

# *Prairie South Schools*

## **BOARD OF EDUCATION**

AUGUST 11, 2015  
11:00 a.m. – 4:00 p.m.  
Central Office, 1075 9<sup>th</sup> Avenue NW, Moose Jaw

### **AGENDA**

- 1. Board Planning Session (10:00 – 11:00 a.m.)**
  - 1.1. Permission to Sell Thatcher Drive**
  - 1.2. Friends of the Gravelbourg Convent/Town of Gravelbourg Correspondence**
  - 1.3. Local Improvement Tax – City of Moose Jaw**
  - 1.4. Joint School – Moose Jaw South Hill**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
- 5. Decision and Discussion Items**
  - 5.1. Main and Thatcher Transportation Improvements (Discussion)**
  - 5.2. Joint Board Meeting with Holy Trinity Catholic School Division Board of Education on 24 November 2015 (Discussion)**
  - 5.3. Audit Involvement Memorandum – Provincial Auditor of Saskatchewan (Discussion)**
  - 5.4. Capital Funding Agreement – Gravelbourg (Decision)**
  - 5.5. Disposal of Records (Decision)**
  - 5.6. Monthly Reports (Decision)**
    - 5.6.1. Substitute Usage Report**
    - 5.6.2. Tender Report**
    - 5.6.3. Incidents of Concern**
- 6. Delegations and Presentations**
  - 6.1. Jackie McLean (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 June 2, 2015**

Can the voting boundaries for Prairie South elections reflect the catchment areas in rural areas?

- Kessler

**8.2. Preventative Maintenance Renewal Plan Approval**

**8.3. Student Scholarship Recipients**

**8.4. Report on School Board Chairs Meeting – 27 May 2015**

**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 the Prince of Wales Centre, 201 – 3<sup>rd</sup> Avenue West, Assiniboia, Saskatchewan on JUNE 2, 2015 at 11:00 a.m.**

Attendance: Mr. R. Bachmann; Dr. S. Davidson; 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. D. Crabbe, Trustee; Mr. R. Gleim, Trustee; Mr. A. Kessler, Trustee

Motions:

- |                 |  |         |
|-----------------|--|---------|
| 06/02/15 – 2366 | That the meeting be called to order at 11:12 a.m.<br>- Davidson  | Carried |
| 06/02/15 – 2367 | That the Board adopt the agenda as presented.<br>- Wilson  | Carried |
| 06/02/15 – 2368 | That the Board adopt the Minutes of the regular meeting of May 5, 2015 as presented.<br>- Bachmann   | Carried |
| 06/02/15 – 2369 | That the Board approve the 2016-2019 Preventative Maintenance Renewal plan as presented which will start the Ministry process for grant funding for the upcoming year.<br>- Bachmann   | Carried |
| 06/02/15 – 2370 | That the Board make funds for Eyebrow SCC School Entrance Project available until August 31, 2016.<br>- Radwanski  | Carried |
| 06/02/15 – 2371 | That the Board approve the disposal of records at or past their retention listed on the <b><u>attached schedule</u></b> by transfer to the Saskatchewan Archives or by shredding.<br>- McLeod  | Carried |
| 06/02/15 – 2372 | That the Board approve the transfer of parcel 103602686 in the Village of Limerick to the Village of Limerick and that the Board also approve the transfer of parcel 104861291 in the RM of Eyebrow to the Kinney's who have been paying taxes on the land.<br>- Young | Carried |

That the Board break for lunch at 12:02 p.m.

That the Board reconvene at 1:29 p.m.

06/02/15 – 2373	That the Catchment Area Applications from the Rural Catchment Committee be approved. - Swanson	Carried
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06/02/15 – 2374	<p>That the Board assign the Rural Catchment Committee to review the Caronport Elementary Catchment area and that this be done during the 2015-16 school year using the following process:</p> <ol style="list-style-type: none"> <li>1. Lindale and Caronport Elementary.</li> <li>2. The Committee gathers data from residents with preschool to grade 7 children living in the rural area surrounding Caronport.</li> <li>3. The Committee conducts public consultation at Caronport Elementary School.</li> </ol>	Carried
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AND

The following principles will be used for the Caronport Catchment review and any future catchment reviews:

1. The best interests of the students will be considered.
  2. Shrink the Lindale catchment area wherever possible. This is due to the large population at Lindale and long distances travelled leading to early pick-up and late drop-off times.
  3. No forced school moves once a student is in kindergarten.
  4. Adjustments to catchment areas will be cost neutral.
  5. Eliminate dual catchment zones when possible.
- Kessler

06/02/15 – 2375	That the Board set the mileage rate at \$0.48 per km for the 2015/16 fiscal year. - Bachmann	Carried
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06/02/15 – 2376	<p>That reimbursement for meal expenses not covered by registration fees, the School Division or otherwise provided, be set at the following rates, without receipts:</p> <ul style="list-style-type: none"> <li>• Breakfast      \$10.00</li> <li>• Lunch            \$15.00</li> <li>• Supper           \$20.00</li> </ul> <p>- Bachmann</p>	Carried
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06/02/15 – 2377	That reimbursement for parking be set at the rate of up to \$5.00 per day without receipts. - Bachmann	Carried
06/02/15 – 2378	That reimbursement for the accommodation expenses be set at the following rates: <ul style="list-style-type: none"><li>• Actual, reasonable costs, supported by receipts, or</li><li>• \$35.00 per night for accommodation in a private residence outside of home location (no receipts required).</li></ul> - Bachmann	Carried
06/02/15 – 2379	That the meeting rooms at the 9 <sup>th</sup> Avenue Office be named as follows, in order of the legacy school divisions from largest to smallest: Moose Jaw, Thunder Creek, Red Coat Trail, Golden Plains, Borderland. - Kessler	Carried
06/02/15 – 2380	That Board motion 05/05/15-2361 be lifted from the table. - Young	Carried
06/02/15 – 2381	Motion 05/05/15-2361: That the schedule of Board Meetings and Planning Sessions be amended to include an August Board Meeting and that the September Board Meeting be delayed one week. - Swanson	Carried
06/02/15 – 2382	That the Board adopt Board Policy 2 (Updated June 2, 2015) and direct that it replace the current policy in the Board Policy Handbook. - Young	Carried
06/02/15 – 2383	That the Board receive the Administrative Procedures as presented. - Wilson	Carried
06/02/15 – 2384	That the Board approve the schedule of Regular Board Meeting dates and Planning Meeting dates for the 2015-16 year as presented. - Kessler	Carried
06/02/15 – 2385	That the Smooth Transitions Committee engage in a review of Prekindergarten and Early Learning programming in Prairie South Schools during the 2015-2016 school year.	Carried

AND THAT the Equitable Opportunities Committee engage in a review of recruitment and retention practices for school-based administrators in Prairie South Schools during the 2015-2016 school year.

AND THAT the Advocacy and Networking Committee continue with the staff engagement focus from the 2014-2015 school year in the 2015-2016 school year.

- McLeod

- |                 |  |                                      |
|-----------------|--|--------------------------------------|
| 06/02/15 – 2386 | That the Board receive and file the the monthly reports as presented.<br>- Swanson   | Carried                              |
| 06/02/15 – 2387 | That the Board receive and file the 3 <sup>rd</sup> Quarter Accountability Report.<br>- Swanson  | Carried                              |
| 06/02/15 – 2388 | That the Board receive and file the Communications Accountability Report.<br>- Swanson   | Carried                              |
| 06/02/15 – 2389 | That the Board receive and file the School Community Council Accountability Report and that a copy be sent to each SCC Chairperson.<br>- Swanson             | Carried                              |
| 06/02/15 – 2390 | That the Board receive and file the Grade 8-9 Transition Accountability Report.<br>- McLeod  | Carried                              |
| 06/02/15 – 2391 | That the Board approve the mural to be put on the outside wall of Central Collegiate's Gymnasium.<br>- Swanson   | Tabled to<br>August Board<br>Meeting |
|                 | Administration to provide more information regarding the mural location, content and maintenance and bring back to the Board at the August 11 Board Meeting. |                                      |
| 06/02/15 – 2392 | That the request from the Deak family be denied.<br>- Swanson  | Carried                              |

## **Committee Reports**

### **Standing Committees:**

#### *Higher Literacy & Achievement*

- No report given. Next meeting for June 19 will be rescheduled. Date to be determined.

#### *Equitable Opportunities*

- Marketing pamphlet will be distributed throughout our communities. If you have any updates, please let Barb know.
- Prairie South was awarded \$12,000 worth of free construction equipment through a grant.

#### *Smooth Transitions*

- Committee met on May 26
- Reviewed the Grade 8-9 Accountability Report that was presented at today's meeting.
- Reviewed Prek numbers and busing requests. Reviewed process.
- Next meeting is scheduled for August 11.

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

- Reviewed the SCC and 3<sup>rd</sup> Quarter Business Accountability Reports that were presented at today's meeting.
- Discussed the major capital projects submission to the Ministry and a motion was made to change our submissions at today's meeting.

#### *Advocacy and Networking*

- CUPE Engagement Session on May 12 that discussed attendance support program, the employee recognition and awards process, the staff survey follow-up activities regarding PD for next year.
- Some items on the agenda to discuss in the next month or two that will be presented at the August meeting

#### *Rural Catchment and Transportation*

- Two items from today's meeting were discussed: catchment area transportation requests and Caronport Elementary School catchment area.

#### *Urban Possibilities*

- Committee met on May 28.
- Discussed current progress with Joint School on South Hill
- Reviewed data regarding student attendance in the North West area
- Continued focus on High School opportunities at different schools and if there is a demand for transportation to the different high schools.

06/02/15 – 2393

That our major capital projects submission to the Ministry of Education be as follows:

Carried

1. AE Peacock: Mechanical piping/HVAC upgrade
2. Moose Jaw South Hill Joint Facility
3. Bengough: Renovation and Modernization

- Swanson

## **Inquiries**

Can the voting boundaries for Prairie South elections reflect the catchment areas in rural areas?

- Kessler

**Adjournment**

06/02/15 – 2394

That the meeting be adjourned at 3:57 p.m.  
- Wilson

Carried

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Shawn Davidson  
Chair

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B. Girardin  
Superintendent of Business and Operations

**Next Regular Board Meeting:**

Date: August 11, 2015

Location: Central Office, 1075 9<sup>th</sup> Avenue, Moose Jaw

DRAFT



# AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	5.1
<b>Topic:</b>	<b>Main and Thatcher Transportation Improvements</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** The City of Moose Jaw will be tendering for proposals to change the intersection of Thatcher Drive and Main Street. This change may impact the selling value of the Thatcher Drive property.

**Current Status:** Prairie South has not provided input into the plan at this stage, other than to express concern related to the consultation process. Initial consultation occurred with the Hillcrest Golf Club exclusively, even though identical access issues exist for the Prairie South Thatcher property. The revised plan eliminates access to the Thatcher property when traveling westbound on Thatcher Drive.

**Pros and Cons:**

**Financial Implications:** Potential implications related to the value of the Thatcher Drive property.

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:** 14 July 2015 – Moose Jaw Communications forwards *Main and Thatcher Transportation Improvements* memo to Ron Purdy after speaking with Ron on the telephone.  
 27 July 2015 – Director of Education contacts Moose Jaw Communications to determine consultation process related to proposed changes.  
 27 July 2015 – Moose Jaw Communications reports two rounds of consultation already complete.  
 27 July 2015 – Moose Jaw City Council passes revised plan.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	July 31, 2015	<ul style="list-style-type: none"> <li>• City of Moose Jaw memorandum from Engineering Department to Executive Committee</li> <li>• Intersection plan approved by City Council 27 July 2015</li> </ul>

## **Recommendation:**

That the Board review the *Main and Thatcher Transportation Improvement* plan approved by Moose Jaw City Council and determine whether a response is required.

## CITY OF MOOSE JAW

Received from  
Wilbur McLean  
14 July 2015  
2:35 pm.

**DATE:** July 8, 2015  
**TO:** Executive Committee  
**FROM:** Engineering Department  
**SUBJECT:** Main & Thatcher Transportation Improvements

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### PURPOSE:

The purpose of this report is to advise that the City of Moose Jaw is preparing to tender a traffic upgrade project at the intersection of Thatcher Drive and Main Street.

### BACKGROUND:

The project consists of the following:

- Widening of Thatcher Drive to accommodate dual westbound left turns onto Main Street southbound.
- Removal of traffic lights at Thatcher Drive and East Service Road.
- Extension of the concrete median from Main Street to the Superstore signalized intersection.
- Widening of the West Service Road at portions north and south of Thatcher Drive.

### PROJECT DETAILS:

The traffic flow along Thatcher near Main Street has been gradually getting more congested over the past decade as traffic volume has increased. An AECOM study in 2002 and 2007 found that traffic movements at Main & Thatcher, especially at peak hours, were not efficient. Additionally, accident records show that this intersection has more accidents than any other intersection in the City. Many factors such as congestion, multiple turning movements and low functionality during peak periods contribute to safety concerns.

To improve safety and efficiency of traffic flow in this intersection, the City of Moose Jaw is planning to implement improvements in 2015. The following is a brief description of the work in this project.

1. **Widening of Thatcher Drive:** AECOM study has found that the (1) westbound left turn lane on Thatcher drive onto Main Street southbound does not adequately serve traffic volumes. To improve traffic flow and safety, additional westbound left turn is recommended. After the completion of this project, there will be (2) westbound left turns to Main Street southbound.
2. **Removal of Traffic Lights at Thatcher and East Service Road:** This signalized intersection is located too close to Main Street with turning movement in this crowded corridor resulting in safety concerns. Traffic stopping at Main Street is frequently queuing up to and past the East Service road intersection.
3. **Extension of median from Main Street to the Superstore signalized intersection:** To improve safety and traffic flow, the median on Thatcher Drive will be extended from Main Street to the Superstore signalized intersection. This will prevent drivers from crossing Thatcher Drive at the East Service Road. The addition of signal lights at Main Street and Diefenbaker will facilitate access to the East Service Road north of Thatcher.
4. **Widening of West Service Road:** Widening of the West Service Road to provide a dedicated right lane onto Thatcher Drive and will improve traffic flow.

A map showing the construction limits is attached.

**ATTACHMENTS:**

1. Map of Thatcher Drive Improvements from AECOM.

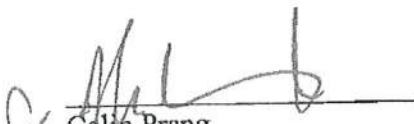
**SUMMARY:**

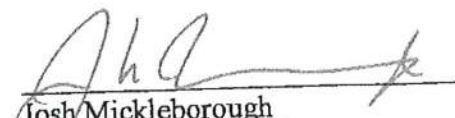
This project will result in improved traffic flow along Thatcher Drive near Main Street. This section of Thatcher should become safer and accidents should reduce as a result. This project has approved capital funding in PW-29 Transportation Upgrades.

**RECOMMENDATION:**

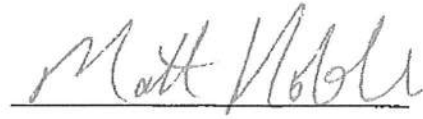
THAT report dated July 8, 2015 from the Manager of Engineering respecting Main and Thatcher Transportation Improvements, be received and filed.

Respectfully submitted,

  
Colin Prang  
Manager of Engineering  
/s/

  
Josh Mickleborough  
Director of Engineering Services

CITY MANAGER'S COMMENTS:

A handwritten signature in dark ink, appearing to read "Matt Noble", written over a horizontal line.

City Manager

MAYOR'S COMMENTS:

A handwritten signature in dark ink, appearing to read "D. Higgins", written over a horizontal line.

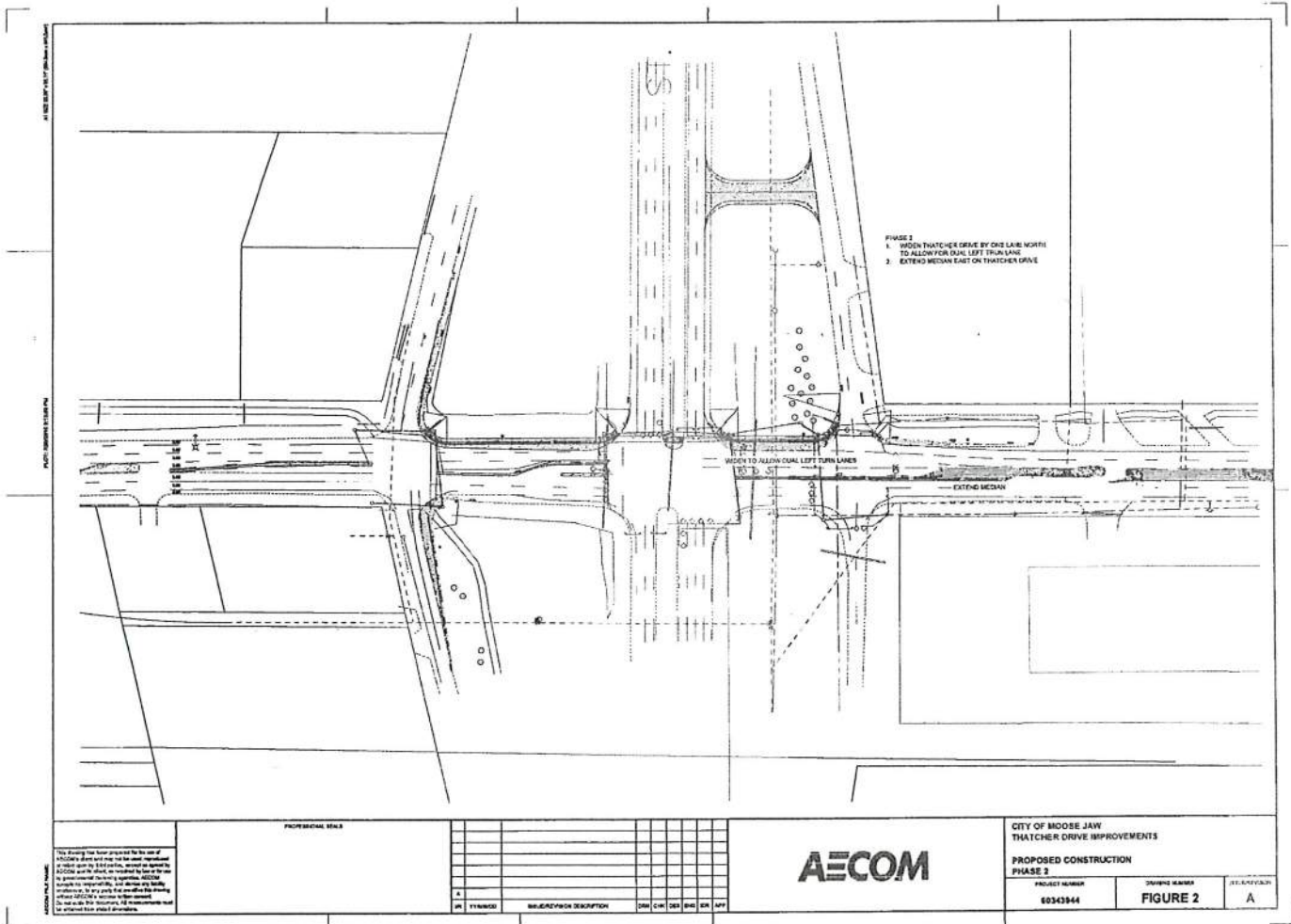
Mayor



F. and Management Initials \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ IT 3 A1 2000-1-14/15



Received from Wilbur McLean 27 July 2015  
City Council approved 27 July 2015.



## AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Joint Board Meeting with HTCSD Board of Education 24 November 2015</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information		

**Background:** Prairie South Schools and Holy Trinity Catholic School Division hold a yearly joint Board Meeting. In 2015-2016 it is Prairie South's turn to host.

**Current Status:** Holy Trinity has accepted Prairie South's invitation to meet on 24 November 2015. Prairie South will need to select a venue and propose items for the agenda.

**Pros and Cons:** Pros: Opportunity to discuss current collaborative ventures including Local Improvement Taxation, Joint School Project(s), and Transportation Maintenance. Opportunity to become acquainted with issues of mutual concern and interest.

**Financial Implications:** Meal cost for Board and staff.

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	July 31, 2015	

***Recommendation:***

That the Board discuss potential agenda items for a joint meeting on 24 November 2015, and direct administration to collaborate with HTCSD administration to finalize details.

# AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Audit Involvement Memorandum – Provincial Auditor of Saskatchewan</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** The Provincial Auditor of Saskatchewan selects several school divisions each year for a review of audit processes in collaboration with the appointed auditor(s) for these school divisions.

**Current Status:** Prairie South has been selected by the Provincial Auditor of Saskatchewan for a review of the Stark and Marsh audit for the year ended August 31, 2015.

**Pros and Cons:**  
 Pros: Additional oversight for the audit year ended August 31<sup>st</sup>, 2015.  
 Cons: Some additional coordination between staff, Board, Stark and Marsh, and the Provincial Auditor will be required.

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:** Oversight responsibility for the Provincial Auditor of Saskatchewan is defined in the *Provincial Auditor Act*.

**Communications:** The Provincial Auditor has requested confirmation from the Board Chair that the Board understands the Audit Involvement Memorandum.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	July 31, 2015	<ul style="list-style-type: none"> <li>Audit Involvement Memorandum</li> <li>Correspondence to Stark and Marsh from the Provincial Auditor</li> </ul>

***Recommendation:***

That the Board review the Audit Involvement Memorandum and identify points where clarification is required prior to the Board Chair signing the confirmation of understanding document.





PROVINCIAL AUDITOR  
of Saskatchewan

July 17, 2015

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

COPY

Dear Mr. Davidson:

**Re: Audit of Prairie South School Division No. 210 for the year ended August 31, 2015**

The enclosed audit involvement memorandum describes our planned involvement in the audit of Prairie South School Division No. 210 for the year ended August 31, 2015. The memorandum reflects an understanding with Stark & Marsh, Chartered Accountants on the objectives and scope of the audit work they will perform so we may be able to rely on their work.

We would be pleased to answer any questions you may have concerning our involvement in this audit. If there are matters you would like to discuss, please call me at 306-787-0027 or Mr. Mitchell McIntyre at 306-787-6373. We look forward to meeting with you and your committee.

Yours truly,

Kelly W. Deis, CPA, CA  
Deputy Provincial Auditor

/cp

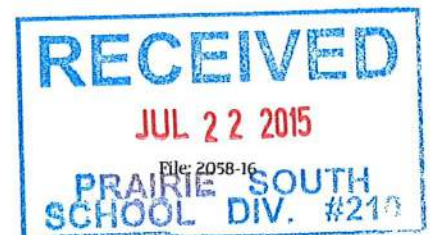
Attachment

cc: ☒ Mr. T. Baldwin, Director of Education, Prairie South School Division No.210  
Mr. B. Girardin, Chief Financial Officer, Prairie South School Division No. 210  
Mr. T. Paton, Provincial Comptroller, Ministry of Finance  
Ms J. MacRae, Deputy Minister, Ministry of Education  
Ms T. Olfert, Partner, Stark & Marsh, Chartered Accountants

We have read and understand the audit involvement memorandum.

Date

Chair, Board of Education





PROVINCIAL AUDITOR  
*of Saskatchewan*

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**Prairie South School Division No. 210**

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Audit Involvement Memorandum  
August 31, 2015

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### *Prairie South School Division No. 210*

August 31, 2015

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## 1.0 PURPOSE

This memorandum sets out our planned involvement in the audit of Prairie South School Division No. 210 (Prairie South SD) for the year ended March 31, 2015. In **Section 3.0**, we set out the audit's objective and scope. Our planned involvement ensures we discharge our responsibilities as set out in *The Provincial Auditor Act* without duplicating the work performed by the Appointed Auditor. We think this memorandum will help the audit committee understand our work.

## 2.0 BACKGROUND

The authority to engage an appointed auditor for Prairie South SD is contained in section 85 of *The Education Act, 1995*. Stark & Marsh, Chartered Accountants (Stark & Marsh) was appointed by Prairie South SD.

As provided for in *The Provincial Auditor Act*, we have previously relied on the work and reports of Stark & Marsh to discharge our statutory responsibilities. For the year ended August 31, 2015, we will review the planning and reached an understanding with Stark & Marsh on the objectives and scope of the audit work they will perform. This should enable us to rely on their work and reports.

## 3.0 OVERALL AUDIT OBJECTIVES AND SCOPE

The objectives of this audit, as agreed with the appointed auditor, are to form the following opinions and report the results of the audit to the Legislative Assembly:

- › An opinion on the effectiveness of Prairie South SD's control related to the following objectives:
  - To safeguard public resources
  - To prepare reliable financial reports
  - To conduct its activities following laws, regulations, and policies related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing
- › An opinion on Prairie South SD's compliance with its governing authorities
- › An opinion on the reliability of Prairie South SD's financial statements

This audit will cover Prairie South SD's controls and its financial statements for the year ended August 31, 2015. The audit work will be carried out by the appointed auditor. Our involvement will consist of:

- › Reviewing the appointed auditor's detailed audit plan and agreeing with it before it is presented to management or the Board of Education
- › Reviewing the appointed auditor's working papers to establish a basis for our reliance





- › Discussing all draft reports with the appointed auditor and agreeing on their contents before the reports are issued
- › Discussing the relevant chapter of our Report to the Assembly, if any, with the appointed auditor and the agency and seeking agreement on its contents before it is issued
- › Accompanying the appointed auditor to key meetings with management and the audit committee to discuss the audit objectives, significant issues, audit findings, the appointed auditor's reports and the constructive services letter
- › Performing the following direct procedures (e.g., review of Board minutes, review of accounting policies, any required procedures concerning the summary financial statements consolidation schedules, etc.)

We will preserve confidentiality with respect to all matters that come to our knowledge in the course of our duties under *The Provincial Auditor Act* and will not communicate those matters to any person, other than when required to do so under *The Provincial Auditor Act* or by a court of law.

Any working papers and files, other materials, reports and work created, developed or performed by our office during the course of the audit is the property of the Provincial Auditor.

## 4.0 SIGNIFICANT AUDIT AREAS AND ISSUES

As part of our audit planning process, we use a risk-based audit approach. We identify those areas we think are critical in nature or have a higher degree of inherent risk. As the audit progresses, we will promptly inform management about any additional issues. To date, we have identified the following matters as being significant to our audit:

- › Accounting for capital and operating transfers provided to school divisions, including funding for assets under shared ownership agreements, if any, transfers to cover repayment of principle and interest for debt obtained by school divisions, preventative maintenance grants, and any P3 arrangements for new schools
- › Accounting for tangible capital assets and any other financial items (e.g., non-capitalized expenses) related to any P3 arrangements for new schools
- › Follow up on any issues identified in the prior year

## 5.0 PLANNED AUDIT TEAM

Mr. Mitchell McIntyre, CPA, CA, Manager, will be our lead person on this audit and consult with staff having expertise in specific areas, as necessary. He can be contacted by phone at 306-787-6373 or email at [mcintyre@auditor.sk.ca](mailto:mcintyre@auditor.sk.ca).

Mr. Kelly Deis, CPA, CA, Deputy Provincial Auditor, carries out a final review of the audit opinions prior to their issuance.

## 6.0 INDEPENDENCE

*The Provincial Auditor Act* creates an independent Officer of the Legislative Assembly called the Provincial Auditor. The Act gives the Provincial Auditor the responsibility to audit all government agencies and report the results of the audits to the Legislative Assembly.

The Act ensures that the Provincial Auditor is independent from elected and appointed officials including the Legislative Assembly's committees and boards. The Standing Committee on Public Accounts (PAC), an all-party committee that does not include cabinet ministers, unanimously recommends to the Legislative Assembly the appointment of the Provincial Auditor for an eight-year term, and can, in certain circumstances with a unanimous decision, suspend the Provincial Auditor. The Legislative Assembly must pass an order to appoint, suspend, or remove the Provincial Auditor, and can only suspend or remove the Provincial Auditor for cause.

The Act sets the Provincial Auditor's salary and benefits. Each year, PAC recommends to the Standing Committee on House Services the amount of resources for the Provincial Auditor's Office. The Act gives the Provincial Auditor administrative independence to decide what audit work to do, how to do that work, and which employees to hire and for how much.

Our Office's policies require all employees to confirm annually whether they have any relationships with agencies we examine that could be perceived to impact their independence and objectivity. Also, our policies require us to consider whether any significant threats to our independence exist. If a significant threat exists, we must apply adequate safeguards to reduce the threat to an acceptable level.

We are not aware of any relationships between Prairie South SD and our audit team that, in our professional judgment, may reasonably be thought to bear on our independence and objectivity between September 1, 2014, and the date of this letter. If we become aware of any such relationships between your agency and our audit team during the audit, we will disclose these relationships to you.

## 7.0 PROJECTED AUDIT TIMING

Based upon our initial discussions with the appointed auditor and management, we propose the following tentative schedule:

	Date Available	Completion Date
Review of detailed planning	October 2015	October 2015
Review of internal control audit file	October 2015	October 2015
Review of legislative compliance audit file	October 2015	October 2015
Review of financial statement audit file	October 2015	October 2015
Resolve issues resulting from file reviews	-	November 6, 2015
Agree on draft financial statements to be sent for format approval	-	November 6, 2015





	Date Available	Completion Date
Agree on draft reliance reports and draft constructive services letter	-	November 2015
Closing conference with management and appointed auditor	-	November 2015
Attend audit committee meeting	-	November 2015
Audit of SFS intervening period consolidation schedules <sup>1</sup>	Early April 2015	Early April 2015

This is our preliminary plan. Changes may be required because of unforeseen circumstances. If changes need to be made, we will discuss them with the appointed auditor and management promptly.

<sup>1</sup> The Ministry of Finance provides detailed consolidation procedures and schedules to each agency annually.



July 16, 2015

Ms T. Olfert, CPA, CA, CFP  
Stark & Marsh LLP  
Chartered Professional Accountants  
365 Central Avenue North  
SWIFT CURRENT, SK S9H 0L5

COPY

Dear Ms Olfert:

**Re: Prairie South School Division No. 210 (Prairie South SD)**

To fulfill our responsibilities as the Legislative Assembly's Auditor and the group auditor of the Government of Saskatchewan Summary Financial Statements (SFS), we intend to rely on your work and reports concerning Prairie South SD for the year ended August 31, 2015. The SFS for the year ended March 31, 2016 will include the financial results of the Prairie South SD.

We intend to follow the recommendations of the *Report of the Task Force on Roles, Responsibilities and Duties of Auditors*. This letter documents our understanding of roles and responsibilities for both your firm and our Office. If you agree with the following understanding, please sign this letter and return a copy to us.

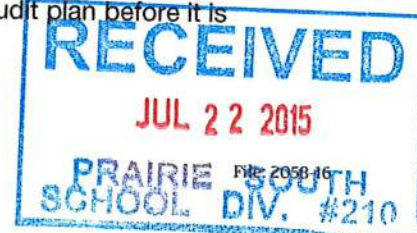
#### General

1. Your firm represents:
  - a) You are aware we intend to rely on your work and reports
  - b) You have no involvement or relationship with the Government of Saskatchewan or any of its agencies that would impair your objectivity or give that appearance
  - c) Your firm has a conflict of interests policy that reflects the complexity of the interrelationships within the Government of Saskatchewan

We also ask you to provide our Office with a copy of your correspondence to the audit committee (or equivalent) of matters that bear on independence.

#### Planning

2. We would like to meet with you to discuss general audit matters before you prepare or update your audit plan. Matters for discussion would include such things as audit objectives and scope, significant events and issues, procedures your firm and our Office will do, and audit timing.
3. We would like to review your audit plan. This will include our assessment of the appropriateness of planning materiality. We plan to agree in writing with your completed audit plan before it is presented to the audit committee.





