	Suspension	Alternative to Suspension	Violent Threat Risk Assessment	# Days	Comments
February 23, 2015	X			X		5	Physical or verbal violence; risky behaviours
February 20, 2015	X		X			5	Serious misconduct; engaged in any other type of gross misconduct
February 12, 2015		X			X		Violent Threat Risk Assessment
February 24, 2015		X		X		3	Physical or verbal violence
February 25, 2015		X		X		3	Physical or verbal violence
February 27, 2015	X			X		3	Disruptive & impulsive behaviour; physical or verbal violence; risky behaviours
February 26, 2015	X		X			5	Overt opposition to authority; serious misconduct
March 2, 2015	X			X		5	Defiance, truancy
March 4, 2015	X			X		3	Physical or verbal violence
March 4, 2015	X			X		3	Under the influence at school
March 9, 2015	X			X		5	Disruptive & impulsive behaviour; physical or verbal violence; apathy & lack of motivation
March 2, 2015	X				X		Violent Threat Risk Assessment
February 25, 2015	X				X		Violent Threat Risk Assessment
March 9, 2015	X			X		3	Disruptive & impulsive behaviour; risky behaviours
March 9, 2015	X			X		5	Disruptive & impulsive behaviour; defiance (inappropriate behaviours, comments)
March 12, 2015	X			X		3	Risky behaviours
March 2, 2015	X				X		Violent Threat Risk Assessment
March 9, 2015		X			X		Violent Threat Risk Assessment
February 13, 2015		X			X		Violent Threat Risk Assessment
February 13, 2015		X			X		Violent Threat Risk Assessment
March 18, 2015	X			X		3	Disruptive & impulsive behaviour; risky behaviours
March 18, 2015	X				X		Violent Threat Risk Assessment
March 9, 2015	X				X		Violent Threat Risk Assessment
March 25, 2015	X				X		Violent Threat Risk Assessment
April 13, 2015	X			X			Risky behaviours
March 30, 2015		X			X		Violent Threat Risk Assessment

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.5
Topic:	Joint School Proposal with Holy Trinity Catholic School Division		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: At the March 23, 2015 joint meeting with the Board of Education of Holy Trinity Catholic School Division, trustees discussed possibilities of joint school scenarios in Moose Jaw. Holy Trinity has applied for a capital project on South Hill in Moose Jaw, and believes that there is some inertia building related to this project. Prairie South elementary schools on South Hill are aging facilities.

Current Status: The Board of Education has previously discussed the possibility of a new school on South Hill in Moose Jaw with MLAs Lawrence and Michelson, and with Minister Morgan. It may be advantageous for both school divisions to propose a joint use facility at this time to capitalize on this opportunity.

Pros and Cons:

- Possible replacement of an aging facility on South Hill
- Enhanced collaboration with Holy Trinity Catholic SD

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	March 27, 2015	

Recommendation:

That the Board discuss possibilities of proceeding with a partnership offer to Holy Trinity Catholic School Division and the Ministry of Education related to a joint use school facility on South Hill in Moose Jaw, and provide direction in this regard.

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.6
Topic:	Graduation Dates 2014-2015		
Intent:	<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 trustees have traditionally viewed graduation attendance as an excellent opportunity for members to connect with the various school communities. Senior administration have attended if they so choose.

Current Status:

Trustees need to decide who will be attending each graduation. 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.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	March 12, 2015	Graduation Dates 2014-2015

Recommendation:

Board to discuss who will be attending graduations.

GRADUATION DATES 2014-2015

Sorted by Date

SCHOOL	DATE
<i>Chaplin</i>	<i>No graduates</i>
<i>Lafleche Central</i>	<i>No graduates</i>
Coronach	May 2 (Saturday)
Kincaid Central	May 8 (Friday)
Glentworth Central	May 9 (Saturday)
Mankota	May 15 (Friday)
Mortlach	May 22 (Friday)
Rockglen	May 22 (Friday)
Gravelbourg High	May 23 (Saturday)
Avonlea	May 29 (Friday)
Rouleau	May 30 (Saturday)
Mossbank	June 12 (Friday)
Caronport High	June 14 (Sunday)
Cornerstone Christian	June 18 (Thursday)
Craik	June 19 (Friday)
Assiniboia Composite	June 27 (Saturday)
Central Butte	June 27 (Saturday)
Central Collegiate	June 29 (Monday)
Eyebrow	June 29 (Monday)
Peacock Collegiate	June 29 (Monday)
Riverview Collegiate	June 29 (Monday)
Bengough	June 30 (Tuesday)

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.7
Topic:	Out of Province Excursion – Avonlea School to Waterton National Park		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background: Avonlea’s Overnight Excursion/Outdoor Education request to Waterton National Park is attached.

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	March 5, 2015	Avonlea’s Overnight Excursion

Recommendation:

That the Board approve Avonlea School’s overnight excursion to Waterton National Park on June 10-14, 2015 as per the outline provided.

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

D. LEARNING OBJECTIVES

PAA Survey; Forestry Studies 20; Module 14A; Outdoor Wilderness Trip

Foundational Objectives: To demonstrate knowledge, skills and attitudes that are necessary for safe and environmentally responsible experiences in the forest.

Learning objectives: 14.1: To identify, assess, avoid or respond to physical, psychological and physiological factors that may be imposed by the forest environment. (CCT)

14.2 To list and explain necessary steps to take in emergency and survival situations in the forest.

14.3 To select appropriate personal and group gear for outdoor forest activities. (CCT)

14.4 To demonstrate safe use and appropriate care of specialized outdoor equipment, hand tools and outdoor fires. (PSVS)

14.7 To plan and conduct safe outdoor expeditions in the forest. (PSVS)

14.11 To plan courses of action to cope with potential emergency situations in the wilderness

14.12 To set up a wilderness campsite, following guidelines for comfort, safety and least possible environmental impact. (CCT)

****There are similar objectives to fit Wildlife Management: Outdoor Experience.**

Since we will be staying in a Group Camping facility in a National Park it really isn't a true 'wilderness' experience but it is the most convenient and safest and most typical experience available.

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

a) Pre-Excursion Learning: Study Leave No Trace Principles, and Risks with weather, terrain, wildlife. Set up tents. Examine and obtain gear for hiking and camping. Most students have modules in both Forestry and in Wildlife Management for background. Most have Science 10: species diversity, sustainability and a pre-trip assignment on these topics.

b) Excursion Learning : Camping, Leave No Trace, Ecology, Hiking,
Weather and Trail Assessment, Sub-Alpine and transition Life Zones

c) Post-Excursion Learning : Self-evaluation, group evaluation, evaluation of the trip as a whole (a criticism to improve), Journal reflections, applies to Environmental Sc 20 the next year.

F. SCHEDULE OF ACTIVITIES

Wednesday June 10: Travel, camp set up, orientation to Park and town site, meal prep

Thursday, June 11: Short hikes, altitude acclimation, on site planning

Friday and Saturday: June 12 and 13: select the best weather day and best available trail for a longer day hike (Ranger advised), other day would include a tour boat excursion of the lake and/or selected hike(s)

Sunday: June 14 : pack up, clean camp, return travel, Nikku Japanese Gardens in Lethbridge,
This plan follows my five previous student field trips to Waterton and this is part of our long term Outdoor Ed Experiences which have a major grade 9/10 camping trip every second year.

Larry W. Bogdan
Teacher Signature

Feb 26, 2015
Date

Brent Lewis
Principal Signature

Feb 26, 2015
Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.8
Topic:	Out of Province Excursion – Central Collegiate to Winnipeg, Manitoba		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

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

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	March 5, 2015	Central's Overnight Excursion

Recommendation:

That the Board approve Central Collegiate's overnight excursion to Winnipeg, Manitoba on April 30 – May 3, 2015 as per the outline provided.

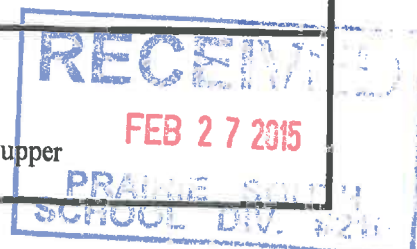
OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Tammy Saylor	School: Central Collegiate
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> <u>Extra-Curricular</u> <input type="checkbox"/> High Risk Activity _____	
Grade Level: 10-12	Number of Students: 2
Destination: Winnipeg, MB	Trip Date: April 30 – May 3
Number of School Days (Partial/Full): 2	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: <u>Air</u> <input type="checkbox"/> Travel by Car/Van (List names of drivers): <u>Tammy Saylor</u> <u>Rental Car in Winnipeg.</u>	
Number of Teachers, Parents, Chaperones: 1	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

C. BUDGET
<p>❖ Anticipated Budget <u>\$2600.00</u></p> <p>❖ Description of Funding Sources <u>Moose Jaw Rotary Club</u></p> <p>❖ Out of Pocket Cost per Participant <u>Spending money and Saturday supper</u></p>



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

D. LEARNING OBJECTIVES

The objectives of MUNA (Model United Nations Assembly) are to encourage international understanding, goodwill and peace and this parallels those of the U.N.

The objective is to encourage young people to learn respect and tolerance for people of all races, religions and nationalities. They do this by debating U.N. topics from their given countries perspectives.

The main aim is to develop an awareness of the United Nations in students as well as international situations of other countries and to encourage students to study topics from another country's perspective.

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

a) Pre-Excursion Learning

Research on Assigned country

Written paper for presentation

Learn and practice "Roberts Rules of Order"

Lunch, dinner, and after school meetings for preparation

b) Excursion Learning

Debate: Students will present their country's foreign policy positions, debate, deliberate, and vote upon United Nations resolutions seeking solutions to current global issues.

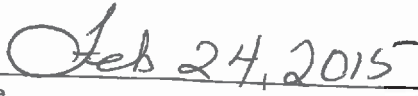
c) Post-Excursion Learning

Students will present their learning and experience to the Moose Jaw Rotary Club through a presentation at the monthly Rotary meeting.


F. SCHEDULE OF ACTIVITIES

MUNA will take place April 30 – May 2, 2015, starting with opening ceremonies and continuing with Committee Sessions over two days. A BBQ dinner and dance will be held for all delegates on the evening of Friday, May 1st. Debates will continue throughout Friday and Saturday.


Teacher Signature


Date


Principal Signature


Date

Director/Superintendent Signature

☐ Request Approved

☐ Request Denied

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	5.9
Topic:	Out of Province Excursion – Assiniboia Composite High School to Winnipeg, Manitoba		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

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

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	March 18, 2015	Assiniboia High's Overnight Excursion

Recommendation:

That the Board approve Assiniboia Composite High School's overnight excursion to Winnipeg, Manitoba on April 30 – May 2, 2015 as per the outline provided.



