

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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MAY 05, 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.)**
 - 1.1. **Delegation Follow-Up**
 - 1.2. **Public Section Funding Request**
 - 1.3. **Director of Education and Board of Education Appraisals**
2. **Call to Order**
3. **Adoption of the Agenda**
4. **Adoption of Minutes**
5. **Decision and Discussion Items**
 - 5.1. **Gravelbourg PreK-12 Tender Results (Decision)**
 - 5.2. **Disposal of Records (Decision)**
 - 5.3. **Sale of Surplus Land (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. **Dates of Regular Board Meetings and Planning Meetings (Decision)**
 - 5.6. **Provincial Auditor Post-Audit Feedback (Decision)**
 - 5.7. **Accountability Report – Nutrition In Schools (Decision)**
6. **Delegations and Presentations**
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. STEMFEST**
 - 8.2. Education Property Tax Mill Rates**
 - 8.3. Provincial Auditor Review of Financial Audit**
- 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 APRIL 14, 2015 at 11:00 a.m.

Attendance: Mr. R. Bachmann; 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

Delegations: Tannis McFarlane (10:45 a.m.)
Friends of the Gravelbourg Convent: Carleen Wallington, Chris Costley, Louis Stringer (11:45 a.m.)

Motions:

04/14/15 – 2335 That the meeting be called to order at 11:24 a.m. Carried
- Davidson

04/14/15 – 2336 That the Board adopt the agenda as amended. Carried
- Move item 5.1 to 1:00 p.m.
- Addition: 5.10 WWII Project (Decision)
- Swanson

04/14/15 – 2337 That the Board adopt the Minutes of the regular meeting Carried
of March 3, 2015 as presented at the meeting.
- Young

04/14/15 – 2338 That the Board direct administration to update Board Carried
Policy No. 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 Board
Policy No. 7 Draft to the SSWAG Committee in May,
2015 for review and thereafter for the SSWAG
Committee to bring to the Board for approval.
- McLeod

04/14/15 – 2339 That the Director of Education accountabilities in the Carried
source documents cited in the 2nd Quarter Financial
Accountability Report have been met.
- Gleim

That the Board break at 12:20 p.m.

Jan Radwanski arrived at 1:00 p.m.

That the Board reconvene at 1:08 p.m.

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|-----------------|--|-----------|
| 04/14/15 – 2340 | 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.
- McLeod | Carried |
| 04/14/15 – 2341 | That motion 04/14/15 – 2340 be amended to include the following:

That the OTL positions remain as half-time positions with the funding required to do this be subject of a report to Board outlining a range of options for that funding.
- Swanson

Radwanski requested motion 04/14/15 – 2341 be a recorded vote:
<u>In favour of the motion:</u> Crabbe, Radwanski, Swanson
<u>Opposed to the motion:</u> Bachmann, Davidson, Gleim, Kessler, McLeod, Wilson, Young

That the Board break at 2:00 p.m.

That the Board reconvene at 2:09 p.m. | Defeated |
| 04/14/15 – 2342 | That the Board accept the monthly reports as presented.
- Crabbe | Carried |
| 04/14/15 – 2343 | 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.
- Young | Withdrawn |
| 04/14/15 – 2344 | That the Director of Education for Prairie South Schools be authorized to pursue a joint school facility on South Hill in Moose Jaw with Holy Trinity Catholic School Division and report back to the Board on a regular basis.
- Swanson | Carried |
| 04/14/15 – 2345 | That the Board approve Avonlea School's overnight excursion to Waterton National Park on June 10-14, 2015 as per the outline provided.
- Kessler | Carried |
| 04/14/15 – 2346 | That the Board approve Central Collegiate's overnight excursion to Winnipeg, Manitoba on April 30-May 3, 2015 as per the outline provided.
- Wilson | Carried |

- | | | |
|-----------------|---|---------|
| 04/14/15 – 2347 | 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.
- Kessler | Carried |
| 04/14/15 – 2348 | That the Board approve and support the project entitled The Lasting Impact of WWI and II as attached.
- Bachmann | Carried |

Committee Reports

Standing Committees:

Higher Literacy & Achievement

- The committee met recently to discuss the grade 1 reading improvement project, information about budget implications, and the Tell Them From Me (TTFM) survey, which is currently open to parents and students. Three schools are piloting an additional survey on youth health, including sleep, sexual health, dental health, etc.

Equitable Opportunities

- The committee met today to review the 5 PAA goals for the 2014-2015 year, including an update on the PAA student interest survey that was completed in February by 1,114 students in grade 9 through 11. The Power Engineering program has 11 students receiving their certification and challenging their level 5 class power. The PAA goals also include an update on certifications, service best, a focus on IT update and the upcoming Think Construction workshop.
- The committee announced that Prairie South will be piloting a partnership with Saskatoon Education and Industry Council and Northern Tribal Councils.
- Skills Canada is offering a \$300 grant for every school who gets involved with Skills Canada. The committee recognized Prairie South Schools high level of active involvement in Skills Canada, including the middle years try a trade event.
- The committee also provided an update on kit development, a possible safety day with the Moose Jaw Exhibition Company and the robotics and board competitions.

Smooth Transitions

- No report given.

Strong System-Wide Accountability and Governance

- No report given.

Advocacy and Networking

- Annual Meeting of Electors is tonight at Central Collegiate.

Rural Catchment and Transportation

- No report given.

Urban Possibilities

- The committee met last month and reviewed the possibility of a joint school on South Hill with Holy Trinity Catholic School Division, electives that are available to high school students, possible transportation between the three high schools, and shared bussing with Holy Trinity. The committee also reviewed data with regards to catchment areas, specifically in the North West area.

Adjournment

04/14/15 – 2349

That the meeting be adjourned at 3:21 p.m.
- Swanson

Carried

Shawn Davidson
Chair

B. Girardin
Superintendent of Business and Operations

Next Regular Board Meeting:

Date: May 5, 2015
Location: Central Office, Moose Jaw

DRAFT

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	5.1
Topic:	Gravelbourg PreK-12 Tender Results		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Information will be presented to trustees at the Board Meeting on May 5.

Current Status:

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Darren Baiton	April 27, 2015	

Recommendation:

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	5.2
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

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

Current Status:

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

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

A letter will be sent to the Saskatchewan Archives offering them the records which do not contain personal information. Any records offered to Archives or which they are not interested in retaining will be shredded. We require Board approval for this.

The second is the disposal of paper copies of records that are stored in digital format. This does not require board approval as we are keeping the digital copy as our official record. This would apply to significant amounts of our Prairie South Financial information including our financial statements which are a permanent record. We have updated the records Administrative Procedure 185 for the storage of digital records.

There are some of these records that may be sensitive to the Board. These are legacy divisions' and local boards' minutes, agendas and packages. The only record we need to keep longer than three years are the minutes which are permanent. We have scanned in excess of 9,000 copies of the meeting minutes to our database but still have some more to do. We would like to offer the paper copies to Saskatchewan Archives after they are scanned and if they do not want them, we would shred them. If Board wishes to keep the paper copies of the minutes you will have to inform us.

The third is paper records that are very old. Some are minutes which we are required to keep and some are things like very old ledgers, payroll records, cashed bond coupon scrapbooks for the Moose Jaw School Division No. 1 of the Northwest Territories, etc. that we would like to see preserved and would want to offer to archives. We are not scanning the old bound minute books that are more difficult to scan, are typically quite old and may not always be very clear or dark. The other records we are not required to keep but might be of historical value. Not all are in size that would allow scanning. We would like to offer these to archives without us retaining copies as we have limited storage and that storage is not climate controlled for preserving paper documents. If archives doesn't want them or asks us to store them, we would then need to decide what to do with them. A list of these records would be kept as a permanent record here.

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	April 24, 2015	List of Records, Updated AP 185

Recommendation:

The Board approves the disposal of records at or past their retention listed on the attached schedule by transfer to the Saskatchewan Archives or by shredding.

The Board accept administration's plans to shred paper copies of documents which are stored electronically, including minutes if archives does not want them.

The Board approves the transfer to archives of old paper records, including board minutes, which are not scanned.