4. We request that we accompany you to meetings with management and the audit committee to discuss the audit plan.

#### **Audit Process**

5. All important audit matters should be discussed and resolved as early in the audit process as possible so that our offices can agree on the positions to be taken. Therefore, both our offices should:
  - a) Advise the other of any significant accounting or audit issues as they arise, including material financial or disclosure issues and potential internal control and legislative compliance concerns
  - b) Invite the other to meetings with management or the audit committee to discuss significant accounting or audit issues, so we may both attend
6. We are able to help you identify legislative and related authorities relevant to this audit. We will also provide assistance to interpret those authorities, when requested.

#### **Reporting**

7. We ask that you do the audit work as required under Canadian generally accepted auditing standards to prepare the following standard reports for reliance purposes, addressed to the Provincial Auditor, expressing:
  - a) Your firm's opinion on Prairie South SD's system of internal control (please use the report format that appears in **Appendix 1**)
  - b) Your firm's opinion on Prairie South SD's compliance with legislative and related authorities (see **Appendix 2** for the report format)
  - c) Your firm's assurance that you performed substantive tests in specified situations; and reporting certain matters that have come to your attention during the course of your audit or any other matters that we have asked you to report to our Office (see **Appendix 3** for report format, situations requiring substantive testing, and matters that should be reported)

We will discuss these draft reports with you. We plan to agree in writing with the contents of the reports before they are issued. Since these reports are for reliance purposes only, we will keep these reports confidential.

8. For reliance purposes, we ask that you send us a draft copy of Prairie South SD's financial statements and your draft auditors' report thereon in compliance with Canadian generally accepted auditing standards. We plan to agree in writing with the auditors' report before it is issued. We will send a copy of our agreement letter to the Provincial Comptroller who coordinates the approval of all financial statements on behalf of Treasury Board.
9. To address specific concerns of the Public Accounts Committee and the Crown and Central Agencies Committee, we ask that you complete an Other Issues Questionnaire (see **Appendix 4**).
10. We would like the opportunity to discuss with you your draft report(s) on audit findings (e.g., report to governing body, or management letter).

11. We request that we accompany you to key meetings with management and the audit committee to discuss all draft reports before they are issued.

#### **File Review**

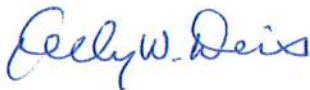
12. Most of our work will consist of reviewing your working papers supporting your reports mentioned in points 7 to 10, and completing a review checklist. We plan to take very few copies of your working papers, e.g., support for reportable matters, highlights memo, error summary, key agreements, etc. Therefore, we ask that we be able to leave evidence of our review in your audit files.
13. We ask that you complete your work in time to allow us sufficient time to complete our work, so we can both meet the agency's deadlines for financial reporting, and the Provincial Auditor's deadlines for reporting to the Assembly.
14. We ask that you provide us access to the audit files, if necessary at a later date. Please let us know if your file retention policy differs significantly from ours, which is seven years.

#### **Legislative Review**

15. We will discuss the contents of the applicable chapter of our Report to the Assembly with you. We will ask that you agree in writing with its contents before our Report is issued. We will consider this to be the report required by section 12 of *The Provincial Auditor Act*. We ask that you keep this information confidential until our Report to the Assembly is made public.
16. We will let you know when legislative committee meetings are scheduled to review this school division, so that you can attend.

If there are any matters you wish to discuss, please call me at 306-787-0027 or Mr. Mitchell McIntyre at 306-787-6373.

Yours truly,



Kelly W. Deis, CPA, CA  
Deputy Provincial Auditor

/cp

cc: Mr. S. Davidson, Chair, Board of Education, Prairie South School Division No. 210  
✓ Mr. T. Baldwin, Director of Education, Prairie South School Division No. 210  
Mr. B. Girardin, Chief Financial Officer, Prairie South School Division No. 210  
Mr. T. Paton, Provincial Comptroller, Ministry of Finance  
Ms J. MacRae, Deputy Minister, Ministry of Education

We agree with the understanding set out in this letter and to cooperate with your office.



## APPENDIX 1

(Standard wording for the expression of an opinion on control)

To: The Provincial Auditor

I have audited [Agency]'s control as of [date] to express an opinion as to the effectiveness of its control related to the following objectives.

- 1) To safeguard public resources. That is, to ensure its assets are not lost or used inappropriately; to ensure it does not inappropriately incur obligations; to establish a financial plan for the purposes of achieving its financial goals; and to monitor and react to its progress towards the objectives established in its financial plan.
- 2) To prepare reliable financial statements.
- 3) To conduct its activities following laws, regulations, and policies related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing.

I used the control framework included in the *Guidance on Control* published by CPA Canada (control framework) to make my judgments about the effectiveness of [Agency]'s control. I did not audit certain aspects of control concerning the effectiveness, economy, and efficiency of certain management decision-making processes.

The control framework defines control as comprising those elements of an organization that, taken together, support people in the achievement of the organization's objectives. Control is effective to the extent that it provides reasonable assurance that the organization will achieve its objectives.

[Agency]'s management is responsible for effective control related to the objectives described above. My responsibility is to express an opinion on the effectiveness of control based on my audit.

I conducted my audit in accordance with standards for assurance engagements published in the *CPA Canada Handbook – Assurance*. Those standards require that I plan and perform an audit to obtain reasonable assurance as to the effectiveness of [Agency]'s control related to the objectives stated above. An audit includes obtaining an understanding of the significant risks related to these objectives, the key control elements and control activities to manage these risks, and examining, on a test basis, evidence relating to control.

Control can provide only reasonable and not absolute assurance of achieving objectives reliably for the following reasons. There are inherent limitations in control including judgment in decision-making, human error, collusion to circumvent control activities, and management overriding control. Cost/benefit decisions are made when designing control in organizations. Because control can be expected to provide only reasonable assurance and not absolute assurance, the objectives referred to above may not be achieved reliably. Also, projections of any evaluation of control to future periods are subject to the risk that control may become ineffective because of changes in internal and external conditions, or that the degree of compliance with control activities may deteriorate.

In my opinion, based on the limitations noted above, [Agency]'s control was effective, in all material respects, to meet the objectives stated above as of [Year End] based on the control framework (except as follows:).

*[If control is not effective, describe the risk or weakness, and indicate which objective is affected. The report should state whether the weaknesses resulted from the absence of control procedures or the degree of compliance with them.]*

City

Date

Chartered Professional Accountant

## APPENDIX 2

(Standard wording for the expression of an opinion on compliance with specified authorities)

To: The Provincial Auditor

I have made an examination to determine whether [Agency] complied with the provisions of the following legislative and related authorities pertaining to its financial reporting, safeguarding public resources, spending, revenue raising, borrowing, and investing activities during the year ended [Year End]:

*(List all legislative and related authorities covered by this report. This list must include all governing authorities).*

My examination was made in accordance with standards for assurance engagements published in the *CPA Canada Handbook – Assurance*, and accordingly included such tests and other procedures as I considered necessary in the circumstances.

In my opinion, [Agency] has complied, in all significant respects, with the provisions of the aforementioned legislative and related authorities during the year ended [Year End].

*(The report should provide adequate explanation with respect to any reservation contained in the opinion together with, if relevant and practicable, the monetary effect.)*

[City]  
[Date]

Chartered Professional Accountant



## APPENDIX 3

(Standard report concerning certain specific matters to be reported to the Provincial Auditor)

To: The Provincial Auditor

I have examined the financial statements of [Agency] for the year ended [Year End] and have issued my report thereon dated [Date]. I have examined the system of internal control as at [Year End] and have issued my report to you dated [Date]. I have also made an examination to determine whether [Agency] complied with specified legislative and related authorities pertaining to its financial reporting, safeguarding public resources, spending, revenue-raising, borrowing and investing activities during the year ended [Year End] and have issued my report to you dated [Date].

Our examinations were made in accordance with standards for assurance engagements published in the *CPA Canada Handbook – Assurance* and, accordingly, included such tests and other procedures, as we considered necessary in the circumstances. In those instances, if any, that my study and evaluation of internal control disclosed conditions indicating that internal controls were inadequate or not complied with, substantive tests were performed to detect any cases in which:

- (1) any officer or employee of [Agency] has wilfully or negligently omitted to collect or receive public money belonging to the Crown;
- (2) there has been a deficiency or loss to the Crown through the fraud, default or mistake of any person; and
- (3) an expenditure was made which was not properly vouchered or certified.

During the course of these examinations, nothing came to my attention that would indicate to me that:

- (1) any officer or employee of [Agency] has wilfully or negligently omitted to collect or receive public money belonging to the Crown;
- (2) there has been a deficiency or loss to the Crown through the fraud, default or mistake of any person; and
- (3) an expenditure was made which was not properly vouchered or certified.

*Or if the examination disclosed any of the above matters, or any other matters that the Provincial Auditor has asked to be reported to her, the following should be added:*

My examination disclosed the following matters that we bring to your attention:

*(The report should go on to describe any matters that should brought to the attention of the Provincial Auditor)*

[City]

[Date]

Chartered Professional Accountant

## APPENDIX 4

### PROVINCIAL AUDITOR OF SASKATCHEWAN Planning and Control File Other Issues Questionnaire

Entity: \_\_\_\_\_ Year-End: \_\_\_\_\_

Answer/Reference

#### Crown and Central Agencies (CCA) Committee Recommendations<sup>1</sup>

##### Significant Transactions

CIC Crown Corporations must report transactions which are sensitive and likely of interest to legislators and the public, or are material and outside the ordinary course of business involving any of the following activities:

- i) acquisition of a major investment or asset, or the assumption of a major liability;
- ii) a material change in the terms and conditions governing an existing investment or asset;
- iii) divestiture of a major asset or investment.

1. Was the organization involved in any significant transactions during the year? See the Significant Transactions Policy Guidelines (<http://www.cicorp.sk.ca/assets/Documents/crownpolicy/Significant%20Transaction%20Reporting%20Policy.pdf>) for further information. \_\_\_\_\_
2. Was a report sent to the Committee within 90 days of all significant transactions? \_\_\_\_\_
3. Did the report include the objectives of the transaction, the financial implications and a statement of change in liabilities for CIC and the Government of Saskatchewan, and the authority under which the transaction occurred? \_\_\_\_\_

##### Payee Information

4. Has the corporation tabled in the Crown and Central Agencies Committee a list<sup>2</sup> of persons who received public money and the amounts, in the manner set out by the Committee? (see the original June 18, 2003 Committee report<sup>3</sup> and September 29, 2005 amendment<sup>4</sup> for guidance) \_\_\_\_\_

##### Public Accounts Committee (PAC) Recommendations

PAC recommendations apply to all Crown agencies unless otherwise noted below.

1. Regarding the following matters:
  - (1) Have you received written representation from management as to whether any of the following matters occurred during the year?
  - (2) Were any such matters reported?
- a) The organization required ministerial assistants or its employees to perform services solely for the benefit of others and the organization was not reimbursed for its remuneration expenses.
- b) The organization made payments for which the organization received no specific services.
- c) The organization provided goods and/or services without charge to Ministers of the Crown.
- d) The organization provided goods and/or services without charge to other government organizations.
- e) The organization signed contracts with ministerial assistants which did not specify the appropriation to be charged.

(1)	(2)

<sup>1</sup> Includes the recommendations of the former Crown Corporations Committee (CCC).

<sup>2</sup> Refers to the financial reports that are required to be tabled during the year under audit.

<sup>3</sup> See our website at <https://auditor.sk.ca/pub/downloads/CCA%20-%202018June2003.pdf>.

<sup>4</sup> See our website at <https://auditor.sk.ca/pub/downloads/CCA%20-%2029Sept2005.pdf>.



- [illegible]

4.1 a) Are Minister's expenses charged to this agency properly supported; reviewed and approved by Executive Council and the agency; and the expense is related to this agency? Obtain a list of Minister's expenses and test a sample (at least one item per Minister if more than one. [ref Financial Administration Manual 4430 ([www.finance.gov.sk.ca/fam/default.html](http://www.finance.gov.sk.ca/fam/default.html))] and the Members of Executive Council Expense Regulation].

- 4.2 a) Did the organization operate at all times with a Board of Directors and was the Board composed of the required number of directors specified in the organization's enabling legislation?
- b) Are you satisfied that there is adequate authority for the organization to pay Board members' and senior executives' pay and expenses at the rates paid?
- c) Are payments made in accordance with authorization?
- d) Are you satisfied that all senior executives' benefits are included on their annual T-4?
- e) Are you satisfied that there is sufficient documentation to support Board members' and senior executives' expenses and that the expenses were incurred for the benefit of the organization?

<sup>6</sup> See our website at <https://auditor.sk.ca/pub/downloads/PAC%20-%202017March1993.pdf>.



**Procurement Cards (credit cards, debit cards, EFT, etc.) – \*\*\*PLEASE REFERENCE TO WHERE DETAILED DOCUMENTATION AND TESTING IS PERFORMED**

5. Are controls over employee procurement cards adequate? Consider:

- a) Employee cards issued in the name of the organization; \_\_\_\_\_
- b) Monthly procurement card statements are received directly by the organization; \_\_\_\_\_
- c) Employees must complete a separate procurement card expense report including filing of individual card receipts; \_\_\_\_\_
- d) Expense reports are approved by appropriate authority before processed; and \_\_\_\_\_
- e) Unmatched card receipts are regularly investigated (for items older than 90 days for example). \_\_\_\_\_

**Political Donations<sup>7</sup>**

Consider:

- a) Have you received written representation from management as to whether political donations were made in the year? \_\_\_\_\_
- b) Obtain a list of political donations made during the period (date, name, amount, related activity). \_\_\_\_\_

**NB:** Reportable matters arising out of the above issues should be included in the report to the Provincial Auditor concerning certain specific matters (See Appendix 3).

For those matters relating to recommendations of the Public Accounts Committee and Crown and Central Agencies Committee, identify in the report, the specific recommendation(s) that were not followed.

\_\_\_\_\_  
Prepared by

\_\_\_\_\_  
Date

<sup>7</sup> Political donations include monetary or in kind contributions to a political party, or a candidate and can include, but are not limited to: cash donations, contributions of time (e.g., free use of staff), contributions of material (e.g., free use of office space), membership fees, fees for attending workshops, tickets for fund-raising functions (e.g., Premier's dinner, and political-party-sponsored dinner or golf tournament).

## AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Capital Funding Agreement - Gravelbourg</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

**Background:** In order to release funds associated with the Gravelbourg project, the Ministry requires a Capital Funding Agreement signed by the Board Chair and the CFO.

**Current Status:** The Capital Funding Agreement has been reviewed by Bernie Girardin and Mike Sazynski.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	July 31, 2015	• Capital Funding Agreement

***Recommendation:***

That the Board approve the attached Capital Funding Agreement.

THIS CAPITAL FUNDING AGREEMENT MADE THIS 11 day of August, 2015.

**BETWEEN:**

**HER MAJESTY THE QUEEN, in right of The Province of Saskatchewan,  
as represented by the Minister of Education  
(hereinafter referred to as the "Minister")**

- and -

**The Board of Education of the Prairie South School Division No. 210  
of Saskatchewan (hereinafter referred to as the "Board")**

**WHEREAS** the Board desires to undertake a capital construction project;

**AND WHEREAS** the Board requested the Minister provide financial reimbursement of capital construction costs to finance the project;

**AND WHEREAS** the Minister is authorized to enter into an Agreement to provide reimbursement of costs to the Board for these purposes.

**NOW, THEREFORE,** the Minister and the Board hereby agree as follows:

## **1.0 DEFINITIONS AND SCHEDULES**

1.1 For the purposes of this Agreement:

- a) "Agreement" means this Agreement and includes all Appendices and Schedules attached to this Agreement.
- b) "Approved Project Status" means a project that continues to meet the design standards, specifications and scope as approved by the Minister through Schedules A and B, a request per paragraph 5.5 or 11.3, or as a result of the dispute resolution process in 8.0 to this Agreement.
- c) "Cash Flow" means the estimated monthly projection of project costs for the duration of this project.
- d) "Change Request" means the process whereby changes required to complete the project within its original scope are approved by the Minister in accordance with clause 5.5.
- e) "Construction Contingency" is a predetermined sum of funding identified in Item 30 of Schedule "B" and is accessed by an approved "Change Request" for unforeseen circumstances identified during construction.

- f) "Eligible Costs" means costs eligible for reimbursement of the project as outlined in Item 40 of Schedule "B".
  - g) "Parties" means the Minister and the Board.
  - h) "Payment Certificate" means a document verified by an architect or engineer of a construction project in which the noted work has been completed and is approved for payment and provides sufficient information to allow the Minister to identify work, services or materials for which reimbursement is provided.
  - i) "Project" refers to the specifications of work as outlined in Schedule "A".
- 1.2 This Agreement supersedes any prior Memorandum of Understanding (MOU) with respect to this project.
  - 1.3 A Communications Protocol is outlined in Schedule "C".

## **2.0 FINANCIAL CONTRIBUTION**

- 2.1 The Parties acknowledge that this Agreement does not create a binding and enforceable obligation to provide financial assistance until the Board has met the eligibility criteria with respect to the reimbursement of costs as set out in section 3.0.
- 2.2 Subject to the provisions of this Agreement, the Minister agrees to reimburse the Board 100 per cent of Eligible Costs incurred throughout construction of the project described in Schedules "A" and "B". For clarity, the maximum Ministry contribution for the project shall not exceed \$8,604,120 (Schedule "B" Item 43), in addition to the \$750,000 (Schedule "B" Item 41) in capital grant funding already provided by the Ministry.

## **3.0 ELIGIBILITY CRITERIA**

- 3.1 To be eligible for reimbursement of costs, the Board must have first incurred Eligible Costs of the project set forth in Schedules "A" and "B".

## **4.0 CONDITIONS**

- 4.1 All financial reimbursements received from the Minister shall be used by the Board to pay for Eligible Costs directly related to this project.
- 4.2 The Board shall:
  - (a) engage and utilize suitable and qualified personnel for the project;
  - (b) obtain all licenses, approvals or permits which may be required; and



(c) comply with all applicable laws, regulations bylaws or codes which may apply to the Services.

4.3 The Board will keep records and submit reports as set forth in section 6.0.

4.4 The Board shall be in compliance with sections 312, 350 and 353 of *The Education Act, 1995*, Part XVI of *The Education Regulations, 1986*, Division 3 of *The Education Funding Regulations* and the terms and conditions of this Agreement.

## **5.0 PAYMENT**

5.1 Subject to the Board satisfying all obligations under this Agreement, the Minister agrees to reimburse the Board the maximum amount set forth in Item 43 of Schedule "B" according to the terms of this Agreement. All reimbursements are contingent on receipt of the Payment Certificate or supporting documentation. The Payment Certificate must be received monthly by the Minister by the 10<sup>th</sup> of the following month or a date otherwise agreed to by the Minister.

5.2 The Parties acknowledge that a payment under the Agreement will not be made until the Legislative Assembly of Saskatchewan has appropriated funds out of which the Eligible Costs may be reimbursed pursuant to this Agreement.

5.3 The Board is responsible for all construction costs for the project described in Schedules "A" and "B" beyond the financial contribution that the Minister has agreed to in Item 43 of Schedule "B", unless otherwise agreed by the parties.

5.4 In the event the Board requires funds in addition to any externally restricted capital reserves, an application to borrow must be submitted and will be considered for approval as outlined in the Ministry's borrowing policy and guidelines as may be amended from time to time.

5.5 All Change Requests must be submitted to the Minister.

(a) Change Requests approved by the Minister may:

- (i) with further approval of the Minister be funded from the Construction Contingency; or
- (ii) be funded from the Board's capital reserve where not approved from the Construction Contingency.

(b) Change Requests not approved by the Minister must not be undertaken by the Board.

(c) Any Change Request approved by the Minister does not adjust the Total Approved Project Cost in Item 40 of Schedule "B".

- 5.6 Where in the opinion of the Minister, the Board fails to comply with the obligations of this Agreement, the Minister may withhold any financial contribution due to the Board until such time as the Board remedies the non compliance to the satisfaction of the Minister. In the event that the parties cannot agree on these matters then the dispute resolution process in 8.0 will apply.

## **6.0 RECORDS REPORTING AND ADMINISTRATION**

- 6.1 In addition to the Payment Certificate or supporting documentation required by 5.1, the Board shall provide the Minister with the following:
- (a) Cash flow statement;
  - (b) Certificate of substantial completion and final cost certificate;
  - (c) Current and accurate descriptions of the project scope, costs and project schedules;
  - (d) Tender information and results, bidder information, tender and construction contract recommendations;
  - (e) Copy of insurance policies (liability insurance and insurance for the value of the building during course of construction);
  - (f) Change Requests; and
  - (g) Any other information, documents, or records related to the project as requested by the Minister.
- 6.2 The Board, no later than twelve (12) months after the date of substantial completion of the project, will submit to the Minister a “Summary of Final Costs” in the form prescribed by the Minister. In addition, the Board will submit to the Minister “as-built” floor and site plans for the project in the format requested by the Minister.
- 6.3 The Board shall provide the reports described in 6.1:
- (a) in a form acceptable to the Minister; and
  - (b) within thirty (30) days of the date the Board receives the information or the report is requested by the Minister.
- 6.4 The Board shall keep complete accounts and records of all revenues and expenditures pertaining to payments received and expenses paid pursuant to this Agreement and permit the Minister to have access to the records as may be necessary.

- 6.5 Without limiting the generality of clause 6.4 the Minister may, at its own expense, audit or cause to be audited the accounts and records of the Board with respect to the project. For the purposes of this audit the Board shall allow the Minister or its auditors to have access, where reasonably arranged, to its premises; produce all documents, accounts and records; and cooperate with the Minister or its auditors including making all of its staff and personnel available related to the project.
- 6.6 The Board shall keep all accounts and records in accordance with the Government of Saskatchewan records retention policy.

Article 6.0 shall survive the expiration or termination of this Agreement.

## **7.0 TERMINATION**

- 7.1 If any of the parties shall neglect, fail or refuse to perform any of its obligations under this Agreement, then the other party may serve upon the defaulting party notice of intention to terminate. If the defaulting party has not remedied all of the defaults set out in the notice within 60 days, the other party may upon the expiration of the 60 days immediately terminate this Agreement with notice to the defaulting party.
- 7.2 Upon termination of this Agreement, the Board will immediately repay to the Minister any amount already paid to the Board other than amounts which have been expended for eligible costs on the project in accordance with this Agreement up to the effective date of the termination. Any amount owing under this paragraph shall be a debt due and owing by the Board to Her Majesty in right of Saskatchewan.
- 7.3 The Board shall be entitled to no other fees and to no damages of any nature from the Minister arising directly or indirectly from the Minister terminating this Agreement.
- 7.4 In the event that the parties cannot agree on the matters described in 7.1, or 7.2, then the dispute resolution process in 8.0 will apply.

## **8.0 DISPUTE RESOLUTION**

- 8.1 In the event of a dispute between the Parties with respect to the meaning and intent or any conflict, uncertainty or ambiguity in this Agreement, the Parties shall employ the following process to resolve such dispute:
- (a) The Executive Director of Infrastructure of the Ministry and the Chief Financial Officer of the Board shall consult as to an appropriate resolution of the dispute;
  - (b) If the dispute remains unresolved after 15 days, the parties agree to have the matter referred and considered by the Assistant Deputy Minister, Ministry of Education, and the Director of Education; and



- (c) If the dispute remains unresolved after 30 days, the parties agree to have the matter referred and considered by the Deputy Minister, Ministry of Education, and the Chair of the Board.

The parties agree that throughout the dispute resolution process, they shall make reasonable efforts to minimize and mitigate any costs or delays associated with the resolution of the dispute or the performance of the project.

## **9.0 INDEMNIFICATION AND INSURANCE**

- 9.1 The Board will indemnify and save harmless the Province of Saskatchewan, the Minister, other ministries of the province and any other officers, employees and agents, from and against any claims liabilities damages demands costs, expenses and causes of action of any nature whatsoever that may be made against the Minister, its officers, employees and agents:
  - (a) Arising out of the breach or failure to perform any provision of the Agreement by the Board its contractors or is agents; and
  - (b) Relating to injury (including death) to persons or loss of or damage to property arising out of the wilful misconduct or negligence of the Board, its officers, employees, contractors or agents.
- 9.2 Notwithstanding the foregoing, the Board shall have no liability under this indemnity for claims, losses, damages, demands or causes of action to the same extent that results from the negligence or malfeasance of the Minister, other ministries of the province and any other officers, employees or agents in the performance of the Ministers' obligations under this Agreement.
- 9.3 This section shall survive the expiration or termination of this Agreement.

## **10.0 INDEPENDENT CONTRACTOR**

- 10.1 The Board expressly acknowledges and agrees that it has no authority to act as an agent of the Government of Saskatchewan or the Minister and will not hold itself out as such an agent.

## **11.0 GENERAL**

- 11.1 This Agreement and its Appendices and Schedules constitute the entire Agreement between the Parties with respect of the subject matter hereof, and supersedes all previous negotiations and documents related to this Agreement.
- 11.2 This Agreement is effective as of July 23, 2015 notwithstanding its date of execution.



- 11.3 At any time during the term of this Agreement, the Minister or the Board may request changes in this Agreement by submitting such requests in writing to the other party. Any agreed-upon changes must be signed by both Parties and appended to this Agreement.
- 11.4 This Agreement is binding upon and shall endure to the benefit of the Parties hereto, their successors and permitted assigns.
- 11.5 No delay, forbearance, or indulgence by any party in enforcing this Agreement shall constitute a waiver of any provision or obligation required to be performed or fulfilled under this Agreement.
- 11.6 This Agreement is governed by the laws of the Province of Saskatchewan.

## 12.0 NOTICES

- 12.1 Any notice, report or communication from the Board to the Minister under this Agreement shall be delivered to:

Executive Director, Infrastructure Branch  
Ministry of Education  
2220 College Ave. Regina, SK S4P 4V9

- 12.2 Any notice report or communication from the Minister to the Board under this Agreement shall be delivered to:

Director of Education  
Prairie South School Division No. 210  
1075 – 9<sup>th</sup> Ave. NW Moose Jaw, SK S6H 1V7

## EXECUTION

IN WITNESS WHEREOF the parties have executed this Agreement, in duplicate, as of the day and year first above written.

SIGNED on behalf of Her Majesty the Queen  
in Right of the Province of Saskatchewan  
by a duly authorized representative of the  
Minister of Education

)  
)  
)  
)

\_\_\_\_\_  
For the Minister of Education

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

SIGNED on behalf of the Board of Education  
of the Prairie South School Division No. 210  
by its duly authorized signatories

)  
)  
)

\_\_\_\_\_  
Authorized Signatory (Board of Education  
Chair)

*Dr. Shawn Davidson*

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Authorized Signatory (Chief Financial  
Officer)

*Mr. Bernie Givard*

\_\_\_\_\_  
Name (Print)

SCHEDULE "A"

**SPECIFICATIONS OF WORK**

The Board and the Ministry understand the terms of this schedule.

**1. Definition and Description of the Project**

SCHOOL NAME: Gravelbourg High School

BOARD: Prairie South School Division No. 210

PROJECT NUMBER: 13.921017.M02 (formerly 6220232013.1)

The project consists of completion of the design and contract documents, tendering and construction associated with the renovation and addition to the existing Gravelbourg High School in the Town of Gravelbourg. The project includes the renovation of Gravelbourg High School (gross) 2,641 square meters of existing space and the construction of 1,118 (gross) square meters of new area. It is designed for a Dual Track Pre-kindergarten to Grade 12 enrolment of 280 students by 2016.

The building areas include:

- General instruction;
- Instruction support;
- Science labs;
- Washrooms/Change Rooms;
- Resource centre;
- Physical activity space;
- Program arts;
- Administration;
- Building services; and,
- Linking to existing Childcare Facility.

Site work includes the rerouting of utility services to the existing elementary school and new utility services for the school addition, parking, bus drop off, sidewalks and general landscaping.

The Board shall perform the following to meet the objective which include, but are not limited to:

- i. Retain a design professional certified to work in Saskatchewan for the duration of the project;
- ii. Review and analyze design documentation and specifications;
- iii. Process the payment of all costs, fees, invoices and charges of any kind to third parties for this capital construction project;
- iv. Obtain written approval for any changes to standards, design specifications or by Ministry; and
- v. Retain Approved Project Status.

**SCHEDULE "B"**  
**PROJECT COSTS**  
**Prairie South School Division No. 210**  
**Gravelbourg High School Addition and Renovation**

<b>Item</b>	<b>Description</b>	<b>Amount</b>
1	Tendered Construction Cost	\$ 7,888,932
10	<b>Sub-Total: Tendered Project Contract Costs</b>	<b>\$ 7,888,932</b>
20	Basic Fees per the Saskatchewan Association of Architects fee schedule (based on Item 1)	\$ 829,381
21	Disbursements and Expenses	\$ 68,829
22	LEED Certification costs (1% of Item 1)	N/A
23	Unfixed Furniture & Equipment	\$ 436,149
24	Applicable Taxes	\$ 376,538
25	<b>Sub-Total: Project Expenses and Fees</b>	<b>\$ 1,710,897</b>
30	<b>Construction contingency <sup>1</sup></b>	<b>\$ 394,447</b>
40	<b>Approved Project Cost: (Sum of Items 10, 25 and 30)</b>	<b>\$ 9,994,276</b>
41	<b>Less: Amounts Previously Paid by Ministry</b>	<b>(\$ 750,000)</b>
42	<b>Less: S.286 pre-April 2009 Capital Reserves</b>	<b>(\$0)</b>
	Federal Capital Tuition Fee Revenue	(\$0)
	Sale of School Building Revenue (Ministry share)	(\$640,156)
43	<b>Balance of Ministry Contribution</b>	<b>\$8,604,120</b>

**Notes:**

**#1:** Construction contingency is a combination of new construction at 3%. And renovations at 5% of construction cost.



**SCHEDULE “C”**  
**COMMUNICATIONS PROTOCOL**

**SCOPE**

- a) The Board hereby consents to a public announcement/official ceremony/news release by or on behalf of the Ministry.
- b) Unless otherwise agreed to by the Ministry and the Board, the Board will pay the costs of preparing and delivering communications activities and products, including documents, distribution to the media, and the organization of special events.
- c) Costs incurred for temporary signage or other special event requirements requested by Saskatchewan and deemed to be of undue burden on the Board will be paid by the Ministry.
- d) The Board will ensure appropriate mention of the Government of Saskatchewan’s contribution(s) in speeches, communications materials and/or other relevant opportunities.
- e) The Board and the Ministry will promptly share information about significant emerging media issues or inquiries relating to the Project. (For example, joint management questions or serious safety matters.)

**GUIDING PRINCIPLES**

- a) The Ministry and the Board shall consult with each other, at least 15 working days in advance, about all proposed news releases, public announcements or events relating to Project. This is to provide the Parties sufficient notice of key project communications, and, where appropriate, the time to determine a course of action, line up representatives and prepare joint material. This notice provision does not apply if a news release or public announcement must be issued in less than 15 working days as the result of unforeseeable circumstances.
- b) The Parties agree that all communications products produced pursuant to this Agreement shall comply with the Government of Saskatchewan visual identity standards and guidelines and the Board’s visual identity requirements will also be respected.
- c) All communications through electronic media such as websites or management information systems should follow the same guiding principles as those established for “traditional” means of communications.

**COMMUNICATIONS WITH THE PUBLIC**

- a) Where the Parties agree to hold a joint event, the Parties will make best efforts to mutually agree on a date and location to facilitate the participation of the Minister, or their designated representative.
- b) Other mutually agreed protocol should be respected.
- c) In such joint events, messages and public statements should be mutually agreed upon.

# AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	5.5
<b>Topic:</b>	<b>Disposal of Records</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

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

## Current Status:

A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule 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. The list is very large this month. The task is not quite complete.

A letter will be sent to the Saskatchewan Archives offering them the records which do not contain personal information. It is hoped that archives will want some of the records as there are a number of records going back to the very early 1900's. It also appears that there is a complete set of the final ledgers for every one room school that combined to form the Moose Jaw School Unit 22, the precursor to Thunder Creek School Division. Any records offered to Archives which they are not interested in retaining will be shredded. We require Board approval for this.

## Pros and Cons:

## Financial Implications:

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	August 2, 2015	List of Records

***Recommendation:***

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

**Records for Disposal - 2015 August Prairie South School Division #210**

<b>Record</b>	<b>Division</b>	<b>Type</b>	<b>Start</b>	<b>Finish</b>		<b>Required Retention</b>
2nd National Congress on Rural Education	Wood River		1997	1997	F227	no requirement
3M copier	Moose Jaw SD 1		1981	1988	F-22	7 years past expiry
4th Avenue memorial plaque	Red Coat Trail		2004	2004	F260	no requirement
75th Anniversary Committee	Moose Jaw SD 1		1979	1979	F203	no requirement
A Daily Plan Book for More Effective Teaching	Moose Jaw SD 1	Mostly blank form pages			F-8	3 years
Absence Report with Subs	Moose Jaw SD 1		2005	2005	F-184	3 years
Absence Reports	Borderland		2001	2005	F-78	3 years
Absence Reports	Borderland	School Years	1996	2002	F-97	3 years
Absence Reports	Borderland	School Years	1985	1992	F-97	3 years
Absence Reports	Moose Jaw SD 1		2004	2006	F249	3 years
Absences, subs	Moose Jaw SD 1		1994	1997	F-175	7 years
Absentee Forms	Red Coat Trail		2002	2003	F-49	7 years
Absentee Reports	Prairie South		2002	2008	F264	3 years
ABW Financial Reports	Red Coat Trail	Sept-Aug	2003	2004	F-49	1 year
ABW personnel	Assiniboia SD 69		1985	1993	F211	3 years
ABW shared Services	Golden Plains		2003	2004	F258	3 years
ABW Shared Services guidelines	Prairie South		2007	2008	F244	Copy-no requirement
ABW Shared Services Review	Red Coat Trail		2003	2003	F-136	3 years
Accident Report Blanks	Moose Jaw SD 1				F-7	no requirement
Account Receivable	Thunder Creek		2002	2002	F-136	7 years
Accounting Software	Moose Jaw SD 1		1988	2005	F-22	no requirement
Accounting System Report	Assiniboia SD 69		1995	1995	F-51	1 year
Accounts Payable	Golden Plains	July-Dec	2002	2003	F-83	7 years
Accounts Payable	Golden Plains	Jan-June	2003	2003	F-84	7 years
Accounts payable	Moose Jaw SD 1		1977	1982	F186	7 years
Accounts Payable	Red Coat Trail	Sept-Dec	2004	2004	F-48	7 years
Accounts Payable	Red Coat Trail		1998	1998	F-50	7 years
Accounts Payable	Red Coat Trail		1996	1996	F-51	7 years
Accounts Payable	Red Coat Trail		1974	1981	F-102	7 years
Accounts Payable Cheque numbers/runs	Moose Jaw SD 1		2003	2005	F-61	7 years
Accounts Payable Year End	Thunder Creek		2000	2000	F-58	7 years
Accreditation	Wood River		1977	1988	F-101	7 years
Accumulated Sick Leave-Teachers	Thunder Creek		1959	1995	F-128	7 years
Accumulated SUB Summary	Borderland		2001	2002	F-78	7 years
Admin Allowance	Prairie South		2006	2008		7 years
Administrative Allowance	Moose Jaw SD 1		1987	2002	F237	7 years
Administrative Assignments	Moose Jaw SD 1		1987	2004	F237	3 years
Administrative Priorities	Moose Jaw SD 1		1986	1997	F248	3 years
Administrators group correspondence	Borderland		1967	1994	F257	3 years
Administrator's group meetings	Wood River		1977	1986	F245	3 years
Advertising	Thunder Creek		2003	2005	F243	3 years
AEP General Ledger	Moose Jaw SD 1		1994	1995	F-137	7 years
Agreements	Our Lady Fatima	Wood River/Our Lady Fatima (3 agreements)	1970	1991	F-58	7 years past expiry
Aids for the Handicapped	Moose Jaw SD 1		1991	2004	F-28	3 years
Alexandra	Moose Jaw SD 1		1988	1988	F-178	3 years
Alexandra Canadian Achievement Tests	Moose Jaw SD 1		1993	1996	F270	3 years after student turns 22
Alexandra CUM files	Moose Jaw SD 1		1977	1987	F270	3 years after student turns 22
Alexandra-monthly attendance	Moose Jaw SD 1		1993	1997	F270	1 year
Allowance in Lieu	Moose Jaw SD 1		2004	2005	F189	7 years
Allowance in Lieu	Moose Jaw SD 1		1995	2004	F253	7 years
Amalgamation Committees	Moose Jaw SD 1		2003	2003	F246	3 years
Amalgamation	Mathieu		1980	1981	F-103	3 years
Amalgamation	Moose Jaw SD 1		2002	2003	F239	3 years
Amalgamation Discussions	Thunder Creek		1997	2003	F243	3 years
Amalgamation Discussions- Davidson	Thunder Creek		1997	1998	F244	3 years
Amalgamation Discussions- Herbert	Thunder Creek		1997	1998	F244	3 years
Amalgamation Discussions-Buffalo Plains	Thunder Creek		1997	1997	F244	3 years
Amalgamation Discussions-Prairie View, Quappelle Valley	Thunder Creek		2003	2004	F244	3 years
Amalgamation Discussions-Red Coat Trail, Borderland, Golden Plains	Thunder Creek		2001	2003	F244	3 years



Amalgamation general correspondence	Thunder Creek		1998	2003	F243	3 years
Amalgamation Restructuring	Moose Jaw SD 1		2004	2005	F237	3 years
Amended T/4	Moose Jaw SD 1		1990	1990	F-138	7 years
Annual meeting-agendas, ads, clippings, notes	Moose Jaw SD 1		1975	2000	F267	3 years
Annual Meeting-minutes pulled	Mathieu		1976	1987	F-103	3 years
Annual Meeting-minutes pulled	Red Coat Trail		1983	2004	F-106	3 years
Annual Report on DND Dependents School	Moose Jaw SD 1		1980	1988	F-7	3 years
Applications to Use Facilities	Moose Jaw SD 1		2005	2005	F254	3 years
Appraisal	Moose Jaw SD 1		1986	1986	F-174	1 year
Appraisal	Moose Jaw SD 1		1968	1994	F-178	1 year
Appraisal Proposal	Moose Jaw SD 1		2002	2003	F-178	3 years
Artesian School-reducation/closure	Red Coat Trail		2002	2002	F260	3 years
Assessment and Tax Roll	Haymeadow-4241		1921	1931	F-132	7 years
Assessment Reconciliation	Prairie South		2007	2007	F-27	7 years
Assets and Liabilities	Moose Jaw SD 1		1991	1991	F-153	7 years
Assets-Liabilities/Revenue-Expenditure	Moose Jaw SD 1		1993	1993	F188	7 years
Assiniboia Correspondence	Wood River		1981	1989	F256	3 years
Associate School	Thunder Creek		1999	2001	F261	3 years
Associate School enrolments	Thunder Creek		1996	1997	F261	3 years
Associate Schools-Caronport High PAA facility	Thunder Creek		2002	2005	F244	3 years
Associate Schools-General Information	Thunder Creek		1997	1998	F244	3 years
Athletics	Moose Jaw SD 1		2004	2005	F237	3 years
Attendance	Moose Jaw SD 1		1930	1935	F190	3 years
Attendance and Payroll	Davidson		1990	1991	F261	3 years
Attendance Record	Red Coat Trail		2005	2002	F-59	3 years
Attendance Reports	Hay Meadow 4241		1942	1944	F-100	7 years
Attendance Reports	Moose Jaw SD 1	Teachers-CCI	1981	1990	F-6	3 years
Attendance Reports	Moose Jaw SD 1	Teachers-CCI	1998	2002	F-6	3 years
Attendance Reports	Moose Jaw SD 1	Teachers-Alexandra	1962	1962	F-7	3 years
Attendance Reports	Moose Jaw SD 1	Teachers-Queen Elizabeth	1966	1966	F-7	3 years
Attendance Reports	Moose Jaw SD 1	Teachers-Victoria	1962	1963	F-7	3 years
Attendance Reports	Moose Jaw SD 1	Teachers-Victoria	1966	1966	F-7	3 years
Attendance Reports	Moose Jaw SD 1		1934	1936	F-9	3 years
Attendance Reports	Moose Jaw SD 1	Alexandra	1925	1929	F-9	3 years
Attendance Reports	Moose Jaw SD 1	Alexandra	1935	1947	F-9	3 years
Attendance Reports	Moose Jaw SD 1	Riverview	1963	1963	F-9	3 years
Attendance Reports	Moose Jaw SD 1	Central	1962	1963	F-9	3 years
Attendance Reports	Moose Jaw SD 1	King George	1921	1923	F-9	3 years
Attendance Reports	Moose Jaw SD 1		1990	1992	F-9	3 years
Attendance Reports	Moose Jaw SD 1		1994	1995	F-9	3 years
Attendance Reports	Moose Jaw SD 1		1974	1978	F-11	3 years
Attendance Reports	Moose Jaw SD 1		1972	1973	F-11	3 years
Attendance, Fire Drills, Corporal Punishment	Moose Jaw SD 1		1971	1972	F-8	3 years
Attendance, Fire Drills, Corporal Punishment	Moose Jaw SD 1		1979	1988	F-8	3 years
Attendance, Fire Drills, Corporal Punishment	Moose Jaw SD 1		1947	1979	F-11	3 years
Attendance, Fire Drills, Corporal Punishment	Moose Jaw SD 1		1973	1974	F-11	3 years
Audit	Red Coat Trail		2004	2004	F261	7 years
Audit	Thunder Creek		2004	2004	F243	7 years
Audit Proposals	Thunder Creek		2004	2005	F239	3 years
Aylesbury School	Davidson		1975	1980	F261	3 years
Band	Moose Jaw SD 1		1966	1966	F192	3 years
Band Information	Red Coat Trail		1994	1994	F231	3 years
Band-Assiniboia	Assiniboia SD 69		1968	1991	F211	3 years
Bank Information	Prairie South	Jan-Aug	2008	2008	F-64	3 years
Bank Proposals	Moose Jaw SD 1		1985	1985	F210	3 years
Bank Reconciliations	Moose Jaw SD 1				F-163	7 years
Bank Reconciliation	Red Coat Trail		2004	2004	F259	7 years
Bank Statements	Moose Jaw SD 1		1994	2004	F-171	7 years
Bank Transmissions	Moose Jaw SD 1		2005	2005	F-61	7 years
Bank Transmissions	Prairie South	May-Sept	2006	2006	F-56	7 years
Bank Transmissions	Prairie South	Jan-June	2006	2006	F-59	7 years
Banking Information	Red Coat Trail		1951	2005	F260	7 years
Banking Proposals	Moose Jaw SD 1		1985	1985	F257	3 years

Banking RFP	South Central		2005	2005	F-23	3 years
Bank-Royal bank	Thunder Creek		2002	2004	F239	3 years
BC Manual of School	Moose Jaw SD 1		1947	1947	F-170	3 years
Belle Plaine, Baidon, Briercrest schools	Thunder Creek		2000	2002	F228	3 years
Benefits Plans Booklets and contracts	Moose Jaw SD 1		1986	2000	F199	7 years after expiry
Bengough District Board	Borderland		2000	2000	F227	3 years
Bengough School Admin	Borderland		1997	2005	F261	3 years
Billings-CUPE/STF/Ministry	Moose Jaw SD 1		1998	2001	F253	7 years
Blank forms	Grayburn	no year			F-100	no requirement
Board Correspondence	Borderland		2002	2005	F261	3 years
Board Meetings	Moose Jaw SD 1	1983, 2002-2004	1983	2004	F237	3 years
Board of Revision tax cancellations	Prairie South		2006	2007	F-24	7 years
Board Orientation	Golden Plains		2000	2000	F227	3 years
Board Planning-Declining Enrolment	Moose Jaw SD 1		2002	2002	F-28	3 years
Boiler Inspections	Moose Jaw SD 1		1963	1963	F-159	3 years
Boiler Inspections	Thunder Creek		1999	2005	F221	3 years
Boiler Inspections	Thunder Creek		1994	1998	F239	3 years
Books for Schools	Moose Jaw SD 1	1958-59, 63-69	1958	1969	F-159	3 years
Borderland cheques-blanks	Borderland	17627-17749			F-107	no requirement
Borderland Payroll Register	Prairie South		2006	2006	F-63	7 years
Boundaries Review	Borderland		1993	1993	F-65	3 years
Boundary Commission	Red Coat Trail		2002	2003	F259	3 years
Boundary Exemptions	Moose Jaw SD 1		1990	1991	F-159	Until graduation
Boundary Exemptions	Moose Jaw SD 1		1990	2000	F-175	Until graduation
Bouquets	Moose Jaw SD 1		1963	1963	F-159	3 years
Boys and Girls in the Services	Moose Jaw SD 1	list, not dates, notes those killed			F203	3 years
Briercrest School	Thunder Creek		1994	2005	F244	3 years
Briggs, Cathy-Daycare	Thunder Creek		1991	1991	F233	3 years
Budget	Borderland		1991	1991	F226	3 years
Budget	Mathieu		1974	1975	F-103	3 years
Budget	Moose Jaw SD 1		1982	1982	F-137	3 years
Budget	Moose Jaw SD 1	May	1987	1987	F-138	3 years
Budget	Red Coat Trail		1994	1994	F231	3 years
Budget Forms	Thunder Creek		1989	1995	F233	3 years
Budget Items	Moose Jaw SD 1		1986	1986	F-159	3 years
Budget/Financial Records-Work Orientation Workshops	Moose Jaw SD 1		1987	1991	F-19	3 years
Building Grants	Borderland		1952	1958	F228	7 years
Building Plans-Long Range Planning	Moose Jaw SD 1		1986	1992	F266	3 years
Building Projects	Thunder Creek		1992	2005	F232	3 years
Building Reports	Moose Jaw SD 1		1964	1964	F-160	3 years
Building Suggestions	Moose Jaw SD 1		1965	1965	F-160	3 years
Bursaries	Moose Jaw SD 1		1999	2000	F-160	7 years
Bursaries	Moose Jaw SD 1		2000	2002	F237	7 years
Bursary	Moose Jaw SD 1	2000-01, 03-04	2000	2004	F210	7 years
Bus Driver -Extra Trips	Prairie South		2006	2007	F-75	7 years
Bus Driver Log	Red Coat Trail		2002	2004	F259	7 years
Bus Driver Payroll	Thunder Creek		1988	1990	F-126	7 years
Bus Driver Sick Leave	Thunder Creek		1995	2004	F-75	7 years
Bus Driver Timesheets	Prairie South		2006	2007		7 years
Bus Drivers Logs	Prairie South		2006	2006	F-55	7 years
Bus Memos	Moose Jaw SD 1		1996	1998	F-162	3 years
Bus Pass	Moose Jaw SD 1		2004	2005	F189	3 years
Bus Passes	Moose Jaw SD 1		1980	1982	F-160	3 years
Bus Passes	Moose Jaw SD 1		1983	1994	F-161	3 years
Bus Passes	Moose Jaw SD 1		1995	1999	F-162	3 years
Bus Passes	Moose Jaw SD 1		2000	2004	F253	3 years
Bus Passes-Allowance to Parents	Moose Jaw SD 1		1984	1987	F-162	7 years
Bus requests	Prairie South		2006	2007	F237	3 years
Bus Student Lists	Moose Jaw SD 1		1997	1997	F-162	3 years
Bushell Park DND agreement	Moose Jaw SD 1		1966	1966	F-162	7 years after expiry
Bushell Park Supplies and Equipment Billing	Moose Jaw SD 1		1979	1983	F-162	3 years
Bushell Park-Supplies correspondence	Moose Jaw SD 1		1969	1973	F-162	3 years
Bussing	Moose Jaw SD 1		2002	2003	F215	3 years

By-Election	Assiniboia SD 69		1989	1989	F228	1 year
By-Election	Borderland		1990	1990	F242	1 year
By-Election local board	Thunder Creek		1999	1999	F261	1 year
Bylaw Register-City	Thunder Creek		1991	1991	F233	no requirement
CAC	Prairie South		2006	2008	F251	3 years
Cadets	Moose Jaw SD 1		1946	1993	F-157	3 years
Cadets	Moose Jaw SD 1		1985	1992	F-162	3 years
Canada Manpower	Moose Jaw SD 1		1974	1989	F-157	3 years
Canada Pension Plan	Moose Jaw SD 1		1965	1988	F-158	3 years
Canada Post	Thunder Creek		1993	2001	F232	3 years
Canada Savings Bonds	Moose Jaw SD 1		1994	1999	F-158	3 years
Canada Week Committee	Moose Jaw SD 1		1979	1987	F-158	3 years
Canadian Education Association	Moose Jaw SD 1		1947	1948	F-158	3 years
Canadian Education Association	Moose Jaw SD 1	1958-59, 63, 66-67	1958	1967	F-164	3 years
Canadian Education Society	Moose Jaw SD 1		1949	1950	F-158	3 years
Canadian Education Society Directors	Moose Jaw SD 1		1950	1950	F-158	3 years
Canadian Legion	Moose Jaw SD 1	1963, 66	1963	1966	F-164	3 years
Canadian school trustees	Moose Jaw SD 1		1967	1967	F-158	3 years
Canadian school trustees newsletters	Moose Jaw SD 1		1966	1966	F194	3 years
Canadian Test of Basic Skills-Crane Valley	Red Coat Trail	1994, 97	1994	1997	F237	3 years after student turns 22
Cancellations and Cheques issued in office	Moose Jaw SD 1		1972	1983	F-184	7 years
Cancelled Cheques	Hay Meadow 4241		1939	1948	F-99	7 years
Cancopy Licenses	Thunder Creek		1998	2000	F232	7 years after expiry
Canon	Moose Jaw SD 1		1987	1993	F-22	3 years
CAP foundation grant	Thunder Creek		1998	1999	F261	7 years
Capital Account Cheque Stubs	Moose Jaw SD 1		1985	1997	F221	7 years
Capital Fund Bank Statements	Moose Jaw SD 1		1985	2000	F210	7 years
Capital fund ledger	Moose Jaw SD 1		1981	1991	F221	7 years
Capital Project invoices-copies	Prairie South		2006	2011	F255	7 years
Car Allowances	Moose Jaw SD 1	1990-92, 94-97	1990	1997	F-164	7 years
Caretaker	Thunder Creek		1995	1997	F232	3 years
Caretaker & Maintenance Absences	Moose Jaw SD 1		1988	1992	F-164	7 years
Caretaker Contract	Mathieu		1972	1982	F-103	7 years after expiry
Caretaker Meetings	Moose Jaw SD 1		1986	1987	F-164	3 years
Caretaker Negotiations	Moose Jaw SD 1		1972	1977	F-164	3 years
Caretaker Shift Planning	Moose Jaw SD 1		1974	1974	F-164	3 years
Caretakers & Maintenance job vacancies	Moose Jaw SD 1		1988	1988	F-164	3 years
Caretakers Agreement	Moose Jaw SD 1		1968	1973	F-164	7 years after expiry
Caretakers and Maintenance-Guide to Effective Caretaking	Moose Jaw SD 1	No date			F-164	3 years
Caretakers Association Letters	Moose Jaw SD 1		1959	1959	F-164	3 years
Caretakers Association-labour relations papers	Moose Jaw SD 1		1948	1964	F-164	3 years
Caretakers-contractors or employees	Thunder Creek		1994	1995	F233	3 years
Caretakers-general	Thunder Creek		1998	1998	F233	3 years
Caronport Elementary	Thunder Creek		1993	2004	F232	3 years
Caronport High Addition	Thunder Creek		2002	2002	F244	3 years
Caronport High Associate Group	Thunder Creek		2001	2003	F244	3 years
Caronport High-correspondence, effectiveness review	Thunder Creek		1992	2005	F232	3 years
Caronport High-financial	Thunder Creek		1993	2004	F261	1 year
Caronport HS reserve	Thunder Creek		1984	1984	F-103	1 year
Carthy Foundation	Borderland		2000	2001	F257	3 years
Cash Book	Cataraque-1012		1927	1946	Loose	7 years
Cash Book	Grayburn		1922	1943	F-100	7 years
Cash Payments	Borderland		1984	1991	F-87	7 years
Cash Payments	Borderland	74-78 garage, 74-83	1974	1983	Loose	7 years
Cash Payments	Thunder Creek		1978	1979	Loose	7 years
Cash Payments	Thunder Creek		1988	1989	Loose	7 years
Caution Fees	Mathieu		1973	1981	F-103	7 years
Census Returns	Hay Meadow 4241				F-100	3 years
Census Returns	Wood River		1946	1947	F223	3 years
Central Office Automation RFP and Recommendations	Moose Jaw SD 1		1986	1986	F-137	3 years
Certification-Struthers	Wood River		1983	1986	F-101	3 years
Charities-CRA information	Thunder Creek		1990	1990	F233	7 years
Chart of Accounts	Thunder Creek		2004	2004	F261	7 years

Cheque and Direct Deposit Listing	Red Coat Trail		2000	2000	F-69	7 years
Cheque and Direct Deposit Listing	Red Coat Trail		2001	2001	F-69	7 years
Cheque listing	Moose Jaw SD 1		1947	1947	F-106	7 years
Cheque listing	Moose Jaw SD 1		1990	1992	F-163	7 years
Cheque Pre-list	Moose Jaw SD 1		2005	2005	F-61	7 years
Cheque Reconciliation History	Assiniboia SD 69		1995	1995	F-51	7 years
Cheque Register	Wood River		1996	1996		7 years
Cheque Stubs	Hay Meadow 4241		1934	1948	F-99	7 years
Cheque Stubs		no school division or school name on stubs; 1938-39, 45-47	1945	1947	F211	7 years
Cheque Voucher/Manual Lists	Moose Jaw SD 1		2005	2005	F-61	7 years
Choices program	Assiniboia SD 69		1990	1993	F211	3 years
CIBC-study course	Moose Jaw SD 1		1955	1955	F-158	3 years
City of Moose Jaw	Thunder Creek		1995	1995	F232	3 years
City Of Moose Jaw Financial Statements	Moose Jaw SD 1	1913, 17, 59, 63, 66, 68-76	1913	1976	F-175	3 years
City of Moose Jaw Municipal Public Accounts	Moose Jaw SD 1		1975	1975	F213	3 years
City of Moose Jaw Zoning bylaw	Moose Jaw SD 1		1979	1979	F-19	3 years
Clerical Review	Moose Jaw SD 1		2002	2005	F-27	3 years
Collegiate Attendance Records	Moose Jaw SD 1		1915	1943	F-8	7 years
Collegiate Reports	Moose Jaw SD 1		1907	1940	F-175	3 years
Colony Schools	Thunder Creek		1993	2003	F232	3 years
Commission on Funding	Thunder Creek		2003	2003	F232	3 years
Commissioner for Oaths	Thunder Creek		1991	1991	F233	3 years
Community Schools	Moose Jaw SD 1		2001	2004	F239	3 years
Complaints	Moose Jaw SD 1		2002	2006	F237	3 years
Completed Purchase orders-Crane Valley	Prairie South		2006	2006	F237	3 years
Computer Accounts-Office	Moose Jaw SD 1		1993	2003	F-22	7 years
Computer Committee	Moose Jaw SD 1		1993	2002	F-22	3 years
Computer Plan	Moose Jaw SD 1		1997	2001	F-22	3 years
Computer Plan Projects	Moose Jaw SD 1		1997	1998	F-28	3 years
Computer Software	Moose Jaw SD 1		1988	2006	F-22	3 years
Computer Software	Moose Jaw SD 1		1999	2002	F-28	3 years
Computers	Moose Jaw SD 1		1990	1994	F-28	3 years
Computers for Schools	Thunder Creek		2004	2004	F221	3 years
Computers-Columbia	Moose Jaw SD 1		1988	1997	F-22	3 years
Computers-Plato	Moose Jaw SD 1		1996	1998	F-28	3 years
Conciliation Board materials, Teachers	Moose Jaw SD 1		1994	1994	F213	3 years
Conciliation Board presentation, Teachers	Moose Jaw SD 1		1964	1964	F215	3 years
Confidential Reports	Moose Jaw SD 1	1949-52, 63-64	1949	1964	F193	3 years
Consultants role description	Moose Jaw SD 1		1989	1989	F239	3 years
Contingency Fund Bank Statements	Moose Jaw SD 1		1981	2000	F210	7 years
Contingency fund ledger	Moose Jaw SD 1		1979	1991	F221	7 years
Contract- Melissa Gardner	Moose Jaw SD 1	Write Creative Writing online Curriculum	2001	2001		7 years past expiry
Contract- Michelle Yeager	Moose Jaw SD 1	complete Creative Writing online Curriculum	2001	2001		7 years past expiry
		Lease-King George, Peacock, Central, Riverview and Gutheridge Field	2000	1996		7 years past expiry
Contract -Summer Games	Moose Jaw SD 1			2003		7 years past expiry
Contract-Audio Cine Film	Moose Jaw SD 1	Asbestos Removal-RVCI	1996	2003		7 years past expiry
Contract-Borrowing-Education Infrastructure	Moose Jaw SD 1	Roof replacement-Palliser, N/S Wings, Library	2003	2003		7 years past expiry
Contract-Borrowing-Education Infrastructure	Moose Jaw SD 1	purchase of natural gas at fixed cost	2001	1994		7 years past expiry
Contract-CEG Energy options-natural Gas	Moose Jaw SD 1		2005	2005		7 years past expiry
Contract-Data Conversion from Trevlac to SIRS	Moose Jaw SD 1		2002	2002		7 years past expiry
Contract-Division Scholaire Francophone	Moose Jaw SD 1	Rental of space-school year	1998	2004		7 years past expiry
Contract-Division Scholaire Francophone	Moose Jaw SD 1	Rental of space-school year	1996	2001		7 years past expiry
Contract-Dustin Swanson	Moose Jaw SD 1	create website for creative writing	2003	2005		7 years past expiry
Contract-First Bus	Moose Jaw SD 1		2002	1995		7 years past expiry
Contract-French Curriculum Development	Moose Jaw SD 1	accounting software	1994	2005		7 years past expiry
Contract-GMT Software Systems	Moose Jaw SD 1	Contracted transportation	1998	2004		7 years past expiry
Contract-Hertz bus	Moose Jaw SD 1	create website for creative writing	2001	2001		7 years past expiry
Contract-Jeff Boulton	Moose Jaw SD 1	Family resource center coordinator	1993	2000		7 years past expiry
Contract-Jeff Paulowicz	Moose Jaw SD 1		2004	2004		7 years past expiry
Contract-Light Load Conveyance/Central Taxi	Moose Jaw SD 1		1996	2001		7 years past expiry
Contract-McKenna	Moose Jaw SD 1	Indian Metis Education Development Facilitator	1997	1999		7 years past expiry
Contract-Meegan Linklater	Moose Jaw SD 1	coordinate Integrated Early Childhood Program	2001	2003		7 years past expiry
Contract-Mentorship Services	Shared Services-MJ/TC	School year				



Contract-Micro-Mentor Computing	Moose Jaw SD 1		2005	1998		7 years past expiry
Contract-Mural at Peacock-City of Moose Jaw	Moose Jaw SD 1		2000	2006		7 years past expiry
Contract-Refinish Central Collegiate gym floor	Moose Jaw SD 1		1999	2000		7 years past expiry
Contracts	Mathieu		1973	1976	F-103	7 years past expiry
Contracts	Thunder Creek	Accutek	2002	2002	F232	7 years past expiry
Contracts	Thunder Creek	Big Online	1999	2000	F232	7 years past expiry
Contracts	Thunder Creek	Bill Harris Financial	2001	2003	F232	7 years past expiry
Contracts	Thunder Creek	Caronport ESL (elementary school)	2005	2006	F232	7 years past expiry
Contracts	Thunder Creek	CEG Energy Options	1998	2005	F232	7 years past expiry
Contracts	Thunder Creek	Coderre/Courval Community Center	1997	2000	F232	7 years past expiry
Contracts	Thunder Creek	Conex-Toshiba	1994	2001	F232	7 years past expiry
Contracts	Thunder Creek	Early Childhood Intervention	2004	2004	F232	7 years past expiry
Contracts	Thunder Creek	Enhansen	2001	2001	F232	7 years past expiry
Contracts	Thunder Creek	Farm Credit	1988	1989	F232	7 years past expiry
Contracts	Thunder Creek	Hertz Bus	1994	1995	F232	7 years past expiry
Contracts	Thunder Creek	Johnston Controls	1989	2008	F232	7 years past expiry
Contracts	Thunder Creek	Masterworks	2002	2002	F232	7 years past expiry
Contracts	Thunder Creek	MERX	2002	2003	F232	7 years past expiry
Contracts	Thunder Creek	Micro-Mentor	1997	2000	F232	7 years past expiry
Contracts	Thunder Creek	MIG	1993	1993	F232	7 years past expiry
Contracts	Thunder Creek	PC Direct	2001	2001	F232	7 years past expiry
Contracts	Thunder Creek	Pitney Bowes	1999	2005	F232	7 years past expiry
Contracts	Thunder Creek	Prairie Janitorial	1998	2000	F232	7 years past expiry
Contracts	Thunder Creek	Riverdeep	2002	2002	F232	7 years past expiry
Contracts	Thunder Creek	RR Campbell	2004	2004	F232	7 years past expiry
Contracts	Thunder Creek	Sask Tel Cellular	2001	2004	F232	7 years past expiry
Contracts	Thunder Creek	Sask Tel Purchase Equipment	2000	2004	F232	7 years past expiry
Contracts	Thunder Creek	SIAST career counselling	1999	2000	F232	7 years past expiry
Contracts	Thunder Creek	Socan	2004	2005	F232	7 years past expiry
Contracts	Thunder Creek	Suncorp	2004	2004	F232	7 years past expiry
Contracts	Thunder Creek	TD bank	2005	2005	F232	7 years past expiry
Contracts	Thunder Creek	Technoology Services	2000	2001	F232	7 years past expiry
Contracts	Thunder Creek	World Book Online	2004	2006	F232	7 years past expiry
Contracts	Thunder Creek	Copyright Act	2003	2005	F232	7 years past expiry
Contracts SIAST-Computer Training, Employee Development	Moose Jaw SD 1		1995	2005		7 years past expiry
Contract-Sasktel-purchase phones for schools agreement	Moose Jaw SD 1		1998	1994		7 years past expiry
Contract-school use	Moose Jaw SD 1	Hunger in Moose Jaw	2004	2005		7 years past expiry
Contracts-Driver Education-J&W	Moose Jaw SD 1	School year	2002	2002		7 years past expiry
Contracts-Driver Education-Rurak	Moose Jaw SD 1	School year	1992	2004		7 years past expiry
Contract-Sun Life Assurance	Moose Jaw SD 1	Pension Plan	2003	1982		7 years past expiry
Contracts-Various individuals	Family Resource Centre		1993	2003		7 years past expiry
Contract-Tom Dickson		Complete creative writing website	2001	2001		7 years past expiry
Contract-Visual Education Center	Moose Jaw SD 1	public performance rights	1999	2006		7 years past expiry
Contract-Work Placement Agreement - SIAST	Moose Jaw SD 1		2002	1998		7 years past expiry
Conveyance Issues	Red Coat Trail		2004	2006	F267	3 years
Cooperators	Mathieu		1982	1983	F-103	3 years
Copernican System	Moose Jaw SD 1		1996	2000	F267	3 years
Copiers 1984	Moose Jaw SD 1		1984	1989	F-22	3 years
Cornerstone Christian	Thunder Creek		1995	2005	F233	3 years
Cornerstone Christian financial reports	Thunder Creek		1996	1998	F261	1 year
Cornerstoner Correspondence	Thunder Creek		2003	2004	F244	3 years
Coronach School Admin	Borderland		2004	2004	F257	3 years
Corporate Name Change	Red Coat Trail		1994	1995	F260	3 years
Correspondence	Borderland		1974	1981	F261	3 years
Correspondence	Moose Jaw SD 1		1998	2004	F246	3 years
Correspondence courses	Borderland	1997-98, 01-03	1997	2003	F227	3 years
Correspondence courses	Thunder Creek		1993	1994	F-81	3 years
Correspondence courses catalogue	Thunder Creek		2003	2005	F257	3 years
Correspondence courses-registrations, receipts,	Borderland		1992	1997	F226	3 years
Correspondence File-ABW	Assiniboia SD 69		1992	1999	F223	3 years
Correspondence re teacher dismissal	Moose Jaw SD 1		1947	1947	F-179	3 years
Correspondence School	Borderland		1953	1953	F257	3 years
Correspondence School Applications	Moose Jaw SD 1		2002	2005	F240	3 years