Prairie South School Division No. 210

15 Thatcher Drive East
Moose Jaw, SK S6J 1L8

Phone: (306) 694-1200 Fax: (306) 694-4955
Outside the Moose Jaw Area: 1-877-434-1200

www.prairiesouth.ca

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

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Joanne Feeley	School: Assiniboia Composite High School
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity _____	
Grade Level: 11-12	Number of Students: 4
Destination: Winnipeg	Trip Date: April 30-May 2, 2015
Number of School Days (Partial/Full): 1 partial; 1 full	
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): Joanne Feeley _____	
Number of Teachers, Parents, Chaperones: 1 (1 during travel, there are more supervisors/ chaperones in the dormitory facility throughout the event)	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

C. BUDGET
<p>❖ Anticipated Budget mileage, accommodations and meals, sub costs</p> <p>❖ Description of Funding Sources : Assiniboia Rotary Club pays for mileage, accommodations and meals (other than those meals during travel)</p> <p>❖ Out of Pocket Cost per Participant cost of meals during travel and optional spending money</p>

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

D. LEARNING OBJECTIVES

- students participate in experiential learning about intergovernmental organization
- students practice parliamentary style debate
- students practice public speaking
- students investigate and debate international affairs from the viewpoint of a different country
- students practice high level research techniques

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

a) Pre-Excursion Learning

- research on country and resolutions, speech preparation and familiarization with United Nations proceedings

b) Excursion Learning

- intergovernmental process

c) Post-Excursion Learning

reflection and review presentation to Rotary

F. SCHEDULE OF ACTIVITIES

tentative

Thursday - ~10:00am depart from ACHS

5:30-6:00pm arrive in Winnipeg - pizza, registration, meeting, preparation

Friday - all day activities - MUNA

- evening banquet

Saturday - all day activities - MUNA

5:00pm Return to Assiniboia

Teacher Signature

Date

Principal Signature

Date

Director/Superintendent Signature



Request Approved



Request Denied

Boese, Heather

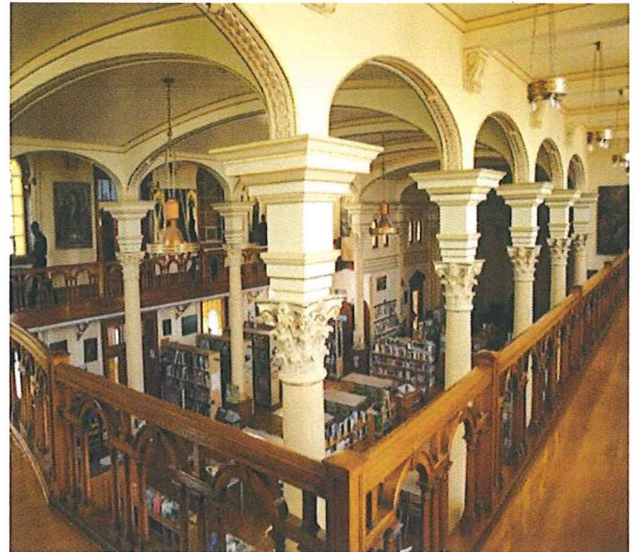
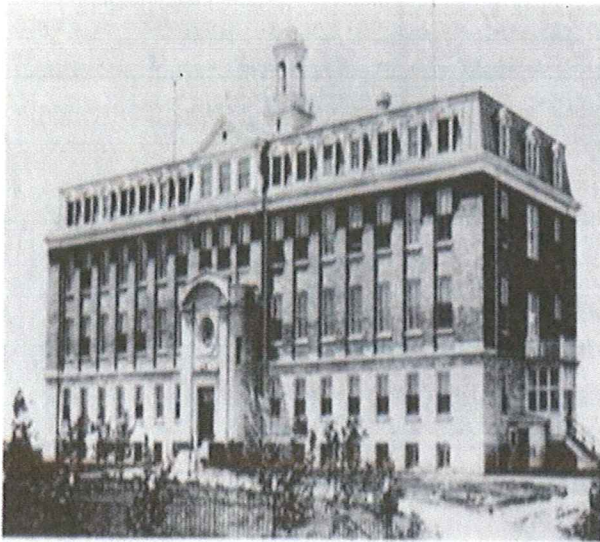
From: Gravelbourg EDO <gravelbourg.edo@sasktel.net>
Sent: April-08-15 1:00 PM
To: Boese, Heather
Subject: Gravelbourg Convent Project Proposal
Attachments: PSSDProposal.BOD.pdf

Hi Heather,
So sorry....I finally received my missing documents.
Anyhow,
I have attached our proposal with supporting documents for PSSD Board of Directors.
First with the proposal followed by the supporting documents.
As for the delegation, there will be myself, Chris Costley, CAO of Town of Gravelbourg and Louis Stringer, FGC Board Member.
Please let me know if you need anything else.
Thanks so much for your patience.
Cheers,
--

Carleen Wallington
Economic Development Officer
Town of Gravelbourg
Box 390 Gravelbourg, SK S0H 1X0
P: (306) 648-3301 Ext. 4
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TOWN OF GRAVELBOURG

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

Adaptive Re-Use Project: Convent of Jesus and Mary
Gravelbourg, Saskatchewan



Prepared by:
Carleen Wallington, Economic Development Officer



**ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY
FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)**

April 7, 2015

Board of Directors
Prairie South School Davison No. 210

ADAPTIVE RE-USE PROJECT: FEASIBILITY STUDY AND BUSINESS CASE PROPOSAL

Dear PSSD Board of Directors;

Thank you for the opportunity to present this proposal seeking funding for a feasibility study and a business case for the adaptive re-use of the historic Jesus and Mary Convent. This is a remarkable heritage resource with significant historical value and business potential.

The objective of the project is to explore the economic viability of a number of re-use options for the Convent building thereby ensuring its preservation.

Given the overwhelming size of the building (90,000 square feet), no single use could fill the entire building; therefore, we intend to examine multiple business cases and assign each a portion of the building based on need.

The primary goal is to build on our community's long standing tradition of ministering to the less fortunate. We believe that creating a multifaceted facility guided by these principles opens the door to many possibilities. The next phase of the project is to seek investors and entrepreneurs to step in and implement the businesses proposed most likely to succeed based on the data.

In terms of financial investment, the cost of supporting a feasibility study and business case is far less than the cost of demolition fees of the Convent building. For instance, the estimated amount to demolish the old Moose Jaw Union hospital is approximately \$6.5 million.

Enclosed in this proposal are the project budget and overview as well as information on related initiatives by the Town of Gravelbourg:

- Project budget
- Project purpose
- Project accomplishments
- Marketing strategies
- Pre-feasibility analysis
- Project support
- Project impact on the community
- Community capacity
- Appendix: Supporting documents



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY
FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

The FGC committee appreciates the on-going support Prairie South School Davison has demonstrated throughout this process. We look forward to continuing our partnership and shared interest in finding a new use for this building.

Please feel free to contact the Economic Development Office with any questions or comments you may have regarding this proposal. Thank you for your consideration of our request for funding support for a feasibility study and business case.

A handwritten signature in blue ink, consisting of a large, stylized 'C' followed by a horizontal line.

Carleen Wallington, Economic Development Officer, Town of Gravelbourg

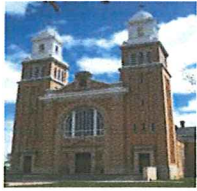


**ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY
FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)**

Project Budget:

Revenue	Amount
Friends of the Gravelbourg Convent Inc.: Fundraising	\$ 10,000
*Town of Gravelbourg: Annual contribution	\$ 5,000
Private Investor- Confirmed	\$ 5,000
Prairie South School Division: Request Pending	\$ 80,000
Total Revenue	\$100,000
Expenses	Amount
Feasibility Study & Business Plan: \$100,000 <ul style="list-style-type: none"> - Project Scope - Market Feasibility & Analysis - Technical Feasibility & Analysis - Organizational Feasibility & Analysis - Financial Feasibility & Analysis - Review, Conclusions & Recommendations - Conservation Plan 90,000 sq. ft building with several multi-use options at 9,000 sq. ft per use: <ul style="list-style-type: none"> - Advertising- call for proposals - Consulting-facilitation session - Consulting: exploration of uses <ul style="list-style-type: none"> o 10 uses at \$3,000 (minimum) per proposal - Business Plan <ul style="list-style-type: none"> o 10 uses at \$3,000 (minimum) per business plan - Accounting & Legal: corporation setup - Advertising – call for investors 	 \$ 2,500 \$ 2,500 \$ 30,000 \$ 30,000 \$ 25,000 \$ 10,000
Total Expenses	\$100,000

*The Town of Gravelbourg provides in-kind contribution for the services of the Economic Development Office: \$45,000 (10hrs per week for 48 weeks over 3yrs).



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY

FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

PROJECT INFORMATION

The adaptive re-use of the Convent of Jesus and Mary building is a multifaceted project and impacts the community in various ways. The community is involved in the identification, design, development and implementation of this project through several interconnected initiatives:

- Municipal Culture Engagement and Planning: Cultural Assessment & Cultural Mapping
 - A municipal government-led process approved by Council, for identifying and leveraging the community's cultural resources, strengthening the management of those resources, and integrating those cultural resources across all facets of local government planning and decision-making.
- Official Community Plan
 - Land use planning
 - Economic planning
 - Social planning
 - Environment planning
- Municipal Strategic Planning
 - Integrated planning process: to develop a realistic and actionable vision to ensure that operational plans, programs and services are aligned with the direction and needs of the community and Council's vision.

All these initiatives demonstrate community capacity, long-term commitment and investment, clear identity and direction, sustainability in all sectors (economic, social, cultural, etc.) and a strong desire to maintain that which is uniquely Gravelbourg. Finding a suitable re-use for this National Historic building is significant.

Vision

By 2016 there will be a feasible alternate use for the building known as the Gravelbourg Convent.

There will be an investor in place ready to submit a proposal to the Prairie South School Division to acquire the property when it is tendered.

There will be a long term future for the Gravelbourg Convent that preserves the building and its heritage value for past, present and future citizens of Gravelbourg.

Mission

The Friends of the Gravelbourg Convent Inc. will provide the community leadership to promote the preservation of the Gravelbourg Convent, identify feasible alternate uses for the building and pursue the means and investment for a successful long term solution.



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY

FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

FGC's focus is to save the National Historic Site - the (former) Convent of Jesus and Mary Building from the wrecking ball with special emphasis being given to the retention of the structure's various heritage character defining elements, as outlined in the Conservation Plan, by finding suitable reuse alternatives.

Project Accomplishment

- Created website: www.gravelbourgconvent.com as a communication tool with the community to keep residents updated on the project
- Prioritized order of retention of various heritage character defining elements in the building
- Identified potential reuses for the building
- Secured a portion of funding needed to proceed with feasibility and business case studies
- Drafted a Convent Conservation Plan
- Completed a Regional Housing Needs Assessment
- Established project support from local and regional partners
- Attracted investor interest
- Completed a facilities structural assessment
- Completed an Auto-CAD of facility floor plans (all levels)

Marketing

- To enable the group to effectively market themselves and their mission to raise interest and needed funds, the FGC decided to incorporate as a non-profit organization to be able to apply for programs and to be able to issue taxable receipts. The structure of the organization could be changed in the future if it seems necessary to convert to a for-profit entity in the future. (Completed)
- Initial Marketing Campaign
 - Compile an extensive Alumni list to target former students to raise some initial funds for the organization. Some may also turn out to be potential investors. (Completed)
 - The website needs to be maintained and up-to-date to make information available to the public about the progress and the campaign of this group to preserve the Convent. (Completed)
 - Host fund raising events such as *Hearts for Heritage Gala*. (Held February 14, 2015)



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY

FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

PRE-FEASIBILITY ANALYSIS

There are several key factors that need to be taken into consideration for moving the project forward.