Records for Disposal - 2014 Fall Prairie South School Division #210

Record	Division	Type	Start	Finish	Required Retention
WISC-R test kit	Prairie South				none
SPPSI-R test kit	Prairie South				none
Cum Files	Prairie South	Students born in 1988 and 1989	1988	1989	3 years after turn 22
Learning Department student files	Prairie South	Students born in 1988 and 1989	1988	1989	3 years after turn 22
Personnel Files-Inactive	Prairie South	Teachers with a termination date more than 7 years old		2007	7 years after termination of employment
Personnel Files-Inactive	Legacy Boards	Pre-Prairie South teachers files with no termination date		2005	7 years after termination of employment
Cupe postings	Prairie South		2010	2013	1 year
Board Minutes-drafts	Borderland		1991	1993	Final is permanent record
Board Agendas and Reports	Moose Jaw		1981	1983	3 years
Board Agendas and Reports	Moose Jaw		1978	1980	3 years
Board Agendas and Reports	Moose Jaw		1985	1987	3 years
Board Agendas and Reports	Moose Jaw		1983	1985	3 years
Board Agendas and Reports	Moose Jaw		1976	1978	3 years
Board Agendas and Reports	Moose Jaw		1973	1976	3 years
Board Agendas and Reports	Moose Jaw		1970	1972	3 years
Accidents on School Premises	Moose Jaw		1957	1958	1 year
Accidents on School Premises	Moose Jaw		1962	1963	1 year
Accidents on School Premises	Moose Jaw		1965	1966	1 year
Accidents on School Premises	Moose Jaw		1969	1975	1 year
Accidents on School Premises	Moose Jaw		1975	1976	1 year
Accommodation	Moose Jaw		1952	1952	3 years
Accounts payable register	Moose Jaw		1986	1991	7 years
Achieving Excellence	Moose Jaw		1989	1989	3 years
Adult Education	Moose Jaw		1963	1963	3 years
Adult Education	Moose Jaw		1965	1965	3 years
Adult Education	Moose Jaw		1966	1966	3 years
Adult Education	Moose Jaw		1969	1976	3 years
Advisory Committee on Teacher Ed + Certification	Moose Jaw		1973	1977	3 years
Agenda	Moose Jaw		1949	1949	3 years
Agenda	Moose Jaw		1952	1952	3 years
Agenda	Moose Jaw		1959	1960	3 years
Vocational Education Committee Agendas	Moose Jaw		1943	1943	3 years
Vocational Education Committee Agendas	Moose Jaw	1962 to Jan 10/63	1962	1963	3 years
Alcohol Education	Moose Jaw	1963 and 1966	1963	1966	3 years
Alexandra - general correspondence	Moose Jaw		1986	1987	3 years
Bell from Alexandra School	Moose Jaw	drawing	1985	1985	3 years
Alexandra School	Moose Jaw	Mostly drawings	1966	1966	3 years
Alexandra School	Moose Jaw		1972	1983	3 years
Allowance in Lieu of Bus Pass	Moose Jaw		1989	1992	3 years
Alexandra School-general and community use	Moose Jaw		1983	1983	3 years
Board Priorities	Moose Jaw		1980	1992	3 years
Role of the School	Moose Jaw		2001	2001	3 years
Closed Tenders	Prairie South	Fiscal 10/11	2010	2011	3 years
Accounts Payable	Prairie South	2007/08 fiscal year	2007	2008	7 years
Receivables, bank recs and deposits	Prairie South	2007/08 fiscal year	2007	2008	7 years
Audit	Prairie South	2006 stub year and 2007/08 fiscal year	2006	2007	7 years

Record	Division	Type	Required		
			Start	Finish	Retention
Year-End	Prairie South		2007	2008	7 years
Out of Scope postings	Prairie South		2009	2011	1 year
Sub Teacher applications	Prairie South		2009	2011	1 year
Bus Driver Log Sheets	Thunder Creek		2004	2004	7 years
Support Staff Time sheets	Thunder Creek		1985	2001	7 years
Sub Teacher Time Sheets	Thunder Creek		1990	2001	7 years
Payroll Registers	Thunder Creek		1996	1999	7 years
Time Sheets - subs, drivers, support	Thunder Creek		2002	2003	7 years
T4/T4A's	Thunder Creek		1997	1997	7 years
EFT (electronic funds transfer)	Thunder Creek		1997	1997	7 years
Noon Hour Supervision	Thunder Creek		1998	2001	7 years
Year to Date GL	Assiniboia	78,79,81-83,85-89	1978	1989	7 Years
Sunalta Insurance Appraisal	Thunder Creek		1984	1984	3 years
Year to Date GL	Borderland	75,77,78,80,92-94,95	1975	1995	7 years
Days Absent	Thunder Creek		1999	2001	7 years
Principal's Designate	Thunder Creek		1997	2001	7 years
Sub Teachers	Thunder Creek		1989	1991	7 years
Extra-Curricular	Thunder Creek		1993	1994	7 years
Payroll Registers	Thunder Creek		1994	1994	7 years
Driver Records	Thunder Creek		1991	1992	7 years
Payroll Registers	Thunder Creek	Jan-Feb	2004	2004	7 years
Payroll Registers	Thunder Creek	Mar-Nov	2004	2004	7 years
Payroll Registers	Thunder Creek	Dec-June	2004	2005	7 years
Payroll Registers	Thunder Creek	Jul-Dec	2005	2005	7 years
Cum File Requests	Borderland	Willow Bunch School	2001	2007	3 years
Accident Reports	Borderland	Willow Bunch School	1971	2005	1 year
Staff Meeting Notes	Borderland	Willow Bunch School	2006	2007	7 years
Staff Absentee sheets	Borderland	Willow Bunch School	2006	2007	7 years
Support Staff Time Sheets	Borderland	Willow Bunch School	2006	2007	7 years
Driver Ed Marks	Borderland	Willow Bunch School (11 years covers high school plus 7=25)	1997	2004	3 years after turn 22
General Proficiency Awards	Borderland	Willow Bunch School	1984	2003	7 years
Correspondence Marks and Info	Borderland	Willow Bunch School (11 years covers high school plus 7=25)	1998	2004	3 years after turn 22
John Chisholm Purchase orders (paper)	Prairie South	Digital copies for 2012-13	2004	2013	3 years
Payroll, t4's	Moose Jaw		1966	1966	7 years
Payroll, t4's, year end file	Moose Jaw		1974	1975	7 years
Year-End, Financial Statement files, t4's	Moose Jaw	1971,1978-1980	1971	1980	7 years
Student Records Marks Central	Moose Jaw		1965	2003	3 years after turn 22
Student Records Marks Riverview	Moose Jaw		1965	2003	3 years after turn 22
Student Records Marks Peacock	Moose Jaw	1965-83, 85-86,89, 93, 04	1965	2004	3 years after turn 22
Student Records Marks	Moose Jaw		1989	2003	3 years after turn 22
Student Records Marks	Borderland	1994-2005	1994	2005	3 years after turn 22
Continuous Ed	Moose Jaw		1962	1975	3 years after turn 22
Mepp and Retro Reports	Moose Jaw		1999	2004	7 years
payroll, t4's	Moose Jaw		1966	1966	7 years
Canada Savings Bonds	Moose Jaw		1999	2005	7 years
Car Allowances	Moose Jaw		1998	2001	7 years
Work Experience	Moose Jaw		1993	1993	3 years
WCB	Moose Jaw		1999	2001	7 years

Record	Division	Type	Required		
			Start	Finish	Retention
Cupe postings	Moose Jaw		1999	2004	1 year
Seniority/Sick Leave	Moose Jaw		1972	1995	7 years
Time Sheets-School Assistant	Moose Jaw		2001	2002	7 years
Time Sheets-Yard Aide	Moose Jaw		2001	2003	7 years
Time Sheets-SCATA	Moose Jaw		2000	2002	7 years
Time Sheets-Subs	Moose Jaw		2003	2003	7 years
Time Sheets-Stenos and out of scope	Moose Jaw		1996	2003	7 years
Account Receivable	Moose Jaw		1999	2003	7 years
Allowance in Lieu	Moose Jaw		1999	2003	7 years
Secondments	Moose Jaw		2003	2003	7 years
Vacation	Moose Jaw		1986	2002	7 years
SSTA/Cooperators billings/correspondence/claims	Moose Jaw		1996	2001	7 years
ABW Meeting/office files	Red Coat Trail		2003	2005	3 years
Paper Records Shredded but Digital copies kept					
Accounts Payable	Prairie South	2009-10 fiscal year	2010	current	
Purchase orders	Prairie South		2012	current	
Accounts Payable Reports	Prairie South				

RECORDS MANAGEMENT

Background

The Division has a responsibility to maintain and safeguard appropriate records. Records are to be managed to facilitate decision making and expectations in regard to accountability.

Procedures

1. Records Retention and Disposal

Retention and disposal of records is to be in accordance with the directives of:

- 1.1 *The Education Act, 1995*
- 1.2 *The Local Government Election Act*
- 1.3 *The Archives Act, 2004*
- 1.4 *The Local Authority Freedom of Information and Protection of Privacy Act*
- 1.5 *Youth Criminal Justice Act*

The duration of the retention of records will be as set out in Ministry of Education - Records Retention and Disposal Schedules.