Correspondence School Out of Province	Moose Jaw SD 1		2002	2005	F240	3 years
Correspondence School-student applications	Moose Jaw SD 1		2003	2006	F246	3 years
Correspondence School-Student lists, payments, catalogue	Borderland				F261	3 years
Correspondence STF	Borderland		1990	2001	F223	3 years
Correspondence, tenders, invoices	Red Coat Trail		1999	1999	F211	3 years
Correspondence-Aneroid	Golden Plains		1988	1989	F225	3 years
Correspondence-Gravelbourg Elementary	Golden Plains		2000	2004	F225	3 years
Correspondence-Gravelbourg High	Golden Plains		2000	2004	F224	3 years
Correspondence-includes questions re classes for troops	Moose Jaw SD 1		1937	1940	F-179	3 years
Correspondence-Kincaid	Golden Plains		1985	2003	F224	3 years
Correspondence-Lafleche	Golden Plains		1980	1998	F224	3 years
Correspondence-Lafleche	Golden Plains		1985	2004	F225	3 years
Correspondence-Mankota	Golden Plains		1980	2004	F225	3 years
Correspondence-ministry	Borderland		1979	2005	F223	3 years
Correspondence-school bus signage	Borderland		1994	2000	F261	3 years
Correspondence-teacher certification	Borderland		1969	1992	F234	3 years
Correspondence-Vanguard	Golden Plains		1980	2004	F225	3 years
CRA	Golden Plains		1992	2004	F241	7 years
CRA Reports	Prairie South	Jan-Aug	2008	2008	F-69	7 years
Craik Correspondence	Davidson		1973	1998	F261	3 years
Craik Trustees-correspondence	Davidson		1979	1995	F261	3 years
Crane Valley Gas Shortages	Red Coat Trail		1992	1992	F259	3 years
Criminal Record checks	Moose Jaw SD 1		2000	2003	F237	3 years
Criminal Record checks	Moose Jaw SD 1		1997	2005	F240	3 years
Crisis Handling-Trauma Planning	Thunder Creek		1995	1995	F233	3 years
CTB grade 8	Moose Jaw SD 1		1989	1990	F-7	3 years after student turns 22
CTB grade 8	Moose Jaw SD 1		1983	1988	F-7	3 years after student turns 22
CTBS forms/booklets	Moose Jaw SD 1		1999	1999	F217	3 years
CTBS Manual, newbase program, teacher guides	Wood River		1995	1995	F218	3 years
CTBS test	Wood River		1989	1995	F218	3 years after student turns 22
CTBS tests	Red Coat Trail	Lowest-grade 4	1994	1997	F258	3 years after student turns 22
CUM folders forwarded	Thunder Creek		1990	2006	F221	3 years
CUPE	Moose Jaw SD 1		1986	1990	F210	3 years
CUPE	Moose Jaw SD 1		2003	2005	F217	3 years
CUPE	Moose Jaw SD 1	1999, 2005	1999	2005	F229	3 years
CUPE Agreement Summaries	Thunder Creek	1992, 97	1992	1997	F231	3 years
CUPE agreements	Moose Jaw SD 1	1969-70, 79, 90-91	1969	1991	F213	7 years after expiry
CUPE Correspondence	Thunder Creek		1993	2002	F231	3 years
CUPE correspondence/grievances	Moose Jaw SD 1		1989	2005	F247	3 years
CUPE dental	Moose Jaw SD 1		1987	1997	F-179	3 years
CUPE general	Moose Jaw SD 1		2004	2005	F-28	3 years
CUPE Leave Requests	Prairie South		2007	2008	F-77	3 years
CUPE negotiation materials	Moose Jaw SD 1	1990, 99-00	1990	2000	F213	3 years
CUPE Negotiations	Moose Jaw SD 1		1987	1992	F210	3 years
CUPE Negotiations	Thunder Creek		1997	1997	F-117	3 years
CUPE remittances	Red Coat Trail		2000	2002	F230	3 years
CUPE retro pay	Prairie South		2006	2007	F-57	7 years
CUPE timesheets	Prairie South		2007	2007	F-62	7 years
CUPE timesheets	Red Coat Trail	Sept 99-Aug 01	1999	2001	F-48	7 years
CUPE-working Group-Caretakers	Moose Jaw SD 1		2000	2003	F-28	3 years
Curriculum Compacting	Golden Plains		1997	1997	F227	3 years
Curriculum Guide	Moose Jaw SD 1		1967	1967	F-175	3 years
Curriculum IT support	Moose Jaw SD 1		2004	2005	F236	3 years
Day Files	Thunder Creek	Daily correspondence	1994	1996	F-12	3 years
Day Files	Thunder Creek	Daily correspondence	1997	1998	F-13	3 years
Day Files	Thunder Creek	Daily correspondence	1999	2003	F-14	3 years
Daycare	Moose Jaw SD 1		1991	1993	F267	3 years
Debenture Coupons	Borderland		1956	1991	F-100	7 years
Debenture file	Assiniboia SD 69		1986	1996	F-58	7 years
Debenture file	Assiniboia SD 69		1990	2000	F-58	7 years
Debenture Ledger	Borderland		1956	1991	F-100	7 years
Debenture Register	Moose Jaw SD 1		1993	1999	F191	7 years
Debentures Issues	Our Lady Fatima		1965	1965	F-94	7 years

Debentures purchased	Our Lady Fatima		1964	1967	F-94	7 years
Decentralized Expenditure	Thunder Creek		1981	1981	F-118	1 year
Decentralized Expenditures, Rev/Exp monthly reports-Jan Apr	Moose Jaw SD 1		2004	2004	F-183	1 year
Declaration of Office	Borderland		1951	1955	F257	end of term
Declaration of Office	Mathieu		1970	1989	F-103	end of term
Declaration of Office	Thunder Creek		2001	2003	F231	end of term
Deduction Files-Moose Jaw	Prairie South		2005	2006	F-40	7 years
Deduction Remittances	Red Coat Trail		1999	1999	F-50	3 years
Deduction Report	Red Coat Trail		2000	2000	F-68	3 years
Deferred Salary Leave	Moose Jaw SD 1		1999	2005	F229	7 years
Department of Education Correspondence	Thunder Creek		1989	1991	F233	3 years
Department of Indian Affairs	Borderland		1969	1990	F226	3 years
Deputy Minister	Borderland		1950	1960	F257	3 years
Deputy Provincial Treasurer	Moose Jaw SD 1		1930	1933	F-11	3 years
Direct Deposit	Golden Plains		1999	1999	F-93	7 years
Director of Education	Mathieu		1988	1988	F-103	3 years
Director Recruitment	Thunder Creek		1995	1995	F233	3 years
Director-correspondence	Red Coat Trail		1984	1990	F230	3 years
Director-Program Development	Moose Jaw SD 1		1973	1982	F-165	3 years
Director's board meeting files	Thunder Creek	Aug 04-Apr 05	2004	2005	F236	3 years
Director's board meeting files	Thunder Creek	May 05	2005	2005	F237	3 years
Directors' Board Meeting Files-Feb-June	Red Coat Trail		2005	2005	F243	3 years
Director's Board meeting files-Jan-May, july	Red Coat Trail		2004	2004	F243	3 years
Director's files	Thunder Creek		2003	2004	F229	3 years
Director's reports	Borderland		2001	2003	F251	3 years
Discipline	Golden Plains	1990, 93, 95, 97	1990	1997	F227	3 years
Discipline Committee-Board	Moose Jaw SD 1		1999	2000	F229	3 years
Discover License	Moose Jaw SD 1		1993	1993	F-28	7 years after expiry
Disestablishment of Mathieu School	Mathieu		1989	1989	F-103	3 years
Distance Education	Golden Plains		1990	1995	F245	3 years
Distribution by Employee A and B	Moose Jaw SD 1		2005	2005	F-62	7 years
Distribution Detail	Thunder Creek		2004	2004	F-76	7 years
Distribution Detail A	Moose Jaw SD 1		2005	2005	F-62	7 years
Distribution Detail B	Moose Jaw SD 1		2005	2005	F-62	7 years
District Board of Trustee-lists	Borderland		1984	2003	F224	3 years
District Boards	Borderland		1955	1989	F226	3 years
Division III and IV implementation	Moose Jaw SD 1		1967	1969	F-160	3 years
DND Symposium	Moose Jaw SD 1		1988	1989	F267	3 years
Document Management RFI	Prairie South		2008	2008	F-23	3 years
Dominion Bureau of Statistics	Moose Jaw SD 1		1974	1982	F204	3 years
Driver Ed Tender information	Borderland		2003	2005	F224	3 years
Driver Education	Borderland		1999	1999	F224	3 years
Driver Education	Borderland		1996	1998	F228	3 years
Driver Education	Moose Jaw SD 1		1989	2005	F266	3 years
Driver Education	Thunder Creek		1990	2004	F231	3 years
Driver Education	Wood River		1992	1995	F261	3 years
Driver training	Golden Plains		1995	2005	F-123	3 years
Drug Strategies	Moose Jaw SD 1		2005	2005	F229	3 years
E+H Tax	Moose Jaw SD 1		1998	2000	F195	7 years
Early Retirement Incentive	Moose Jaw SD 1		1993	2001	F228	7 years
Earnings Adjustment	Moose Jaw SD 1		2005	2005	F-62	7 years
Earnings Adjustment History	Red Coat Trail		1995	1997	F-38	7 years
Earnings and Deduction Reports	Red Coat Trail		2001	2001	F-69	7 years
Earnings Deduction History	Red Coat Trail		1999	1999	F-50	7 years
Earnings Deduction Tables	Red Coat Trail		1999	1999	F-50	7 years
Earnings Record	Thunder Creek		1990	1991	F-112	7 years
Earnings Totals	Moose Jaw SD 1		2005	2005	F-62	7 years
Earnings YTD	Moose Jaw SD 1		1999	1999	F-183	7 years
EDO's	Moose Jaw SD 1		2003	2005	F229	3 years
Education Act	Moose Jaw SD 1	Regulations-44, Act-65, 69, 83	1944	1983	F194	3 years
Education Act and Amendments	Grayburn	31,36,54,57	1931	1957	F-100	3 years
Education Act and Amendments	Hay Meadow 4241		1945	1945	F-100	3 years
Education Act Regulations	Grayburn	41,44,56,57	1941	1957	F-100	3 years

Education Center Resource Center	Moose Jaw SD 1		1989	2001	F267	3 years
Education Development Fund	Mathieu		1986	1987	F-103	3 years
Education Development Fund	Moose Jaw SD 1		1993	1993	F215	3 years
Education Development Fund	Thunder Creek		1992	1993	F231	3 years
Education Development Fund	Thunder Creek		1991	1991	F233	3 years
Education Development Fund Project files	Moose Jaw SD 1		1985	1987	F-165	3 years
Education Leave	Moose Jaw SD 1		1992	2005	F229	3 years
Education Technology Consortium Governance Initiative	Golden Plains		2001	2009	F-123	3 years
Education Week	Moose Jaw SD 1	1951, 60, 63	1951	1965	F-165	3 years
Educational Problems	Moose Jaw SD 1		1940	1942	F-165	3 years
Educational Psychologists	Moose Jaw SD 1		1996	1997	F240	3 years
Educational Relations Board	Borderland		1992	1999	F223	3 years
Educator Reports	Golden Plains		2000	2001	F-84	3 years
Educator Reports	Golden Plains		2003	2003	F-85	3 years
Effectivte Use of Learning Resources	Moose Jaw SD 1		1987	1990	F-165	3 years
Effective Schools	Moose Jaw SD 1		1987	1999	F240	3 years
Effective Use of Learning Centers	Moose Jaw SD 1		1991	1991	F-165	3 years
Election	South Central		2005	2005	F-29	1 year
Election Information	Our Lady Fatima		1988	1988	F-58	1 year
Elections	Assiniboia SD 69		1988	1990	F228	1 year
Elections	Borderland		1957	1960	F257	1 year
Elections	Mathieu		1985	1985	F-103	1 year
Elections	Moose Jaw SD 1		1973	1982	F-165	1 year
Elections=Correspondence, blank forms	Borderland		1967	1977	F224	1 year
Elementary Education	Moose Jaw SD 1		1966	1966	F-165	3 years
Elementary Education Consultant	Moose Jaw SD 1		1990	1991	F-165	3 years
Ellis Legal Case	Moose Jaw SD 1		1942	1946	F-165	3 years after settlement
Emergency Lighting	Moose Jaw SD 1		1984	1986	F-165	3 years
Emergency Preparedness Planning	Thunder Creek		1996	1996	F231	3 years
Employee Cheque List	Red Coat Trail		1995	1997	F-50	7 years
Employee Earnings	Moose Jaw SD 1	1984, 91	1984	1991	F-181	7 years
Employee Earnings	Moose Jaw SD 1		1992	1992	F-181	7 years
Employee Earnings	Moose Jaw SD 1		1989	1989	F-181	7 years
Employee Earnings	Moose Jaw SD 1		1985	1985	F-182	7 years
Employee Earnings	Moose Jaw SD 1		1986	1987	F-182	7 years
Employee Earnings	Moose Jaw SD 1		1996	1996	F-182	7 years
Employee Earnings Record	Assiniboia SD 69		1980	1989	F-51	7 years
Employee Earnings REcord	Assiniboia SD 69		1990	1994	F-51	7 years
Employee Earnings REcord	Borderland		1991	1992	F-87	7 years
Employee Earnings Record	Moose Jaw SD 1		1988	1988	F-152	7 years
Employee Earnings Record	Moose Jaw SD 1		1990	1990	F-153	7 years
Employee Earnings Record	Moose Jaw SD 1		1983	1983	F-153	7 years
Employee Master Records	Borderland		2003	2003	F-77	7 years
Employee Master Records	Red Coat Trail		1996	1996	F-38	7 years
Employee Master Records	Red Coat Trail		1995	1995	F-38	7 years
Employee Master Records	Red Coat Trail		1999	1999	F-38	7 years
Employee Master Records	Red Coat Trail		1998	1998	F-50	7 years
Employee Master Records	Red Coat Trail		1997	1998	F-50	7 years
Employee Profiles	Thunder Creek		1992	1993	F-111	7 years
Employees Superannuation	Borderland		1951	1960	F257	3 years
Employment Agreements-Moose Jaw Teachers	Moose Jaw SD 1		1969	1970	F-166	7 years after expiry
EMSLIE-contract	Mathieu		1979	1951	F-103	7 years after expiry
Energy Conservation	Moose Jaw SD 1		1977	1986	F-166	3 years
Engineering Appraisals	Borderland		1990	1990	F224	3 years
Enrichment inservice	Wood River	no date			F227	3 years
Enrolment	Moose Jaw SD 1	1974-80, 82	1974	1982	F223	3 years
Enrolment and births	Mathieu		1969	1976	F-103	3 years
Enrolment and Staffing	Moose Jaw SD 1		1995	1999	F-166	3 years
Enrolment Figures and Program	Thunder Creek		1984	2008	F223	3 years
Enrolment Projections	Moose Jaw SD 1		1989	2002	F266	3 years
Enrolments	Moose Jaw SD 1		1965	1965	F-169	3 years
Equipment	Moose Jaw SD 1		1962	1963	F-166	3 years
Equipment Lease-postage meter	Moose Jaw SD 1		2003	2008	F-167	7 years after expiry



Estimates	Moose Jaw SD 1	1940, 45, 56-59, 62-66, 72	1940	1972	F-166	3 years
Exam Information	Wood River		1986	1988	F-101	3 years
Examinations-Copy for Department of Education	Moose Jaw SD 1		1952	1952	F-166	3 years
Examinations-Directions for Principals	Moose Jaw SD 1		1936	1937	F-166	3 years
Executive Secretary	Moose Jaw SD 1		1984	1984	F-166	3 years
Expenditure Stats	Moose Jaw SD 1		1996	2004	F191	3 years
Expo 67	Moose Jaw SD 1		1966	1966	F-166	3 years
Expulsions and Suspensions	Moose Jaw SD 1		1985	1991	F-166	3 years after student turns 22
Extra Curricular Activities	Moose Jaw SD 1				F240	3 years
Extra Curricular Fund	Golden Plains		2000	2005	F257	7 years
Eyebrow Public Meeting	Davidson		1995	1995	F261	3 years
Eyebrow School	Davidson		1975	1998	F261	3 years
Facilities Maintenance	Golden Plains		2003	2005	F245	3 years
Facilities Memos	Moose Jaw SD 1		1992	2002	F266	3 years
Facilities Planning	Thunder Creek		1996	2002	F231	3 years
Facilities reviews, correspondence	Thunder Creek		1990	2004	F229	3 years
Facilities Study	Moose Jaw SD 1		1991	1991	F-179	3 years
Facilities Study	Moose Jaw SD 1		1991	1991	F213	3 years
Facility inspections	Borderland		2000	2000	F224	3 years
Facility Projects	Thunder Creek		2004	2004	F261	3 years
Fair Share Sask	Moose Jaw SD 1	no date	1991	1991	F240	3 years
Ferland School and teacher information	Wood River		1980	1985	F-101	3 years
Films and Film society	Moose Jaw SD 1	1950, 52, 58, 63, 66	1950	1966	F-166	3 years
Final Marks Grades VII-XI	Thunder Creek		1956	1987	F221	3 years after student turns 22
Final Standings Grade III	Moose Jaw SD 1		1938	1973	F191	3 years after student turns 22
Finance and Payroll	Moose Jaw SD 1		1991	1991	F-17	7 years
Financial Committee	Moose Jaw SD 1		1987	1998	F240	3 years
Financial information	Moose Jaw SD 1		1986	1986	F-146	1 year
Financial Statement File	Moose Jaw SD 1		1982	1984	F-137	7 years
Financial Statement File	Moose Jaw SD 1		1987	1987	F-138	7 years
Financial Statement File	Moose Jaw SD 1		1969	1969	F-139	7 years
Financial Statement File	Moose Jaw SD 1		1985	1985	F-141	7 years
Financial Statement File	Moose Jaw SD 1		1989	1989	F-146	7 years
Financial Statement File	Moose Jaw SD 1		1970	1970	F-149	7 years
Financial Statements	Moose Jaw SD 1		2004	2004	F267	7 years
Financing fo Publicly Funded Schools	Moose Jaw SD 1		1976	1976	F202	3 years
Financing Submission-Striking the Balance	Red Coat Trail		2003	2003	F-136	3 years
Fire Certificates-Crane Valley	Thunder Creek		2002	2002	F221	3 years
Fire Commissioner-Correspondence	Borderland		1972	1990	F261	3 years
Fire Dept. Reports	Moose Jaw SD 1		1969	1980	F-167	3 years
Fire Drills	Borderland		1991	1991	F224	3 years
Fire Drills	Moose Jaw SD 1		1991	2000	F-3	3 years
Fire Drills and Corporal Punishment	Moose Jaw SD 1		1968	1978	F-4	3 years after student turns 22
Fire Drills and Corporal Punishment	Moose Jaw SD 1		1980	1990	F-4	3 years after student turns 22
Fire Regulations/inspections-Crane Valley	Red Coat Trail		2003	2003	F237	3 years
Fire-Drill	Moose Jaw SD 1	no date			F-167	3 years
Five Year Plan	Moose Jaw SD 1		1996	1996	F-137	3 years
Five Year Plan	Moose Jaw SD 1		1992	1993	F213	3 years
Five Year Plan	Moose Jaw SD 1		1989	1996	F239	3 years
Flintoff School	Borderland	Correspondence, forms. Land transfer	1950	1969	F211	3 years
Floor Plan-Mathieu School	Mathieu	no-date			F-103	3 years
FOIP requests	Moose Jaw SD 1		2000	2000	F240	3 years
Football	Moose Jaw SD 1		1976	1983	F-167	3 years
Football Agreements	Borderland		1999	2000	F224	7 years after expiry
Football Officials Assoc	Moose Jaw SD 1		1975	1976	F-167	3 years
Football Officiating	Moose Jaw SD 1		1976	1977	F-167	3 years
Foreign Student Applications	Moose Jaw SD 1		1976	1989	F-167	3 years
Foreign Student Policy	Thunder Creek		2002	2002	F231	3 years
Form 42	Moose Jaw SD 1		1974	1976	F-167	3 years
Forms	Excelsis SD 2944		1932	1935	F211	3 years
Fransaskois School	Moose Jaw SD 1		1998	2005	F240	3 years
French Applications	Moose Jaw SD 1		1963	1963	F-167	3 years
French Exchange	Thunder Creek		1994	1997	F231	3 years

French Immersion	Moose Jaw SD 1		1985	1986	F-169	3 years
French Immersion Monitor	Moose Jaw SD 1		1999	2004	F240	3 years
French Immersion Program Evaluation	Moose Jaw SD 1		1990	1990	F-137	3 years
French Instruction	Moose Jaw SD 1		1963	1964	F-169	3 years
French Language Schools	Moose Jaw SD 1		1978	1987	F-169	3 years
French Monitor	Moose Jaw SD 1		1983	1986	F-169	3 years
French Monitor Contracts	Moose Jaw SD 1	94-95, 97-98, 99-00	2005	2000		3 years
French work Experience Materials	Golden Plains		2005	2005	F-156	3 years
From School to Work	Golden Plains		1999	1999	F267	3 years
Frontiersmen and Electronic Surveillance	Moose Jaw SD 1		1973	1980	F-169	3 years
Funding Fairness	Moose Jaw SD 1		1999	1999	F215	3 years
Funding(FOG)	Moose Jaw SD 1		2003	2004	F240	7 years
Fundraising	Moose Jaw SD 1		1985	1994	F-169	7 years
Garage-makeup air vent	Red Coat Trail		1994	1995	F259	3 years
Gas conversion to Ross	Moose Jaw SD 1		1965	1965	F-169	3 years
Gates MaGinite Reading Tests	Wood River		1989	1990	F218	3 years after student turns 22
General Correspondence	Moose Jaw SD 1		1986	1986	F-169	3 years
General Election	Borderland	1988, 91	1988	1991	F242	1 year
General Ledger	Gravelbourg		1991	1995	F-110	7 years
General Ledger	Moose Jaw SD 1		1987	1987	F-138	7 years
General Ledger	Moose Jaw SD 1		1968	1968	F-140	7 years
General Ledger	Moose Jaw SD 1		1989	1989	F-140	7 years
General Ledger	Moose Jaw SD 1		1985	1985	F-141	7 years
General Ledger	Moose Jaw SD 1		1984	1984	F-141	7 years
General Ledger	Moose Jaw SD 1		1986	1986	F-146	7 years
General Ledger	Moose Jaw SD 1		1981	1981	F-150	7 years
General Ledger	Moose Jaw SD 1		1991	1991	F-153	7 years
General Ledger	Moose Jaw SD 1	May - December	1990	1990	F-153	7 years
General Ledger	Moose Jaw SD 1		1992	1992	F-163	7 years
General Ledger	Moose Jaw SD 1		1982	1983	F-167	7 years
General Ledger	Our Lady Fatima		1995	1995	F-78	7 years
General Ledger	Red Coat Trail		1949	1949	F-102	7 years
General Ledger	Thunder Creek		1995	1995	F-98	7 years
General Ledger	Thunder Creek		1992	1992	F-123	7 years
General Ledger Batch Listing	Thunder Creek		1995	1995	F-67	7 years
General Ledger Listing	Borderland		1993	1993	F-67	7 years
General Ledger Listing	Borderland		1995	1995	F-68	7 years
General Ledger Listing	Thunder Creek		1994	1994	F-67	7 years
General Ledger Month end	Thunder Creek		1992	1992	F-113	7 years
General Ledger Month end	Thunder Creek		1993	1993	F-114	7 years
General Ledger Posting Journal	Thunder Creek		1995	1995	F-67	7 years
General Ledger Transactions	Borderland		1995	1995	F-68	7 years
General Ledger YTD Jan-Apr	Moose Jaw SD 1		1990	1990	F-182	7 years
General Proficiency Awards	Moose Jaw SD 1		1990	2005	F240	3 years
Getting It all Done	Wood River	No date			F227	3 years
Gifted Program	Moose Jaw SD 1		1976	1986	F-169	3 years
GL detail	Moose Jaw SD 1		2004	2004	F-106	7 years
Government of Saskatchewan	Moose Jaw SD 1		1943	1943	F-169	3 years
Governor General	Moose Jaw SD 1		1973	1986	F-169	3 years
Grace Hill SD-account book, banks books, superintendent reports	Grace Hill 973		1914	1940	F227	7 years
Grade 8 Marks	Moose Jaw SD 1		1979	2002	F-167	3 years after student turns 22
Grade Final Standing	Moose Jaw SD 1		1978	1989	F-7	3 years after student turns 22
Grades 1-8	Wood River		1996	1996	F218	3 years after student turns 22
Grades 2-8	Wood River		1997	1997	F218	3 years after student turns 22
Grading of parking lots	Moose Jaw SD 1		1986	1986	F-169	3 years
Grants	Moose Jaw SD 1	1966-69, 72-85	1966	1985	F-169	7 years
Grants, SGSE	Thunder Creek		2003	2003	F231	7 years
Grassroots Projects	Borderland		2000	2000	F257	3 years
Gravelbourg Agreement	Wood River		1969	1969	F237	7 years after expiry
Gravelbourg High Sports Field	Wood River		1999	2000	F237	3 years
Gravelbourg School Division	Wood River		1992	1996	F237	3 years
Greivances	Moose Jaw SD 1		1980	1988	F266	3 years
Grievances	Moose Jaw SD 1		1971	1988	F-168	3 years

Grievances-CUPE	Moose Jaw SD 1	1976, 88	1976	1988	F-169	3 years
Grievances-Teachers	Moose Jaw SD 1		1984	1984	F-169	3 years
Group Insurance-remittance statements	Moose Jaw SD 1	1958-59, 62, 75-81	1958	1981	F-174	3 years
Group Life/TCTA	Prairie South		2006	2006	F-59	3 years
Group Life-STF/Trustees	Borderland		1997	2000	F223	3 years
GST	Thunder Creek		1991	2003	F231	7 years
Guthridge Field	Moose Jaw SD 1		1985	1985	F-168	3 years
Guthridge Field	Moose Jaw SD 1		1968	1990	F-170	3 years
Guthridge Field	Thunder Creek		2003	203	F231	3 years
Guthridge Field Change House	Moose Jaw SD 1		1975	1975	F-170	3 years
Gym Equipment	Moose Jaw SD 1		1986	1986	F-168	3 years
Gym painting	Wood River		1996	1996	F237	3 years
H Braaten	Moose Jaw SD 1		1966	1966	F-159	3 years
Half yearly return/annual report, Sanitation and Health Inspection	Wood River		1945	1952	F245	3 years
Half Yearly Returns	Assiniboia SD 69		1951	1960	F-105	3 years
Half Yearly Returns	Hay Meadow 4241				F-100	3 years
Handbook For School Trustees	Moose Jaw SD 1		1974	1974	F201	3 years
Hard of Hearing	Moose Jaw SD 1		1968	1971	F-170	3 years
Harrassment Publications	Thunder Creek		1996	1996	F231	3 years
Head Caretakers Meetings	Moose Jaw SD 1		1977	1978	F-179	3 years
Health	Moose Jaw SD 1		1958	1958	F-170	3 years
Health and Safety	Moose Jaw SD 1	1959-60, 63, 65-66, 69-77	1959	1977	F-170	3 years
Health and Safety Manuals	Golden Plains		2001	2004	F237	3 years
Health and Safety Policy	Thunder Creek		2001	2001	F231	3 years after amendment or repeal
Health Dept. - TB Survey	Moose Jaw SD 1		1938	1938	F-170	3 years
Health of Pupils	Marlborough 156		1956	1958	F211	3 years
Heart of the City Piano Program	Moose Jaw SD 1		2003	2003	F240	3 years
Herbert School Division Contract	Thunder Creek		1997	2004	F231	7 years after expiry
Heritage Act	Moose Jaw SD 1		1980	1999	F267	3 years
Hertz Bussing	Moose Jaw SD 1		1997	1998	F-162	3 years
High School Final Exams-stats	Moose Jaw SD 1		2003	2003	F248	3 years
High School Reports	Moose Jaw SD 1	1949-50, 1952-56	1949	1956	F206	3 years
High School Schedules	Moose Jaw SD 1		1950	1963	F215	3 years
High School Superannuation Fund	Moose Jaw SD 1	Half yearly and Yearly statement	1936	1936	F206	7 years
High School Superannuation Fund	Moose Jaw SD 1	Summaries and correspondence	1936	1950	F206	7 years
Hitschmanova, Dr. Lotta	Moose Jaw SD 1	1966-67, 69-76	1966	1976	F-170	3 years
Holdback forms	Golden Plains		1994	1997	F-93	7 years
Holdback forms	Golden Plains		1998	1999	F-93	7 years
Home and School Associations	Moose Jaw SD 1		1963	1966	F-170	3 years
Home Based Ed-Student lists, expenses	Thunder Creek		2000	2004	F257	3 years
Homecoming	Moose Jaw SD 1		1971	1971	F-170	3 years
Home-Ec	Moose Jaw SD 1		1994	1994	F-28	3 years
Hooker Engineering-Crawlspace report	Thunder Creek		1994	1994	F231	3 years
Housing Corporation	Red Coat Trail		2002	2004	F259	3 years
Human Development Canada	Thunder Creek		1998	1998	F231	3 years
Human Rights - Proclamation	Moose Jaw SD 1	1963, 66	1958	1958	F-170	3 years
Human Rights Act	Moose Jaw SD 1		1981	2004	F267	3 years
IMED Surveys	Moose Jaw SD 1		2003	2003	F248	3 years
Immunization Records	Hay Meadow 4241				F-99	3 years
Imperial Bank-banks statements	Moose Jaw SD 1	1946-1949, 51-53, 59, 62, 65	1946	1965	F-170	7 years
Income tax forms/information	Hay Meadow 4241				F-99	7 years
Independent School Board Review	Thunder Creek		1993	1993	F231	3 years
Independent Schools	Moose Jaw SD 1		1990	1999	F236	3 years
Indicators of Effective Support	Moose Jaw SD 1	no date			F235	3 years
Inquiries	Moose Jaw SD 1		1999	1999	F236	3 years
Inservice Meeting	Moose Jaw SD 1		1975	1988	F266	3 years
Inspector of Schools Reports	Delightsome Valley 764		1927	1938	F261	3 years
Inspector reports	Moose Jaw SD 1		1932	1937	F-174	3 years
Inspector reports	Moose Jaw SD 1		1934	1938	F193	3 years
Instructional Council	Moose Jaw SD 1		1978	1990	F-174	3 years
Instructional Council	Moose Jaw SD 1		1991	2001	F235	3 years
Insurance Appraisal	Moose Jaw SD 1		2000	20003	F241	1 year
Insurance Appraisal	Red Coat Trail		2001	2001	F223	1 year