1. Multi-Use Facility

- Maximize the use and occupation of the 90,000 square foot space as a multi-use facility

2. Chapel

- Need to establish clear community involvement
- Is a 'stand-alone' project in terms that the community could possibly own it and run it as a non-profit organization
- Priority is preservation at all costs

3. Catholic Health Ministry Affiliation

- Primary focus will be on building on our community's long standing tradition of ministering to the less-fortunate
- Exploring such opportunities as a Memory Care centre
- Memory Care can include Brain Injury Care, supported living, respite care, rehabilitation, affordable housing supporting refugee families and immigration employment and/or training
- With support from both Ministry of Health and Ministry of Social Services
- Survey use(s) of former churches/chapels that have been re-used as comparisons/ideas
- Need to go into details as to WHY FGC considers the Catholic Health Ministry Affiliation as a good fit for our community:
 - History/Founding Fathers: Faith Based Roots
 - Catholic Order/Co-Cathedral/Bishops Residence & Convent
 - Grey Nuns Order
 - St. Joseph's Hospital – Affiliate of Catholic Health Ministry

4. Market: Cost of Use & Needs Assessment

- Determine market needs for re-use adaptability
- To include cost of use

5. Private Profit Partnerships

- Potential Investor (André Chevrier) is interested in developing an Assisted Living facility in the community and wants to work with FGC on this



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY
FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

6. Complete a Regional Housing Needs Survey

- FGC will work in partnership with the region to launch a housing needs assessment.
This task has been implemented

7. PSSD Relationship

- To recognize the supportive and proactive role the school division is playing in the re-use project
- PSSD needs to ensure the adaptive reuse fits within their mandate (as they will be neighbors to the facility)

8. Specialized Staffing

- Will there be an issue with the need for specialized-trained staff to care for specialized care (Memory Care/Brain Injury, etc.)
- Will the project be able to draw the staff it needs to the project

9. Regional Economic Development Alliance

- Two RM's and two municipalities along with a Regional Park have formally joined in a Regional Partnership and are currently developing an economic strategy
- This progress is an important development for the surrounding area with great Provincial and regional potential

10. Partnerships with Health Ministry and Social Service Ministry

- As mentioned, both Ministries working in partnership with the Ministry of Catholic Health and private partner participation is a critical consideration for assessing the project

11. Community Culture of Care: Group Homes

- The community of Gravelbourg currently consists of one Government group home facility and one private-run group home that support adults with disabilities
- The community has cultivated this supportive culture of its special citizens

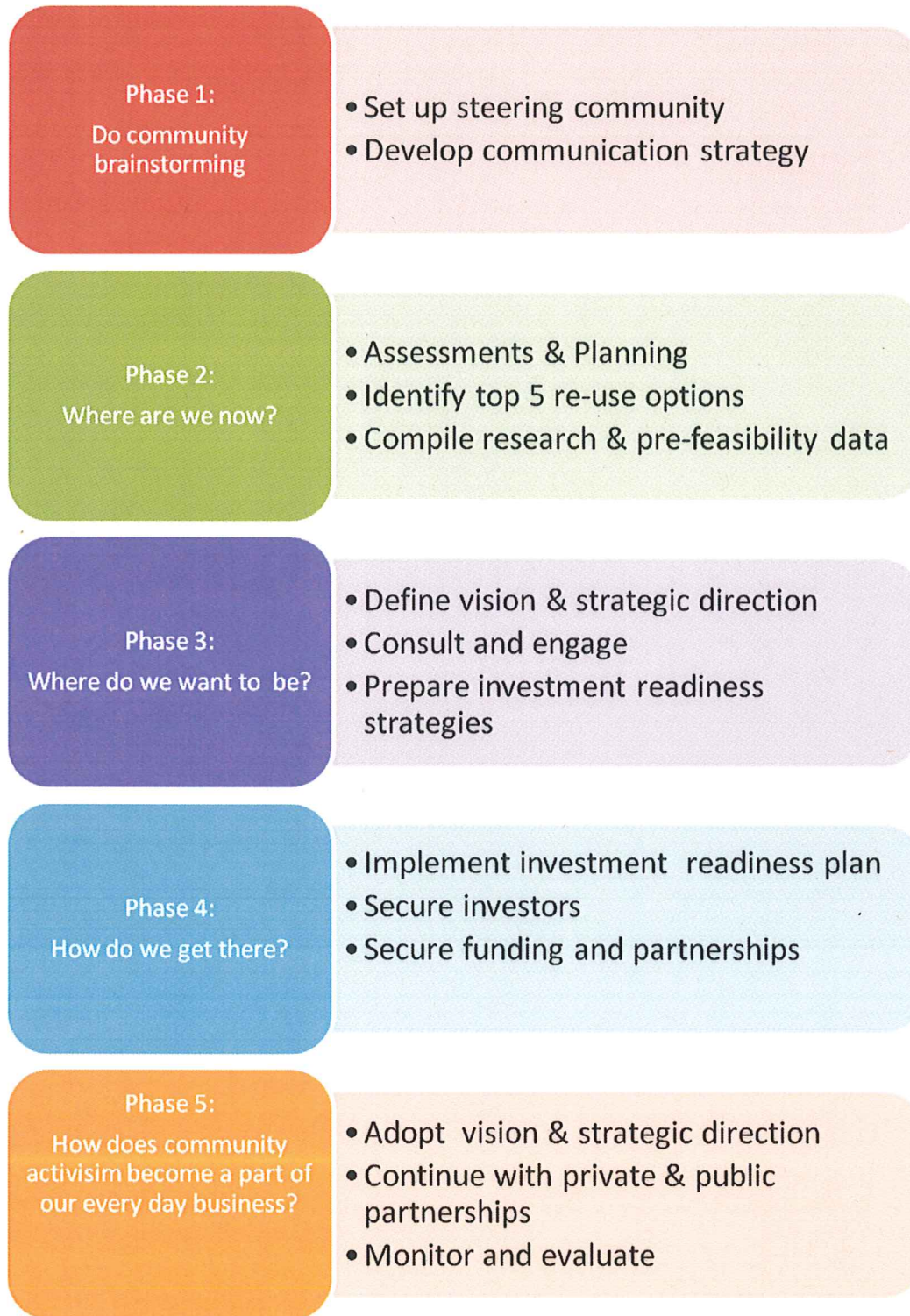
12. Volunteerism and Fundraising in the Community

- The community has established a history of strong volunteerism and fundraising large amounts for important community projects
- Examples: Co-Cathedral Roof Fund (\$300,000+); Collège Mathieu; and the Hospital Foundation – Festival of Trees (hospital equipment, etc.) \$60,000 and Hearts for Heritage Gala (\$8,000+)



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY
FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

Planning Process





ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY

FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

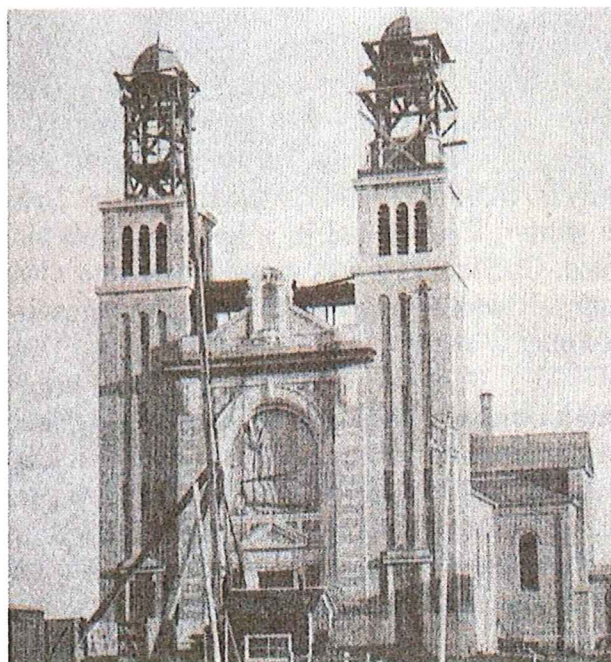
Project Schedule

Step	Time Frame
Phase 1: Preparation, information-gathering & research	18 months
Phase 2: Assess, analysis & organize	4-6 months
Phase 3: Consultation & engagement	6-8 months
Phase 4: Planning, finalizing & adoption	3-4 months
Phase 5: Implementation, monitoring & review	September 2016

COUNCIL MEMBERS AND PROJECT PARTICIPANTS

The following is a list of the Town of Gravelbourg council members and key members involved in the project:

- Edward Lagassé, Mayor
- Darcy Stefiuk, Alderman
- John Vant, Alderman
- Michel Vézina, Aldermen
- Robert Bowler, Aldermen
- Sam Hawkins, Aldermen
- Toos Giesen-Stefiuk, Aldermen
- Chris Costley, CAO
- Economic Development Committee
- Sport Culture and Recreation Committee
- Musée de Gravelbourg and District Museum
- Renaissance Gaiety Theatre Inc.
- BRE Taskforce Team
- Gravelbourg Chamber of Commerce
- Touch of Europe Committee
- Gravelbourg Lafleche Regional Alliance
- André Chevrier, Private Investor
- MLA Yogi Huygebaert
- St. Joseph's Hospital/Foyer d'Youville
- Five Hills Health Region





ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

IMPORTANCE OF THE PROJECT IN THE COMMUNITY

The objective of the project is to explore realistic and suitable re-uses of the Convent of Jesus and Mary building. This National Historic Site has a heritage value to the community of Gravelbourg. The residents are passionate about saving the building and are eager to explore future feasible alternate use options.

Volunteers and Organizations

Developing partnerships is an essential element of project planning; therefore, a wide range of partnerships will include:

- Strong leadership from municipal supporters
- Involve every organization that contributes significantly to the community's quality of life
- Include business sector, health care sector and sports and leisure groups

PRINCIPLES OF THE PROJECT

Shared Stewardship:

- Cultural heritage is preserved
- Provincially significant community assets are protected
- Fewer 'at risk' historic places and sites
- Municipalities and communities promote and conserve their cultural heritage to attract business, promote tourism and to create a distinctive community character

Understanding and Access:

- The contribution the community makes to the region is understood and valued
- All residents have access to great opportunities
- Community participation is increased

Capacity:

- Community organizations have the capacity to work with other communities and their organizations
- Increased participation and leadership in the development and delivery of community activities

Economic Potential

- Industries and organizations achieve their commercial goals
- A symbolic relationship exists between tourism and culture in which the vibrancy of one sector strengthens the other
- There are partnerships between culture, business, technology and educational institutions which allow for and encourage creativity and innovation that fuels our economy



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

LONG TERM EFFECTS OF THE PROJECT ON THE COMMUNITY

Support Community-Based Decision Making

- Actively involve communities and engage residents with the development, conservation and promotion of local community assets
- Decisions about the economic impact are made at community level and reflect the interest and needs of the community
- Community values are responsible for creating, conserving, enhancing, promoting and using their assets

Promote Sustainable Development

- Ensure the needs of the present are addressed without compromising the needs of future generations
- Places and objects with value are infinite and non-renewable and need to be safeguarded for present and future generations

Foster Fairness, Transparency and Accountability

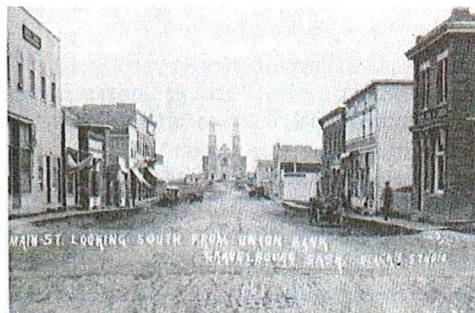
- Focus on outcomes and ensure decision-making is open and transparent
- Incorporate practices such as arms-length funding arrangements
- Focus on accountability promotes continuous improvement through research, evaluation and reporting out on results

Communicate, Coordinate and Collaborate

- Take advantage of opportunities to learn from one another
- Sector development is a shared responsibility
- Communication, coordination and collaboration bridges gaps and develops partnerships with non-traditional partners
- Working together creates new and creative connections
- Increased coordination and collaboration can result in new market opportunities and an exchange of ideas

How project results will be implemented in the community

The adoption of the council supported Cultural Plan and Official Community Plan will result in efficient deployment of resources, increased opportunities to attract outside project funding, and demonstrate continued municipal support for the local Re-Use Project of the Convent building.





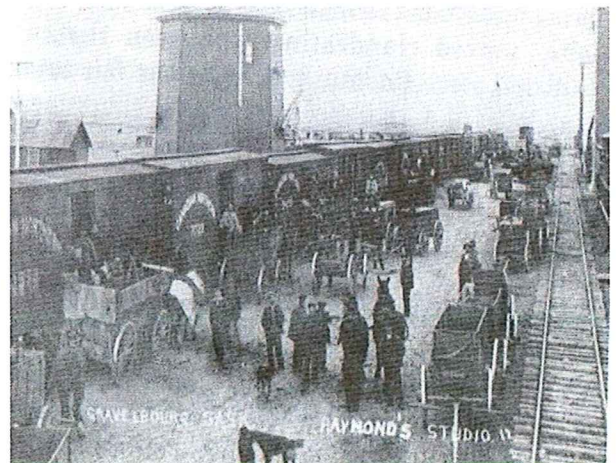
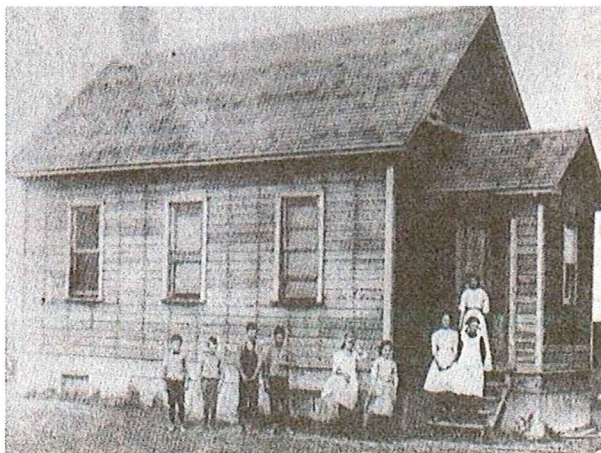
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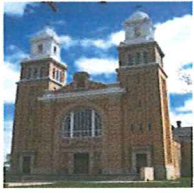
FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

Engage and Communicate with the Community

This strategy and implementation of the following actions will result in increased respect and appreciation for community diversity, civic participation, and overall pride in the richness of local community resources.