2. Electronic Records

- 2.1 A document's retention and disposal is not impacted by whether the document is a paper document or a digital one.
- 2.2 Where a record is created and stored digitally and does not require a signature it is the official record even if a paper copy has been printed.
- 2.3 Digital copies of paper records which are scanned for electronic storage become the official record once the scan has been verified as successful. The paper copy will then be disposed.
- 2.4 If a document requires a signature, a paper copy of the document can be printed, signed and retained as the official record. If the signed paper copy is scanned and saved digitally, the digital copy will be the official record and the paper copy will be disposed.
- 2.5 Electronic documents can be signed digitally with an electronic signature pad. Records signed in this way and stored electronically are the official record of the division.

3. Access to Information

- 3.1 Individuals have the right of access to certain information, and concomitantly the Division has a responsibility to restrict access to personal information.
- 3.2 The LAFOIP Officer is responsible for compliance with [the Local Authority Freedom of Information and Protection of Privacy Act](#) and Regulations.
- 3.3 The Superintendent of Business and Operations is designated as access officer in accordance with the Act.
- 3.4 Fees for copies of information are to be in accordance with the Regulations of the Act.

4. Consistency

Procedures in regard to student records, cumulative and permanent records, are to be in accordance with *Administrative Procedure No.320 – Student Records*.

Reference: Sections 51, 71, 85, 87, 110, 369 of the Education Act
Section 112 Local Government Election Act
Section 26 Archives Act
Sections 2, 23, 24, 27 Local Authority Freedom of Information and Protection of Privacy Act
Youth Criminal Justice Act
June 10, 2014

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	5.3
Topic:	Sale of Surplus Land		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

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

Current Status:

For this meeting there are two parcels of surplus land for which we have received offers to purchase. The first is parcel 105416546 (in NE 6-9-5 W3) in the RM of Wood Mountain with an offer of \$200 from Ronald Rotheisler and Sandra Strieb. The second is parcel 105081319 (in NE 36-2-28 W2) in the RM of Poplar Valley with an offer of \$300 from Joyce Berger.

Pros and Cons:

Pros:

- We dispose of two more parcels of land which have no value to us.

Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	April 24, 2015	N/A

Recommendation:

That the Board approve the sale of parcel 105416546 (in NE 6-9-5 W3) in the RM of Wood River for \$200 to Ronald Rotheisler and Sandra Strieb and parcel 105081319 (in NE 36-2-28 W2) in the RM of Poplar Valley for \$300 to Joyce Berger.

AGENDA ITEM

Meeting Date:	May 5, 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 March 18 – April 23, 2015.
2. Tender Report for the period April 2-24, 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 27, 2015	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: March 18, 2015 to April 23, 2015

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 8887.62 days
Compassionate Leave	18.6	1.87%	17.3	92.85%	0.21%
Competition Leave	2.0	0.20%	1.0	0.00%	0.02%
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	0.0	0.00%	0.0	0.00%	0.00%
Emergency Leave	2.0	0.20%	1.5	0.00%	0.02%
Executive Leave	4.0	0.40%	0.0	0.00%	0.05%
Extra/Co-curr Teach	55.1	5.55%	39.3	71.36%	0.62%
FACI Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
HUMA Meet/PD	1.6	0.16%	1.3	80.00%	0.02%
Illness - Teacher	254.0	25.56%	224.1	88.26%	2.86%
Illness - Long Term	136.9	13.78%	0.0	0.00%	1.54%
Internship Seminar	0.0	0.00%	0.0	0.00%	0.00%
LRNG Meet/PD	25.7	2.59%	23.2	90.27%	0.29%
Medical/Dental Appt	120.4	12.12%	111.6	92.73%	1.35%
Noon Supervision Day	26.5	2.67%	23.7	89.43%	0.30%
Paternity Leave	2.0	0.20%	2.0	0.00%	0.02%
PD DEC Teachers	37.0	3.72%	32.5	87.84%	0.42%
PP Teacher	23.1	2.33%	18.6	80.35%	0.26%
Prep Time	100.5	10.12%	99.6	99.09%	1.13%
PSTA	0.0	0.00%	0.0	0.00%	0.00%
Rec. Of Service	98.1	9.87%	82.7	84.30%	1.10%
Secondment	5.0	0.50%	4.8	96.00%	0.06%
SOEH Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
SONO Meet/PD	25.9	2.61%	24.7	95.30%	0.29%
SOSO Meet/PD	13.2	1.33%	8.6	64.63%	0.15%
STF Business - Invoice	15.3	1.54%	14.3	93.46%	0.17%
Unpaid Sick Leave	3.5	0.35%	0.0	0.00%	0.04%
TRAN Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
Leave Without Pay	23.1	2.32%	20.6	89.38%	0.26%
Total Absences	993.48	100.00%	751.4	75.63%	11.18%

Teachers (FTE)
423.22

of teaching Days
21

Possible Days
8887.62

Tender Report for the period April 2, 2015 to April 24, 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 renovation of the Mossbank home ec lab. It was awarded to C&S builders for a cost of \$18,776.10.
- A tender was issued for firewall for IT. The tender was awarded to Scalar Decisions Inc. for a cost of \$30,276.37.
- A tender was issued for sidewalk replacement at Lafleche and Rockglen schools. The tender was awarded to All 'n All Construction for a cost of \$33,451.39.
- A request for proposals was issued for bus routing software for the transportation department. The RFP was awarded to Georef Systems Ltd. for a cost of \$36,657.50.

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	5.5
Topic:	Dates of Regular Board Meetings and Planning Meetings		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Under Board Policy Handbook No. 2 the Board sets an annual work plan. This plan includes scheduled dates for regular Board meetings and planning meetings. Attached is a schedule of these meetings for 2015-16.

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	April 28, 2015	Proposed Dates of Regular Board Meetings and Planning Meetings

Recommendation:

That the Board approve the schedule of Regular meetings dates and planning meetings for the 2015-16 year as presented.

BOARD MEETINGS AND BOARD PLANNING MEETINGS

2015-2016

September	<ul style="list-style-type: none">• Regular and Organizational Meeting: September 1• Planning Meeting: September 15
October	<ul style="list-style-type: none">• Regular Meeting: October 6• Planning Meeting: October 20
November	<ul style="list-style-type: none">• Regular Meeting: November 3• Accountability Report: Higher Literacy & Achievement• Special Meeting & Planning Meeting: November 24 to approve the Audited Financial Statement and Annual Report
December	<ul style="list-style-type: none">• Regular Meeting: December 1
January	<ul style="list-style-type: none">• Regular Meeting: January 5• Accountability Report: Equitable Opportunities• Accountability Report: 1st Quarter – Business• Planning Meeting: January 19
February	<ul style="list-style-type: none">• Regular Meeting: February 2• Accountability Report: Strong System-Wide Accountability & Governance• Planning Meeting: February 23
March	<ul style="list-style-type: none">• Regular Meeting: March 1• Accountability Report: Smooth Transitions
April	<ul style="list-style-type: none">• Regular Meeting: April 19• Accountability Report: 2nd Quarter – Business• Accountability Report: Nutrition• Annual Meeting of Electors: April 19• Planning Meeting: April 7, 8 & 18• Budget Approval
May	<ul style="list-style-type: none">• Regular Meeting: May 10• Planning Meeting: May 24
June	<ul style="list-style-type: none">• Regular Meeting: June 7• Accountability Report: 3rd Quarter – Business

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	5.6
Topic:	Provincial Auditor Post-Audit Feedback		
Intent:	<input type="checkbox"/> Decision <input checked="" 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 provided a feedback form that the Board may use to comment on the Provincial Auditor's process during the audit.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

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 28, 2015	Appendix A – Post-Audit Feedback Questionnaire

Recommendation:

That the Board determine a process to provide feedback to the Provincial Auditor, either during a Committee of the Whole planning session or through a Board Committee.

APPENDIX A – POST-AUDIT FEEDBACK QUESTIONNAIRE

Your feedback is an important way in which we assess the value of and determine satisfaction with our work. Please help us improve our work by taking a few moments to complete this short survey.

Agency: Prairie South School Division

Audit Period: 12-months ended Dec 31, 2014

Survey to be Completed by: ☒ Governing Body

Instructions: Please indicate your **level of agreement** with the statements below. If you select **strongly or generally disagree** for any item, please provide us with details in Part V (Additional Feedback) to assist us in improving our work.