Insurance Tenders	Moose Jaw SD 1		1969	1972	F-174	3 years
Intelligence Tests	Moose Jaw SD 1		1936	1937	F-176	3 years after student turns 22
Interagency	Thunder Creek		2001	2004	F231	3 years
Interest	Moose Jaw SD 1		1981	1985	F-174	7 years
Interest Based Bargaining	Moose Jaw SD 1		2003	2003	F213	3 years
Internet-Office	Moose Jaw SD 1		1998	1999	F-22	3 years
Interns	Moose Jaw SD 1		1983	1991	F-176	3 years
Internship	Thunder Creek		1997	2005	F231	3 years
Internship	Thunder Creek		1994	1997	F233	3 years
Internship placements	Moose Jaw SD 1		2001	2003	F248	3 years
Internships	Golden Plains		1991	2005	F268	3 years
Inventory	Moose Jaw SD 1	1965-67, 71, 80-81, 83-85	1965	1985	F-176	3 years
Inventory-Stores	Moose Jaw SD 1		1990	1990	F-28	3 years
Investment Receipts	Thunder Creek		1993	1993	F232	7 years
Investments	Moose Jaw SD 1		2000	2000	F266	7 years
Isolated Schools Factor	Golden Plains		2000	2000	F-123	7 years
Issues-John Chisholm	Moose Jaw SD 1		1998	1998	F236	3 years
Janitor	Mathieu		1967	1973	F-103	3 years
Janitor-Crane Valley	Red Coat Trail		2000	2006	F237	3 years
Janitorial	Golden Plains		1998	2004	F226	3 years
Job Descriptions	Moose Jaw SD 1		1987	2001	F210	3 years
Job Placements	Golden Plains	01-spring 2006	2001	2006	F-156	3 years
Job Postings	Moose Jaw SD 1		1965	1994	F-176	1 year
Job Postings	Moose Jaw SD 1		1995	1998	F-177	1 year
John Chisholm School	Moose Jaw SD 1		1964	1964	F-177	3 years
John Fisher Reports	Moose Jaw SD 1		1951	1951	F-177	3 years
Joint services agreement	Borderland		1982	1982	F-103	7 years
Joint Services-psychological	Mathieu		1972	1989	F-103	3 years
Joint Use	Moose Jaw SD 1		1986	1988	F-177	3 years
Journal	Assiniboia SD 69	1975-1986, 86-96, 97-03	1975	2003	F-133	7 years
Journal Entries	Moose Jaw SD 1		1985	1985	F-141	7 years
Journal Entries	Moose Jaw SD 1		1989	1989	F-146	7 years
Journal Entries	Moose Jaw SD 1		1992	1992	F-147	7 years
Journal Entries	Moose Jaw SD 1		2004	2005	F-184	7 years
Journal Entries	Thunder Creek		1995	1995	F-98	7 years
Journal Proof List	Borderland		2004	2004	F-76	7 years
Journal Proof List	Moose Jaw SD 1		2003	2003	F-183	7 years
Journal Vouchers	Red Coat Trail		2000	2000	F-77	7 years
Judgement-Former Creditors Arrangement	Hay Meadow 4241		1946	1946	F-100	3 years after settlement
Junction 1+2 (sale of property)	Thunder Creek		1995	1995	F233	3 years after termination of agreement
Junior Band Association	Moose Jaw SD 1		1969	1976	F-177	3 years
Junior Red Cross Reports	Moose Jaw SD 1	1950, 63-66	1950	1966	F193	3 years
Kayville Scrap book	Red Coat Trail		1959	1965	F211	3 years
Kids First	Thunder Creek		2001	2001	F232	3 years
Kind Edward	Moose Jaw SD 1	1958, 63	1958	1963	F-177	3 years
Kind Edward School-Bushell Park Students Issues	Moose Jaw SD 1		1990	1992	F266	3 years
Kindergarten	Moose Jaw SD 1	1962-63, 66	1962	1966	F-177	3 years
Kindergarten	Thunder Creek		1991	2002	F232	3 years
King Edward addition	Moose Jaw SD 1		1978	1978	F-177	3 years
King Edward School - rental	Moose Jaw SD 1		1977	1980	F266	3 years
King George	Moose Jaw SD 1		1958	1958	F-177	3 years
Labor Law Reporter	Moose Jaw SD 1	1976-80, 83-85	1976	1985	F194	3 years
Labour Relations Board	Thunder Creek		1990	1997	F232	3 years
Labour Standards	Thunder Creek		1982	2005	F232	3 years
Lafleche Facility closure	Golden Plains		1989	2003	F226	3 years
Lafleche-claim	Golden Plains		2000	2000	F226	3 years after settlement
Laggard Students	Moose Jaw SD 1		1963	1963	F-177	3 years after student turns 22
Land, schools and building	Borderland		1949	1991	F-106	3 years
Law Review (schools)	Moose Jaw SD 1		1976	1977	F-177	3 years
Lease Agreements	Moose Jaw SD 1	Copier/Gestetner	1987	1990	F-22	7 years
Leave of Absence	Moose Jaw SD 1		1978	1983	F-178	7 years
Leave of Absence	Moose Jaw SD 1		1996	1999	F-178	7 years
Leave of Absence	Moose Jaw SD 1		1974	1995	F267	7 years

Leave Requests	Golden Plains		1997	2006	F-117	7 years
Leave Requests	Prairie South		2006	2007	F238	7 years
Leave Summary	Moose Jaw SD 1		1973	1980	F200	3 years
Leave, Sabbatical	Moose Jaw SD 1		1969	1981	F195	7 years
Ledger		2244	1971	1974	F-122	7 years
Ledger	Assiniboia SD 69		1949	1979	F-126	7 years
Ledger	Assiniboia SD 69		1966	1971	Loose	7 years
Ledger	Gravelbourg		1971	1987	F-118	7 years
Ledger	Moose Jaw SD 1		1969	1969	F-139	7 years
Ledger	Our Lady Fatima		1984	1993	F-106	7 years
Ledger	Our Lady Fatima		1968	1981	F-106	7 years
Ledger	Red Coat Trail		1973	1974	F-121	7 years
Ledger	SD2244	48-51, 55-57	1948	1957	F-100	7 years
Ledger	Thunder Creek		1956	1961	F-110	7 years
Ledger	Thunder Creek		1960	1984	F-122	7 years
Ledger	Thunder Creek	SD is a guess	1963	1974	F-124	7 years
Ledger	Thunder Creek		1957	1971	F-124	7 years
Ledger	Thunder Creek		1949	1983	Loose	7 years
Ledger	Wood River		1997	1997	F-121	7 years
Ledger	Wood River		1992	1995	F-121	7 years
Ledger	Wood River		1991	1991	F-122	7 years
Ledger		no division identification	1963	1967	F-119	7 years
Ledger		Has Mazenod, SD 812 on heading of one page?	1958	1969	F-121	7 years
Ledger			1945	1957	F-136	7 years
Ledger Book-cheques	Moose Jaw SD 1		1968	1969	Loose	7 years
Ledger Sheets-various date ranges	Red Coat Trail		1955	1991	F-102	7 years
Ledger-High school/Conveyance assistance	School Unit 22		1956	1962	F-124	7 years
Ledgers	SD2244		1942	1958	F-100	7 years
Legal	Borderland		1954	1961	F257	3 years
Legal Liability and Risk Management	Thunder Creek	no date			F233	3 years
Legal-SSTA	Moose Jaw SD 1		2002	2005	F236	3 years
Letterhead	Moose Jaw SD 1		1940	1942	F-178	3 years
Letters	Moose Jaw SD 1	1940, 47-49, 52-58, 60, 62	1940	1965	F-178	3 years
Letters from Students-RCAF documents	Moose Jaw SD 1		1943	1943	F193	3 years
Letters of Understanding	Thunder Creek		1989	1989	F233	3 years
Liason Committee	Moose Jaw SD 1		1975	1980	F-178	3 years
Liason Committee	Moose Jaw SD 1		1986	2004	F235	3 years
Libraries	Moose Jaw SD 1		1963	1966	F-178	3 years
Library Computerization	Moose Jaw SD 1		1988	1997	F-22	3 years
Library Survey	Moose Jaw SD 1		1981	1981	F-178	3 years
Library Tech	Moose Jaw SD 1		1988	1991	F-178	3 years
Library Textbooks	Moose Jaw SD 1		1943	1943	F-178	3 years
License Agreements-Careerware	Moose Jaw SD 1		1994	1996	F-28	7 years after expiry
Lighthouse Funding Application	Moose Jaw SD 1		2002	2002	F-28	7 years
Lighting	Moose Jaw SD 1		1938	1938	F-178	3 years
Linc	Golden Plains		2003	2005	F268	3 years
LINC	Moose Jaw SD 1		2002	2002	F236	3 years
Linc	Thunder Creek		1998	2000	F261	3 years
LINC	Wood River		2002	2005	F226	3 years
Linc Agreement summaries-SSTA	Moose Jaw SD 1		1996	1996	F217	3 years
Linc Agreement summaries-SSTA	Thunder Creek		1997	1997	F229	3 years
Linc Agreements	Red Coat Trail		1982	1994	F211	7 years after expiry
Lindale Asbestos Removal	Thunder Creek		1994	1994	F233	3 years
Lindale Spare Caretakers	Thunder Creek		1995	1995	F233	3 years
Little Borland-Vendor File	Davidson		1974	1976	F261	7 years
Loans-treasury	Gravelbourg		1950	1965	F226	7 years
Local Agreements	Wood River		1997	1998	F226	7 years after expiry
Local Attendance Boundary Review	Thunder Creek		1992	1992	F230	3 years
Local Authority Freedom of Information	Thunder Creek		1994	1997	F231	3 years
Local Bargaining	Mathieu		1973	1985	F-103	3 years
Local Board budget brochure	Thunder Creek	no date			F230	3 years
Local Board Declaration of Office	Thunder Creek		1991	1992	F233	End of Term
Local Board Orientation	Golden Plains	no date, 2003-04	?	2004	F227	3 years



Local Board Seminars	Thunder Creek	2000, 02, 04	2000	2004	F230	3 years
Local Board Seminars	Thunder Creek		2004	2004	F241	3 years
Local Board Seminars, correspondence	Thunder Creek		1991	2003	F261	3 years
Local Boards-statement of school officials	Wood River		1985	1988	F226	3 years
Local Cheques	Moose Jaw SD 1		1993	2005	F-106	7 years
Local Government Board	Moose Jaw SD 1	1943, 46-48, 52-53, 59, 71-76	1943	1976	F-178	3 years
Local Government Board	Thunder Creek		1989	1997	F230	3 years
Local Government Board Approval of Mill Rate	Moose Jaw SD 1		1949	1949	F-178	3 years
Local Government Board Borrowing Approval	Moose Jaw SD 1		1956	1956	F-178	3 years
Local Government Continuing Committee	Wood River		1960	1961	F226	3 years
Local Teacher Recess Arbitration	Moose Jaw SD 1		1984	1984	F-178	3 years
Locally Developed Courses	Moose Jaw SD 1		2000	2005	F-30	3 years
Locally Developed Courses	Thunder Creek		1998	2000	F230	3 years
Locally Employed Superintendents	Moose Jaw SD 1		1963	1963	F-178	3 years
London Life	Moose Jaw SD 1	1962-1983, 88-93	1962	1993	F-174	3 years
London Life Transmittals	Moose Jaw SD 1		1989	1996	F-179	3 years
London Life Trasmittal Slips	Moose Jaw SD 1		1980	1987	F-174	3 years
London Life-CUPE benefits	Moose Jaw SD 1		1996	1997	F-178	3 years
Long Range Facilities Plan	Prairie South		2008	2009	F-25	3 years
Long range facilities plan proposals	Prairie South		2008	2008	F244	3 years
Long Range Master Plan-computers	Moose Jaw SD 1		1987	1990	F-178	3 years
Long Term Planning	Borderland		1980	1980	F226	3 years
Lord's prayer issues	Moose Jaw SD 1		1999	1999	F236	3 years
Magnet School	Moose Jaw SD 1		1996	1996	F236	3 years
Maintenance Projects			1999	1999	F-117	3 years
Maintenance Supervisors	Moose Jaw SD 1		1979	1979	F-179	3 years
Management information Group-accounting software	Wood River		2000	2000	F226	3 years
Mankota budget	Wood River		1976	1983	F-101	3 years
Mark Book	Drinkwater-967	1934-54, 55-68	1934	1968	F-136	3 years after student turns 22
Mark Book	Grayburn		1963	1972	F-136	3 years after student turns 22
Marks	Expanse SD 2465		1959	1959	F261	3 years after student turns 22
Marks	Red Coat Trail	1970-71, 87-91, 95-98	1970	1998	F258	3 years after student turns 22
Marks	Wood River		1972	1985	F269	3 years after student turns 22
Marks Book	Caron-1042		1933	1969	F-136	3 years after student turns 22
Marks-coronach	Borderland		1996	2000	F214	3 years after student turns 22
MASH Procurement	Thunder Creek		1999	1999	F230	3 years
Materials used in Unit Vote	Borderland		1953	1954	F257	3 years
Maternity Leave	Moose Jaw SD 1		1968	1970	F-179	3 years
Mathieu College	Wood River		1963	1967	F-101	3 years
Matured Debenture Coupons	Moose Jaw SD 1		1987	1987	F221	7 years
McDowell Foundations	Thunder Creek		1994	1998	F230	3 years
Media House	Wood River		1991	1996	F226	3 years
Medical Insurance	Moose Jaw SD 1		1963	1965	F-179	7 years
Medical Services Inc.	Moose Jaw SD 1	1951-52, 59, 62	1951	1962	F-179	3 years
Meeting Notes	Moose Jaw SD 1	1943, 52, 59, 62	1943	1962	F-179	3 years
Meeting Notices	Moose Jaw SD 1		1946	1953	F190	3 years
Meeting of Separate Board	Moose Jaw SD 1		1991	2004	F236	3 years
Meetings with Thunder Creek	Moose Jaw SD 1		2001	2003	F246	3 years
Memo's	Borderland		1999	2000	F242	3 years
Memo's Principals	Moose Jaw SD 1		1985	1987	F-179	3 years
Memos-Board	Moose Jaw SD 1		1973	1983	F-179	3 years
Memo's-Board	Moose Jaw SD 1		1986	1987	F-180	3 years
Memos-confidential to board	Moose Jaw SD 1		1997	1998	F239	3 years
Memos-Director	Moose Jaw SD 1		1987	1987	F-179	3 years
Memo's-Staff	Moose Jaw SD 1		1976	1976	F-179	3 years
Memo's-Staff	Moose Jaw SD 1	1973-77, 81-83	1973	1983	F-180	3 years
MEPP reports	Red Coat Trail		2000	2002	F230	3 years
Mercer Pension-correspondence	Moose Jaw SD 1		1995	1996	F215	3 years
MERX	Moose Jaw SD 1		1998	2003	F-28	3 years
Microfilming	Moose Jaw SD 1		1988	1988	F-23	3 years
MIG manual	Golden Plains	(for accounting software)			F-75	3 years
Misc blank forms	Hay Meadow 4241	no year			F-99	3 years
Misc Correspondence	Grayburn		1934	1948	F-100	3 years

Misc Correspondence	Red Coat Trail		1982	2003	F-96	3 years
Misc Receipts	Hay Meadow 4241		1945	1948	F-99	7 years
Misc. Memos-Jim Trites	Moose Jaw SD 1	Parent, teacher, staff, vendor, government correspondence; reports	2001	2004	F-28	3 years
Miscellaneous	Moose Jaw SD 1	Report on Accelerated pupils, report on municipal system	1942	1991	F-180	3 years
Miscellaneous	Moose Jaw SD 1	Peacock Welding, Fred Clarke Statue ( not all dated)	1958	1969	F-180	3 years
Miscellaneous	Moose Jaw SD 1	Letters to protest recess supervision	1930	1960	F-180	3 years
Miscellaneous	Moose Jaw SD 1	Union Negotiation material	1984	1984	F-180	3 years
Miscellaneous	Moose Jaw SD 1	More effective teaching controversey	1983	1983	F-180	3 years
Miscellaneous	Moose Jaw SD 1	Other correspondence, reports, etc. including, teachers, staff, vendors, government, municipal etc	1976	1986	F-180	3 years
Miscellaneous	Moose Jaw SD 1	Cost of Iron Oil Burner	1939	1977	F187	3 years
Miscellaneous	Moose Jaw SD 1	Sale of War Saving Stamps	1952	1952	F187	3 years
Miscellaneous	Moose Jaw SD 1	Punishment Reports	1943	1946	F187	3 years
Miscellaneous	Moose Jaw SD 1	Mercer Bulletins	1943	1943	F187	3 years
Miscellaneous	Moose Jaw SD 1	DND Tuition	1976	1977	F187	3 years
Miscellaneous	Moose Jaw SD 1	Meeting Notices	1955	1955	F187	3 years
Miscellaneous	Moose Jaw SD 1	Proposed Combining of City Recreation Services with Phys-ed	1948	1949	F187	3 years
Miscellaneous	Moose Jaw SD 1	Department of Moose Jaw Schools				
Miscellaneous	Moose Jaw SD 1	1940-41, 46-48, 52-53, 56-59, 62, 67	1945	1945	F187	3 years
Miscellaneous	Moose Jaw SD 1	1941-59, 65-66	1940	1967	F190	3 years
Miscellaneous correspondence	Moose Jaw SD 1	Other correspondence, reports, etc. including, teachers, staff, vendors, government, municipal etc	1941	1966	F192	3 years
Miscellaneous correspondence	Moose Jaw SD 1	Teacher Contract	1934	1983	F-185	3 years
Miscellaneous correspondence	Moose Jaw SD 1	Negotiation Materials				
Miscellaneous correspondence	Moose Jaw SD 1	Highway Safety council-Driver Ed Program, Parts 8-9	1934	1983	F-185	3 years
Miscellaneous correspondence	Moose Jaw SD 1	Equipment Inventories	1959	1959	F-185	3 years
Miscellaneous correspondence	Moose Jaw SD 1	Letters to Caretakers	1983	1983	F-185	3 years
Miscellaneous correspondence	Moose Jaw SD 1	Local Government Board Correspondence	1960	1960	F-185	3 years
Miscellaneous Correspondence	Red Coat Trail		1946	1946	F-185	3 years
MJ Cheques-blank	Moose Jaw SD 1		1979	1982	F-185	3 years
MLA meeting	Moose Jaw SD 1		1941	1965	F-185	3 years
Month End Reports	Moose Jaw SD 1		2005	2005	F-136	3 years
Month End trial Balance	Thunder Creek					
Month End trial Balance	Thunder Creek					
Month End trial Balance	Thunder Creek					
Month End trial Balance	Thunder Creek					
Monthly Absence Reports	Prairie South					
Monthly Attendance Reports	Moose Jaw SD 1					
Monthly Attendance Reports	Moose Jaw SD 1					
Monthly Attendance Reports	Moose Jaw SD 1					
Monthly Attendance Reports	Moose Jaw SD 1					
Monthly Attendance Reports	Prairie South					
Monthly Attendance Reports	Grayburn	54-55,62,63-65				
Monthly Enrolment Reports	Red Coat Trail					
Monthly Enrolment Reports	Red Coat Trail					
Monthly Financial Statement printout	Moose Jaw SD 1					
Monthly Financial Statements	Borderland					
Monthly Financial Statements	Borderland					
Monthly Financial Statements	Borderland					
Monthly Financial Statements	Thunder Creek					
Monthly Financial Statements	Thunder Creek					
Monthly Financial Statements and correspondence	Our Lady Fatima					
Monthly General Ledger	Borderland					
Monthly General Ledger and Financial Statements	Borderland					
Monthly General Ledgers	Red Coat Trail	1996, December of 1997				
Monthly General Ledgers	Red Coat Trail	Jan-Nov				
Monthly General Ledgers	Red Coat Trail	Jan-June				
Monthly Tax Remittance Statements	Prairie South	Information is on annual statements				
Monthly Tax Remittance Statements	Prairie South	Information is on annual statements				
Monthly Trial Balance	Thunder Creek					
Moose Jaw Department Returns	Moose Jaw SD 1	No. students in grades/classes				

Moose Jaw Exhibition Board	Moose Jaw SD 1		1950	1950	F-166	3 years
Moose Jaw High School Athletic Directorate	Moose Jaw SD 1		1987	2004	F266	3 years
Moose Jaw School Unit	Moose Jaw SD 1		1966	1966	F192	3 years
Moose Jaw Separate Board	Moose Jaw SD 1		1968	1983	F192	3 years
Moose Jaw Superannuation fund	Moose Jaw SD 1	Summaries and correspondence	1936	1950	F206	7 years
Moose Jaw Technical School	Moose Jaw SD 1	1905-52, 51-58, 63	1905	1963	F209	3 years
Moose Jaw Thunder Creek Health Board	Thunder Creek		1998	2001	F230	3 years
Mortlach Water Break	Thunder Creek		1998	1998	F261	3 years
Mossbank Band	Assiniboia SD 69		1972	1983	F211	3 years
Mossbank-Permanent Record Cards	Moose Jaw SD 1	Birth dates 1963-88	1963	1988	F-172	3 years after student turns 22
Motor Mechanics Department	Moose Jaw SD 1		1949	1949	F192	3 years
Multigrade classrooms	Moose Jaw SD 1		1996	1998	F236	3 years
Municipal Advisory Commission	Moose Jaw SD 1		1962	1963	F246	3 years
Municipal Affairs Correspondence	Borderland		1957	1976	F261	3 years
Municipal Tax Statements	Thunder Creek		2004	2004	F261	7 years
Municipalities	Wood River		2002	2002	F227	3 years
Municipalities-tax	Thunder Creek		1993	2005	F233	7 years
Music	Moose Jaw SD 1	1939-40, 51-52	1939	1952	F192	3 years
Music Equipment	Moose Jaw SD 1		1972	1976	F-22	3 years
Music Program	Moose Jaw SD 1		1982	1989	F192	3 years
Naming of Facilities	Moose Jaw SD 1		1992	1996	F266	3 years
Narcotics-ASM School	Moose Jaw SD 1		1952	1952	F198	3 years
Natural Gas/CEG	Moose Jaw SD 1		2004	2004	F-28	7 years after expiry
Negotiation Files	Moose Jaw SD 1		1975	1977	F-175	3 years
Negotiations	Moose Jaw SD 1	1979-84, 86-87	1979	1987	F198	3 years
New Careers	Thunder Creek		1994	1994	F233	3 years
New Schools	Moose Jaw SD 1		1958	1959	F202	3 years
New Staff Orientation	Moose Jaw SD 1		1996	2005	F236	3 years
New Teacher Orientation	Golden Plains		1998	1998	F227	3 years
New Teacher Orientation	Thunder Creek		2002	2002	F234	3 years
New Teacher Orientation	Wood River	Cooperative learning	1997	1997	F227	3 years
Newsletters	Willow Bunch				F-100	3 years
Newspaper Clippings	Moose Jaw SD 1		1984	1985	F-7	no requirement
Newspaper Clippings	Moose Jaw SD 1		1959	1960	F-15	no requirement
Newspaper Clippings	Moose Jaw SD 1		1994	2001	F192	no requirement
Newspaper Clippings	Moose Jaw SD 1		1956	1967	F193	no requirement
Newspaper Clippings	Moose Jaw SD 1		1998	1998	F198	no requirement
Newspaper Clippings	Moose Jaw SD 1		1979	1988	F198	no requirement
Night Classes	Moose Jaw SD 1	1951, 60-61, 63, 66-67, 70-74	1951	1974	F198	3 years
Nomination Acceptance Forms	Our Lady Fatima		1995	195	F-72	3 month
Nomination Papers	Grayburn		1963	1963	F-100	3 months
Non Faculty Coach	Thunder Creek		2000	2004	F234	3 years
Non Resident Students	Moose Jaw SD 1		1951	1974	F198	7 years
Non Resident Students	Thunder Creek		2001	2002	F234	7 years
Non Student Days	Moose Jaw SD 1		2001	2003	F236	3 years
Noon Hour and recess retro sheets	Moose Jaw SD 1		1984	1986	F198	7 years
Noon hour and yard Service by Teachers	Moose Jaw SD 1		1981	1987	F198	7 years
Noon Hour supervision/Extra Curricular	Thunder Creek		1996	1996	F-123	7 years
Normal School-practice teaching	Moose Jaw SD 1	1942, 52	1942	1952	F198	3 years
Notes re school maintenance visits	Moose Jaw SD 1		1987	1987	F-176	3 years
Notices to Principals	Moose Jaw SD 1	1946, 49, 53	1946	1953	F198	3 years
Occupational Health and safety	Moose Jaw SD 1	1974, 89	1974	1989	F198	7 years
Occupational Health and safety	Thunder Creek		1985	2005	F234	7 years
Odyssey/Pathfinder	Thunder Creek		2000	2002	F234	3 years
Office Assistant Payroll	Golden Plains		1991	2005	F-100	7 years
Office Building	Borderland		1963	1965	F226	3 years
Office Computer	Moose Jaw SD 1		1993	1993	F-28	3 years
Office Correspondence	Moose Jaw SD 1		1959	1961	F198	3 years
Official Minority Language Office	Borderland		2001	2005	F261	3 years
Offset Duplicator	Moose Jaw SD 1		1970	1988	F199	3 years
Old payroll	Golden Plains		1983	1983	F256	7 years
Opening Day Inservice and BBQ	Moose Jaw SD 1		1980	2002	F235	3 years
Opportunities	Moose Jaw SD 1		1985	1985	F199	3 years

Organization of Schools	Moose Jaw SD 1	1963-64, 66-67	1963	1967	F199	3 years
Organizational Meeting	Moose Jaw SD 1		1981	2002	F266	3 years
Organizational Review	Prairie South		2011	2011	F254	3 years
Origin of Grade System	Moose Jaw SD 1		1959	1959	F199	3 years
Other Board Staff Use-Secondments	Moose Jaw SD 1		1993	1996	F-159	3 years
Otis Lennon Results	Moose Jaw SD 1		1982	1988	F-7	3 years after student turns 22
Otis Lennon Test	Wood River		1988	1988	F218	3 years after student turns 22
Out of Boundary Requests	Borderland		1987	1998	F261	until graduation
Out of City Trips	Moose Jaw SD 1		1986	1989	F199	3 years after student turns 22
Outdoor Education	Thunder Creek		1996	2005	F234	3 years
Overtime	Moose Jaw SD 1	1974-76, 80	1974	1980	F199	7 years
PA System-Central	Moose Jaw SD 1		1963	1963	F199	3 years
Paid Invoices-Other School Board Staff Use	Moose Jaw SD 1		1987	1996	F-173	7 years
Painting	Moose Jaw SD 1		1986	1987	F199	3 years
Palliser Heights	Moose Jaw SD 1		1960	1966	F199	3 years
Palmer Area School Bus Accident	Red Coat Trail		1997	1997	F260	3 years
Parent Teacher Interviews	Moose Jaw SD 1	1956, 62-63, 65-66	1956	1966	F199	3 years
Parental Involvement	Wood River	no date			F227	3 years
Paving School Yards	Moose Jaw SD 1		1966	1966	F199	3 years
Pay History and YTD Earnings	Our Lady Fatima		1995	1995	F-95	7 years
Payment Ledger	Moose Jaw SD 1		1946	1946	F-106	7 years
Payments and Receipts	Our Lady Fatima		1994	1996	F-106	7 years
Payments Ledgers	Adelaide-1200		1924	1946	F-131	7 years
Payments Ledgers	Amherst-1180		1936	1946	F-131	7 years
Payments Ledgers	Barton-1690		1936	1946	F-131	7 years
Payments Ledgers	Bay Island-4362		1921	1946	F-131	7 years
Payments Ledgers	Beattie-3888		1917	1946	F-131	7 years
Payments Ledgers	Bengough-978		1944	1949	F-133	7 years
Payments Ledgers	Bevitt-2665		1911	1946	F-131	7 years
Payments Ledgers	Bigstone-1867		1938	1946	F-131	7 years
Payments Ledgers	Bishop Hill-3113		1917	1946	F-131	7 years
Payments Ledgers	Bliss Lake-3233		1915	1944	F-133	7 years
Payments Ledgers	Blofield-1307		1938	1946	F-131	7 years
Payments Ledgers	Breadalbane-1836		1908	1946	F-131	7 years
Payments Ledgers	Briercrest-3479		1942	1946	F-131	7 years
Payments Ledgers	Brookfield-4016		1919	1946	F-131	7 years
Payments Ledgers	Brownlee-2019		1946	1946	F-131	7 years
Payments Ledgers	Buffalo Lake-119		1917	1946	F-131	7 years
Payments Ledgers	Capitol-3524		1933	1946	F-131	7 years
Payments Ledgers	Carmel-194		1920	1946	F-130	7 years
Payments Ledgers	Caron-1042		1940	1946	F-131	7 years
Payments Ledgers	Castlereigh-4737		1940	1946	F-131	7 years
Payments Ledgers	Chester-498		1905	1946	F-131	7 years
Payments Ledgers	Chokecherry-3155		1914	1946	F-133	7 years
Payments Ledgers	City Vision-2553		1910	1946	F-131	7 years
Payments Ledgers	Claudia-3949	1917-40, 41-45	1917	1945	F-133	7 years
Payments Ledgers	Clay Hill-2091		1935	1946	F-133	7 years
Payments Ledgers	Clinton-507		1905	1946	F-131	7 years
Payments Ledgers	Cobourg-614		1915	1946	F-131	7 years
Payments Ledgers	Coderre 298		1942	1946	F-130	7 years
Payments Ledgers	Coderre Separate-8		1943	1947	F-133	7 years
Payments Ledgers	Comlachie-2284		1942	1946	F-131	7 years
Payments Ledgers	Coronach-2774		1941	1949	F-132	7 years
Payments Ledgers	Courval-2710	1911-1943, 43-46	1911	1946	F-130	7 years
Payments Ledgers	Coventry-213		1942	1946	F-130	7 years
Payments Ledgers	Croquest-3343		1915	1946	F-130	7 years
Payments Ledgers	Darmody-4314		1920	1946	F-130	7 years
Payments Ledgers	Davey-1349		1906	1946	F-130	7 years
Payments Ledgers	Dobson-1833		1907	1946	F-130	7 years
Payments Ledgers	Drinkwater-967		1943	1946	F-130	7 years
Payments Ledgers	East Leigh 3311		1935	1946	F-130	7 years
Payments Ledgers	Edengard ?		1913	1929	F-132	7 years
Payments Ledgers	Edgehill-2791		1923	1946	F-130	7 years