- Supporting community based retention and attraction initiatives
- Fostering the entrepreneurial spirit and consumption of local products
- Growing community leaders
- Utilizing community resource mapping





ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

COMMUNITY CAPACITY

Westland Agro Ltd.

Westland Agro Ltd. operates a seed processing plant, in the heart of Western Canada's mustard producing region, with a focus on commercial mustard cleaning and processing. This facility also provides high quality seed commodities to customers around the world.

Westland Agro Ltd. strives to develop a network of relationships along the supply chain providing quality products to customers, through direct contracting with farmers and quality assurance accreditations. Westland Agro Ltd. products are shipped to North and South America, European, Middle East and Asian markets.

Heritage Canada: Main Street Canada Program (MSC) 1988

The MSC program supplied assistance to communities that had made a strong commitment to maintaining and improving the physical character, financial viability and vitality of their downtowns.

Gravelbourg was a unique participant in the Main Street Canada Project. It was one of the smallest communities chosen from across Canada. The MSC project served to illustrate the potential of developing rural centers as attractive tourist destination as well as realizing the important connection between cultural planning and economic development.

Although the MSC program created an initial infrastructure base to build on, the unfortunate discontinuation of project funding made it challenging for the community to continue developing its main street project and difficult to benefit from its potential.

Brand Marketing

Gravelbourg has taken advantage of the strong increasing tourism industry by aggressively promoting the community through brand marketing efforts.

The Town of Gravelbourg is known as the 'cultural gem' of Saskatchewan thanks to its rich culture, remarkable Francophone heritage, regal architecture and diverse spirit. Gravelbourg offers visitors a ***Touch of Europe on the Prairies***.

By using social media tools like facebook and twitter, through creating a dynamic webpage, to designing tourism brochures and partnering with South Central Saskatchewan in creating the ***Day Trip Guide***, Gravelbourg has put itself on the map. Recently, Gravelbourg was honored as the, ***This Old House: Best Old-House Neighborhood Award***.



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

Green Initiatives

Gravelbourg recognizes the importance of not only preserving our heritage buildings but also in preserving our environment. The SARCAN recycling facility allows the community to do its part in keeping waste management to a minimum. Encouraging the community to purchase reusable bags that help the environment while advertising Gravelbourg at the same time, is an effective yet simple marketing tool. All the reusable bags advertise our local businesses as well as the *Touch of Europe on the Prairies* brand.

Provincial Marketing

Advertising in all the provincial tourism travel guides as well as advertising on the World Wide Web increases Gravelbourg's exposure as the place to visit.

Expanding the tourism markets with key publications in neighboring provinces allows Gravelbourg to reach key population demographics such as retirees and young families.

Business Retention and Expansion Program

The town of Gravelbourg's business community implemented a BRE strategic plan in the beginning of 2013. The BRE Taskforce Team's main goals identified were to maintain and expand the population base, to further develop the tourism market and to effectively communicate the positive attributes of the community.

Expanding the local population continues by creating and maintaining a strong local economy through increasing the number of jobs in the community. Launching a "shop local" campaign identifies the positive outcomes of local shopping for the community. Focusing on the unique festivals and events of Gravelbourg, such as the annual Summer Solstice Festival d'été, creates attraction that continues to encourage visitation of the community. Drawing retirees to Gravelbourg has an important role in the future of the population because very often retirees have financial resources as well as time to commit to the community. The Town continues to advertise the attractions of Gravelbourg as a place to retire through updating the website and marketing in Alberta and BC as well as in nearby smaller communities.

As a result, over the last few years, Gravelbourg has experienced an influx of retirees and young families moving into the community.

To further develop the tourism market, Gravelbourg has focused on key attributes of the community including the Cultural Centre, the Co-Cathedral, the Museum, Festivals, Special Events and Hunting. Developing 'Stay and Play' and 'Passport' packages encourage increased spending in the community by visitors. Utilizing additional transportation modes and expanding current transportation modes into the community through Western bus tours and Southwest van operations. All these tourism marketing tools continue to promote Gravelbourg as the thriving community it is.



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

Gravelbourg Play and Learn Daycare Inc.

The Gravelbourg Play and Learn Daycare is a non-profit organization that is managed by an Executive Director. The Executive Director is directly responsible to the Board of Directors. The Board of Directors, who are elected by the families using the daycare centre, oversee the operation of the Gravelbourg Play and Learn Daycare Inc.

The Gravelbourg Play and Learn Daycare provides a safe and caring environment that will contribute to the intellectual, social, emotional, physical, creative and cultural growth and development of children.

The Play and Learn Daycare program is designed to meet the various needs of its children and their families. The daycare provides a variety of activities including emerging art, music and movement, drama, science, and indoor and outdoor free play.

Le Centre Éducatif le Tournesol

Situated in l'École secondaire Collège Mathieu, Le Centre Éducatif le Tournesol is a French licensed child care center with 28 available spaces. The Centre offers fun, educative and creative activities which promote child development, healthy living, francophone culture and literacy.

Le Centre Éducatif le Tournesol aims to be a linguistic, cultural and community enterprise that meets the needs of both children and their families and the community through a learning program that helps affirm children's identification with a sense of belonging to the francophone culture and community.





ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY

FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

The community has implemented the following initiatives that attract visitors to our historic sites and to our commercial district:

CULTURAL PROJECTS AND EVENTS

Summer Solstice Festival d'été

The Summer Solstice Festival d'été is an annual, bilingual, multicultural arts and music festival that presents a diversity of programming and performance genres.

The mandate of the festival is to celebrate the spirit of our Southern Saskatchewan landscape through Art, Music, Dance, Literature and Drama.

The Solstice Festival is operated by a Board of Directors and a Solstice Committee. The Board of Directors is directly responsible for the governance while the Committee is responsible for the programming. The annual festival's coordination is assisted by the Sport, Culture and Recreation Development Office.

The Summer Solstice Festival d'été has a history of building upon its successes and having a profound impact on the community. The Festival continues to provide artistic awareness, increase tourism, engagement of the community and have a lasting economic impact.

Tourism and economic development are significantly impacted by the festival as the event grows in attendance each year. For example, approximately 25% of the Festival participants have never travelled to the Town of Gravelbourg. Based on various guest books, these people become repeat visitors and recommend the town to their friends and family. This increases tourism and directly benefits the local businesses.

Extensive tourism advertising by the Town of Gravelbourg incorporates the Solstice Festival into its national advertising campaign each spring. Additionally, a "welcome home" invitation to the Festival is sent out to individuals and families who grew up in Gravelbourg or lived here at one time – many of whom now live in other Provinces and the United States. Those who make an effort to come home each year also promote the Festival to their peer groups which encourages new visitors.

By ensuring a unique integration of multicultural activities and presentations, the Festival maintains its strong link to the celebration of the Solstice.

Our founding objective was to allow regional residents and visitors to participate in new artistic activities - this alone draws a large crowd each year.





ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY

FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

The Renaissance Gaiety Theatre – Programming

The Renaissance Gaiety Theatre is committed to providing a unique venue for arts and entertainment that exhibits the multicultural community of Gravelbourg and surrounding region. The theatre strives to be an ideal venue for community driven programming. The theatre serves Gravelbourg and the surrounding rural region of over 9000 people to deliver quality performances.

Part of the Theatre's programming goals is to have people experience a broad range of good live entertainment from classical to country, from comedic to dramatic, offering something for everyone. The theatre is the center for school, community and church programs as well as the site for many types of cultural arts activities such as plays, recitals, music festivals, concerts, speakers, pageants, workshops, seminars and films.

The Renaissance Gaiety Theatre is used for presenting and promoting the wealth of local talent here in Gravelbourg and surrounding region, as well as enabling everyone to experience the talents of travelling professionals. There is great emphasis on special activities to serve the hundreds of school children in the region to help them grow in their discovery and learning about arts and their cultural heritage.

The Theatre continues to be a thriving community centre. The programming focus is on providing programming for all ages and genres that will ensure involvement from the community and region as well as an emphasis on nurturing and cultivating the arts and heritage for our youth.

In partnership with the Saskatchewan Arts Board, the programming development committee has featured such events as: video game tournaments, Kids Karaoke competitions, air band acts, drama camps, performer's theatre nights, after school drama club, senior matinées, movie nights, comedy nights, live acts, concerts, plays, art exhibitions, theatrical workshops, guest speakers, coffee house, pageants, improv night, silent auctions, school film club, gala event, Philippine dance troop, just to name a few.

Artist in Residence Program

Although Gravelbourg is brimming with cultural diversity, the community needs to come together to share and celebrate our diversity. Opportunities need to be developed to help increase our understanding of our cultures and traditions - by doing so we will increase the community's cohesiveness. All community members: youth, adults and seniors, need to gain a better understanding of the rich cultures the community possesses. The goal is to increase the understanding of our community's cultural diversity and celebrate our differences.

Between 2009 - 2011, the Artist in Residence Program allowed the visiting artist to stay and work so that they may apply singular focus to their art practice. This program offered conditions that were conducive to creativity for both individual artists and groups.



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

In 2010, a sold-out crowd of 200 at the Renaissance Gaiety Theatre was treated to the artistic talents of local actors in the production of *The Decision Maker*, a play written and directed by Clare Middleton and performed by members of Gravelbourg and surrounding area. The play was a story of the origins of Gravelbourg through the exploration of Father Gravel.

In 2011, another full house at the Renaissance Gaiety Theatre was treated to the artistic talents of local actors in the Christmas production of *The Best Christmas Pageant Ever*, a play directed by Angela Christie and performed by members of the community.

Gravelbourg is dedicated to projects, events and activities that result in creating, displaying, promoting and engaging the public around the community's cultural assets. In 2012, Gravelbourg and surrounding area established a community drama club. The Renaissance Gaiety Theatre Drama Club presented its first production, *The Elevator*, a comedy written by a local playwright.

Gravelbourg Walking Tour Guide

A *Walk Through History* booklet on Gravelbourg's past was published and designed to provide a glimpse into the characters of our founding fathers, their spirit, courage and their tireless energy. This sense of community still exists in Gravelbourg today and is a key component in the continued revitalization of the rural landscape in southern Saskatchewan.

Visitors are able to enjoy a self-guided tour at their leisure as they explore the sites of Gravelbourg that include historic buildings, parks, statues and residential homes.

Heritage Days Festival

Heritage Days is a two day bilingual festival that features short historical skits on small town life in Saskatchewan. Each year a different decade is highlighted. For example, in 2010 the festival explored the year 1972 where the cold war hockey game between USSR and Canada took place. Students from all across the province come to learn about the Saskatchewan French Communities in an interesting way as they watch and participate in historical re-enactments.

The advantages of hosting such an event is beneficial to the students, visitors and community as they take in the past while featuring the many attributes that Gravelbourg has that encourages visitors to come again.

HERITAGE CONSERVATION PROJECTS

Gaiety Theatre Restoration Project 2009

The Gaiety Theatre was constructed in 1946 with the primary goal of showing movies. The theatre was successfully operated for approximately 50 years bringing movies to the community of Gravelbourg and surrounding region. The theatre is one of the last surviving, operating theatres in South-Western Saskatchewan and contains two of the oldest theatre projectors in Saskatchewan.