	Strongly Disagree	Generally Disagree	No Opinion/ Don't Know	Generally Agree	Strongly Agree
PART I – AUDIT TEAM					
1. The audit team was professional throughout the audit.					
2. The auditors demonstrated an understanding of your business.					
3. The auditors were able to communicate well.					
4. The audit team was objective.					
5. Overall, you were satisfied with the audit team.					
PART II – AUDIT PROCESS					
6. The purpose and scope of the audit was clearly communicated.					
7. The timetable in the audit planning memorandum met your agency's needs (e.g., tabling deadline).					
8. The auditors focused their attention on the most important issues.					
9. There was sufficient communication between the agency and the audit team.					
10. Overall, the audit provided "added value".					
11. Overall, you were satisfied with the audit.					
PART III – REPORT					
12. The audit team was willing to listen to your feedback regarding the audit results.					
13. The report was understandable .					
14. The report was accurate .					
15. The report was clear and concise .					
16. The report was relevant .					

DRAFT FOR DISCUSSION

Last saved: January 02, 2015 9:15 AM

	Strongly Disagree	Generally Disagree	No Opinion/ Don't Know	Generally Agree	Strongly Agree
17. The report was timely .					
PART IV – AUDIT RECOMMENDATIONS					
18. The recommendations were fair .					
19. The recommendations were feasible .					
20. The recommendations were useful .					
21. The implementation of recommendations will result in improved management of public resources and accountability.					

PART V – ADDITIONAL FEEDBACK	
22. Are there any things we did particularly well ?	
23. Are there any things we need to improve ?	
24. Are there any other issues you would like us to assess within your agency or elsewhere in government to help promote well-managed government?	
25. Please share any other comments you may have:	
Completed by:	Date:

Thank you for taking the time to complete our survey!

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	5.7
Topic:	Nutrition In Schools – Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: The Board of Education determined that it required an accountability report for the Administrative Procedure Nutrition In Schools 161 and it was to be presented at the May 5, 2015 Board meeting .

Current Status: The Accountability Report is attached.

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Kim Novak	April 24, 2015	Nutrition In Schools Accountability Report

Recommendation:

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

Prairie South Schools 210 Nutrition in Schools 161 - Accountability Report May, 2015

Source Documents

Policy 12

Section 1 Student Well-being

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

Section 2 Education Leadership

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

Section 5 Policy/Procedures

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

Evidence

Background:

- Administrative Procedure 161 Nutrition In Schools provides guidelines for nutrition practices on school property and promotes nutrition education.

The following highlighted sections of the procedure were used to determine what evidence to collect to show adherence by schools to the procedure during the 2014-15 school year.

Administrative Procedure 161 Nutrition In Schools

1. General Procedures:

- 1.1 The choice of foods and beverages offered and served in our schools, and at any school approved or hosted event shall adhere to the guidelines as outlined in the Healthy Eating, Nutrition, and Food Safety Guidelines for Saskatchewan Schools Appendix B Nourishing Minds: Eat well. Learn well. Live well. (2009) Ministry of Education <http://www.education.gov.sk.ca/nourishing-minds/>
- 1.4 Each year the School Administrator and Superintendent of Operations will review current nutritional guidelines and how the school is adhering to the guidelines.
- 1.6 Each school principal and School Community Council will develop procedures to comply with this policy and inform their staff and families annually.
- 1.7 **Predominantly** nutritious food items will be offered during school functions.

- AP 161 provides flexible guidelines used to improve nutrition practices in schools. Guidelines include what should be provided “Most of the time” and “Sometimes”, “Predominantly nutritious food items will be offered during school-based activities”.
- Division nutrition funding is targeted at providing access to nutritious snacks, lunches and breakfasts for students in need.

Evidence Collection Tools:

Pg.2

1. **Year End School and SCC Survey “How Does Our School Rate”** – Self reporting and open ended questions used to determine adherence to AP 161 and to act as a catalyst for collaborative work between the school and SCC in developing future growth goals and plans.

Data is collected from schools through a survey monkey:

- **Q1: How Does Our School Rate? Select Items that pertain to your school.**
Our School promotes healthy eating for students by:
- **Q2: How Does Our School Rate? Select Items that pertain to your school.**
We usually sell healthy food choices: (e.g. "Serve Most Often Foods")
- **Q5: How Does Our School Rate? *Successes... Choose 3 areas where your school food policies and programs are doing well and list ACTIONS that would allow you to share these successes with others (e.g. parents, students, school division, and other schools)**
- **Q6: How Does Our School Rate? *Improvements-Commitments...**
Choose 3 areas that may need improvement and list ACTIONS that your school can commit to (e.g. healthy food canteen, lower fat choices for hot lunches, making milk available regularly)

2. **Superintendent Meeting Checklist** – used to gather feedback regarding school plans for adherence to AP 161 and to gather feedback about effectiveness of the administrative procedure.
 - **Data is collected by individual conversations between the superintendent of operations for that school and the school based administrator/s.**
3. **Student Tracker** – used to track the number of students receiving components of the program.
 - **Data is collected by schools every month and collated for a year-end report.**

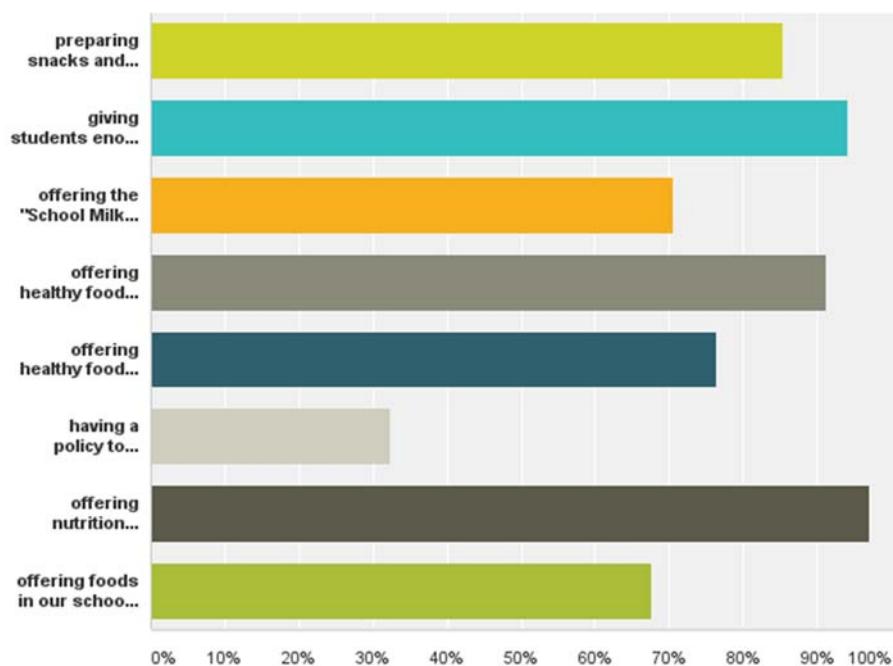
Evidence 2014-2015:

1. Year End School and SCC Survey “How Does Our School Rate”

School and SCC Nutrition Survey 2014-2015

Q1: How Does Our School Rate? Select Items that pertain to your school.

Our School promotes healthy eating for students by:

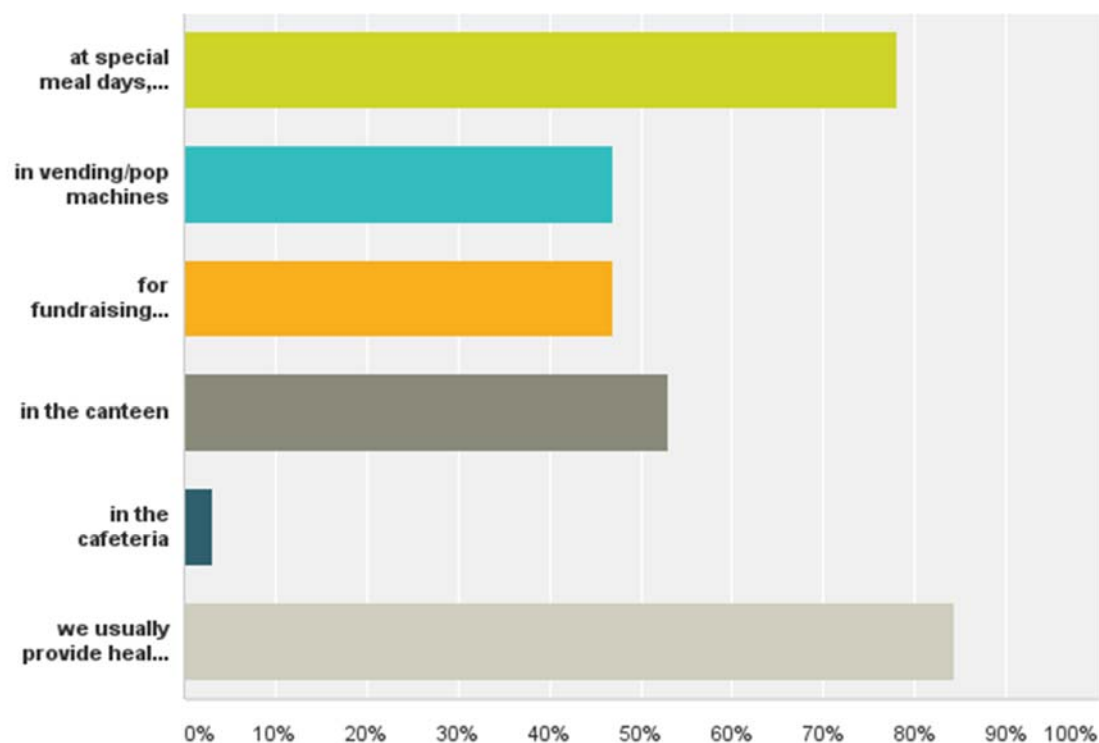


Comparison between 2014-2015 and 2013-2014

Answer Choices	Responses	2013-2014
preparing snacks and meals that meet nutrition recommendations	85.29% 29	85.71% 30
giving students enough time to enjoy meals and snacks	94.12% 32	97.14% 34
offering the "School Milk Program"	70.59% 24	60% 21
offering healthy food at school events (e.g. tournaments, play days)	91.18% 31	85.71% 30
offering healthy food when it is a part of a school or classroom program (e.g. art lesson, cooking class, after school gym program)	76.47% 26	88.57% 31
having a policy to address what foods are served and sold	32.35% 11	45.71% 16
offering nutrition education	97.06% 33	85.71% 30
offering foods in our school that reinforce the nutrition education program	67.65% 23	74.29% 26
Total Respondents: 34		

Q2: How Does Our School Rate? Select Items that pertain to your school.

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



Comparison between 2014-2015 and 2013-2014

Answer Choices	Responses	2013-2014
at special meal days, fundraising breakfasts or lunches	78.13% 25	63.89% 23
in vending/pop machines	46.88% 15	58.33% 21
for fundraising projects (e.g. ticket or product sales)	46.88% 15	38.89% 14
in the canteen	53.13% 17	41.67% 15
in the cafeteria	3.13% 1	16.67% 6
we usually provide healthy food at no charge to children who are consistently hungry	84.38% 27	77.78% 28
Total Respondents: 32		

Open Ended Questions

Summary of open-ended question responses Q5 and Q6 show successes with adherence to division guidelines and procedures as well as commitment to actions associated with growth in practice.

Table 1

Question 5 and 6 Summary of Responses for 35 PSS210 Schools

	Q5: Successes and Communication Methods	Q6: Possible Improvement Actions
1	Improved nutrition in canteen, concession and vending – website, newsletters, facebook	Now sell milk out of canteen in addition to what is sold from vending machine
2	Promotion of healthy lifestyle options	Maintain milk program and nutrition level of snacks
3	Healthy options for tournaments, milk program, Life skills classes provide healthy practice options	Provide a healthy options lunch canteen. Ask parents to provide healthy options for classroom celebrations
4	Milk program, SCC serves healthy meals once a month – publish successes in newsletters	More choice for snacks
5	School nutritional programs follow nutritional standards, promote healthy snacks and lunches being brought to school – use newsletters	Use random bring a healthy snack to school day to encourage families to shop for healthy snacks, provide milk on a monthly basis, develop cheese and cracker day
6	Study nutrition through curriculum and prepare healthy foods as part of lesson-promotion of healthy eating/nutrition at assemblies	Promote healthy drinks for school dances, promote healthy lunches and eating in newsletters
7	No energy drinks or pop at school, nutrition program foods more healthy – posters around school, use handbook, information to parents	More fruit and veggies at canteen, choose whole grain breads for meals, offer carrot sticks with a sub
8	Canteen serves healthy foods(homemade-low salt, veggie bags. No longer do chocolate bar fundraising	Develop a policy about what should be served
9	Tournament canteens promote healthy eating, Parents donate healthy foods for canteens, - morning announcements used to promote healthy lifestyle choices, newsletter use to promote, -classroom communications reinforce messages.	Developing a plan where SCCs provide special lunch days and healthy fundraising ex oranges versus cookie dough, set a number of school/classroom activities that involve food and promote more healthy options
10	Increasing yearly healthy snack and drink choices	Make more meals with lower fat meats
11	Healthy option cafeteria, classroom nutrition healthy options, special event expectations	Provide a variety of new healthy options in canteen

12	Healthy option expectations for canteen, hot lunches with full support from staff, community and students, milk program	Serve milk and veggies with hot lunches, healthy snacks at staff meetings, involve students in preparing healthy snacks
13	Offer milk and healthy snacks weekly – newsletter and a.m. announcements about nutrition program	SRC are nutrition directors and need more supervision
14	Staff eat healthy during supervision, staff walks at lunch, milk program, SCC serves healthy meals	Make policy for special events/fundraising, more educational posters around the school
15	Accepting students and their situations	Creation of school based policy/procedure
16	Healthy breakfasts, no pop in canteen or at tournaments, provide food for those in need	Fresh fruit choices for breakfast with student planning
17	Food group choices for am snack, canteen healthy lunch choices, milk program	Eliminate ice tea and cookies in vending machine, plan with SCC for regular hot lunches
18	Milk club, SCC hosted breakfast and hot lunches	Use weekly hot lunch to fundraise for year-end class trips
19	Canteens, vending, hot lunch healthy options	Decrease sometime food use, better use of guidelines when planning, improve milk program options.
20	Milk program, hot lunch, breakfast, and snacks in collaboration with community partner -newsletter	Have fresh veggies more often
21	Foods and snacks most often healthy. Foods teachers link courses to healthy eating, staff engage in healthy activities	Serve hot dogs but on a limited basis
22	Milk program, snacks for students in need	Work with SCC and hot meal committee to serve lower fat choices for meals
23	Provide food for students in need, offering nutritious foods for sale menus& tournaments	Develop a school policy regarding nutrition
24	Milk program, breakfast program students in need	Need a more formal nutrition policy-need to make hot lunches more nutritious, staff meetings are not nutritious
25	Milk program, healthy vending, provide for students in need – advertise& promote programs	- Didn't respond
26	Milk program, healthy foods for snack & breakfast	Improve fundraising and snacks, reconsider bake sales
27	Belle Plaine... model when can	Belle Plaine...
28	A.M. snack for entire school, food for those hungry, SCC involvement crucial	Develop a year plan for hot lunches, make milk available

29	Got rid of vending machine, SCC makes muffins and nutritious breakfasts	More regular supply of milk
30	Regular hot lunches and breakfasts, SCC help, - could post nutritional activities on website	Offer students fresh veggies, do meal planning with students
31	Breakfast club/once a week for all, Hot lunch once/month with each classroom planning one, milk program	Some staff could work on being physically active, develop a school policy so we use healthier foods
32	Healthy concession for sporting events, community association special snacks, healthy staff meetings	Do a better job of encouraging families to send better food with students for celebrations
33	Active lifestyle, exemplary PE program, offer healthy options	Offer more lunches, maintain milk program and nutritional level of snacks,
34	Daily and tournament canteens and vending machines follow nutrition guidelines -newsletter,website,facebook listing of policy	More availability to milk so sell out of canteen in addition to vending machine
35	Breakfast program, support hungry kids in need	Promote better lunches from home using newsletter
36	Breakfast for Learning program for bus students	Tracking students who access the nutrition program

2. Superintendent Meeting Checklist: (Discussion of self-reporting and rating)

AP general comments (32 schools)	Complete AP review process	Level of AP compliance (1-5 rating)	Vending Practices (1-5 rating)	Special Event Practices (1-5 rating)	Student tracker use (consistent)
<ul style="list-style-type: none"> • Good/Like AP/ Aligns Curriculum work =27/32 schools • Challenges: <ol style="list-style-type: none"> 1. Healthy food expensive, difficult to get in small town =4/32 2. AP too rigid=1/32 	90% plus (most)	1 2 3 4 = 15 schools 5 = 17 schools	1 2 3 = 2 schools 4 = 8 schools 5 = 9 schools NA =13schools	1 2 3 = 9 schools 4 = 17 schools 5 = 6 schools	60% had to go back and estimate numbers rather than recording monthly

3. Student Tracker: (Number of meal types provided yearly)

Breakfasts	Snack - am	Lunch	Snack - pm	Special Occasion
56,351	21,953	9,622	1,723	3,570

Administrative Issues:

Challenge:

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

Response:

- Long range planning to develop an approach for best use of resources
- Planning to supply snacks over time versus doing larger one-time events.

Challenge: Adherence to nutrition guidelines during special events at the school (sports, drama, family nights, fundraising, classroom rewards/celebrations)

Response:

- Continued administrative, staff and SCC awareness of procedure guidelines and best practice in decision making regarding food in schools
- Involve SCC in planning and promotion of healthy nutrition practices
- Continued education of the community relative to best practices.
- Schools participate in a yearly monitoring survey that includes communicating successes with adherence to guidelines and procedures as well as making commitments for growth in practice. Follow-up on commitments.