Payments Ledgers	Elarton 4109		1923	1946	F-130	7 years
Payments Ledgers	Elkhead-2217	2 books, second appears to show amalgamation	1909	1946	F-130	7 years
Payments Ledgers	Elton-2619		1911	1946	F-130	7 years
Payments Ledgers	Enterprize-2164		1909	1946	F-130	7 years
Payments Ledgers	Erinvale-3271	1914-1936, 37-46	1914	1946	F-130	7 years
Payments Ledgers	Eskbank-1137		1944	1946	F-130	7 years
Payments Ledgers	Farewell-275		1907	1920	F-130	7 years
Payments Ledgers	Faulklon-3593		1915	1946	F-130	7 years
Payments Ledgers	Gladiator-4652		1926	1942	F-132	7 years
Payments Ledgers	Grayburn 4425		1944	1946	F-108	7 years
Payments Ledgers	Green Bay 937		1935	1946	F-108	7 years
Payments Ledgers	Holy Rood 3718		1935	1946	F-108	7 years
Payments Ledgers	Ipsley Mound-4065		1947	1949	F-133	7 years
Payments Ledgers	Kalamazoo 1793		1942	1946	F-108	7 years
Payments Ledgers	Kanton-1206		1913	1938	F-133	7 years
Payments Ledgers	Keeler 491		1934	1946	F-108	7 years
Payments Ledgers	Keelerville 1111		1905	1946	F-130	7 years
Payments Ledgers	Kelso-3461		1915	1946	F-130	7 years
Payments Ledgers	King William 4675		1920	1946	F-130	7 years
Payments Ledgers	Lake 1607		1944	1946	F-108	7 years
Payments Ledgers	Lake Valley 1509		1941	1946	F-108	7 years
Payments Ledgers	Lambourne 3086		1944	1946	F-108	7 years
Payments Ledgers	Livingstone 1685		1932	1946	F-108	7 years
Payments Ledgers	Longview 1272	1908-1939, 1940-1946	1908	1946	F-108	7 years
Payments Ledgers	Marlborough 156		1917	1946	F-108	7 years
Payments Ledgers	Marquis 833		1942	1946	F-108	7 years
Payments Ledgers	Maurer 4000		1936	1946	F-108	7 years
Payments Ledgers	Maypole 1078		1934	1946	F-108	7 years
Payments Ledgers	McCargar 2147		1908	1946	F-108	7 years
Payments Ledgers	McIntyre 3337		1944	1945	F-108	7 years
Payments Ledgers	McRoberts 2456		1943	1946	F-108	7 years
Payments Ledgers	Newberry 410		1939	1946	F-108	7 years
Payments Ledgers	Old Guard 583		1920	1946	F-130	7 years
Payments Ledgers	Old Wives 3616		1942	1946	F-108	7 years
Payments Ledgers	Pansy 2817		1942	1946	F-108	7 years
Payments Ledgers	Parkbeg 3562		1928	1946	F-108	7 years
Payments Ledgers	Pasqua 63		1906	1946	F-108	7 years
Payments Ledgers	Peachey 992		1904	1946	F-108	7 years
Payments Ledgers	Pelican Lake 4424		1921	1946	F-108	7 years
Payments Ledgers	Petrolia-591		1934	1946	F-132	7 years
Payments Ledgers	Piety Hill 4555		1924	1946	F-108	7 years
Payments Ledgers	Pinto Dale-1398	1915-30, 30-39	1915	1939	F-133	7 years
Payments Ledgers	Pioneer 113	1903-19, 1920-46	1903	1946	F-108	7 years
Payments Ledgers	Quincy 2482		1910	1946	F-130	7 years
Payments Ledgers	Ranch-2235		1922	1946	F-132	7 years
Payments Ledgers	Red-1776		1909	1946	F-132	7 years
Payments Ledgers	Remount-4670		1929	1946	F-131	7 years
Payments Ledgers	Ripley-3651		1916	1946	F-131	7 years
Payments Ledgers	Rockglen-4732		1947	1949	F-133	7 years
Payments Ledgers	Rocky Hills-3986		1918	1946	F-132	7 years
Payments Ledgers	Roseville-1780		1928	1946	F-132	7 years
Payments Ledgers	Royal George-3239		1939	1946	F-132	7 years
Payments Ledgers	Rudolph-962		1920	1946	F-132	7 years
Payments Ledgers	Rutherford-2595		1912	1946	F-132	7 years
Payments Ledgers	Seamington-193		1908	1944	F-132	7 years
Payments Ledgers	Simrishill-3152		1914	1946	F-132	7 years
Payments Ledgers	South Lake-774		1939	1946	F-132	7 years
Payments Ledgers	Spicer-1687	1907-41, 41-46	1907	1946	F-132	7 years
Payments Ledgers	St Charles RCS-8		1955	1967	F-132	7 years
Payments Ledgers	St Marks RCS-1		1963	1966	F-132	7 years
Payments Ledgers	Stelcam-3599	1915-1945, 46-63	1915	1963	F-132	7 years
Payments Ledgers	Stevenson-1841		1908	1946	F-132	7 years
Payments Ledgers	Sudona-2166		1945	1946	F-132	7 years



Payments Ledgers	Summerside-269		1942	1946	F-132	7 years
Payments Ledgers	Sunderean-1566		1945	1946	F-132	7 years
Payments Ledgers	Sunny Hill-757		1938	1946	F-132	7 years
Payments Ledgers	Sweet Grass-2892		1937	1946	F-132	7 years
Payments Ledgers	Thompson Lake 2038		1917	1948	F-108	7 years
Payments Ledgers	Thompson-1260		1937	1946	F-132	7 years
Payments Ledgers	Thompson-1260		1905	1936	F-133	7 years
Payments Ledgers	Tilney-3543		1916	1946	F-132	7 years
Payments Ledgers	Trewdale-4678		1926	1946	F-132	7 years
Payments Ledgers	Tuxford-2486		1934	1946	F-131	7 years
Payments Ledgers	Utopia-4482		1923	1946	F-133	7 years
Payments Ledgers	Varsar-2118		1942	1946	F-131	7 years
Payments Ledgers	West Lake-1563		1939	1946	F-133	7 years
Payments Ledgers	West Lynne-2314		1910	1946	F-133	7 years
Payments Ledgers	West Marquis-3375		1942	1946	F-133	7 years
Payments Ledgers	West View-256	1908-1929, 30-39, 40-46	1908	1946	F-133	7 years
Payments Ledgers	Willow Bunch-4910		1942	1949	F-133	7 years
Payments Ledgers	Windcrest-3938	1917-42, 43-46	1917	1946	F-133	7 years
Payments Ledgers	Wood Valley-4441		1943	1946	F-133	7 years
Payments Ledgers	Yeager-3592		1915	1946	F-133	7 years
Payments/bank	Moose Jaw SD 1		1946	1946	F-106	7 years
Payments-sweeping, dusting, lighting fires, water	Moose Jaw SD 1		1946	1946	F-106	7 years
Payroll	Borderland	2001, 2003	2001	2003	F-52	7 years
Payroll	Borderland		1993	1994	F-80	7 years
Payroll	Borderland	Jan-June	1997	1998	F-85	7 years
Payroll	Borderland	July-Dec	1998	1998	F-86	7 years
Payroll	Borderland	1999-June 2000	1999	2000	F-88	7 years
Payroll	Borderland	July-Dec	2000	2000	F-89	7 years
Payroll	Borderland		1996	1996	F-90	7 years
Payroll	Borderland	Jan-Mar	1995	1995	F-90	7 years
Payroll	Borderland	Apr-Dec	1995	1995	F-91	7 years
Payroll	Borderland	Jan-Sept	2002	2002	F-91	7 years
Payroll	Borderland		1963	1987	F-96	7 years
Payroll	Borderland		1975	1981	F-99	7 years
Payroll	Borderland		1971	1976	F212	7 years
Payroll	Golden Plains		1999	2001	F-54	7 years
Payroll	Golden Plains	Jan-June	2006	2006	F-65	7 years
Payroll	Golden Plains		2005	2005	F-70	7 years
Payroll	Gravelbourg		1996	1996	F-94	7 years
Payroll	Gravelbourg		1997	1997	F-94	7 years
Payroll	Gravelbourg		1961	1967	F-128	7 years
Payroll	Moose Jaw SD 1		1987	1987	F-138	7 years
Payroll	Moose Jaw SD 1		1989	1989	F-146	7 years
Payroll	Moose Jaw SD 1		1970	1970	F-149	7 years
Payroll	Moose Jaw SD 1		1981	1981	F-150	7 years
Payroll	Moose Jaw SD 1		1972	1973	F186	7 years
Payroll	Moose Jaw SD 1		1996	1996	F188	7 years
Payroll	Moose Jaw SD 1		1998	1998	F188	7 years
Payroll	Our Lady Fatima		1997	1997	F-94	7 years
Payroll	Our Lady Fatima		1946	1990	F-95	7 years
Payroll	Our Lady Fatima		1977	1977	F-99	7 years
Payroll	Our Lady Fatima		1992	1997	F-106	7 years
Payroll	Red Coat Trail		2001	2002	F-57	7 years
Payroll	Red Coat Trail		2001	2003	F-58	7 years
Payroll	Red Coat Trail	Jan-June	2006	2006	F-65	7 years
Payroll	Red Coat Trail		2005	2005	F-68	7 years
Payroll	Red Coat Trail		2001	2002	F-79	7 years
Payroll	Red Coat Trail		1989	1991	F-102	7 years
Payroll	Thunder Creek		2002	2002	F-31	7 years
Payroll	Thunder Creek		2001	2001	F-32	7 years
Payroll	Thunder Creek		2002	2003	F-33	7 years
Payroll	Thunder Creek		2003	2003	F-34	7 years
Payroll	Thunder Creek		2005	2005	F-35	7 years

Payroll	Thunder Creek	Jan-June	1995	1995	F-98	7 years
Payroll	Thunder Creek		1962	1971	F-110	7 years
Payroll	Thunder Creek	1969, 1974-75	1969	1975	F-129	7 years
Payroll	Thunder Creek		1987	1990	Loose	7 years
Payroll	Wood River	Form says 194__ for year			F-94	7 years
Payroll	Wood River		1994	1994		7 years
Payroll	Golden Plains		2003	2004	F-53	7 years
Payroll Bus Drivers	Thunder Creek		1962	1969	F-129	7 years
Payroll Cancelled Cheques	Moose Jaw SD 1	Dec 91-Nov 92	1991	1992	F-163	7 years
Payroll Cards	Moose Jaw SD 1		1977	1984	F-18	7 years
Payroll Cards	Moose Jaw SD 1		1987	1993	F-18	7 years
Payroll Cards	Moose Jaw SD 1		1980	1982	F-137	7 years
Payroll Cards	Wood River		1949	1985	F-98	7 years
Payroll Cards	Wood River		1949	1985	F-99	7 years
Payroll Caretakers	Assiniboia SD 69		1963	1965	F-127	7 years
Payroll Cheque List	Red Coat Trail		1999	1999	F-50	7 years
Payroll Cheque Registers	Thunder Creek		1992	1993	F-111	7 years
Payroll Cheque Registers	Thunder Creek		1994	1994	F-112	7 years
Payroll Cheque Registers	Wood River		1994	1995		7 years
Payroll Control Reports	Assiniboia SD 69		1992	1994	F-37	7 years
Payroll Control Reports	Red Coat Trail		1997	1999	F-37	7 years
Payroll Control Training-ODT	Prairie South		2007	2007	F-69	7 years
Payroll Deductions	Red Coat Trail		2004	2004	F-48	7 years
Payroll Direct Deposit	Red Coat Trail		2003	2003	F-37	7 years
Payroll Direct Deposit	Red Coat Trail		2004	2004	F-48	7 years
Payroll Distribution	Moose Jaw SD 1		1998	1998	F-151	7 years
Payroll Distribution	Moose Jaw SD 1		1997	1997	F-152	7 years
Payroll Distribution	Red Coat Trail		2003	2003	F-37	7 years
Payroll Distribution	Red Coat Trail		2004	2004	F-48	7 years
Payroll Distribution	Red Coat Trail		2000	2000	F-68	7 years
Payroll Distribution	Red Coat Trail		2001	2001	F-69	7 years
Payroll History Register	Assiniboia SD 69		1995	1995	F-51	7 years
Payroll History Register	Borderland		1993	1995	F-86	7 years
Payroll History Register	Golden Plains		2003	2004	F-52	7 years
Payroll History Register	Red Coat Trail		1999	1999	F-50	7 years
Payroll History Register	Red Coat Trail		1998	1998	F-50	7 years
Payroll History Register	Red Coat Trail		2000	2000	F-64	7 years
Payroll History Register	Red Coat Trail		2001	2001	F-80	7 years
Payroll History/Deductions	Gravelbourg		1996	1997	F-94	7 years
Payroll Journal	Thunder Creek		1990	1991	Loose	7 years
Payroll Journal Entries	Thunder Creek		1994	1994	F-111	7 years
Payroll Journal Entries	Thunder Creek		1993	1993	F-115	7 years
Payroll Ledger Cards	Red Coat Trail	School Years	1979	1989	F-103	7 years
Payroll Master	Moose Jaw SD 1		1992	1992	F-181	7 years
Payroll Masters	Moose Jaw SD 1		1993	1993	F-152	7 years
Payroll Masters	Moose Jaw SD 1		1993	1993	F-153	7 years
Payroll Non-Teachers	Assiniboia SD 69	1977,1982,1983-1986	1977	1986	F-128	7 years
Payroll Notes	Red Coat Trail		2004	2005	F-43	7 years
Payroll Register	Assiniboia SD 69		1994	1994	F-51	7 years
Payroll Register	Borderland		1999	1999	F-84	7 years
Payroll Register	Gravelbourg		1986	1994	F-95	7 years
Payroll Register	Moose Jaw SD 1		1978	1978	F-163	7 years
Payroll Register	Our Lady Fatima		1959	1985	F-95	7 years
Payroll Register	Prairie South	Jan-June	2006	2006	F-60	7 years
Payroll Register	Prairie South	July-Dec	2006	2006	F-64	7 years
Payroll Register	Prairie South	Bus, Subs, Casual	2007	2007	F-73	7 years
Payroll Register	Prairie South	Jan-Apr	2008	2008	F-74	7 years
Payroll Register	Red Coat Trail		2003	2003	F-37	7 years
Payroll Register	Red Coat Trail		2004	2004	F-48	7 years
Payroll Register	Red Coat Trail	Sept-Aug	2000	2001	F-49	7 years
Payroll Register	Thunder Creek		1993	1993	F-115	7 years
Payroll Register	Thunder Creek		1991	1991	F-116	7 years
Payroll Register	Thunder Creek		1992	1992	F-116	7 years

Payroll Register	Thunder Creek		1990	1990	F-116	7 years
Payroll Register	Wood River		1994	1995		7 years
Payroll Register jan-Mar	Thunder Creek		1994	1994	F-116	7 years
Payroll Register/Reports	Prairie South	Teacher	2006	2007	F-73	7 years
Payroll Register/T4 prelist	Borderland		1991	1992	F-87	7 years
Payroll Register-bus drivers	Prairie South		2008	2008	F265	7 years
Payroll Register-History	Red Coat Trail		1999	1999	F-38	7 years
Payroll Register-History	Red Coat Trail		1995	1997	F-38	7 years
Payroll Register-History	Red Coat Trail		2004	2004	F-48	7 years
Payroll Registers	Golden Plains		2003	2004	F-36	7 years
Payroll Registers	Golden Plains		1999	2001	F-37	7 years
Payroll Registers	Red Coat Trail		1995	1999	F-37	7 years
Payroll Reports	Prairie South	May-Aug	2008	2008	F-69	7 years
Payroll Reports-support	Prairie South	June-Aug	2007	2007	F-45	7 years
Payroll Reports-support	Prairie South	July-Dec	2006	2006	F-46	7 years
Payroll Reports-support	Prairie South	Jan-May	2007	2007	F-47	7 years
Payroll Summary	Gravelbourg		1974	1994	F-95	7 years
Payroll Teachers	Assiniboia SD 69		1981	1986	F-128	7 years
Payroll Teachers	Thunder Creek	1962-63, 65, 68	1962	1968	F-129	7 years
Payroll, Complete	Assiniboia SD 69		1972	1972	F-127	7 years
Payroll, Maintenance	Assiniboia SD 69		1963	1964	F-127	7 years
Payroll, Sub Teachers	Assiniboia SD 69		1966	1967	F-127	7 years
Payroll-caretakers	Thunder Creek		1965	1966	F-129	7 years
Payroll-cheque backs	Thunder Creek		1962	1962	Loose	7 years
Payroll-clerical	Borderland	Sept-Aug	1995	1997	F-71	7 years
Payroll-Janitors and Office	Thunder Creek	1962-63, 65-67, 69	1962	1969	F-129	7 years
Payroll-June-Oct	Red Coat Trail		1999	1999	F259	7 years
Payroll-Maintenance Staff	Borderland	1989 and 1992	1989	1992	F-81	7 years
Payroll-non-teachers	Thunder Creek	1968,70,71,76	1968	1976	F-129	7 years
Payroll-Regular Teachers	Assiniboia SD 69	1963-65,77-80	1963	1980	F-127	7 years
Payroll-Subs	Thunder Creek	1964-1965,67-68	1964	1968	F-129	7 years
Payroll-Support	Assiniboia SD 69		1978	1981	F-127	7 years
PD	Borderland		2001	2002	F246	7 years
PD Applications	Golden Plains		2004	2006	F223	7 years
PD Applications	Red Coat Trail	Sept 03-Aug 05	2003	2005	F-48	7 years
PD Applications	Red Coat Trail	Sept-Dec	2005	2005	F-49	7 years
PD Approvals	Borderland		1975	1990	F-75	7 years
PD enrolment	Moose Jaw SD 1		2004	2005	F-28	3 years
Pension Plan evaluation	Moose Jaw SD 1		1988	1993	F215	3 years
Pension Plan information	Prairie South		1981	2006	F-64	3 years
Pension study	Moose Jaw SD 1		1991	1992	F215	3 years
Pension-City of Moose Jaw	Moose Jaw SD 1	1947-49, 62, 64, 64, 66-83	1947	1983	F199	7 years
Personal Days	Red Coat Trail		2001	2006	F237	7 years
Personal Program Plans	Prairie South		2006	2007	F251	1 year
Personal Program Plans	Thunder Creek		2003	2005	F-138	1 year
Personnel File Viewing	Moose Jaw SD 1		1997	1997	F236	3 years
Personnel Files-list	Mathieu		1975	1988	F-103	3 years
Petitions	Borderland		1959	1959	F228	3 years
Phoenix Academy	Moose Jaw SD 1		2003	2003	F267	3 years
Phone Lists	Borderland		1989	1989	F-103	3 years
Photocopier Agreement	Borderland		1996	1998	F246	7 years past expiry
Photocopier Information	Golden Plains		1995	1995	F256	3 years
Photocopier Proposals	Moose Jaw SD 1		1990	1990	F-22	3 years
Physical Rehabilitation Manual	Golden Plains	no date			F-156	3 years
PIPEDA	Thunder Creek		2004	2004	F234	3 years
Plato Manual	Moose Jaw SD 1	self paced learning program- no date			F213	3 years
Playground Equipment	Golden Plains		1999	1999	F256	3 years
Playground Equipment	Red Coat Trail		1998	1999	F237	3 years
Playground Safety	Moose Jaw SD 1		1998	2001	F267	3 years
Policy	Moose Jaw SD 1	1963-69	1963	1969	F194	3 years after amendment or repeal
Policy Bulletin	Gravelbourg		1956	1956	F-94	3 years
Policy Bulletin	School Unit 22		1964	1967	F-136	3 years
Policy Bulletins	Grayburn				F-100	3 years

Policy Making for Education	Moose Jaw SD 1		1980	1980	F193	3 years
Policy Manual	Moose Jaw SD 1		1963	1963	F-175	3 years after amendment or repeal
Policy Manual	Moose Jaw SD 1		1991	1991	F221	3 years after amendment or repeal
Policy Manual	Red Coat Trail		1989	1989	F-134	3 years after amendment or repeal
Policy Manual	School Unit 22		1974	1974	F-100	3 years after amendment or repeal
Policy manual changes	Moose Jaw SD 1		1978	1991	F221	3 years after amendment or repeal
Policy Manual updates	Borderland		1999	2004	F223	3 years after amendment or repeal
Policy Updates	Moose Jaw SD 1		1999	2005	F239	3 years after amendment or repeal
Principal Appointments	Thunder Creek		1995	1996	F-123	3 years
Principal Monthly Report, Noon Hour Supervision	Thunder Creek		2005	2005	F-75	3 years
Principal's Reports	Red Coat Trail		1994	1996	F231	3 years
Principal's September Statistical Report	Moose Jaw SD 1		2003	2005	F258	3 years
Private Schools	Moose Jaw SD 1		1999	1999	F267	3 years
Probationary +Provisional Certificate	Thunder Creek		1992	2000	F234	3 years
Probationary Certificates	Borderland		1970	1987	F212	3 years
Procurement of School Books and Supplies DND	Moose Jaw SD 1	PD Approvals	1989	1990	F-7	3 years
Professional Development	Thunder Creek		2002	2002	F-135	3 years
Program Budget	Moose Jaw SD 1		1983	1991	F-159	3 years
Program Budget	Moose Jaw SD 1	1991-93, 1997-99	1991	1999	F-160	3 years
Program Development Committee	Moose Jaw SD 1		1975	1975	F202	3 years
Program Enrolment Summary	Moose Jaw SD 1		1983	1987	F-7	3 years
Programs and Services study-SELU	Prairie South		2006	2006	F248	3 years
Promotion Exams	Maxstone 436		1951	1951	F211	3 years
Property Tax	Prairie South	Sept 06-Aug-08	2006	2008	F-29	7 years
Provincial Education Tax Credit	Prairie South		2006	2006	F-24	7 years
Provincial Education Tax Credit	Prairie South		2006	2007	F-29	7 years
Provincial Teacher Bargaining	Golden Plains		1990	2004	F256	3 years
Provincial Teacher Bargaining	Moose Jaw SD 1		1981	1983	F207	3 years
Provincial Teacher Bargaining	Moose Jaw SD 1	1990, 92	1990	1992	F215	3 years
PSSD Cheques	Prairie South	1154-1500, 3008,3250			F-107	no requirement
Public Accounts Working Papers	Borderland		1994	1999	F223	7 years
Public Accounts Working papers	Moose Jaw SD 1		1996	2002	F191	7 years
Public Relations	Borderland		1949	1950	F246	3 years
Purchase Orders	Red Coat Trail	Jan-June	2004	2004	F-49	3 years
Purchase Orders	Thunder Creek		2002	2002	F-59	3 years
Purchasing Assistant	Moose Jaw SD 1		1973	1986	F193	3 years
Queen Elizabeth school - letters	Moose Jaw SD 1		1963	1963	F193	3 years
Queen's printer	Borderland		1994	1994	F223	3 years
Queen's University	Moose Jaw SD 1		1952	1952	F-20	3 years
Quotations	Moose Jaw SD 1	1963, 1976	1963	1976	F193	3 years
Radio Department	Moose Jaw SD 1		1951	1951	F193	3 years
Reading and other bulletins	Moose Jaw SD 1		1951	1951	F193	3 years
Reading Tests	Borderland		1972	1977	F257	3 years after student turns 22
Reading Tests	Moose Jaw SD 1		1962	1969	F-7	3 years after student turns 22
Real Estate Offers	Thunder Creek		1999	2006	F234	3 years
Reassessment	Moose Jaw SD 1		1997	1997	F-183	7 years
Receipt Book	School Unit 22		1953	1954	Loose	7 years
Receipt Books	Moose Jaw SD 1		2002	2005	F-27	7 years
Receipt Journal	Red Coat Trail		1999	2000	F-68	7 years
Receipts	Red Coat Trail		1993	2005	F-96	7 years
Receipts	Red Coat Trail		1993	1996	F-126	7 years
Receipts	School Unit 22		1949	1978	F-126	7 years
Receipts Journal	Thunder Creek		1988	1988	F-126	7 years
Receiver General	Golden Plains		2004	2004	F256	7 years
Receiver General	Moose Jaw SD 1		2005	2005	F-61	7 years
Receiver General	Moose Jaw SD 1		1998	1998	F-153	7 years
Recess Yard Supervision	Moose Jaw SD 1		1981	1988	F193	7 years
Recognition of Service	Moose Jaw SD 1		2000	2001	F239	7 years
Recognition of Service	Prairie South	School Years	2007	2007	F-86	7 years
Recognition of Service	Prairie South		2006	2007		7 years
Record Of Absence	Borderland		2000	2001	F-79	7 years
Record of Employment	Our Lady Fatima		1996	1997	F-58	7 years
Record of Employment	Our Lady Fatima		1987	1995	F-58	7 years

Record of Employment	Red Coat Trail		1999	2005	F-96	7 years
Recreation Committee	Moose Jaw SD 1	Includes Moose Jaw parks Annual Report-1937	1937	1940	F193	3 years
Recruiting Program	Assiniboia SD 69		1980	1981	F211	3 years
Red Cross	Moose Jaw SD 1		1952	1952	F193	3 years
Redirect	Moose Jaw SD 1		1968	1981	F193	3 years
Reeves Art Supply Catalogue	Hay Meadow 4241		1955	1955	F-99	3 years
Regional Director's Meetings	Moose Jaw SD 1		2003	2005	F229	3 years
Regional Meetings	Red Coat Trail		2003	2003	F243	3 years
Regional Office correspondence, newsletters	Thunder Creek		1999	2004	F229	3 years
Regulations	Moose Jaw SD 1		1963	1966	F193	3 years after amendment or repeal
Remittance Reports	Assiniboia SD 69		1992	1994	F-51	3 years
Remittance Reports	Golden Plains		1998	1998	F-92	3 years
Remittance Reports	Golden Plains		1999	2005	F-93	3 years
Renewing Education Booklets	Wood River		1994	1995	F227	3 years
Rent of Facilities	Moose Jaw SD 1		1973	1978	F193	3 years
Repairs	Moose Jaw SD 1		1963	1963	F193	3 years
Report of Inspector of Schools	Long Range 4360		1935	1935	F211	3 years
Report on Operatoin, attendance and enrolment	Assiniboia SD 69		1958	1971	F-105	3 years
Report on Student Evaluation	Moose Jaw SD 1		1975	1975	F195	3 years
Report on Substitutes	Moose Jaw SD 1	1946, 49, 48, 50-53, 59, 62	1946	1962	F193	3 years
Report on Teacher	Wood River		1960	1985	F-101	3 years
Reports and Notices	Moose Jaw SD 1	Vocational Education Committee	1940	1941	F193	3 years
Reports of Superintendent, nurse carpenter	Moose Jaw SD 1		1942	1946	F193	3 years
Reports-Physical director	Moose Jaw SD 1		1951	1952	F193	3 years
Reports-Ratepayers	Moose Jaw SD 1		1935	1939	F193	3 years
Reserve for Future Expenditures	Moose Jaw SD 1		1993	1993	F-27	7 years
Reserves	Moose Jaw SD 1		1964	1969	F193	7 years
Reserves	Moose Jaw SD 1		1964	1969	F193	7 years
Resignations	Moose Jaw SD 1		1963	1963	F193	7 years
Resignations	Moose Jaw SD 1		1963	1963	F193	7 years
Resignations	Wood River		1978	1986	F-101	7 years
Resolutions	Borderland		1957	1972	F241	7 years
Results	Wood River		1991	1993	F218	7 years
Retirement Letters	Red Coat Trail		1990	2000	F230	7 years
Retiring teachers	Moose Jaw SD 1		2005	2005	F239	7 years
Retro pay	Prairie South		2006	2007		7 years
Revenue and Expenditure forms	Moose Jaw SD 1		1980	1988	F-159	7 years
Revenue Canada	Prairie South		2006	2007	F-57	7 years
Revenue Canada business numbers, tax rulings	Thunder Creek		1995	1997	F234	7 years
Revenue Year end files	Moose Jaw SD 1		2002	2002	F257	7 years
Revenue/Expenditure	Moose Jaw SD 1		1985	1985	F-141	7 years
Revenue/Expenditure	Moose Jaw SD 1		1993	1993	F-152	7 years
Riverview	Moose Jaw SD 1		1967	1973	F193	3 years
Riverview Marks	Moose Jaw SD 1		2000	2001	F-147	3 years
RM + Town Council	Wood River		1993	1993	F227	3 years
RM Correspondence	Golden Plains		1993	2004	F256	3 years
RM maps	Red Coat Trail	no date			F243	3 years
Rockglen School-correspondence	Borderland		2000	2005	F224	3 years
Roofing-all schools	Thunder Creek		1993	1995	F234	3 years
Ross School	Moose Jaw SD 1		1943	1958	F193	3 years
Ross School - student names and addresses	Moose Jaw SD 1	no date			F193	3 years
Rotary	Moose Jaw SD 1		1970	1972	F193	3 years
Rouleau School Correspondence	Thunder Creek		1994	2004	F234	3 years
Rouleau School Correspondence	Thunder Creek		2003	2005	F244	3 years
Royal Bank Deposits	Moose Jaw SD 1		1985	1999	F210	7 years
Rural Congress	Wood River		1995	1996	F227	no requirement
Rural Timesheets	Prairie South	May, June	2007	2007	F249	7 years
Safe Schools Handbook	Moose Jaw SD 1		1995	1999	F239	3 years
Safety 15 passenger vans, airbags	Moose Jaw SD 1		1997	2003	F267	3 years
Safety Checklist-Work Experience	Moose Jaw SD 1		2002	2004	F-156	3 years
Safety Concerns-Traffic	Moose Jaw SD 1		1988	1988	F246	3 years
Salary Agreement Teachers	Moose Jaw SD 1		1972	1973	F195	7 years after expiry
Salary Negotiations	Borderland		1962	1981	F235	3 years



Salary Schedule	Borderland	1983	1989	F235	7 years
Salary Sheets	Moose Jaw SD 1	1971	1971	F195	7 years
SAMA annual reports, notices of meeting	Borderland	1996	1999	F223	3 years
Sasbo Technology Consortium	Golden Plains	2003	2005	F256	3 years
SASDE (LEADS)	Moose Jaw SD 1	1973	1980	F-177	3 years
Sask Assessment Management Agency	Thunder Creek	1997	2005	F234	3 years
Sask Communication Network (SCN)	Thunder Creek	1995	1997	F234	3 years
Sask Ed/DND meeting	Thunder Creek	1994	1995	F231	3 years
Sask Environment	Thunder Creek	1993	1994	F234	3 years
Sask Government Insurance	Moose Jaw SD 1	1942	1957	F195	3 years
Sask Health	Thunder Creek	1994	2000	F234	3 years
Sask High School Athletic Assoc.	Thunder Creek	2001	2004	F234	3 years
Sask Human Rights-Regulations	Moose Jaw SD 1	1980	1980	F195	3 years
Sask Instructional Development Unit	Thunder Creek	1998	1998	F234	3 years
Sask Labour	Thunder Creek	1995	2004	F244	3 years
Sask Learning	Thunder Creek	1993	2005	F244	3 years
Sask Power-Natural Gas Supply-King George	Moose Jaw SD 1	1962	1962	F195	7 years after expiry
Sask Public Sector Price Board	Moose Jaw SD 1	1977	1977	F195	3 years
Sask Summe rGames	Moose Jaw SD 1	1972	1972	F200	3 years
Sask Technical Institute-coming to Moose Jaw	Moose Jaw SD 1	1956	1956	F204	3 years
Sask Tel Advantage Program	Wood River	2002	2005	F256	3 years
Sask Water Works	Borderland	1973	1986	F261	3 years
Sask. Awards Program	Thunder Creek	1999	2000	F234	3 years
Saskatchewan School Trustees Assoc.	Moose Jaw SD 1	1969	1971	F195	3 years
Saskatchewan Teachers Federation	Moose Jaw SD 1	1963	1983	F195	3 years
Saskatchewan Technical Institute	Moose Jaw SD 1	1963	1983	F195	3 years
Sasktel-School Tone agreement	Moose Jaw SD 1	1994	2001		3 years
Scholarship Forms	Red Coat Trail	2002	2003	F237	3 years
Scholarships	Thunder Creek	1992	2005	F245	7 years
Scholarships-etc	Moose Jaw SD 1	1961	1963	F202	7 years
Scholarship-teacher	Borderland	1950	1951	F246	7 years
School Acts	Our Lady Fatima	1945	1982	F-94	3 years after amendment or repeal
School Advisory Committee	Moose Jaw SD 1	1973	200	F266	3 years
School Advisory Councils	Moose Jaw SD 1	1996	2001	F201	3 years
School Attendance Boundaries	Thunder Creek	1998	2001	F245	3 years
School Based Enrichment	Moose Jaw SD 1	1986	1989	F202	3 years
School Boundaries	Moose Jaw SD 1	1959	1987	F267	3 years
School Buildings	Borderland	1955	1988	F226	3 years
School Business Officials	Moose Jaw SD 1	1973	1981	F202	3 years
School Calendar	Moose Jaw SD 1	2003	2006	F239	3 years
School Clippings	Moose Jaw SD 1	1954	1961	F200	3 years
School Closure	Moose Jaw SD 1	1996	2000	F267	3 years
School Closures-SSTA publications, grade discontinuance	Golden Plains	1993	2000	F268	3 years
School Closures-SSTA publications, grade discontinuance	Thunder Creek	1996	1994	F245	3 years
School Community Worker	Moose Jaw SD 1	1988	1990	F202	3 years
School conveyance manual	Sask Ed	1986	1986	F-136	3 years
School Costs	Moose Jaw SD 1	1959	1962	F202	1 year
School District Maps	Red Coat Trail	1990	1990	F259	3 years
School Division surplus	Moose Jaw SD 1	1946	1946	F-106	7 years
School Division surplus/Taxing Authorities	Red Coat Trail	1949	1962	F-102	7 years
School Effectiveness	Moose Jaw SD 1	1988	1995	F240	3 years
School Effectiveness Review-Caronport High	Thunder Creek	2003	2003	F-75	3 years
School Enrichment	Moose Jaw SD 1	1990	1990	F202	3 years
School Grounds	Moose Jaw SD 1	1985	1985	F-168	3 years
School Incident Reports	Prairie South	2006	2013	F21	1 year
School Law	Moose Jaw SD 1	1974	1977	F202	3 years
School Officials	Borderland	1950	1950	F257	1 year
School Officials	Grayburn	1961	1968	F-100	1 year
School Officials	Hay Meadow 4241	1966	1968	F-100	1 year
School Officials	Moose Jaw SD 1	1944	1944	F202	1 year
School Parent Advisory Association	Moose Jaw SD 1	1998	1999	F201	3 years
School Plus	Moose Jaw SD 1	2002	2004	F239	3 years