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY

FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

The structural repairs and renovations were essential to continue the operation of the building as a community theatre. It was imperative the repairs were completed in a timely manner to stop any further degradation.

The conservation and restoration of the Gaiety Theatre has had a significant impact on the community of Gravelbourg and surrounding region. The theatre is operated by a non profit organization that is committed to providing a unique venue for arts, entertainment and community driven programming that exhibits the multicultural community of Gravelbourg and surrounding region.

The regional community has recognized the need for an auditorium facility where quality theatrical productions, concerts, films and other performing arts could be offered. This unique venue is an ideal location to develop and exhibit local, regional and provincial talent and increase educational opportunities. Additionally, after the theatre was restored, it has become part of the Museum Heritage Site Tour thus raising public awareness and promoting the conservation of heritage sites.

In May 2011, the Renaissance Gaiety Theatre was recognized by the Saskatchewan Municipal Awards in the Heritage Conservation Leadership category for practices demonstrating efforts to encourage heritage conservation within the local community.

The town of Gravelbourg has recognized that ongoing resources are required to plan and maintain the designated municipal heritage properties and cultural legacies for future generations. The renovation projects for both the post office and the court house continue.

The Gravelbourg Elementary School (GES) – Convent Re-Use Project

The Gravelbourg Elementary School facility is a National Historic Site and an essential part of the community. Prairie South School Division developed a Long Range Facilities Plan that will renovate the Gravelbourg High School and convert it to a Pre-Kindergarten to grade 12 school facility.

As a result, the Economic Development Committee (EDC) in partnership with the Town of Gravelbourg and the school division are taking a pro-active approach in preserving the National Historic Site.

The Friends of the Gravelbourg Convent Inc. committee will focus on developing a suitable reuse and adaption strategy of the historic building. The goal is to have an economically viable facility.



ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

Gravelbourg Historical Society Est. 2008

The local historic society of Gravelbourg collects, researches, interprets and preserves information or items of historical interest that reflect the community. The primary focus of this 7 member board has been on Heritage Promotion and Education Projects. For example, developing the *Gravelbourg Historical Walking Tour* booklet in partnership with the Museum and the Touch of Europe committee allows for easy access to historical information promoting Gravelbourg.





ADAPTIVE RE-USE PROJECT: CONVENT OF JESUS AND MARY
FRIENDS OF THE GRAVELBOURG CONVENT INC. (FGC)

APPENDIX

- Letters of Support
- Feasibility Study and Business Case proposals (pre-qualifying)



VILLE DE • TOWN OF

Gravelbourg

P.O. Box 359 Gravelbourg, SK S0H 1X0 Canada

Telephone: (306)648-3301 • Fax: (306)648-3400

email: gravelbourg.adm@sasktel.net

www.gravelbourg.ca

March 31, 2015

To whom it may concern,

I am providing you with this letter of support for the Friends of the Gravelbourg Convent (FGC) as instructed by resolution of the Council of the Town of Gravelbourg.

The Town of Gravelbourg and the FGC have a common interest in ensuring that the former Convent of Jesus and Mary, currently the Gravelbourg Elementary School, is preserved for the enjoyment of future generations. This building is very important to this community historically as it is one of three designated Municipal Heritage Properties, along with the Our Lady of Assumption Co-Cathedral and the Bishop's Residence, that represent the French Catholic migration to Saskatchewan early in the 20th Century. As one of the stops on the Heritage Walking Tour, it is also significant to the local tourism industry for which Gravelbourg is well known. Additionally, as a 90,000 square foot building, it also represents a tremendous investment opportunity and could be very valuable to the community economically if we can find the right investor to fill the space – this is where the FGC comes in.

We fully support the efforts of the FGC as they seek funding for a feasibility study to further explore the business case for this building and ensure that it continues to have a productive use (and thereby avoid demolition). The Town has committed financial resources to this mission as well as in-kind aid through the support of its Economic Development Officer – we hope that you will also support this very worthy cause.

Sincerely,

A handwritten signature in blue ink that reads "Chris Costley".

Chris Costley, B.A., B.Comm.

CAO, Town of Gravelbourg

March 31, 2015

To whom it may concern,

I have been involved with the Friends of the Gravelbourg Convent Inc. committee since 2013 as a potential investor and concerned citizen.

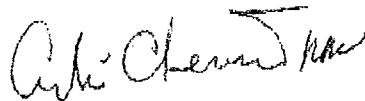
I fully support the effort and direction of the project for finding suitable and sustainable reuse options for the Convent of Jesus and Mary building.

I am invested in this community that my family has called home for many decades. I am prepared to make a financial contribution towards supporting a feasibility study and business case in order to move this project forward.

My professional background is in the Health industry whereby I have worked extensively with adults requiring a variety of mental and social support systems within a community setting. I have fulfilled contracted services for Vancouver Coastal Health such as Multiple Licensed Psychiatric Facilities for 52 Adult and Long Term Care Senior clients along with a Community based program service for 60 clients for 23 years and currently to this date. I see great potential in a multi-purpose facility, such as the historical Convent building, that may be able to address a wide range of needs within rural Saskatchewan.

I am committed to seeking future development that will have a positive impact on the community for generations to come. I hope we can count on Prairie South School Division to continue to support this important community initiative in preserving this National Historic Site that is part of Gravelbourg's unique identity.

Sincerely,

A handwritten signature in black ink, appearing to read "André Chevrier". The signature is fluid and cursive, with a stylized "A" and "C".

André Chevrier

Andre Chevrier

5078 Cliff Drive • Trarvassen, bc V4M2C9 • Phone: 604-788-7816 • Fax: 604-948-4106
E-Mail: chevrierandre@gmail.com

Date: April 5, 2015

Carleen Wallington

Economic Development Officer
Town Of Gravelbourg

Dear Carleen:

I will make a contribution of \$5,000 towards the feasibility study for the development of a Specialized Seniors Care Facility to provide services to Alzheimer patients and brain injury patients along with the need for Assisted Living and Personal Care. Other additional Service Needs would also be assessed in the region.

Sincerely,

Andre Chevrier
R.P.N.

April 2, 2015

Dear Prairie South School Division Board,

I fully support Friends of the Gravelbourg Convent Inc, in their initiative preserving the Convent as a heritage site, and fully support their plans for preservation and future development.

Sincerely,

Yogi Huyghebaert

MLA Wood River Constituency

306-642-4744

mlawoodriver@sasktel.net



Friends of the Gravelbourg Convent Inc.

April 7, 2015

RFP Reference #: RFP-EDO 2015-01 Convent of Jesus and Mary, Gravelbourg, Sask.

Thank you for the opportunity to respond to your request for proposals for the repurposing of the Convent of Jesus and Mary.

Attached please find our proposal in this regard.

We consider this property to be an exceptionally important heritage property and would be very pleased to be involved in helping to secure its future.

We have extensive experience in redeveloping this type of property (see Corporate Profile on Nicor Group attached). We have assembled an outstanding team of consultants for this project namely:

- 1) Barry McGinn Architect
- 2) J.C. Kenyon Engineering Inc.
- 3) G.P. Rollo & Associates Ltd. Land Economists

Please note the attached submissions from each of these team members with respect to their roles in the work.

We look forward to reviewing our submission with you at your convenience.

Yours truly,

Nicor Developments Inc.

Per: 

Ross Keith, President

Friends of the Gravelbourg Convent Inc.
Request for Proposal
Feasibility Analysis and Business Case Studies

April 7, 2015

Feasibility Analysis

Project Scope

The former Convent of Jesus and Mary is a heritage site of national importance. The first requirement in this project is the development of a conservation plan identifying exactly what is important about the site and establishing how the site will be protected. This plan needs to be practical but must comply with the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada.

A conservation plan is a useful tool in assisting those with responsibility for development of the site and for how it can be effectively and efficiently managed.

Conservation plans must meet the standards referred to above but must also be sensitive to the reuse requirements of the owner.

A conservation plan must be a living document, having a clearly defined purpose, and which is used and updated as needed. The preparation of a conservation plan is not an end in itself, but rather is a necessary management tool. This conservation plan will provide a strong foundation for management and expenditure decisions.

The objectives of a conservation plan are to identify the cultural and historic significance of the site and to set out policy and strategy for the management and conservation of those physical elements of the site (both interior and exterior) that contribute to that significance.

Two of the most important elements of a conservation plan include the; a) assessment of significance and b) the assessment and analysis of conservation needs.

This work is described in more detail in the submission from Barry McGinn attached. Mr. McGinn would be in charge of this aspect of the work.

The scope of the project is to prepare a development plan to repurpose the property to accommodate a use(s) that will be financially self-supporting (ie. economic) and respect the conservation plan referred to above.

This is the primary business of a development company. We have well established tools and expertise to prepare this development plan and that work includes all of the matters spoken to in the headings below.

Market Feasibility

A market analysis searches for the intersection of supply and demand which will create a market for a product at a certain price. A feasibility analysis tests whether a certain product will meet certain financial or social goals in the market.

The Convent of Jesus and Mary project will require direct discussions with the end user(s) (tenants). It will be the role of the developer to assess the absorption of the space to local and outside users.

The purpose of our work would be to:

- 1) Recommend a mix of uses that should be considered for the future redevelopment of the site and position the Friends of the Gravelbourg Convent to move forward to prepare more comprehensive governance, market and financial analyses for the development of the building.
- 2) Work with McGinn Engineering to prepare a preliminary or screening feasibility study to assist the Friends of the Gravelbourg Convent to move forward to a more comprehensive Business Case Analysis (more comprehensive governance, physical, market, funding and financial analyses).
- 3) More specifically, we would identify possible uses of the building, to examine the market and financial potential of individual and mixed use scenarios, culminating in a recommendation of the mix of uses that have the best potential for the redevelopment of the building.
- 4) Identify examples from elsewhere in Canada to draw upon their past experience in similar projects.

We would work with our engineering and architectural team who would provide us with comments regarding opportunities and constraints from their perspectives. We would also receive potential reuse plans plus capital and operating costs from our team to assist in the preparation of a financial feasibility of a shortlist (2-3) development scenarios for the building.

Questions to answer will include:

- What are the employment trends in the Gravelbourg area?
- What are the uses, required locally which this proposal can serve?
- What is the population growth rate in the area?
- What is the best configuration and size of units for the proposed re-development?
- How many units can the local market absorb, at what price and over what length of time?
- How should the units be marketed to the target customers?
- How much net operating revenue or income can this project expect to generate?

Technical Feasibility

The fundamental technical concern in this project is structural integrity. J.C. Kenyon Engineering will be responsible for addressing these requirements.

Organizational Feasibility

Finding a user who requires 88,000 square feet of space in a community of less than 1,000 people is an intimidating prospect. There are a number of such institutions which might be attracted to the community, if the facility can be adapted for their purpose but there are not a lot of them. One technique we have used very successfully in redeveloping large obsolete buildings is the use of a condominium corporation. This ownership structure enables the developer to subdivide and offer for sale or lease units in the building in any size which is required by the market. The condominium corporation is also a perfect vehicle for the ongoing governance and operating of the project. We currently manage about 60 condominium corporations. We have also developed many condominium properties and understand this vehicle thoroughly.

Financial Feasibility

From a financial feasibility standpoint, we will need to immediately review the Stantec report (which is based on a number of assumptions) and establish a budget based on construction estimates and definitive uses. This will determine whether the project input requirements exceed the revenue potential. One of the most important numbers will be "cost to shell". How much will it cost to bring the building from its current condition, to shell condition, whereby the developer can offer the space to tenants for them to fit out as their individual needs require.

Review, Conclusions and Recommendations

We will provide a review of all of the above work, together with conclusions and recommendations upon completion of its work.

Business Plan

We would propose using the services of G.P. Rollo and Associates (see memo to Barry McGinn dated April 7, 2015 enclosed) for elements of the business plan which are required forthwith. Our first thought regarding this work is that a good portion of it already exists in work done by other agencies. The most important business planning will be the business plans of the potential tenants and this work should be tailored to their needs. A good deal of the general "business planning" may be unnecessary.