Challenge: Isolated communities experience difficulty accessing a regular supply of healthy snack options and often experience higher costs in their communities for food items.

Response:

- Make allowances for inequities due to isolation by redistribution of nutrition program funds to account for these differences.
- Find nutritious snack alternatives that can be made at the school from bulk supplies of ingredients.
- Find nutritious snacks that can be purchased in bulk and can be stored for longer periods of time.

Governance Implications

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

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	8.1
Topic:	STEMFEST		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: At the April Board meeting, Trustee Swanson discussed STEM.

Current Status: An international conference is being held in Saskatoon on this topic in the fall of 2015.

Pros and Cons:

**Financial
Implications:**

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	April 28, 2015	<ul style="list-style-type: none"> • STEMFEST Invitation to Educators

Recommendation:

That the Board review the information regarding STEMFEST 2015 in Saskatoon.



**2nd International Festival of Science,
Technology, Engineering and Mathematics**

Invitation to Educators

**Be the Educator of Tomorrow
Skilling a Nation's Future**

September 27th to October 1st 2015

**Prairieland Park Trade and Convention Centre
Saskatoon, SK, Canada**

www.stemstates.org

**2nd International Conference on STEM Education and Innovation 2015,
including resource and skills training on the 2015 Saskatchewan
Curriculum.**

Sunday September 27 to Wednesday 29th 2015

Careers of the Future Day

Monday September 28th 2015

Free event for Grades 10 to 12

STEMfair and Engagement with Schools Day

Tuesday September 29th 2015

Free event for Grades 3 to 9

Science on Stage Canada Event

Wednesday September 30th and October 1st 2015



We invite you to join us at the 2nd International STEMfest. Schedule of Events – Select what you want to attend!

Options include two FREE events for classes, a not-to-miss International Education Conference and Science on Stage Canada Festival

Sunday Sept 27th 2015 to

Tuesday Sept 29th 2015

2nd International Conference on STEM Education and Innovation (2nd STEMcon)

Start your conference experience on the 27th September by collecting your conference bag and attending a welcome reception at the Western Development Museum. Network with educators from 55 countries and join us in welcoming the world to Saskatoon as we enjoy great entertainment, cocktail food, beer and wine. Then, from Monday 28th join us for two full days of conference including international presenters from around the world such as UNESCO, South East Asian Ministers of Education, Harvard University and more...

Come with two goals in mind, to walk away with new resources and skills that you can apply in the classroom, and learn about and contribute to discussions on the evolving Provincial curriculums and what it takes to be the educator of tomorrow in this fast changing world. Suitable for Grades K – 12, tertiary and vocational educators.

Standard Early Bird Registration
\$400 Per Person

SPECIAL TWO-FOR-ONE OFFER :

For a limited time, for just \$400 you can get two registrations for the price of one; or you can choose to receive 4 x one-day-passes for just \$400. Offers made possible with thanks to sponsorship.

450 two-for-one registrations on offer plus 150 Day-Pass packages are on offer. Each package is \$400.

Register online at
<http://www.eventbrite.com.au/e/stem-con-2nd-international-conference-on-science-technology-engineering-and-mathematics-education-tickets-11179848227>

Monday Sept 28th 2015

Careers of the Future Day (FREE) Grades 10 to 12 and Post- Secondary Students

Exhibitors will talk to students interested in career options in different fields of science, technology, engineering and mathematics, and speakers on the main stage will share their stories. What is it like to work in robotics? How do I make a career out of building games? How do I get to work outdoors and help the environment? What is the future of Drones? Will cars drive themselves or fly?

Meet with organisations from around the world, from the New York Film Academy to South East Asian Ministers of Education Organisations, mining companies to the technology giants.

10am to 3pm, Mon Sept 28th 2015

Register your class online at
<http://www.eventbrite.com.au/e/free-careers-of-the-future-day-stemfest15-event-91-tickets-1286900527>



Tuesday Sept 29th 2015

STEM Fair Engagement with School Day (FREE)

Suitable for Grades 3 to 9

Join us between 10am and 3pm for a fun and exciting day of science, technology, engineering and math. Learn something new and be inspired. Students receive a STEMfest Explorer Passport on arrival and move around up to 65 exciting and educational STEM activities. Free to register, this event does have limited places and so pre-registration is required for classes (max 30 people per group).

Register your class online at
<http://www.eventbrite.com.au/e/free-stem-fair-and-open-day-stemfest-event-92-tickets-1286900527>



Gala Dinner 7-11pm, Sheraton Cavalier Hotel

Treat yourself to something special. Network with world leading educators and innovators in science, technology, engineering and mathematics and share in great times with new friends.

*Cost: CAD\$130 per person
Includes 3 course dinner, drinks and entertainment. Tuesday Sept 29.
Table of 10 for CAD\$1100.

Wednesday Sept 30th and Thursday Oct 1st 2015

Science on Stage Canada Event

Johanne Patry and the team from Science on Stage Canada are hosting a special event as part of STEMfest, a unique experience where educators present classroom projects to educators!

Participating educators present a resource or classroom project to fellow educators so they can walk away with new ideas and resources for use in the classroom.

There are two categories of attendance, Participants and Observers. Participants must first submit an application to Science on Stage Canada. Approved participants will be given an exhibition table at STEMfest and also asked to present their lesson or project to the other participants.

Approved participants are eligible for a financial assistance to attend the event.

The second category are observers. We have 150 places available for those interested in watching that participants from the audience.

Funding support is available to approved participants. Alternatively, you can observe the Science on Stage Event for \$150 for two days, including coffee breaks and lunches daily.

To register as a PARTICIPANT visit
<http://scienceonstage.ca/event/>

To register as an OBSERVER visit
<http://www.eventbrite.com.au/e/observers-registration-not-participants-science-on-stage-canada-2015-tickets-15843656804>



Bus Charters and Funding Support to help you get to the Careers of the Future Day and STEM Fair Day.

If you require funding for a bus to bring a group of students to the Careers of the Future Day or STEM Fair & Open Day please email Kim Ali at kimall@onpurpose.ca

Grants are available including 70 grants of \$100 for a Saskatoon based school, and 25 grants of \$250 for schools outside of the city limits. To enquire simply email us to seek availability. Buses are on a first come first served basis, and limited to a maximum of one grant per school. Put your name down today for a STEMfest Bus Grant.

Once approved we will send you the agreement and you will be requested to arrange your transport and submit your receipt to STEMfest for a refund up to the agreed amount.





Guest Presenters at the 2nd International Conference on STEM Education and Innovation 2015 (STEMcon)



Mr Etienne
Clement
UNESCO, Samoa



Dr Suhaldah
Tahir
South East Asian
Ministers of
Education
Organisation



Datuk Hj Len Talif
Salleh
Minister for
Advanced
Education SWK,
Malaysia



Mr David
Goncalves
Global STEM
States, Australia



Dr James Kaufman
Laboratory Safety
Institute, USA



Dr Cindy Moss
Discovery
Education, USA



Ms Kate Edwards
International
Game Developers
Association, USA



Dr Joe Schwarcz
McGill University
Office for Science and
Society, Canada



Dr Som Naidu
Open and Distance
Learning Association
of Australia



Ms Rosa Walker
Indigenous Leadership
and Development
Institute, Canada



Ms Maria Teresa Ruiz
and John Holanda
Purple i am, Canada



Dr Lauren Birney
Pace University,
USA



Mark Jennings-
Bates
Businessman/
Adventurer



Dr Tony Wagner
Harvard
University, USA



Khairuddin Abdul Kadir
Global STEM States
National Secretary,
Malaysia



Dr Stephen Smith
St Mary's
University,
Canada



Prof Rajiv
Uttamchandani
New York Film
Academy/ International
STEM Society for
Human Rights, USA



Joshua Fouts
Bioneers
USA



Dr Johanne Patry
Science on Stage Canada



Mr Kim Allen
Engineers Canada

Speaker in the SpotLight



Dr Joe Schwartz
Director of McGill
University's "Office for
Science and Society"

Dr. Joe Schwarcz is Director of McGill University's "Office for Science and Society" which is dedicated to demystifying science and separating sense from nonsense. He is well known for his informative and entertaining public lectures on topics ranging from the chemistry of love to the science of aging. Professor Schwarcz has received numerous awards for teaching chemistry and for interpreting science for the public. He is the only non-American ever to win the American Chemical Society's prestigious Grady-Stack Award for demystifying chemistry. He hosts "The Dr. Joe Show" on Montreal radio, has appeared hundreds of times on television and is the author of 14 best sellers. Also an amateur conjurer, Dr. Joe often spices up his presentations with a little magic.