School Records-not complete	Pioneer 113	Financial records, income/DND tax, contracts, ministry information, correspondence, Acts, Voters List	1903	1945	F-109	7 years
School Safety Patrols	Moose Jaw SD 1		1954	1991	F248	3 years
School Staff Absenteeism	Red Coat Trail		2002	2003	F258	3 years
School Staffing Reports	Thunder Creek		1991	1993	F-112	3 years
School Tax Receipts	Hay Meadow 4241		1920	1944	F-99	7 years
School Year Calendar	Thunder Creek		1990	2005	F245	3 years
School year-alternate year	Moose Jaw SD 1		1996	2003	F239	3 years
School Year-Wood River	Wood River		1987	2005	F261	3 years
Schools-summer maintenance	Moose Jaw SD 1		1976	1976	F202	3 years
Scoring Masks	Wood River				F218	3 years
Secondary Education Act	Moose Jaw SD 1		1965	1966	F203	3 years after amendment or repeal
Seconded Teachers-paid invoices	Moose Jaw SD 1		1992	1993	F-174	7 years
Secondments	Moose Jaw SD 1		1996	2002	F253	7 years
Secondments	Prairie South		2006	2007		7 years
Secondments-paid invoices	Moose Jaw SD 1		1993	1998	F203	7 years
Secretary Treasurer	Moose Jaw SD 1		1959	1961	F202	3 years
Secretary Treasurer's reports	Borderland		2000	2002	F251	3 years
Semester Program	Moose Jaw SD 1		1968	1970	F204	3 years
Seniority lists	Moose Jaw SD 1	1969-1993, 46-83	1995	2007	F-157	3 years
Seniority lists	Moose Jaw SD 1	1969-1977, 80, 82	1969	1982	F203	3 years
Seniority lists	Moose Jaw SD 1		1974	1974	F215	3 years
Separation Certificates-Casual Employees	Moose Jaw SD 1		1978	1978	F193	7 years
September 30 numbers	Legacy and PSSD		2002	2011	F-25	3 years
SGSE estimates/actuals	Thunder Creek		2004	2004	F261	3 years
Shampoo Machines-manual	Moose Jaw SD 1	no date			F203	no requirement
Shared Services	Assiniboia SD 69	1983-84, 87-91	1983	1991	F211	3 years
Shared Services	Moose Jaw SD 1		2000	2002	F191	3 years
Shared Services	Moose Jaw SD 1		1982	1991	F203	3 years
Shared Services	Moose Jaw SD 1		2003	2003	F215	3 years
Shared SERvices	Moose Jaw SD 1		1987	1987	F215	3 years
Shared Services	Thunder Creek		1993	2004	F245	3 years
Shared Services	Thunder Creek		1988	2004	F261	3 years
Shared Services plans	Assiniboia SD 69		1982	1984	F211	3 years
Shauanavon Conveyance Agreement	Wood River		1961	1961	F256	7 years
Shift Schedules	Moose Jaw SD 1	1977, 79	1977	1979	F203	3 years
Sick Leave	Moose Jaw SD 1		1941	1979	F203	1 year unless continuing condition
Sick Leave	Red Coat Trail		1953	2004	F-101	1 year unless continuing condition
Sick Leave	Wood River		1982	1995	F-101	1 year unless continuing condition
Sick Leave-Caretakers	Moose Jaw SD 1		1974	1986	F203	3 years
Sick/Seniority	Moose Jaw SD 1		1998	2005	F-70	3 years
Sirens-Lease of	Moose Jaw SD 1		1975	1979	F203	3 years
Smarter Kids Grant	Moose Jaw SD 1		2001	2001	F-28	3 years
Socan agreement	Moose Jaw SD 1	Society of composers, authors, music publishers	1947	2005		7 years after expiry
Social Studies	Moose Jaw SD 1		1950	1951	F203	3 years
Software Licenses	Moose Jaw SD 1		1999	2000	F217	7 years after expiry
South Central District SHSAA	Thunder Creek		1999	2005	F245	3 years
Spare Bus Driver sheets	Red Coat Trail		2000	2001	F241	3 years
Special Classes	Moose Jaw SD 1	King Edward, Palliser Heights, King George, Prince Arthur, Queen Elizabeth, Ross, Victoria, westmount, William Grayson	1964	1988	F204	3 years
Special Classes	Moose Jaw SD 1	Central, Riverview and Peacock	1984	1987	F204	3 years
Special Classes-John Chisholm, Empire, Bushell Park, Alexandra	Moose Jaw SD 1		1969	1987	F203	3 years
Special Education	Borderland		1983	1990	F235	3 years
Special Education-technical Aids	Prairie South		1993	2003	F-27	3 years
Special Levy Correspondence	Wood River		1947	1973	F256	7 years
Special Levy Record	Wood River		1958	1960	F256	7 years
Specifications-Coderre School	Thunder Creek		1965	1965	F-136	3 years after building disposal
Specifications-Tuxford School	Thunder Creek		1963	1963	F-134	3 years after building disposal
Sport Activities	Moose Jaw SD 1		1939	1943	F204	3 years after building disposal
Sr. Admin Salaries	Moose Jaw SD 1		1976	1976	F195	7 years
SSBA/TA general correspondence	Golden Plains		2003	2004	F256	3 years
SSBA-correspondence, newsletters	Prairie South		2006	2007	F251	3 years

SSBA-remittances	Prairie South	Sept-Aug	2007	2008	F-78	3 years
SSTA	Borderland		1968	1988	F235	3 years
SSTA	Moose Jaw SD 1		1996	2004	F-28	3 years
SSTA	Moose Jaw SD 1		1979	1983	F201	3 years
SSTA Benefits Plan remittances	Moose Jaw SD 1		1994	2000	F201	3 years
SSTA Branch Meetings and miscellaneous reports/correspondence	Moose Jaw SD 1		1987	1996	F201	3 years
SSTA Computer Advisory Committee	Moose Jaw SD 1		1983	1984	F201	3 years
SSTA Newsletters	Moose Jaw SD 1	1966-67, 73-75	1966	1975	F194	3 years
SSTA policy reference manual	Moose Jaw SD 1	no date			F221	3 years
SSTA retirement Benefits	Borderland		1992	1992	F223	3 years
SSTA-general	Moose Jaw SD 1		1996	1998	F202	3 years
SSTA-Group Tendering	Moose Jaw SD 1		1996	1997	F-28	3 years
St. Andrews United Church	Moose Jaw SD 1		1958	1963	F204	3 years
St. John's Ambulance	Moose Jaw SD 1		1987	1987	F204	3 years
St. Marks School-sale of school property	Thunder Creek		1994	2001	F245	3 years after disposal of property
Staff Absence	Moose Jaw SD 1		1986	1987	F-139	7 years
Staff Absence Reports	Moose Jaw SD 1		1992	1994	F189	7 years
Staff Absences	Moose Jaw SD 1		2005	2007	F-148	7 years
Staff aBsences	Red Coat Trail		2002	2003	F230	7 years
Staff Absense	Thunder Creek		2004	2005	F221	7 years
Staff Absentee reports	Red Coat Trail	Sept-Aug	2000	2001	F-49	3 years
Staff Assistant payroll forms	Borderland		1994	1995	F-71	7 years
Staff Changes	Moose Jaw SD 1		1973	1976	F204	3 years
Staff Contract	Our Lady Fatima		1968	1993	F-72	7 years after expiry
Staff List	Prairie South		2006	2007		3 years
Staff Lists	Moose Jaw SD 1		1968	1987	F204	3 years
Staff Lists, Remittances	Red Coat Trail		2005	2006	F-42	3 years
Staff Party	Moose Jaw SD 1		1963	1963	F204	3 years
Staffing	Moose Jaw SD 1		2004	2005	F258	3 years
Statistics	Moose Jaw SD 1		1960	1968	F204	3 years
Statistics Canada	Moose Jaw SD 1		1995	1996	F204	3 years
Stats-enrolments and projections	Thunder Creek		1984	1997	F-123	3 years
Statutory Holiday	Moose Jaw SD 1		1977	1978	F204	3 years
Steno Positions	Moose Jaw SD 1		1978	1981	F204	3 years
STF Fees	Borderland		1990	2000	F257	3 years
STF remittances	Borderland		1985	1994	F257	3 years
STF remittances	Golden Plains		1999	2002	F256	3 years
Stock and Associates	Moose Jaw SD 1		1960	1963	F204	3 years
Stock Partnership Limited	Moose Jaw SD 1	1958, 68-73	1958	1973	F200	3 years
Store Keeper	Moose Jaw SD 1		1970	1970	F200	3 years
Stores Requests	Moose Jaw SD 1		1981	1981	F200	3 years
Strategic Plan	Red Coat Trail		2001	2007	F-136	3 years
Strategic Planning Process	Borderland		1941	1941	F-103	3 years
Strategic Planning Project	Borderland		1991	1991	F-103	3 years
Strikes in Moose Jaw	Moose Jaw SD 1	1921, 42	1921	1942	F215	3 years
STRP-Subs	Prairie South		2007	2007	F-62	3 years
Student Accident Reports	Moose Jaw SD 1		1990	1990	F-7	1 year
Student Accident Reports	Moose Jaw SD 1		1970	1971	F202	1 year
Student Accident Reports	Moose Jaw SD 1		2006	2013	F268	1 year
Student Accident Reports	Thunder Creek		1996	2005	F243	1 year
Student Dismissal Reports	Moose Jaw SD 1	Dates and times	1986	2002	F-5	3 years
Student Evaluation	Moose Jaw SD 1		1973	1975	F200	3 years after student turns 22
Student Evaluations and Letters	Moose Jaw SD 1		1994	1995	F-156	3 years after student turns 22
Student File-Suspensions	Moose Jaw SD 1	DOB 1988 or earlier	2006	2006	F-147	3 years after student turns 22
Student Mark Book	Moose Jaw SD 1	Union School	1897	1902	F-7	3 years after student turns 22
Student Marks-Central Collegiate	Moose Jaw SD 1	Birth Years 82-84	2000	2000	F-140	3 years after student turns 22
Student Marks-Central Collegiate	Moose Jaw SD 1	Birth years 83-85	2000	2001	F-141	3 years after student turns 22
Student Marks-Peacock	Moose Jaw SD 1		1973	1981	F196	3 years after student turns 22
Student Marks-Peacock	Moose Jaw SD 1	1996, 2000-03	1996	2003	F197	3 years after student turns 22
Student Medications	Moose Jaw SD 1		1996	2001	F-179	3 years
Student Records-requests	Moose Jaw SD 1		2003	2004	F267	3 years
Student Supply Lists	Moose Jaw SD 1		1975	1976	F205	3 years
Student Tests, names blacked out-gr 9	Wood River		1999	1999	F218	3 years after student turns 22

Students Tests	Golden Plains		2002	2003	F268	3 years after student turns 22
Study Session-Strike Papers	Moose Jaw SD 1		1977	1977	F200	3 years
Sub days	Moose Jaw SD 1		1997	2005	F246	7 years
Sub Plan	Thunder Creek		1996	1996	F245	7 years
Sub report forms	Moose Jaw SD 1		1992	1993	F-183	7 years
Sub reports	Moose Jaw SD 1		1993	1994	F189	7 years
Sub Sheets	Red Coat Trail		2001	2001	F-58	7 years
Sub Teachers	Borderland		1969	1987	F212	7 years
Sub Time Sheets	Prairie South		2006	2007	F-41	7 years
Sub Unit Annual Meeting	Grayburn	62-66, 69-72, 74-75	1962	1975	F-100	3 years
Subdivision 1-6	Borderland		1960	1997	F235	3 years
Subject Committees	Moose Jaw SD 1		1960	1963	F200	3 years
Submission to Educational Boundaries Commission	Borderland		2000	2000	F257	3 years
Substitute Reports	Moose Jaw SD 1		1991	1992	F-16	3 years
Sub-Stuff	Moose Jaw SD 1	Absentee reports	1995	2001	envelope b	3 years
Successful Negotiations	Moose Jaw SD 1	no date			F200	3 years
Summary Reports	Moose Jaw SD 1		1906	1962	F190	3 years
Summative Reports	Moose Jaw SD 1		1999	2005	F246	3 years
Summer Applications	Moose Jaw SD 1	1976-77, 79, 81	1976	1981	F200	1 year
Summer Career Placement	Thunder Creek		1996	2001	F245	3 years
Summer Casuals	Moose Jaw SD 1	1977, 79, 82	1977	1982	F200	3 years
Summer Games	Moose Jaw SD 1		1972	1972	F200	3 years
Summer Literacy	Moose Jaw SD 1		2004	2005	F246	3 years
Summer School	Moose Jaw SD 1	1958, 63, 66	1958	1966	F200	3 years
Summer School Publications	Moose Jaw SD 1		1938	1940	F200	3 years
Summer Term	Moose Jaw SD 1		1971	1971	F200	3 years
Sun Life	Moose Jaw SD 1		1992	1996	F215	3 years
Sun Life Annual Reports	Moose Jaw SD 1		1976	1992	F215	3 years
Sun Life Instruction Manual	Moose Jaw SD 1		1971	1971	F-174	3 years
Sun Life Pension Employee Certificates	Moose Jaw SD 1		1978	1978	F-174	3 years
Sun Life Pension Termination	Moose Jaw SD 1		1996	1996	F217	3 years
Sun Life Remittances	Moose Jaw SD 1		1978	1981	F-174	3 years
Sun Pension original agreements and amendments	Moose Jaw SD 1		1982	1996	F221	7 years after expiry
Sun pension Study	Moose Jaw SD 1	1975, 90-91	1975	1991	F221	3 years
Superannuation comission	Moose Jaw SD 1		1985	1985	F-137	3 years
Superannuation comission	Moose Jaw SD 1	1952-63, 74-85	1952	1985	F200	3 years
Superannuation receipts	Moose Jaw SD 1		1952	1966	F206	7 years
Superannuations	Moose Jaw SD 1		1951	1962	F206	7 years
Superintendent Bulletins	Moose Jaw SD 1	1957-58, 63	1957	1963	F-160	3 years
Superintendent Reports	Moose Jaw SD 1		1952	1952	F190	3 years
Superintendent Reports	Moose Jaw SD 1	1950-48, 52, 54	1905	1954	F199	3 years
Superintendent Reports	Moose Jaw SD 1	19555, 55-60, 64	1953	1964	F205	3 years
Superintendents Reports	Moose Jaw SD 1	1932, 36-56, 63	1932	1963	F206	3 years
Superintender report on schools	Gravelbourg		1947	1977	F-101	3 years
Superintender Reports	Thunder Creek		2002	2002	F-137	3 years
Supervision Lists	Golden Plains		1988	2005	F241	3 years
Supervisor of School Administration	Borderland		1954	1960	F257	3 years
Supervisor Update	Red Coat Trail		2003	2004	F258	3 years
Supervisory Procedures	Moose Jaw SD 1		1975	1975	F205	3 years
Supplemental Exams	Moose Jaw SD 1		1954	1954	F205	3 years after student turns 22
Support Payroll	Prairie South		2007	2007	F262	7 years
Support Staff Agreement Summary	Thunder Creek		1994	1994	F245	3 years
support time sheets	Thunder Creek		2000	2006	F221	7 years
Surplus Funds Authorization	Borderland		1955	1956	F257	7 years
Survey	Moose Jaw SD 1		1935	1937	F205	3 years
Survey of Employment	Red Coat Trail		1990	1998	F211	3 years
Survey-Jobs in Pawland	Moose Jaw SD 1	no date			F-157	3 years
Suspense	Borderland		1964	1990	F234	7 years
T/4 files	Moose Jaw SD 1		1982	1984	F-137	7 years
T/4 files	Moose Jaw SD 1		1969	1969	F-137	7 years
T/4 files	Moose Jaw SD 1		1987	1987	F-138	7 years
T/4 files	Moose Jaw SD 1		1968	1968	F-138	7 years
T/4 files	Moose Jaw SD 1		1969	1969	F-139	7 years

T/4 files	Moose Jaw SD 1		1985	1985	F-141	7 years
T/4 files	Moose Jaw SD 1		1988	1986	F-148	7 years
T/4 files	Moose Jaw SD 1		1986	1986	F-148	7 years
T/4 files	Moose Jaw SD 1		1970	1970	F-149	7 years
T/4 files	Moose Jaw SD 1		1981	1981	F-150	7 years
T*4	Thunder Creek		1994	1998	F233	7 years
T-4	Thunder Creek		1995	1995	F-112	7 years
T-4 Balancing Reports	Thunder Creek		1993	1993	F-115	7 years
T4 Prelist	Moose Jaw SD 1	1960-79, 94-95	1992	1992	F-181	7 years
T4 Pre-List	Thunder Creek		1993	1993	F-115	7 years
T-4 Profiles	Thunder Creek		1993	1993	F-116	7 years
T4, T4A, Tax	Moose Jaw SD 1		2005	2005	F-72	7 years
T4/PA	Prairie South		2007	2007	F-64	7 years
T4/T4A	Prairie South		2006	2006	F-59	7 years
T4-Pre list	Thunder Creek	1990, 1992, 1994, 1996	1990	1996	F-111	7 years
Table Record Listing	Assiniboia SD 69		1992	1993	F-37	3 years
Take our Kids to Work	Moose Jaw SD 1		2001	2002	F-157	3 years
Task Force-Caretakers program	Moose Jaw SD 1		1968	1968	F205	3 years
Tax Cancellations	Prairie South		2007	2007	F-24	7 years
Tax Forms	Excelsis SD 2944		1931	1931	F211	7 years
Tax Mill rate information	Prairie South		2006	2006	F-25	7 years
Tax Options	Moose Jaw SD 1		1956	1986	F205	7 years
Tax Statements	Legacy Divisions		2005	2005	F-24	7 years
Taxable Assessment Statements	Thunder Creek		1993	1997	F245	7 years
Taxes	Legacy Divisions		2005	2005	F-24	7 years
Taxes	Prairie South		2006	2007	F-24	7 years
TD bank	Mathieu		1975	1983	F-103	7 years
Teacher Absence	Prairie South	School Years	2006	2008	F-86	7 years
Teacher Absences	Moose Jaw SD 1		1941	1951	F190	7 years
Teacher Agreements	Moose Jaw SD 1	1950-51, 61-70, 74, 77, 83	1950	1983	F215	7 years after expiry
Teacher Agreements, provincial	Moose Jaw SD 1	1972, 74-75, 77, 83	1972	1983	F215	7 years after expiry
Teacher Agreements-local	Moose Jaw SD 1		1988	2002	F217	7 years after expiry
Teacher Aid Time Sheets	Red Coat Trail		2003	2003	F-48	7 years
Teacher Aids	Moose Jaw SD 1		1969	1978	F205	3 years
Teacher and Caretaker contracts	Grayburn	not all years	1930	1950	F-100	7 years after expiry
Teacher Assistant Sick Leave	Red Coat Trail		2004	2005	F-49	7 years
Teacher Attendance	Moose Jaw SD 1		1959	1969	F-11	7 years
Teacher Bargaining	Moose Jaw SD 1		1983	1984	F-175	3 years
Teacher Bargaining-local	Moose Jaw SD 1	1976, 85	1976	1985	F209	3 years
Teacher Bargaining-provincial	Moose Jaw SD 1	1977-80, 87-89	1977	1989	F209	3 years
Teacher Certificate of Convention Attendance	Moose Jaw SD 1		1951	1952	F209	3 years
Teacher Classification	Golden Plains		1994	1994	F241	7 years after expiry
Teacher Contracts	Golden Plains		1948	1990	F-92	7 years after expiry
Teacher Contracts	Moose Jaw SD 1	1969-70, 83-85	1969	1985	F-167	7 years after expiry
Teacher Contracts	Our Lady Fatima		1994	1995	F-72	7 years after expiry
Teacher Counselling	Moose Jaw SD 1		1987	1987	F205	3 years
Teacher Deduction Reports	Prairie South		2006	2007	F-39	1 year
Teacher Dental Plan	Mathieu		1986	1988	F-103	7 years
Teacher Group Life	Red Coat Trail		2000	2002	F231	7 years
Teacher Leave Forms	Prairie South		2007	2008	F263	7 years
Teacher lists and Salary Schedules	Wood River		1987	1988	F-101	3 years
Teacher Mark Book, Grade 7	Moose Jaw SD 1	No year indicated but doesn't look recent			F-9	3 years after student turns 22
Teacher negotiations LINC and provincial	Moose Jaw SD 1	1991-94, 98-99	1991	1998	F209	3 years
Teacher Negotiations/Conciliation	Moose Jaw SD 1		1994	1994	F-137	3 years
Teacher negotiations-LINC and Provincial	Moose Jaw SD 1		1998	1997	F207	3 years
Teacher Negotiations-Local	Moose Jaw SD 1		1974	1988	F205	3 years
Teacher Negotiations-provincial	Moose Jaw SD 1		1985	1985	F205	3 years
Teacher pay options	Borderland		1993	1994	F234	3 years
Teacher Payroll	Gravelbourg		1945	1946	F-106	7 years
Teacher Payroll	Prairie South		2007	2008	F-66	7 years
Teacher Payroll	Prairie South	Moose Jaw	2005	2006	F-71	7 years
Teacher Pension reports	Moose Jaw SD 1		1960	1995	F-181	3 years
Teacher Posting	Prairie South		2008	2008	F222	3 years



Teacher Record Cards	Moose Jaw SD 1	Not all years	1949	1961	F-7	3 years
Teacher Recruitment/retention	Moose Jaw SD 1		2002	2005	F252	3 years
Teacher Recruitment/retention	Prairie South		2006	2006	F252	3 years
Teacher Reports	Moose Jaw SD 1		1981	1982	F-175	3 years
Teacher Reports	Moose Jaw SD 1		1972	1972	F194	3 years
Teacher Reports-Assiniboia	Red Coat Trail		1988	1995	F230	3 years
Teacher Resignations	Wood River		1953	1987	F-92	7 years
Teacher Salary Agreement	Moose Jaw SD 1		1966	1966	F190	7 years after expiry
Teacher Salary Agreement	Moose Jaw SD 1		1972	1972	F194	7 years after expiry
Teacher Services	Borderland		1974	1990	F235	3 years
Teacher Supervision	Borderland		1997	1998	F242	3 years
Teacher Supply and Demand	Moose Jaw SD 1		1966	1966	F209	3 years
Teacher Surveys	Thunder Creek		2000	2000	F241	3 years
Teacher Termination	Red Coat Trail		1997	2000	F242	7 years
Teacher Time Sheets	Our Lady Fatima		1996	1996	F-58	7 years
Teacher's Alliance	Moose Jaw SD 1		1941	1941	F205	3 years
Teacher's Annuity Group Insurance	Moose Jaw SD 1		1980	1982	F-174	7 years
Teacher's Annuity Plan	Mathieu	82, 87	1982	1987	F-103	7 years after expiry
Teacher's convention	Moose Jaw SD 1		1939	1939	F209	3 years
Teacher's Lump Sum	Mathieu		1985	1988	F-103	7 years
Teacher's Monthly Reports and Time Sheets	Our Lady Fatima		1995	1995	F-58	7 years
Teachers on staff-yearly	Borderland		1958	1982	F212	3 years
Teacher's Salary Schedule	Mathieu		1974	1976	F-103	3 years
Teacher's Superannuation	Borderland		1987	1993	F235	7 years
Teacher's Superannuation	Red Coat Trail		2000	2002	F231	7 years
Teacher's Superannuation Commission Form	Assiniboia SD 69		1953	1965	F-104	3 years
Teaching Applications	Our Lady Fatima		1987	1994	F-72	1 year
Tech Agriculture course given	Moose Jaw SD 1		1935	1937	F199	3 years
Tech initiative	Golden Plains		1998	1998	F224	3 years
Tech School Committee	Moose Jaw SD 1		1957	1958	F199	3 years
Technical School correspondence, financial information	Moose Jaw SD 1	Construction of Peacock, costs, Funding etc	1929	1934	F-11	3 years
Technology Committee	Golden Plains		2003	2005	F241	3 years
Technology/Computer Contracting	Moose Jaw SD 1		1997	1997	F-28	3 years
Temperance Education	Moose Jaw SD 1		1946	1946	F209	3 years
Tenders	Moose Jaw SD 1		1965	1968	F209	3 years
Terminated	Moose Jaw SD 1		1975	1979	F209	7 years
Termination of Employment	Moose Jaw SD 1		2002	2005	F246	7 years
Termination of Employment	Wood River		1985	1989	F-101	7 years
Test Results	Moose Jaw SD 1	1957-58, 66	1957	1966	F209	3 years after student turns 22
The Principal Portfolio	Wood River	no date			F227	3 years
Thiessen	Moose Jaw SD 1		1968	1970	F207	3 years
Thomdike intelligence tests	Thunder Creek		1976	1976	F221	3 years after student turns 22
Thunder Creek cheques	Thunder Creek	10037-10999, 63091-63999			F-107	no requirement
Thunder Creek day Files	Thunder Creek		2005	2005	F-150	3 years
Thunder Creek Schools-Subs	Prairie South		2007	2007	F-62	7 years
Time Sheats-EA's	Moose Jaw SD 1		2004	2005	F-171	7 years
Time Sheets	Golden Plains		2005	2005	F-93	7 years
Time Sheets	Golden Plains		2002	2003	F-93	7 years
Time Sheets	Moose Jaw SD 1		1961	1965	F192	7 years
Time Sheets	Our Lady Fatima		1988	1993	F-58	7 years
Time Sheets	Prairie South	Moose Jaw	2006	2006	F-44	7 years
Time Sheets	Red Coat Trail		2005	2006	F-43	7 years
Time Sheets - Aides	Borderland	Sept-Aug	1994	1997	F-71	7 years
Time Sheets- Spares	Prairie South		2006	2006	F-55	7 years
Time Sheets-Admin Assistants Moose Jaw	Moose Jaw SD 1		2004	2005	F-56	7 years
Time Sheets-Admin Assistants Moose Jaw	Prairie South		2005	2006	F-55	7 years
Time sheets-caretakers	Moose Jaw SD 1		2000	2004	F216	7 years
Time Sheets-Caretakers	Prairie South		2006	2006	F-55	7 years
Time Sheets-caretakers and maintenance	Borderland		2002	2004	F-83	7 years
Time Sheets-caretaking	Borderland	Sept -Aug	1993	2001	F-82	7 years
Time Sheets-caretaking	Red Coat Trail		1998	1998	F-80	7 years
Time Sheets-Craik Eyebrow	Prairie South		2006	2006	F-55	7 years
Time Sheets-CUPE 10 month	Prairie South		2007	2008	F-75	7 years

Time Sheets-Maintenance	Borderland	Sept -Aug	1997	1998	F-82	7 years
Time Sheets-Maintenance	Red Coat Trail		1999	1999	F-80	7 years
Time Sheets-Office	Moose Jaw SD 1	2006 - August 2008	2006	2008	F-139	7 years
Time Sheets-School Assistants	Prairie South		2005	2006	F-56	7 years
Time Sheets-Sub Aides	Prairie South		2005	2006	F-56	7 years
Time Sheets-Sub Teacher	Prairie South		2005	2006	F-56	7 years
Time Sheets-Sub Teachers and Aides	Moose Jaw SD 1		2004	2005	F-56	7 years
Time Sheets-Support Staff	Borderland	Sept -Aug	1995	2000	F-82	7 years
Time Sheets-Support Staff	Borderland	Sept-Aug	2000	2004	F-83	7 years
Time Sheets-Support Staff	Prairie South		2006	2006	F-55	7 years
Time Sheets-teacher aids	Moose Jaw SD 1	1990-94, 97-01	1990	2001	F216	7 years
Time Tables	Moose Jaw SD 1	1936-37, 62-63	1936	1963	F208	3 years
Timesheets	Prairie South		2007	2008	F-70	7 years
Timesheets	Thunder Creek		1980	1981	F-134	7 years
Timesheets R-Z	Prairie South		2006	2007	F-63	7 years
Timesheets/Remittances	Golden Plains		2005	2006	F-58	7 years
Timesheets-Casual Support, Spare Bus Drivers	Prairie South		2007	2008	F-154	7 years
Timesheets-Casual Support, Spare Bus Drivers	Prairie South		2007	2008	F-155	7 years
Timesheets-Janitor/Maintenance	Borderland		2005	2005	F-65	7 years
Timesheets-Maintenance	Moose Jaw SD 1		1990	1994	F-179	7 years
Timesheets-support	Borderland		2004	2005	F-65	7 years
Toronto Conservatory of Music	Moose Jaw SD 1		1951	1951	F-20	3 years
Town of Lafleche-Taxes	Mathieu		1972	1985	F-103	7 years
Traffic Advisory	Moose Jaw SD 1		1993	2002	F246	3 years
Traffic Advisory	Moose Jaw SD 1		1971	1991	F248	3 years
Traffic Bylaw	Moose Jaw SD 1		2004	20005	F246	3 years
Training	Moose Jaw SD 1		2001	2002	F248	3 years
Tramutic Incident Protocol	Red Coat Trail		2001	2001	F-136	3 years
TRANE	Moose Jaw SD 1		1954	1954	F208	3 years
Transfer of Districts to Moose Jaw and Herbert	Wood River		1959	1959	F246	3 years
Transfer of Tax Property	Red Coat Trail		1987	2000	F257	3 years
Transfer Requested	Moose Jaw SD 1		1939	1940	F208	3 years
Transfer Requests	Moose Jaw SD 1		1996	1997	F207	3 years
Transfer Requests	Moose Jaw SD 1		1998	2002	F248	3 years
Transitional Grade 8	Moose Jaw SD 1		1968	1968	F208	3 years
Transportation Arrangements	Thunder Creek		2002	2005	F245	3 years
Transportation-Urban	Moose Jaw SD 1		1975	1980	F208	3 years
Tremco News	Moose Jaw SD 1		1942	1942	F190	3 years
Tri City Surveys-eyebrow	Davidson		1979	1979	F261	3 years
Trial Balance	Red Coat Trail		1996	1997	F-119	7 years
Trial Balance	Thunder Creek		2004	2004	F-76	7 years
Trial Balance, Journal Proof List	Borderland		2003	2003	F-118	7 years
Trial Balances	Prairie South		2005	2005	F250	7 years
Tri-Board Committee	Moose Jaw SD 1		1990	2005	F237	3 years
Trust Account	Moose Jaw SD 1		1959	1959	F208	7 years
Trustees	Moose Jaw SD 1		1969	1969	F208	3 years
Trustees Association	Borderland		1950	1961	F257	3 years
Trustees Convention	Moose Jaw SD 1		1968	1968	F208	3 years
Trustees Indemnity	Moose Jaw SD 1		1973	1983	F208	7 years
Trustees Orientation	Moose Jaw SD 1		1997	2000	F246	3 years
Tuition	Borderland		1991	1995	F223	7 years
Tuition	Mathieu	78, 85	1978	1985	F-103	7 years
Tuition	Moose Jaw SD 1		1970	1984	F208	7 years
Tuition	Prairie South		2006	2008	F-27	7 years
Tuition - Thunder Creek	Moose Jaw SD 1		1978	1983	F209	7 years
Tuition Billing	Moose Jaw SD 1		1997	2001	F253	7 years
Tuition Fee Billings, DND	Moose Jaw SD 1	1978-82, 88-90, 92-94	1978	1994	F208	7 years
Tuition Fee Billings-DND, Thunder Creek	Moose Jaw SD 1		1971	1979	F208	7 years
Tuition Fee Billings-other School Units	Moose Jaw SD 1		1973	1992	F208	7 years
Tuition Fee Reports	Moose Jaw SD 1		1972	1978	F208	7 years
Tuition for other boards	Moose Jaw SD 1		1986	1995	F207	7 years
Tuition for Thunder Creek	Moose Jaw SD 1		1992	1994	F207	7 years
Tuition Thunder Creek	Moose Jaw SD 1	1983-85, 87-92, 95-97	1983	1997	F208	7 years