Proposed Project Plan and Methodology

We will develop a detailed project plan which will employ the methodology we apply to all of our development projects (please see Nicor Group's Corporate Profile attached for examples). We are flexible as to timelines. We would expect its work to take about 8-12 months subject to further discussions with the Friends of the Gravelbourg Convent Inc. as to their requirements.

Costs and Charges

We propose a budget of \$50,000 (including disbursements) for the work described above. Further discussions with the Friends of the Gravelbourg Convent Inc. will be required as to more specifically described deliverables if a fixed cost quotation is to be provided.

Nicor Developments Inc.

April 7, 2015

202 Spruce Drive
Saskatoon, SK S7N 2J9
brucesimms@sasktel.net

7 April. 2015

Carleen Wallington
Economic Development Officer
Town of Gravelbourg

Re: Response to Friends of the Gravelbourg Convent Inc. RFP for feasibility analysis & business case for repurposing the National Historical Site formally known as the Convent of Jesus & Mary

Hello Ms. Wallington:

It is with pleasure that we attach our understanding of this exciting and interesting project. This would be a legacy for us all.

Project Cost

We estimate total cost for the two phases of this project to be in the \$60,000 range. Approximate cost of \$30,000 for each phase. This includes cost of travel to Gravelbourg as required, which is about \$10,000/phase.

Time Requirements

Approximately six months for our team to complete this project. This is from project start date and does not include any period where consultation with the project owner is occurring.

Our Team

Bruce Simms – Management & Financial Consultant
Julia Ewing – Community Engagement Specialist – as required basis
AODBT Architects – Already experienced and knowledgeable with the project. They're looking forward to on-going involvement. Charles Olfert is managing partner on this project.
Morris Interactive – Organizational development, training and project management– as required basis

We would be pleased to respond to your questions in more detail. We look forward to being invited to the consultant selection process.

Yours truly,

Bruce Simms
(306) 384-9375 220-6967 (cell)
brucesimms@sasktel.net

**Response to Request for Proposal for Feasibility Analysis & Business Case for
Gravelbourg Convent Inc.**

April 7, 2015

Bruce Simms
Management Consultant
Saskatoon Saskatchewan

Proposed Project Plan for Feasibility Study and Business Case to Re-purpose the Gravelbourg Convent

1st Part of Project - Feasibility Study

Preamble

As consultants, we need to take the feasibility stage of the project very seriously. There is no point in proceeding to a business plan until the project's base level feasibility can be established. The cost of failure is typically greater than the cost of not proceeding until a satisfactory probability of feasibility can be obtained. Difficult and challenging questions must be asked. Existing and new ideas and assumptions must be rigorously explored and tested. As this is both a large and imaginative project, it behooves the proponents and their consultants to proceed with appropriate care and exercise of due diligence. As professional advisors, we cannot in good conscience advise the client to proceed with a business plan until we've satisfied ourselves that the project has a reasonable opportunity to achieve success.

Having said this, we're also aware that this project requires imagination, vision, motivation and faith in order to achieve success. Assisting the client to find this necessary balance to move things forward is one of our key service offerings.

Project Scope & Initial Client-Consultant Meeting

A detailed project scoping is required to ensure we identify all required components of the feasibility study. Following a thorough review of available literature, FGC work completed, their plan and other resources, a draft project scoping document will be explored. The next stage will be an introductory meeting and a brainstorming session with The Friends of the Gravelbourg Convent Inc. to further explore and flush out the project scope and deliverables. It is very important that the client and consultant flush out and clarify expectations, responsibilities, methodologies, project vision, general strategies, deliverables, milestones and communication protocols. Projects go off the rails when there are hidden assumptions and expectations. What seems obvious to one party may not be for the other.

Market Feasibility

- What are the potential uses for the property?
- Placement of the property within regional, provincial and national needs and uses
- What are the community's various interests and values regarding the Convent?
- What are the school board's interests?
- What are the Catholic Health Care Ministry's interests?
- What interest in the property has been expressed re potential ownership and/or occupancy?
- How realistic and financially feasible are these expressions of interest? What needs to be done to solidify them?
- What needs to be done to solicit further expressions of interest?
- What groups or parties, if any, should be approached?

Technical Feasibility

- Given the likely uses for the property as determined during the Market Feasibility, can the building be successfully utilized, renovated or re-built for these purposes?
- What are the required standards for this work?
- How technically challenging is the work?
- Is appropriate project management and labour likely available? From where?
- What are ballpark construction cost estimates to renovate the building as required?
- Does the estimated renovation cost make sense versus a new construction scenario?
- Architectural preservation and conservation considerations and plan

Organizational Feasibility

- Given the community's interests and the likely uses for the property, - what are the possible models for property ownership and management?
- Exploration of applicability of public-private-partnership model.
- What are the advantages and possible pitfalls of each model?

- Would the recommended organizational structure differ during the financing and development of the project from that of long term ownership and management?
- What are the roles and responsibilities and likely organizational structure during each stage?
- What would be the role of a project manager who we could hire?

Financial Feasibility

- Develop a financial spreadsheet model of
 - building renovation costs,
 - on-going maintenance costs
 - building operation costs
 - likely tenant revenues
 - Other likely on-going expenses and revenues
 - Spreadsheet is a work-in-progress that identifies funding gaps and explores various what-if scenarios.
- **Sources & Uses of Funds Statement for likely required property renovation and costs to get the property in a occupancy ready condition**
 - Role of debt financing & options
 - Role of equity financing & options
 - Role of contribution funding & options
 - Non-traditional financing options
- **Potential Sources of Non-Repayable Funding**
 - Who are they and what might they offer?
 - How do we best approach them?
 - Who are our potential allies here? How do we cultivate them?
 - What is the political and economic landscape for funding?
 - How likely success is and what might we reasonably expect?

- **Review of Feasibility Work Completed**

- What areas of feasibility have been reasonably determined?
- What are the key findings and their likely reliability?
- What key questions of feasibility remain? How can they be addressed?
- What key project strengths, weaknesses, opportunities and threats were identified during the feasibility analysis?

- **Conclusions & Recommendations**

- Summary of feasibility determination
- Key remaining questions re feasibility?
- Recommendation to proceed with business plan? If not now, then possibly when?

2nd Part of Project – Business Case and Plan

Preamble

The decision of the Friends of the Gravelbourg Convent to proceed with a detailed business case for the re-purposing project is predicated on a finding of an acceptable probability of project feasibility by the consultant during the feasibility analysis. The Friends and the consultant having discussed the findings in detail, and, the Friends having made the final decision to proceed.

The work completed during the feasibility analysis shall serve as a foundation and reference for the business plan.

Summary Executive

- 2-3 page summary and highlights of business plan

Organizational Analysis

- Analysis, discussion and recommendations for project ownership and management

- Recommendations for different organizational structure over project life cycle?
- On-going community engagement & involvement
- What additional expertise is needed? How do we obtain it?
- Action plan for creating recommended organizational structure(s)
- Who implements the business plan – What structure or capacity is needed for this?

Industry & Competition Analysis

- Placement of the re-purposed convent property within the local, regional and provincial institutional and commercial property markets.
- Uniqueness? Similar properties, if any?
- Competitors?
- Likely market acceptance

Marketing Plan

- Confirmations of interest in occupancy. Why are they willing to commit at this time?
- Identification of possible other tenants if required
- Our value proposition to them
- Marketing strategy to attract other tenants if required

Financial Plan

- Build on revenue/costing spreadsheet from Feasibility Analysis
- More refined renovation & operation cost estimates
- Project management costing
- Confirm sources & Uses of Funds Statement
- Develop opening balance sheet
- Confirm financing sources and working capital arrangements
- Develop and execute sponsorship/fundraising plan if not already accomplished
- Confirm tenant arrangements
- Pro Forma Financials for First 5 years – Construction & Operation stages

Consultation/Engagement Process

- Face-to-Face meetings with Friends of the Gravelbourg Convent Inc. at key milestones such as project inception and completion of draft report.
- Review and discuss expectations, key milestones, timing, deliverables, vision, challenges, resources and communication protocols.
- Discuss need for public and leadership engagement process and targeted media campaign. Build community and beyond interest, awareness and support. Share our passion and vision.
- Targeted media campaign

Some Other Needed Components of Business Plan

Renovation/Construction Plan

- Development of detailed project costing as expected occupancy requirements have been flushed out
- Mechanical, electrical and other building system upgrades & expected operation cost changes
- Project scheduling
- Construction project management
- Tender process or negotiated fixed price, P3, etc?
- Architectural/building conservation considerations & plan

Qualitative & Quantitative Objectives

Here are some thoughts in this area. It is not a full exploration.

- Do the expected results of the feasibility and business case meet the expectations and values of the FGC?
- Will the expected project outcome meet expectations and key considerations of the community and region? Will it engage the Gravelbourg community and beyond?
- Will the project be financially self-sustainable? How so?

- Attract enough fundraising and grants for construction and renovation so that we can charge tenants lease rates that are affordable and sustainable.
- Does the renovation and occupancy plans meet the requirements of key stakeholders?
- Does the building conservation plan meet FGC requirements and key considerations?
- Does the plan have a wow factor to attract broad interest and support?

BOREAS

ARCHITECTURE & CIVIC DESIGN, INC.

SUITE 102, 10220 156 STREET
EDMONTON, ALBERTA T5P 2R1
CANADA

+1 587 984 4683
info@boreasarchitecture.ca

DARREL G. BABUK, AAA ARCHITECT, MRAIC, PRINCIPAL

7 April 2015

Town Of Gravelbourg
209 Main Street, Box 359
Gravelbourg, Saskatchewan S0H 1X0

Attention: Carleen Wallington, Economic Development Officer
Re: RFP-EDO 2015-01
Friends of the Gravelbourg Convent, Inc.
Request for Proposal- Feasibility Analysis & Business Case Studies

Mesdames / Messieurs:

Boreas Architecture & Civic Design, Inc. is honoured to present this proposal to repurpose the former Convent of Jesus and Mary in Gravelbourg, Saskatchewan. Boreas works to preserve stories of Canadian heritage and achievement. The division of Boreas that focuses on conservation, with an emphasis on small town urban design is presenting this proposal.

This proposal employs a simple, straightforward strategy of identifying the least resistance to achieve the highest gain. It recognizes that this project will be something other than just an architectural study.

Boreas, with our collaborative partner Douglas Sollows Architect Inc., (a Saskatchewan Licensed Architectural Practice) would assess the existing Convent building, while Dawn Ringrose & Associates, Inc., a Fellow Certified Management Consultant and Strategist whose team has experience in strategic and business planning, market and financial feasibility in small prairie towns, would identify potential markets. Together, we would identify income and expense streams to develop business plans to support repurposing the Convent for the overall benefit of Gravelbourg.

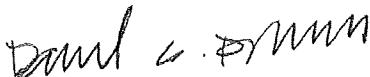
The ultimate goal of this repurposing project is to identify an adaptive use for the Convent building that will contribute to the economic well-being of Gravelbourg for years to come. Throughout the project, the architectural and management consulting teams would work together to create a workable, repurposing concept for the Convent building that is acceptable to relevant stakeholders.

Repurposing the Convent building presents a thrilling – and very profound – project, of much interest to my practice, and to me personally.

For this proposal, I am the person authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding consultant or firm.

Please feel free to contact this office at any time with any questions or comments you may have regarding this proposal. Thank you for considering Boreas Architecture & Civic Design, Inc. for this project.

Yours Truly,
Boreas Architecture & Civic Design, Inc.