Speaker in the Spotlight



Mark Jennings- Bates
Adventurer/ Entrepreneur

"The First Trip Around the World in a Flying Car" – the Record Attempt

Businessmen/adventurers Mark Jennings-Bates and Andre Voskuil will be the first to attempt flying around the world in a flying car (PAL-V), a record registered with the FAI and Guinness World Records. If these two average Joe's are successful, their trip will be remembered throughout history. Mark and Andre will depart from San Francisco early 2016 on the longest flight of their lives. They will spend nearly half the year on this trek, but we all know these adventures never go according to plan.

They will do whatever it takes to complete the journey in one of the world's first flying automobiles... Here from Mark on his past adventure as a rally driving champion through to climbing Mount Kilimanjaro, and what is involved in this next epic adventure, and take from this an understanding of the importance of challenge based adventures in STEM education.

Speaker in the SpotLight



Dr Tony Wagner
Expert in Residence
Harvard University
Innovation Lab

Tony was the first Innovation Education Fellow at the Technology & Entrepreneurship Center at Harvard, and the founder and co-director of the Change Leadership Group at the Harvard Graduate School of Education for more than a decade. His previous work experience includes twelve years as a high school teacher, K-8 principal, university professor in teacher education, and founding executive director of Educators for Social Responsibility. Tony is a frequent speaker at national and international conferences and a widely published author. His work includes numerous articles and five books. Tony's latest, *Creating Innovators: The Making of Young People Who Will Change The World*, was published by Simon & Schuster in 2012 to rave reviews and has been translated into ten languages.

STEMcon 2015



STEMfest Activity 8

2nd International Conference on Science, Technology, Engineering and Mathematics (STEM) Education and Innovation (STEMcon)

Sunday September 27th to Tuesday 29th September 2015

The Local Organising Committee invites teachers and suppliers from across the science, technology, engineering and mathematics education sector to join us for a two day conference exploring the topic of "Skilling a Nation's Future - Aligning Science, Technology, Engineering and Mathematics Education to a State's Future Human Resource Needs". STEMcon encourages active participation in these important discussions on the future of STEM education and what is needed to become a STEM State, including how to align STEM education to a State's future human resource needs. This is a group of people who are all committed to the development of STEM education. It will explore the challenges, the opportunities, and the policies and curriculum for STEM education.

STEMcon will also conclude with the drafting of a declaration on STEM Education and Innovation, and will discuss and explore the new curriculum and how to present units.

Theme:

"Skilling a Nations Future : Aligning STEM Education to a State's Future Human Resource Needs"

Sub- themes:

- STEM Education Programs – Elementary
- STEM Education Programs – High School
- STEM Education Programs - Tertiary
- Running a STEMfest
- STEM Ambassador Programs
- Informal STEM Education
- STEM and Science Centres
- STEM Projects
- Saskatchewan Curriculum

Who Should Attend:

- Science Teachers
- Math Teachers
- Technology Teachers
- Engineering Teachers
- Primary/ Elementary School Teachers
- Secondary School Teachers
- University Lecturers
- Professors
- Researchers
- Suppliers to the education sector
- Government policy makers
- Education and Government Public Servants
- Human Resource Professionals
- Skills and Training Providers

Conference Objectives and Learning Outcomes:

- Provide skills development and share research papers on the best practices in primary, secondary and tertiary education.
- Explore strategies for educating youth
- Develop strategies for adult education and post-secondary and tertiary continuing studies
- Explore the role and advances in distance education
- Create networking opportunities
- Upskill on the 2015 new amendments to the Saskatchewan High School Curriculum

Conference Legacy:

- STEMcon will also conclude with the drafting of a declaration on STEM Education and Innovation, and will discuss and explore the new curriculum and how to present units.

Registration Fee:

Cheapest rate : Register online at www.stemstates.org with the two for one offer – including two delegates for the price of one for just CAD\$400!

Program			
Event	Description	Time	Venue
Sunday September 27th 2015			
Registration	Registration Desk Open all day for all events (Event 4)	9.00 - 17.00	Sheraton Cavalier Hotel
STEMfest Oration	STEMfest Oration : Dr Joe Schwarz, McGill University Office for Science and Society Canada	10.30 to 11.30	To Be Advised in Final Program
BUS TRANSFER	Bus Transfers to Western Development Museum from Sheraton Cavalier Hotel (next door to James Hotel and across the street from the Delta Bessborough Hotel) and the Park Town Inn.	17.00	- Sheraton Cavalier Hotel - Park Town Hotel
STEMfest Welcome Reception	Enjoy a taste of the prairies and step back in time as we explore the history of Saskatchewan and the days of the early pioneers and settlers. Enjoy great entertainment and wine, beer and soft drinks along with canapés as we welcome the World's science, technology, engineering and mathematics community to Saskatoon. (Event 5)	17.30- 19.30	Western Development Museum
BUS TRANSFER	Bus Transfers from Western Development Museum to Sheraton Cavalier Hotel and the Park Town Inn.	19.30	- Sheraton Cavalier Hotel - Park Town Hotel

Submit an abstract and paper by July 1st 2015.
Register online at www.stemstates.org

Monday September 28th 2015

Buses depart for Prairieland Park			7.30	
International STEMfest 2015 Opening	Opening Ceremony and Welcome - Jerome Konecni, President and CEO, Innovation Saskatchewan - Prof Nader Barsoum, President, Global STEM States - Welcome to Saskatchewan, Minister Don Morgan, Minister for Education - Introduction to International Association Presidents , Aboriginal Cultural Performance and Welcome to Country Delegates move from International STEMfest 2015 Opening to the meeting rooms for their respective conference keynote presentations.		8.00 – 8.55	Innovation Saskatchewan Stage
Changeover				
Keynote Session 1	Dr Tony Wagner , Expert in Residence, Harvard University Innovation Lab, USA		9.00 – 10.00	
Plenary Panel 1 (3 x 10 minute presentations)	Professor Rajiv Uttamchandani , New York Film Academy & Director, International STEM Society for Human Rights, USA Dr Suhaidah Tahir , South East Asian Ministers of Education Organisation, Malaysia Dr Johanne Patry , Science on Stage Canada		10.00 – 10.30	
Coffee Break			10.30 – 11.00	Exhibition Areas

Submit an abstract and paper by July 1st 2015.
 Register online at www.stemstates.org

Session A: Highlighted Speaker plus concurrent sessions	Mr Sam Stier , Founder and Director of the Center for Learning with Nature, USA Mr Dean Elliott , Ministry of Education, Saskatchewan To be advised , University of Regina	11.00 - 12.00 12.00pm - 13.00pm 13.00-14.00	Refer to Concurrent Session Schedule for all speakers Exhibition Areas Refer to Concurrent Session Schedule for all speakers
Lunch			
Session B Highlighted Speaker plus Concurrent sessions	Khairuddin Abdul Kadir , Global STEM States Malaysia National Secretary, Malaysia Datuk, Hj Len Talif Salleh , Minister for Advanced Education, SK, Malaysia Mr James Kaufman , Laboratory Safety Institute, USA		
Session C Poster Presentations	Poster Presentations	14.00-15.00	Hall D
Coffee Break			
Session D Highlighted Speaker plus Concurrent sessions	Dr Stephen Smith , St Mary's University, Canada Dr Lauren Birney , Pace University, USA	15.00 - 15.30 15.30 - 16.30	Exhibition Areas Refer to Concurrent Session Schedule for all speakers
Session E Highlighted Speaker plus Concurrent sessions	Dr Som Naidu , President, Open and Distance Learning Association of Australia Prof Ravij Uttamchandani , Director STEAM Initiatives, New York Film Academy, and Founder, International STEM Society for Human Rights	16.30-17.30	Refer to Concurrent Session Schedule for all speakers
BUS TRANSFERS	Buses Transfer from Prairieland Park to hotels	17.45	

Submit an abstract and paper by July 1st 2015.

Register online at www.stemstates.org

Tuesday September 29th 2015

Buses depart for Prairieland Park			
Keynote Session 2	Mr Etienne Clement, UNESCO	7.45	
	Dr Cindy Moss, Discovery Education, USA	8.30 – 9.30	Innovation Saskatchewan Stage
Keynote Session 3	Mr Kim Allen, Engineers Canada	9.30 – 10.00	
Plenary Panel 2 (3 x 10 minute presentations)	Datuk Hj Len Talif Salleh, Minister for Advanced Education SK, Malaysia Mr Etienne Clement, UNESCO, Samoa Mr David Goncalves, Executive Director, Global STEM States, Australia	10.00 – 10.30	
	Coffee Break	10.30 – 11.00	Exhibition Areas
Session F: Highlighted Speaker plus concurrent sessions	Dr Johanne Patry, Science on Stage Canada Ms Maria Teresa Ruiz, and John Honda, Purple I am, Canada To Be Advised, University of Saskatchewan	11.00 - 12.00	Refer to Concurrent Session Schedule for all speakers

Submit an abstract and paper by July 1st 2015.