Darrel G. Babuk, MRAIC, Principal

7 April 2015

Town Of Gravelbourg
209 Main Street, Box 359
Gravelbourg, Saskatchewan S0H 1X0

Attention: Carleen Wallington, Economic Development Officer
Re: RFP-EDO 2015-01
Friends of the Gravelbourg Convent, Inc.
Request for Proposal- Feasibility Analysis & Business Case Studies

Mesdames / Messieurs:

Fees, Expenses, and Timing

Fees are determined according to consultant time and per diem rate. It is anticipated the assignment will require up to 75 days of professional time or \$75,000 in professional fees plus 5% gst. In addition to fees, out-of-pocket expenses incurred in the performance of the assignment will be billed at cost. Expenses are anticipated to be \$1000 per field trip / person and include travel, lodging and meals. This proposal assumes one field trip with two people covering two days in Gravelbourg to perform start up meetings and site review, with other meetings happening vis Skype or conference call.

Thus, total project cost is anticipated to be \$77,000 plus gst.

We anticipate the first phase of the project to be complete within three (3) months and the second phase of the project will complete within two (2) months.

A description of our workplan in terms of number of days spent per task follows:

	Phase 1 Feasibility Study	Boreas	DSA	DR&A		
		Days	Days	Days		
2	Start Up Meeting	1.0		1.0		Site Visit
1	Literature Review			3.0		
3	Site Review	1.0		1.0		Site Visit
4	Area Review	.5		2.0		
5	Competitors & Comparable Supply			4.0		
6	Market Demand			4.0		
7	Preliminary Feasibility Assessment	.5	2.0	3.0		
8	Phase 1 Meeting	1.0		2.0		
9	Proposed concept	1.0	5.5	2.0		
10	Management matters			2.0		
11	Financial Projections			2.0		
12	Meeting	2.0		2.0		
13	Reporting	1.0		4.0		
	Sub-total this Phase	10.0	7.5	32.0		

	Phase 2 Business Plan	Boreas	DSA	DR&A		
		Days	Days	Days		
1	Executive Summary	.5		.5		
2	Description of the Project	.5		.5		
3	Facilities, Programs and Services	1.0	2.0	1.0		
4	Marketing			1.0		
5	Organization/ Management			2.0		
6	Land, Buildings & Equipment	1.0	4.0			
7	Operations			2.0		
8	Situation Analysis			1.0		
9	Financial Matters			2.0		
10	Risk and Success Factors			1.0		
11	Meeting	.5		2.0		
12	Reporting	1.0		2.0		
	Sub-total this Phase	4.5	6.0	15.0		
	Per Diem Rate					
	Total – Entire Project	14.5	13.5	47.0		



Collège Mathieu

Centre francosaskois d'excellence en éducation
Éducation postsecondaire collégiale



Le 8 avril 2015

Carleen Wallington
Economic Development Officer
Town of Gravelbourg
Box 390
Gravelbourg (SK) S0H 1X0

Objet: Appui de projet du couvent de Gravelbourg

Madame Wallington,

La présente est pour vous indiquer que le Collège Mathieu supporte grandement le projet de réutilisation du couvent par l'association Friends of the Gravelbourg Convent Inc. qui voudrait adapter l'ancien bâtiment à une utilisation plus polyvalente.

Leur projet d'avoir un Centre d'Excellence pour la démence et l'Alzheimer ainsi que leurs programmes d'aide aux familles et aux plus démunis seraient des atouts pour la ville de Gravelbourg et sa communauté. De plus, cela aiderait à la préservation d'un beau site historique de la ville.

Le Collège Mathieu, grâce à son mandat d'institution d'éducation, offre et planifie plusieurs formations créditées et non-créditées, notamment en santé, dans les métiers et d'autres linguistiques qui pourraient significativement contribuer à l'employabilité des personnes ciblées par ce projet. C'est pourquoi notre institution réitère son soutien au projet de l'association Friends of the Gravelbourg Convent Inc. et vous prie d'accepter, Madame Wallington, nos chaleureuses salutations.

Francis Kasongo, directeur général

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	8.1
Topic:	L. Young Inquiry – 03 February 2015		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: The following inquiry was received at the February 10, 2015 Board Meeting:
Request administration prepare a report for the March 2 Board Meeting comparing Prairie South personnel identified in the Student Support Services Accountability Report presented today with other divisions who have between 6000-7000 students.

Current Status: Initial information was provided during a Board Planning Session on 03 March 2015. In the documentation attached to this template, current information provided by Sun West, SouthEast Cornerstone, Chinook, and Prairie Valley School Divisions is presented. As Trustee Young's inquiry specified school divisions with numbers between 6000 and 7000 students, the first chart provides an exact index to the number of students in Prairie South. Using staffing levels at these four school divisions as a base, adjusted Prairie South numbers are presented indexed for total number of students, geographic size of school division, total number of schools less Hutterite Colony Schools, and total number of schools including Hutterite Colony Schools. In the charts provided, green cells represent areas where Prairie South may be under-staffed and red cells indicate areas where Prairie South Schools may be over-staffed.

Pros and Cons: Although the raw data was provided by the four other school divisions, care should be taken in the interpretation of this data. In some areas, other staff may perform functions that are provided by staff listed in the data sets. This could result in numbers that are artificially low, artificially high, or both.

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	March 10, 2015	L Young Inquiry 150309

Recommendation:
 That the Board review the information gathered in response to Trustee Young's inquiry.

Role	PSS	Sun West	SEC	Chinook	PVSD
Superintendent of Curriculum	.5 FTE	1	1	.5	3
Superintendent of Student Support Services	.5 FTE	1	0	.5	1
Coordinators	3.0 FTE	4	6	5 SS; 4 CIA	2.8
Psychologists	4.0 FTE	3	2.5	3.5 STF	8.5
Speech and Language Pathologists	6.0 FTE	4	8.6	5	9
Speech and Language Pathologist Assistants	4.5 FTE	0	5.3	0	0
Student Support Consultants	4.0 FTE	3	3	No such role	1
Learning Consultants	5.5 FTE	6.5	14	No such role	7.8
Student and Family Counsellors	4.8 FTE	8.7	18.5	6 social wks; 4 STF	13.8
Family Support Workers	.6 FTE	0	0	12 youth wrks	1
Outreach/Behavioural Consultants	.6 FTE	0	0	0	1
Total Schools	35+5	24+16	38	29+30	37+2
Square Kilometers	32755	31222	29283	42739	23605
Total Students	6158	4400	8200	6200	8050

Sun West Notes:

- Supt of Curriculum is also Supt for Colony Schools and oversees our CWEx(Career Exploration) and supervises our Learning Coaches/Consultants
- Supt Student Support also oversees our IndEP (independent education programs - storefront schools) and supervises all SLP's, Psychologists, OTs, counsellors)
- Updated our schools (40 total, 24 + 16 colony)
- Learning Coaches I've included in your 'consultants' column
- The 4.0 Coordinators above includes a Supervisor of Colony Schools, Curriculum coordinator, career development coordinator and an Assessment and Data coordinator

Chinook Note: Will be looking at Student Services if impacted adversely with budget

PVSD Notes:

- Assumed looking at Instructional types of people so I haven't included in my numbers our one non-instructional superintendent (facilities/project management) or our one non-instructional coordinator (Service Desk) or our one temp System Projects Coordinator (she is a teacher, but helping with some HR and other projects until the end of June)
- Superintendents – all of ours are now titled Superintendent of Education (all have responsibility for some schools and focus areas) 3.0 FTE
- Psychologists/SLPs – we have some who are teachers and some who are not, I included the total #
- Family Support Workers – not sure exactly what this role is for you but I included our FNM Liaison Worker in this category
- Outreach/Behavioural – again, we don't have the same title but I counted our FNM Education Enhancement Consultant in this category
- Also have 3.0 FTE of Occupational Therapists

Chart One. Prairie South Staffing FTE Adjusted for Total Student Numbers					
Role	PSS Actual	PSS Numbers using Sun West Formula	PSS Numbers using SEC Formula	PSS Numbers using Chinook Formula	PSS Numbers using Prairie Valley Formula
Superintendent of Curriculum	.5 FTE	1.4	0.8	0.5	2.3
Superintendent of Student Support Services	.5 FTE	1.4	0.0	0.5	0.8
Coordinators	3.0 FTE	5.6	4.5	8.9	2.1
Psychologists	4.0 FTE	4.2	1.9	3.5	6.5
Speech and Language Pathologists	6.0 FTE	5.6	6.5	5.0	6.9
Speech and Language Pathologist Assistants	4.5 FTE	0.0	4.0	0.0	0.0
Student Support Consultants	4.0 FTE	4.2	2.3	0.0	0.8
Learning Consultants	5.5 FTE	9.1	10.5	0.0	6.0
Student and Family Counsellors	4.8 FTE	12.2	13.9	9.9	10.6
Family Support Workers	.6 FTE	0.0	0.0	11.9	0.8
Outreach/Behavioural Consultants	.6 FTE	0.0	0.0	0.0	0.8

Chart Two. Prairie South Staffing FTE Adjusted for Total Square Kilometers					
Role	PSS Actual	PSS Numbers using Sun West Formula	PSS Numbers using SEC Formula	PSS Numbers using Chinook Formula	PSS Numbers using Prairie Valley Formula
Superintendent of Curriculum	.5 FTE	1.0	1.1	0.4	4.2
Superintendent of Student Support Services	.5 FTE	1.0	0.0	0.4	1.4
Coordinators	3.0 FTE	4.2	6.7	6.9	3.9
Psychologists	4.0 FTE	3.1	2.8	2.7	11.8
Speech and Language Pathologists	6.0 FTE	4.2	9.6	3.8	12.5
Speech and Language Pathologist Assistants	4.5 FTE	0.0	5.9	0.0	0.0
Student Support Consultants	4.0 FTE	3.1	3.4	0.0	1.4
Learning Consultants	5.5 FTE	6.8	15.7	0.0	10.8
Student and Family Counsellors	4.8 FTE	9.1	20.7	7.7	19.1
Family Support Workers	.6 FTE	0.0	0.0	9.2	1.4
Outreach/Behavioural Consultants	.6 FTE	0.0	0.0	0.0	1.4

Chart Three. Prairie South Staffing FTE Adjusted for Total Schools EXCLUDING Hutterite Colony Schools					
Role	PSS Actual	PSS Numbers using Sun West Formula	PSS Numbers using SEC Formula	PSS Numbers using Chinook Formula	PSS Numbers using Prairie Valley Formula
Superintendent of Curriculum	.5 FTE	1.5	0.9	0.6	2.8
Superintendent of Student Support Services	.5 FTE	1.5	0.0	0.6	0.9
Coordinators	3.0 FTE	5.8	5.5	10.9	2.6
Psychologists	4.0 FTE	4.4	2.3	4.2	8.0
Speech and Language Pathologists	6.0 FTE	5.8	7.9	6.0	8.5
Speech and Language Pathologist Assistants	4.5 FTE	0.0	4.9	0.0	0.0
Student Support Consultants	4.0 FTE	4.4	2.8	0.0	0.9
Learning Consultants	5.5 FTE	9.5	12.9	0.0	7.4
Student and Family Counsellors	4.8 FTE	12.7	17.0	12.1	13.1
Family Support Workers	.6 FTE	0.0	0.0	14.5	0.9
Outreach/Behavioural Consultants	.6 FTE	0.0	0.0	0.0	0.9

Chart Four. Prairie South Staffing FTE Adjusted for Total Schools (Including Hutterite Colony Schools)					
Role	PSS Actual	PSS Numbers using Sun West Formula	PSS Numbers using SEC Formula	PSS Numbers using Chinook Formula	PSS Numbers using Prairie Valley Formula
Superintendent of Curriculum	.5 FTE	1.0	1.1	0.3	3.1
Superintendent of Student Support Services	.5 FTE	1.0	0.0	0.3	1.0
Coordinators	3.0 FTE	4.0	6.3	6.1	2.9
Psychologists	4.0 FTE	3.0	2.6	2.4	8.7
Speech and Language Pathologists	6.0 FTE	4.0	9.1	3.4	9.2
Speech and Language Pathologist Assistants	4.5 FTE	0.0	5.6	0.0	0.0
Student Support Consultants	4.0 FTE	3.0	3.2	0.0	1.0
Learning Consultants	5.5 FTE	6.5	14.7	0.0	8.0
Student and Family Counsellors	4.8 FTE	8.7	19.5	6.8	14.2
Family Support Workers	.6 FTE	0.0	0.0	8.1	1.0
Outreach/Behavioural Consultants	.6 FTE	0.0	0.0	0.0	1.0

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	8.2
Topic:	J. Radwanski Inquiry - 03 March 2015		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: The following inquiry was received at the March Board Meeting:
What were the inputs as a result of consultations given by Prairie South School Division to SHC/MJ Housing Authority regarding the relocation of families from existing Public Housing units to new units in Moose Jaw since 2013.