Register online at www.stemstates.org

Lunch			12.00pm - 13.00pm	Exhibition Areas
Session G Highlighted Speaker plus Concurrent sessions	Mr Mark Edmonds, President, Saskatchewan Association of Science Fairs	Ms Rosa Walker, Indigenous Leadership Development Institute, Canada	13.00-14.00	Refer to Concurrent Session Schedule for all speakers
	Poster Presentations			
Session H Poster Presentations	Coffee Break		14.00-15.00	Hall D
			15.00 - 15.30	Exhibition Areas
Session I Highlighted Speaker plus Concurrent sessions.	Mr Joshua Fouts, Executive Director, Bioneers, California USA	Mark Jennings- Bates, Business man, Adventurer. Around the world in a Flying Car.	15.30 - 16.30	Refer to Concurrent Session Schedule for all speakers
Vice Chancellors and Presidents Forum (Event 10) followed by Closing Ceremony	University leaders from around the world take part in a panel discussion on "Skilling a Nation's Future and what is involved in aligning STEM Education with a State's future Skills needs".		16.30-18.00	Refer to Concurrent Session Schedule for all speakers
BUS TRANSFERS	Buses Transfer from Prairieland Park to Sheraton Cavalier Hotel and Park Town Inn		18.15	
Gala Dinner	Enjoy in an evening of fine dining, drinks and entertainment as we come together to for a fun evening and to recognise some of the leaders in their fields. Tickets must be purchased prior, include three course dinner and 3 hour drinks package.		19.30 – 22.30	Sheraton Cavalier Hotel
BUS TRANSFERS	Delegates staying at Sheraton Cavalier Hotel, James Hotel and Delta Bessborough Hotel to walk to their hotels. Buses depart from the Sheraton Cavalier to the Park Town Inn at the following times.		22.00 22.30 23.00	Departs Sheraton Cavalier Hotel

Submit an abstract and paper by July 1st 2015.

Register online at www.stemstates.org

We invite you to submit a paper and present at STEMfest?

Educators should submit your abstract and synopsis online at <http://stemstates.org/stemfest-2015/submit-a-paper.html>

Call for Abstracts Closes July 1st 2015

Formal and Informal Education

Grades K – 12, Tertiary and Vocational Education Pathways

International Awards including \$2000 for best Oral Presentation and \$1000 for Best Poster

All accepted papers published in one of four leading international Journals.

Theme : "Skiing a Nation's Future"

Education Streams include:

- Saskatchewan 2015 New High School Curriculum
- STEM Education Programs – Elementary
- STEM Education Programs – High School
- STEM Education Programs - Tertiary
- Running a STEMfest
- STEM Ambassador Programs
- Informal STEM Education
- STEM and Science Centres
- Open and Distance Learning



South East Asian Ministers of Education Organisation



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AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	8.2
Topic:	Education Property Tax Mill Rates		
Intent:	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		

Background: Education property tax mill rates were approved by Order in Council for the 2015 taxation year.

Current Status: 2015 mill rates are described in the attached correspondence from Minister Reiter.

Pros and Cons:

**Financial
Implications:**

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	April 28, 2015	• Jim Reiter Correspondence

Recommendation:
That the Board review the 2015 EPT mill rates.



APR 23 2015

To: All Chairpersons of Boards of Education and Directors of Education

Re: **2015 Confirmed Education Property Tax Mill Rates**

Further to my correspondence of March 26, 2015, this is to advise you the 2015 education property tax (EPT) mill rates have now been formally confirmed by Order in Council; these are to be levied with respect to every school division and every property class for the 2015 taxation year, as follows:

Agricultural Property	2.67 mills
Residential Property	5.03 mills
Commercial/Industrial	8.28 mills
Resource (oil and gas, mines and pipelines)	11.04 mills

Municipalities will continue to collect education property taxes and remit them directly to school divisions.

If you require additional information, please call Norm Magnin, Director, Property Assessment and Taxation at (306) 787-2895.

Sincerely,

A large, stylized handwritten signature in black ink, which appears to read "Jim Reiter".

Jim Reiter
Minister of Government Relations and
Minister Responsible for First Nations, Métis and Northern Affairs

cc: Norm Magnin, Property Assessment and Taxation, Government Relations

AGENDA ITEM

Meeting Date:	May 5, 2015	Agenda Item #:	8.3
Topic:	Provincial Auditor Review of Financial Audit		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: Each year, the Provincial Auditor's office reviews the financial audits of a selection of school divisions.

Current Status: Prairie South Schools has been selected for a review by the Provincial Auditor in 2014-2015.

Pros and Cons:

**Financial
Implications:**

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	April 28, 2015	<ul style="list-style-type: none"> Provincial Auditor Correspondence

Recommendation:

That the Board review the correspondence from the Provincial Auditor's office.



April 22, 2015

Mr. Shawn Davidson, Chair
Prairie South School Division No. 210
15 Thatcher Drive East
MOOSE JAW, SK S6J 1L8

COPY

Dear Mr. Davidson:

Re: School Divisions' Annual Audits for Year Ending August 31, 2015

In this letter we set out an overview of our audit expectations for all 28 school divisions. We are also writing the appointed auditor of each school division to indicate our expectations.

We plan to use a cyclical approach for our direct involvement in the audits of the school divisions. Under this approach, we will annually select a sample of school divisions in which we expect to be involved in the key steps of the audits. We have selected the following school divisions for the year ended August 31, 2015:

Saskatoon School Division No. 13
Regina School Division No. 4
St. Paul's Roman Catholic Separate School Division No. 20
Prairie Spirit School Division No. 206
Good Spirit School Division No. 204
Living Sky School Division No. 202
Prairie South School Division No. 210
Prairie Valley School Division No. 208
Prince Albert Roman Catholic Separate School Division No. 6

We expect to have less involvement in the financial statement audits of the other 19 school divisions. For these school divisions, we will limit our involvement to reviewing the appointed auditors' opinions/reports and error sheets. Where matters of significance to report to the Legislative Assembly are identified, we will work with the relevant appointed auditor to obtain the necessary assurance to support reporting these matters.

As in prior years, we ask the appointed auditors of each of the 28 school divisions to provide us with a copy of the school division's financial statements, its audit report thereon, the error sheet, and the materiality amount used, as well as the following standard reports for reliance purposes, addressed to the Provincial Auditor:

- › The appointed auditor's opinion on the School Division's system of control
- › The appointed auditor's opinion on the School Division's compliance with legislative and related authorities
- › The appointed auditor's assurance that it performed substantive tests in specified situations; and reported certain matters that have come to its attention during the course of the audit or any other matters that our Office has asked it to report

- ▶ The appointed auditor's letter to management on results of the audit (e.g., management letter, constructive services letter) including a summary of errors in the financial statements

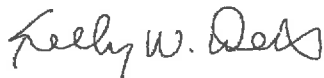
To assist the appointed auditors, we continue to provide each with the following information: copies of key legislation, other authorities and relevant Orders in Council, and audit forms for potential use in the audits.

For the above nine selected school divisions, we work directly with the appointed auditors, using the framework recommended by the *Report of the Task Force on Roles, Responsibilities and Duties of Auditors*. A copy of the framework is available at www.auditor.sk.ca. The Chair of the Board of a selected school division will receive our Audit Involvement Memorandum with a copy to your key management and appointed auditor. The Memorandum explains our involvement in the audit and sets out the agreed upon deadline dates. Our involvement includes steps to ensure we can rely on the work and reports of the appointed auditor and agree on the above indicated opinions/reports prior to their issuance. In addition, the appointed auditors of each selected school division will receive directly a letter setting out our planned reliance on their work and reports.

Our 2016 Report to the Legislative Assembly – Volume 1 will include the results of the school division audits for the year ended August 31, 2015. We expect to issue this Report in spring 2016.

If you have any questions or concerns, please do not hesitate to contact me at (306) 787-0027 or Ms Michelle Lindenbach at (306) 787-2716.

Yours truly,



Kelly W. Deis, CPA, CA
Deputy Provincial Auditor

/mk

cc: Ms J. MacRae, Deputy Minister, Ministry of Education
Mr. C. Repski, Assistant Deputy Minister, Ministry of Education
✓ Mr. T. Baldwin, Director of Education, Prairie South School Division No. 210
Mr. B. Girardin, Chief Financial Officer, Prairie South School Division No. 210
Ms T. Olfert, Stark & Marsh, Chartered Professional Accountants