Current Status: Information gathered in response to this inquiry came from Smooth Transitions Committee notes and meeting records of staff members involved.

April 25, 2013, Moose Jaw: Aline Kirk, Darren Baiton, Lori Meyer, three Ministry Representatives met and information was provided to Prairie South Staff regarding locations and timelines connected to housing units.

February 21, 2014, Moose Jaw: Lori Meyer, Jim Cannon and the same three representatives from the Ministry attended a RIC meeting where the same information was shared to a broader audience. At the RIC meeting, concerns were expressed related to the information from the Ministry.

March 17, 2014, Moose Jaw: Lori Meyer, Ryan Boughen, Jim Cannon met to discuss alternatives to the plan as it existed then. No changes were possible.

June 4, 2014, Regina: Tim McLeod, Jeff Finell, Lori Meyer, Jim Cannon, Kathy Abernethy, Regina Housing Authority Representatives met after Lori communicated with Lynn Allen at the Ministry. Meeting participants were informed about the rollout process, which included improvements from previous plans.

June 10, 2014 Smooth Transition Committee Notes: "The Division administration met with MJ Housing regarding a potential issue of subsidized housing closures/relocations and how this will affect the attendance and catchment areas for our schools. The group came to an agreement with regards to the first two phases and are still working towards preparing for the 3rd phase of closure/relocation."

February 23, 2015: Letter sent to Sask. Housing after Board Motion on February 10, 2015

Pros and Cons:

**Financial
Implications:**

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	March 10, 2015	Sask Housing Letter 150223

Recommendation:

That the Board review the information gathered in response to Trustee Radwanski's inquiry.



15 Thatcher Drive East, Moose Jaw, SK S6J 1L8 P 306 694 1200 F 306 694 4955 1-877-434-1200 prairiesouth.ca

23 February 2015

Keith Hanson, P.Eng.
Chair, Board of Directors
Saskatchewan Housing Corporation
1920 Broad Street
Regina, Saskatchewan S4P 3V6

Dear Mr. Hanson:

I am writing today on behalf of the Board of Education of Prairie South Schools to express concerns related to the increased distance from services for families who will be moving from the 700 block of Coteau Street West to the area between the northbound and southbound lanes of Highway 2 in Moose Jaw, Saskatchewan.

The following motion passed during the Regular Meeting of the Board of Education on February 10th, 2015:

That Prairie South School Division ask the provincial government to reconsider the relocation of families from public housing units located next to Riverview and Empire School and retain these units that allow families direct and quality access to area schools, their programs, parks, playgrounds and community services such as health and food.

- Radwanski

The Board supports the opportunity for affordable home ownership for all families. The Board is committed to smooth transitions for school-aged children and their families, and looks forward to working in partnership with the Saskatchewan Housing Corporation as we support families together.

Respectfully,

A handwritten signature in blue ink, appearing to read "Shawn Davidson", is written over a faint, larger blue ink signature that is partially obscured.

Dr. Shawn Davidson, Chair
Prairie South Schools Board of Education

Cc: file

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	8.3
Topic:	Three Year Old Bussing Summary		
Intent:	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		

Background: At the March 3, 2015 meeting, Trustee Swanson inquired about the number of three year old students who were currently riding Prairie South buses. At that time, the Director of Education said that he didn't believe there were any three year old students currently riding Prairie South buses.

Current Status: Subsequent to the March 3, 2015 meeting, the Director of Education learned that the information he had provided regarding three-year-old students on buses had been incorrect. The Urban Possibilities Committee was informed about the error on March 16, 2015, and Trustees Swanson and Davidson were informed by email about the error on March 19, 2015.

Currently there are 18 three year old students who ride the school bus in Prairie South.

Pros and Cons:

**Financial
Implications:**

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	March 27, 2015	Three year old bus students

Recommendation:

That the Board review the corrected information related to three year old bus students.

<u>Student</u>	<u>School</u>	<u>Birthdate</u>	<u>Age</u>
	Assiniboia Seventh Avenue School	May-11	3y 10m
	Assiniboia Seventh Avenue School	Jun-11	3y 8m
	Empire Community School	Aug-11	3y 7m
	Empire Community School	May-11	3y 9m
	Gravelbourg Elementary School	Oct-11	3y 5m
	Gravelbourg Elementary School	Sep-11	3y 5m
	King George School	Aug-11	3y 7m
	Lafleche Central School	May-11	3y 10m
	Lindale School	Jun-11	3y 8m
	Lindale School	Jun-11	3y 9m
	Prince Arthur Community School	Jul-11	3y 8m
	Sunningdale School	Apr-11	3y 11m
	Westmount School	Jul-11	3y 8m
	Westmount School	Jun-11	3y 9m
	Westmount School	Aug-11	3y 6m
	Westmount School	Apr-11	3y 11m
	William Grayson School	Jun-11	3y 8m
	William Grayson School	Apr-11	3y 11m

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	8.4
Topic:	Letter of Thanks from Assiniboia Composite High School		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: See attached letter from Al Wander, Assiniboia Senior Girls Basketball Coach.

Current Status:

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	April 1, 2015	Letter dated March 30, 2015 from Al Wander

Recommendation:
Information only.

March 30, 2015

Prairie South School Division No. 210 School Board
15 Thatcher Drive East
Moose Jaw, SK S6J 1L8

To the members of the board:

My name is Al Wandler and I am the coach of the Assiniboia Composite High School girls basketball team that had the fortune to win the bronze medal at this past weekend's Saskatchewan High School Provincial Basketball Championships or as it is better known – Hoopla. I would like to thank the board for the approval of funds which allowed my team to attend such an incredible event.

I will tell you a story about one of my players so that you can have an idea of just how much this experience meant. Three years ago one of my grade 12's led her bantam team to the South Central district title. She showed such promise and we could hardly wait to see her in a senior uniform. To our dismay, that next year she decided to go down what I will politely describe as a 'dark path' and on top of that decided she would quit playing basketball. I always left the door open to her to return and I would check in with her every month or so to say the team would welcome her back.

To our absolute delight, she decided to give it a try in her grade 11 year. Upon her return, as I learned more about her, I found out that part of her 'dark path' journey centered around mental health issues (mostly anxiety). That grade 11 year she was quite often reluctant (to put it mildly) to go on road trips because she was anxious about leaving home. I would have to talk her down and remind her how much her team loved her and that she would always be safe wherever we went. As the season went on, her anxiety lessened, she felt comfortable with her return to basketball and her marks dramatically improved because she felt better about herself and felt new found confidence that her basketball world provided her.

This past year we were still dealing with her anxiety issues, but on a much lesser scale and her marks are now high enough to be on the honor roll whereas two years ago she was not attending school and failing. This player worked so hard this season to do everything possible to get her team to the dance and when we won the regional final to earn the right to go to Hoopla....I cannot describe how good it felt for me to see this player absolutely glow with pride and self-confidence because she went for a goal and met it and to top it all off, she was having this experience with sixteen other people that she cherished and cherished her.

The whole next week this player smiled when we passed each other in the hallway and she always said, "We're going to Hoopla!" Even in practice she smiled and in my practices that is hard to do! When we won the bronze game, I saw her look at the medal hanging around her neck, saw the smile on her face and knowing where she came from to get there....I cannot impress upon the board this point enough, but whatever it cost the board for us to go to

Hoopla, it was an absolute bargain. I truly, truly believe that basketball saved this girl and helped bring out the tools she always had to go forward in her life with confidence and success. This player is one of my greatest success stories as an educator and the board played a role in helping that happen with your financial support of our Hoopla experience. I thank you all for making this happen.

This was just one story that I shared. There are sixteen others that are just as impactful, but they can be saved for another time. If you see me at an event, introduce yourself and I will gladly tell them all to you – I always love to brag about my girls. Just please know that in these days of tightening budgets that the money spent on extra-curricular activities matters very much and goes way beyond the successes that we see in front of us on the court and in the newspapers. There are stories that are behind the scenes that are much more important. I may lose the bronze medal that we won this weekend, but to see my players grow because of this experience can never be lost and are priceless.

Thank you for your time.

Sincerely,

Al Wandler
Assiniboia Senior Girls Basketball Coach

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	8.5
Topic:	Note of Thanks from Peacock Collegiate		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: See attached note from Renee Verge, Senior Girls Basketball Coach

Current Status:

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	April 2, 2015	Note of thanks dated April 1, 2015 from Renee Verge

Recommendation:
Information only.

Boese, Heather

From: Huschi, Derrick
Sent: April-02-15 8:32 AM
To: Boese, Heather
Subject: FW: thanks

Another letter of thanks to the Board

*Derrick Huschi
Superintendent of School Operations
Prairie South School Division
15 Thatcher Dr East
Moose Jaw, SK S6J 1L8
Phone: (306) 694-1200*



From: Verge, Renee
Sent: Wednesday, April 01, 2015 6:26 PM
To: Huschi, Derrick
Subject: thanks

Derrick

Can you please ensure that the Board knows the Peacock Senior Girls Basketball team would like to acknowledge the financial support given to them throughout the season.

I know that funds are limited and that each year decisions are made on where the money will be spent.

I am well aware of the financial cost associated with sending my team to Hoopla this past weekend and want to acknowledge and thank the Board for spending money in this area.

The road to Hoopla is long (4 months) with many hours of practicing and travelling. The educational value that the student-athletes receive can be life changing for some and allows many to excel and challenge themselves in a different manner than the classroom allows.

We appreciate the financial support that is required to compete at this level.

Renee Verge
Peacock Collegiate

AGENDA ITEM

Meeting Date:	April 14, 2015	Agenda Item #:	8.6
Topic:	SaskPower Transmission Line Update – Caronport area route		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: See attached letter dated March 27, 2015 from SaskPower regarding the Pasqua to Swift Current 230kV Transmission Line Project Update.

Current Status:

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	April 1, 2015	Letter dated March 27, 2015 from SaskPower

Recommendation:
Information only.

March 27, 2015

Board of Education of the Prairie South
School Division No. 210 of Saskatchewan
15 Thatcher Drive E
Moose Jaw, SK
S6J 1L8

Dear Sir/Madam:

Re: Pasqua to Swift Current 230kV Transmission Line - Project Update

In March 2013, SaskPower advised landowners, elected officials and other stakeholders that a new double-circuit 230 kilovolt (kV) transmission line was being proposed in order to provide increased electrical capacity and reliability between the Pasqua Switching Station, east of Moose Jaw, and the Swift Current Switching Station west of Swift Current.

Consultation on this project has been ongoing since March 2013 and we would like to thank everyone who attended the open house information sessions and those who have contacted us directly to provide comments and suggestions regarding this project. With your participation and cooperation, a preferred route for the new line has been determined for much of the length, however, in some locations such as the Caronport area, the preferred route has not yet been finalized.

The schedule for this project was delayed and we apologize for any inconvenience this may have caused. Work will resume this spring with detailed evaluation of all potential route options in the Caronport area and additional environmental studies and route assessment along the entire route. At this time it is anticipated that we will have a preferred route selected in the Caronport area this fall. In the near future a SaskPower land specialist will be contacting some individual landowners to request survey permissions in areas identified for further environmental field studies.

We appreciate your continued interest in this project and will be contacting all stakeholders again this fall with further information. In the meantime, please call our toll free number, 1-855-566-1008, or contact me by email at mbroadfoot@saskpower.com, if you have any questions about the project.

Sincerely,



Myrna Broadfoot
Stakeholder Engagement

c. Lee Williams, SaskPower Land Specialist