Tuition-Holy Trinity	Moose Jaw SD 1	1969-79, 87	1969	1987	F208	7 years
Unemployment insurance	Mathieu		1975	1989	F-103	7 years
Unemployment insurance	Moose Jaw SD 1	1948, 51-53, 59, 62-63	1948	1963	F207	7 years
Union Contract	Moose Jaw SD 1		1970	1975	F207	7 years after expiry
Union dues	Moose Jaw SD 1	1953-59, 62-63, 75-83	1953	1983	F207	7 years
Union Negotiations	Moose Jaw SD 1	1971-74, 77-79	1971	1979	F207	3 years
Unions	Borderland		1963	1965	F212	3 years
United Appeal	Moose Jaw SD 1	1962, 65, 74-78	1962	1978	F207	3 years
United Way	Moose Jaw SD 1		1980	1980	F207	3 years
Unitarian Service Committee	Moose Jaw SD 1		1968	1980	F207	3 years
Universities	Moose Jaw SD 1	63,65,69-71 Superintendent Reports 1912, 17, 18; tech school; Outline of historical events	1963	1971	F-20	3 years
University Art Class	Moose Jaw SD 1		1907	1947	F-20	3 years
University of Saskatchewan	Moose Jaw SD 1	52,58,63,66,68-83	1952	1983	F-20	3 years
Unused Cheque vouchers	Hay Meadow 4241				F-99	no requirement
US Money Orders	Moose Jaw SD 1		1975	1983	F207	7 years
Utility payments	Wood River		1960	1962	F-100	7 years
Vacations	Moose Jaw SD 1	1972-84,88,89	1972	1989	F-20	7 years
Vacations-Caretakers	Moose Jaw SD 1	1986,89-95	1986	1995	F-20	7 years
Vacations-etc	Moose Jaw SD 1		1971	1986	F-20	7 years
Vacations-Offseason	Moose Jaw SD 1		1988	1988	F-20	7 years
Vacuum Model TV6	Moose Jaw SD 1		1976	1976	F-20	no requirement
Vandalism	Moose Jaw SD 1		1969	1979	F-20	3 years
Vanier Collegiate	Moose Jaw SD 1		1985	1985	F267	3 years
Viceroy School Closure	Red Coat Trail		2002	2002	F260	3 years
Victoria School - correspondence	Moose Jaw SD 1		1949	1949	F-15	3 years
Victoria School - general	Moose Jaw SD 1		1965	1978	F-15	3 years
Victoria School Furnace Explosion	Moose Jaw SD 1		1963	1963	F-15	3 years
Victoria School Inspector Reports	Moose Jaw SD 1		1937	1988	F-15	3 years
Village Janitors	Moose Jaw SD 1		1946	1947	F-106	3 years
Visitor's Notices	Moose Jaw SD 1	No year indicated but doesn't look recent			F-15	3 years
Visual Education Committee	Moose Jaw SD 1		1946	1947	F-15	3 years
Voc-Ed Committee	Moose Jaw SD 1		1964	1985	F-15	3 years
VOID ROE forms	Moose Jaw SD 1		2001	2001	F199	7 years
VOIP	Prairie South		2006	2008	F248	3 years
Volunteers-Extra Curricular	Moose Jaw SD 1		1999	1999	F248	3 years
Voter Registration Forms	Borderland		1985	1985	F228	3 years
Wages	Moose Jaw SD 1		1941	1941	F-15	7 years
Waldo	Moose Jaw SD 1		1966	1966	F-15	3 years
War Emergency Training Certificates	Moose Jaw SD 1		1942	1942	F-180	3 years
War Emergency Training Program and Canadian Vocational Training	Moose Jaw SD 1		1937	1942	History	3 years
War Saving Stamps	Moose Jaw SD 1		1941	1941	F-15	3 years
War Savings Certificates	Moose Jaw SD 1		1942	1944	F-15	3 years
Water	Red Coat Trail		2004	2005	F237	3 years
Water and Sewer-all schools	Moose Jaw SD 1		1981	1981	F-15	3 years
WCB	Mathieu		1972	1989	F-103	7 years
WCB	Moose Jaw SD 1		1996	1996	F-15	7 years
WCB	Moose Jaw SD 1		1968	1986	F-19	7 years
WCB	Moose Jaw SD 1		1955	1960	F-19	7 years
WCB	Moose Jaw SD 1		1952	1953	F-19	7 years
WCB	Moose Jaw SD 1		1962	1962	F-19	7 years
WCB	Moose Jaw SD 1		1965	1965	F-19	7 years
Welding Department	Moose Jaw SD 1		1958	1958	F-15	3 years
Westmount Delegation-staffing	Moose Jaw SD 1		2000	2000	F248	3 years
Westmount School Inspector Reports	Moose Jaw SD 1		1937	1937	F-15	3 years
William Grayson-care and share	Moose Jaw SD 1		2002	2002	F248	3 years
William Grayson-letter re school use	Moose Jaw SD 1		1963	1963	F-15	3 years
William Grayson-letters requesting proof of age	Moose Jaw SD 1		1958	1958	F-15	3 years
Willowbunch #4, Milestone #12 - unit organization	Borderland		1955	1955	F212	3 years
Winter Games	Moose Jaw SD 1		1978	1978	F-19	3 years
Women's Christian Temperance Union	Moose Jaw SD 1		1969	1975	F-15	3 years
Wood Mountain Cost Analysis	Borderland		1991	1992	F212	3 years
Wood Mountain School	Borderland		1994	1995	F212	3 years

Wood Mountain School Closure	Borderland		1991	1994	F257	3 years
Wood Mounts School Closure	Borderland		1993	1993	F212	3 years
Wood River	Wood River	1962-63, 66	1962	1966	F223	3 years
Woodwork Department	Moose Jaw SD 1		1949	1949	F-19	3 years
Woolco	Moose Jaw SD 1		1988	1991	F-19	3 years
Work Experience	Moose Jaw SD 1		1991	1991	F-139	7 years
Work Experience Application form	Moose Jaw SD 1		2007	2007	F-157	7 years
Work Experience Employer Evaluations	Moose Jaw SD 1		2001	2005	F-156	3 years
Work Experience Learning Consent-WCB-Peacock	Moose Jaw SD 1		2002	2006	F-157	7 years
Work Experience Placement Agreements	Moose Jaw SD 1		1995	2007	F-157	7 years past expiry
Worker's Compensation	Our Lady Fatima		1994	1998	F-58	7 years
Workmen's Compensation board	Borderland		1999	2006	F261	7 years
World Curling	Moose Jaw SD 1		1982	1983	F-19	3 years
XMAS-Chairs-Risers	Moose Jaw SD 1	CUPE contract and position papers-Scanned	1976	1978	F-19	3 years
XYZ Bus	Moose Jaw SD 1		1974	1974	F-19	7 years past expiry
Year End Financial Files	Moose Jaw SD 1		1995	1995	F-142	7 years
Year end financial files	Moose Jaw SD 1		1988	1986	F-148	7 years
Year end Financial Files	Moose Jaw SD 1		1992	1992	F-147	7 years
Year End Financial Files and payroll	Moose Jaw SD 1		1993	1993	F-143	7 years
Year End Financial Files and payroll	Moose Jaw SD 1		1994	1994	F-144	7 years
Year End Financial Files and payroll	Moose Jaw SD 1		1990	1990	F-145	7 years
Year End Marks	Moose Jaw SD 1	Prince Arthur	1944	1970	F-10	3 years after student turns 22
Year End Marks	Moose Jaw SD 1	Victoria	1943	1969	F-10	3 years after student turns 22
Year End Marks	Moose Jaw SD 1	Prince Arthur	1971	1974	F-10	3 years after student turns 22
Year End Questions	Moose Jaw SD 1		2005	2005	F-24	7 years
Year End Reports	Borderland		1994	1994	F-68	7 years
Year End Reports	Thunder Creek		1999	1999	F-68	7 years
Year End Revenue and Expenditure, Monthly Trial Balance	Red Coat Trail		2003	2003	F-118	7 years
Year End Revenue and Expenditure, Monthly Trial Balance	Red Coat Trail		2000	2000	F-118	7 years
Year End Revenue and Expenditure, Monthly Trial Balance	Red Coat Trail		2001	2002	F-118	7 years
Year end working paper files	Moose Jaw SD 1		1991	1991	F221	7 years
Year to date earnings	Moose Jaw SD 1		1997	1997	F-151	7 years
Year to Date hours	Moose Jaw SD 1		1998	1998	F-163	7 years
Year-end	Thunder Creek		2001	2001	F-76	7 years
Year-End	Thunder Creek		2002	2002	F-76	7 years
Year-End	Thunder Creek		2004	2004	F-77	7 years
Year-end - Business	Prairie South		2006	2007	F-24	7 years
Year-end files	Moose Jaw SD 1		2004	2004	F-105	7 years
Year-end financial files	Moose Jaw SD 1		1972	1973	F186	7 years
Yearly returns	Assiniboia SD 69		1961	1969	F-105	3 years
YMCA	Moose Jaw SD 1	1958,63,69-77	1958	1977	F-19	3 years
Youth Employment Services	Moose Jaw SD 1		1980	1984	F-19	3 years
Youth Link program for disabled-Braille Version	Moose Jaw SD 1	no date unless in Braille			F217	3 years
Youth Year Grants	Moose Jaw SD 1		1986	1988	F-19	7 years
YTD payroll	Moose Jaw SD 1		2000	2000	F-183	7 years
Zone Meetings	Borderland		1950	1954	F257	3 years
Zone Meetings	Golden Plains		1948	1989	F246	3 years

# AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	5.6
<b>Topic:</b>	<b>Monthly Reports</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Attached are the following reports for Board approval:

1. Teacher Absences and Substitute Usage for the period May 22 – June 30, 2015.
2. Tender Report for the period May 22 – August 3, 2015.
3. Incidents of Concern

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen Ron Purdy Derrick Huschi	August 5, 2015	<ol style="list-style-type: none"> <li>1. Teacher Absences and Substitute Usage</li> <li>2. Tender Report</li> <li>3. Incidents of Concern</li> </ol>

***Recommendation:***

That the Board accept the monthly reports as presented.

## Teacher Absences & Substitute Usage

**Date Range:** May 22, 2015 to June 30, 2015

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible 8887.62 days
Compassionate Leave	35.4	2.01%	28.3	79.89%	0.30%
Competition Leave	0.0	0.00%	0.0	0.00%	0.00%
Convocation Leave	36.3	2.06%	20.6	0.00%	0.31%
Court/Jury	0.0	0.00%	0.0	0.00%	0.00%
Education Leave	7.0	0.40%	3.0	0.00%	0.06%
Emergency Leave	1.4	0.08%	1.4	0.00%	0.01%
Executive Leave	10.5	0.60%	4.5	0.00%	0.09%
Extra/Co-curr Teach	87.3	4.97%	73.6	84.34%	0.74%
FACI Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
HUMA Meet/PD	8.6	0.49%	7.0	81.40%	0.07%
Illness - Teacher	192.7	10.97%	165.5	85.92%	1.63%
Illness - Long Term	171.3	9.75%	0.0	0.00%	1.45%
Internship Seminar	0.0	0.00%	0.0	0.00%	0.00%
LRNG Meet/PD	64.0	3.64%	60.0	93.75%	0.54%
Medical/Dental Appt	185.1	10.53%	152.4	82.35%	1.56%
Noon Supervision Day	52.0	2.96%	42.4	81.53%	0.44%
Paternity Leave	0.0	0.00%	0.0	0.00%	0.00%
PD DEC Teachers	46.9	2.67%	45.3	96.61%	0.40%
PP Teacher	31.9	1.82%	21.8	68.28%	0.27%
Prep Time	546.0	31.07%	532.7	97.58%	4.61%
PSTA	1.1	0.06%	1.1	0.00%	0.01%
Rec. Of Service	132.3	7.53%	106.2	80.27%	1.12%
Secondment	3.0	0.17%	2.0	66.67%	0.03%
SOEH Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
SONO Meet/PD	101.2	5.76%	91.7	90.64%	0.85%
SOSO Meet/PD	8.2	0.47%	8.2	100.00%	0.07%
STF Business - Invoice	3.6	0.20%	3.6	100.00%	0.03%
Unpaid Sick Leave	20.0	1.14%	9.0	45.00%	0.17%
TRAN Meet/PD	0.0	0.00%	0.0	0.00%	0.00%
Leave Without Pay	11.3	0.65%	8.3	73.54%	0.10%
<b>Total Absences</b>	<b>1756.9</b>	<b>100.00%</b>	<b>1388.7</b>	<b>79.04%</b>	<b>14.83%</b>

**Teachers (FTE)**  
**423.22**

**# of teaching Days**  
**28**

**Possible Days**  
**11850.16**



## **Tender Report for the period May 22, 2015 to August 3, 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 request for quotations was issued to replace the air conditioning unit at the 9<sup>th</sup> Avenue office. The quote was awarded to Precise Temp Refrigeration of Regina for a cost of \$37,977.45
- A tender was issued for a storage area network. The tender was awarded to CDW Canada for a cost of \$84,649.85.

INCIDENTS OF CONCERN TO BOARD							August 11, 2015
Date of Incident	Male	Female	Suspension	Alternative to Suspension	Violent Threat Risk Assessment	# Days	Comments
May 25, 2015	X			X		5	Disruptive & impulsive behaviour; physical or verbal violence; risky behaviours
May 27, 2015		X		X		3	Defiance
June 1, 2015	X				X		Violent Threat Risk Assessment
May 2, 2015	X			X		5	Attendance/truancies
May 2, 2015	X			X		3	Apathy & lack of motivation; attendance
May 9, 2015	X			X		5	Disruptive & impulsive behaviour; apathy & lack of motivation
June 8, 2015	X			X		3	Apathy & lack of motivation; skipping DT's
June 5, 2015	X				X		Violent Threat Risk Assessment
June 2, 2015	X				X		Violent Threat Risk Assessment
June 16, 2015	X			X			Risky behaviours; attendance/truancies

## AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	8.1
<b>Topic:</b>	<b>Inquiry: Voting Boundaries for Elections</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:**

The following inquiry was made at the June 2, 2015 regular board meeting:  
Can the voting boundaries for Prairie South elections reflect the catchment areas in rural areas?

**Current Status:**

The Board may make an application to the Minister of Education for a change in subdivisions.

The catchment areas are used to determine school attendance/transportation within the subdivisions. The school division subdivision boundaries are used to identify electoral areas and are identified in the Minister Order that was used to establish the division.

A Minister's Order will be required to finalize any changes to the subdivisions; this requires approval by the Minister and in some cases the adjacent school division if the boundary between two requires amendment.

If the Board chooses to make an application to the Minister for a change in subdivisions the reasons would need to be stated with a description of what the proposed changes are complete with land descriptions and any other pertinent information.

Based on previous information we had following are the variables the Ministry considers:

Boundaries are based on the number of electors not where students attend school.

They tried to keep an equitable distribution of voters between subdivisions.

They looked at accessibility and natural hindrances to access. (Access roads, hills, rivers, lakes etc.)

They tried to keep the variance in electoral population to less than 25% between subdivisions. Zero was the preferred amount.

They tried to ensure that all growth areas were not in one subdivision to minimize the frequency of boundary changes.

A review must be requested at least 1 year prior to an election (I forget whether she said it needed to be completed or requested 1 year prior).

Requests to change boundaries based on the fact that students attend a school outside of their electoral subdivision have been denied in the past.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:** This will create changes in subdivisions.

**Legal Implications:** Ministers Order required.

**Communications:**

Prepared By:	Date:	Attachments:
Bernie Girardin	August 4, 2015	Relevant sections of The Education Act

***Recommendation:***

Board decision on whether or not to proceed.

The Education Act, 1995

### PART III

#### Local Government Administration

#### SCHOOL DIVISIONS, CONSEIL SCOLAIRE AND FRANCOPHONE EDUCATION AREAS

##### School divisions and sub-divisions

40(1) A school division consists of any portion of Saskatchewan that is designated pursuant to this Act to be the unit for local governance of schools and for the provision and administration of educational services in those schools.

(2) A school division that comprises an area greater than 1,295 square kilometres is to be divided into any number of sub-divisions that may be required for the purposes of the election of the number of members of the board of education prescribed pursuant to clause 42(1)(e).

(3) Where a school division comprises an area of 1,295 square kilometres or less, the minister may, on the application of the board of education, divide that division into sub-divisions in accordance with subsection (2) or clause (5)(b).

(3.1) Where a majority of electors who cast a ballot in a vote, that is held in accordance with the regulations, indicate that they wish to have the school division divided into sub-divisions, the school board shall apply to the minister to divide the school division into sub-divisions.

(4) The minister shall determine the boundaries of each sub-division created pursuant to this section.

(5) Notwithstanding subsection (2), where a school division described by subsection (2) includes a town or city and there is to be more than one member of the board of education representing that town or city, the minister may:

- (a) divide the entire school division into sub-divisions;
- (b) divide only that portion of the school division located outside the town or city into sub-divisions;
- (c) divide only that portion of the school division located inside the city or town into sub-divisions; or
- (d) decide not to divide the school division into sub-divisions.

(6) Where a school division is divided into sub-divisions pursuant to clause (5)(b):

- (a) one person is to be elected as a member of the board of education from each sub-division; and
- (b) the other members of the board of education are to be elected at large from the area of the school division located in the town or city.

(7) Where a school division is divided into sub-divisions pursuant to clause (5)(c):

- (a) the electors of each sub-division of the town or city shall elect one member as the member of the board of education for that sub-division; and
- (b) the members of the board of education to be elected from the area of the school division outside the town or city are to be elected at large by the electors resident in the area outside that town or city.

(8) Where the minister pursuant to clause (5)(d) decides not to divide a school division into sub-divisions:

- (a) the members of the board of education to be elected from the town or city are to be elected at large by the electors resident in that town or city; and
- (b) the members of the board of education to be elected from the area of the school division outside the town or city are to be elected at large by the electors resident in the area outside that town or city.

(9) Notwithstanding clause (6)(a) or (7)(a) but subject to the regulations, where a school division is divided into sub-divisions pursuant to clause (5)(b) or (5)(c), the minister may approve a request from the board of education to allow for the election of more than one representative from each sub-division to serve as members of the board of education.

#### Order establishing school division – first election

42(1) Every order establishing a school division must:

- (a) assign a distinguishing name and number to the school division;
- (b) state the date the school division is established;
- (c) designate the boundaries of the school division;
- (d) define, where applicable, the boundaries of the sub-divisions of the school division and assign a number to each of them;
- (e) state the number of members, which shall be not less than five nor more than 10, that constitutes the board of education;
- (f) provide for the holding of an election of the members of the board of education and for all matters necessary and incidental to the holding of that election, including:
  - (i) the designation of the date on which the newly elected members assume office;
  - (ii) the designation of the last date for the receipt of nominations;
- (g) make provision for the vesting of assets and liabilities.

(6) Every minister's order made pursuant to this section must be published in the Gazette.

#### Alteration of boundaries of divisions and sub-divisions

54(1) The minister may, by order, alter the boundaries of a school division or the boundaries of a sub-division:

- (a) on the petition of one or more electors with respect to parcels of land owned or leased by the elector or electors;
- (b) on the request, separately or jointly, of two or more boards of education with respect to land that is within, or contiguous to, the school divisions concerned;
- (c) on the request of a board of education;
- (d) when it is considered by the minister to be in the interests of education to do so;
- (e) Repealed. 2010, c.22, s.3.

(2) No alteration of the boundary of a separate school division is to be effected pursuant to subsection (1) without the written consent of the board of education of that separate school division.

(3) The minister may, in his or her discretion, by order:

- (a) create a sub-division and provide for the election and term of office of a member to represent the sub-division on the board of education;
- (b) create a sub-division consisting of one or more Indian reserves or parts of Indian reserves where the board of education has entered into an agreement with an Indian band or with the Government of Canada;



- (c) transfer any sub-division created pursuant to clause (b) from one school division to another where the council of one of the Indian bands or the councils of the Indian bands in the sub-division and the school divisions to be affected by the transfer agree to it;
- (d) disestablish a sub-division;
- (e) renumber sub-divisions.

(3.1) Notwithstanding any other provision of this Act, the minister, in his or her discretion, may, by order, alter the boundaries of a school division to incorporate one or more Indian reserves or parts of Indian reserves into the school division without creating a sub-division, if:

- (a) the board of education and the Indian band have entered into an agreement; and
- (b) the board of education and the Indian band request the minister to alter the boundaries of the school division to incorporate one or more Indian reserves or parts of Indian reserves into the school division without creating a sub-division.

(3.2) Notwithstanding any other provision of this Act, the minister, in his or her discretion, may, by order, transfer any area incorporated into a school division pursuant to subsection (3.1) from one school division to another school division if the Indian band or Indian bands, as the case may require, and the school divisions affected by the transfer agree to the transfer.

(4) Notwithstanding any other provision of this Act, the minister may exercise the authority vested in him or her pursuant to clause (3)(b) where the school division in which the sub-division is to be created is not divided into sub-divisions.

(5) Notwithstanding any other provision of this Act, where a subdivision is created pursuant to clause 3(b), the number of members of the board of education is to be increased by one member for that sub-division.

(6) In accordance with the procedures set out in The Local Government Election Act, the electors:

- (a) in each sub-division created pursuant to subsection (4) shall elect one member of the board of education; and
- (b) in that portion of a school division that is not divided into sub-divisions in which a sub-division is newly created pursuant to subsection (4) shall elect the remaining members of the board of education at large.

(7) Where a division includes most or all of a town or city and the limits of that town or city are altered to include lands that are not within the division, the boundaries of the division are deemed to be similarly altered to include those lands.

#### Board of education for division

61 Each school division must have a board of education consisting of the number of members specified in the minister's order mentioned in section 42, or in a subsequent amending order.

# AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	8.2
<b>Topic:</b>	<b>Preventative Maintenance Renewal Plan Approval</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:** On June 2, 2015 the board approved the three year PMR plan.

**Current Status:** A letter has been received indicating that the ministry has approved the Three Year PMR plan as approved by the board

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	June 15, 2015	Letter from Ministry

***Recommendation:***

This is information only.



Government  
— of —  
Saskatchewan

Ministry of Education  
4<sup>th</sup> Floor, 2220 College Ave.  
Regina, Canada S4P 4V9

June 8, 2015

Mr. Tony Baldwin  
Director of Education  
Prairie South School Division No. 210  
15 Thatcher Drive East  
MOOSE JAW SK S6J 1L8

Dear Mr. Baldwin:

The Ministry of Education has approved the Three Year Preventative Maintenance and Renewal (PMR) Plan as submitted on June 4, 2015.

Any amendments to your plan will require ministry approval. Please complete the PMR Plan Amendment Form which is available on the government website as below:

<http://www.education.gov.sk.ca/infrastructure>

Please email the completed amendment form to [EDInfrastructure@gov.sk.ca](mailto:EDInfrastructure@gov.sk.ca).

Please contact myself at 306-798-2115 or [alicia.mcewen@gov.sk.ca](mailto:alicia.mcewen@gov.sk.ca), if you require any clarification.

Sincerely,

Alicia McEwen  
Facilities Consultant, Infrastructure

cc: Bernie Girardin, Chief Financial Officer, Prairie South School Division No. 210  
Darren Baiton, Manager of Facilities, Prairie South School Division No. 210

## AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	8.3
<b>Topic:</b>	<b>Student Scholarship Recipients</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information		

**Background:** The Government of Saskatchewan recognizes recipients of some scholarships.

**Current Status:** Two AE Peacock Collegiate students have been awarded scholarships and have been recognized by Minister Morgan in the attached correspondence. Lexie Spratt has been awarded a scholarship from the Prince of Wales and Duchess of Cornwall Fund and Alia Aluma Baigent has been awarded the Queen's Diamond Jubilee Scholarship.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	July 31, 2015	• Letters (2) from Minister Morgan

***Recommendation:***

Information only.



Government  
— of —  
Saskatchewan

Minister of Education  
Legislative Building  
Regina, Canada S4S 0B3

June 18, 2015

Alia Aluma Baigent  
Albert E. Peacock Collegiate  
145 Ross St E  
MOOSE JAW, SK S6H 0S3

Dear Alia:

On behalf of the Ministry of Education and the Saskatchewan Association for Community Education, I am pleased to advise that you are a successful recipient of the Queen's Diamond Jubilee Scholarship. Many worthy, outstanding students were nominated for this scholarship. Congratulations on being selected.

In 2012, Queen Elizabeth II became only the second British Monarch to celebrate a Diamond Jubilee, marking the 60th anniversary of her accession to the throne. In her honour, the Premier announced the Queen's Diamond Jubilee Scholarship for Grade 12 students attending community schools, to assist in their transition into post-secondary studies at a university or technical institute.

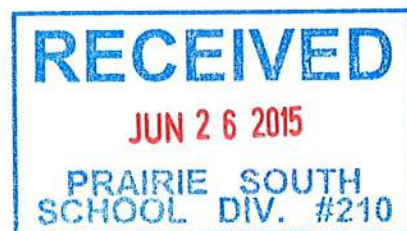
This scholarship recognizes your leadership and commitment to your education, your school and your community. It is intended to provide some support as you continue to pursue and achieve your goals.

You will receive the \$1000 scholarship upon confirmation of your enrollment in the fall of 2015 to support you in completing your post-secondary education.

Best wishes for success as you pursue your post-secondary education and training opportunities.

Sincerely,

Don Morgan, Q.C.



cc: Dustin Swanson, Principal, Albert E. Peacock Collegiate  
Dr. Shawn Davidson, Board of Education Chairperson, Prairie South School Division  
Tony Baldwin, Director of Education, Prairie South School Division  
Melinda Brown, President, Saskatchewan Association for Community Education



Government  
— of —  
Saskatchewan

Minister of Education

Legislative Building  
Regina, Canada S4S 0B3

June 18, 2015

Lexie Spratt  
Albert E. Peacock Collegiate  
145 Ross St E  
MOOSE JAW SK S6H 0S3

Dear Lexie:

On behalf of the Ministry of Education and the Saskatchewan Association for Community Education, I am pleased to advise that you are a successful recipient of the Prince of Wales and Duchess of Cornwall Fund. Many worthy, outstanding students were nominated. Congratulations on being selected.

The Prince of Wales Scholarship was created in 2001 to commemorate His Royal Highness' visit to Saskatchewan. Funds are awarded to Grade 11 students attending community schools to provide financial assistance while they complete Grade 12. In 2012, the scholarship was renamed The Prince of Wales and Duchess of Cornwall Fund during their visit to the province.

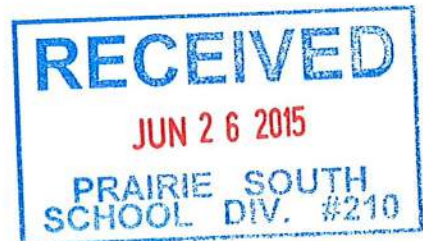
This scholarship recognizes your leadership and commitment to your education, your school and your community. It is intended to provide some support as you continue to pursue and achieve your goals.

You will receive the first installment of your scholarship (\$250) upon confirmation of your enrollment in the fall of 2015 and the second installment (\$250) upon confirmation of your enrollment in the spring of 2016 to support the completion of your secondary education.

Best wishes for success as you pursue your academic goals.

Sincerely,

Don Morgan, Q. C.



cc: Dustin Swanson, Principal, Albert E. Peacock Collegiate  
Dr. Shawn Davidson, Board of Education Chairperson, Prairie South School Division  
Tony Baldwin, Director of Education, Prairie South School Division  
Melinda Brown, President, Saskatchewan Association for Community Education

## AGENDA ITEM

<b>Meeting Date:</b>	August 11, 2015	<b>Agenda Item #:</b>	8.4
<b>Topic:</b>	<b>Report on School Board Chairs Meeting – 27 May 2015</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:** The SSBA has been examining their governance and services in recent years. An initial Board Chairs Forum was held on 27 May 2015.

**Current Status:** Dr. Davidson attended the initial Board Chairs Forum. Subsequent to that meeting, the SSBA published a report summarizing the discussion at that meeting.

**Pros and Cons:**

**Financial  
Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	July 31, 2015	<ul style="list-style-type: none"> <li>• Report from School Board Chairs meeting 27 May 2015</li> </ul>

***Recommendation:***

That the Board review the information attached.



## *Report from School Board Chairs meeting, May 27, 2015*

As part of the transformation process for the SSBA, an examination of executive governance structures of similar organizations was completed in June, 2013 by the Johnson-Shoyama Graduate School of Public Policy (JSGS). This was further considered in early 2014 through consultations with Board members and a service survey. There were many positive comments about what SSBA provides to member boards; there were also concerns about lack of overall direction and support to Boards in a time of significant change. The common themes that emerged were built on a general belief that there is an ongoing need for a school board member association. These themes included:

- *Services are Sound* - Boards wanted services continued although there was an interest in certain services becoming more strategic in their approach.
- *Better Strategic Focus is Needed* - Most boards felt they would be better served by early monitoring and analysis of strategic issues by SSBA. Discussions about strategic strengthening also referred to the resolution process.
- *Collective Advocacy is Needed on Common Issues*- Most participants agreed that boards would be better served if the SSBA was prepared and positioned to lead on issues that applied across all boards.

Options for change were considered at a Board Chairs meeting on May 27, 2015 where almost all school boards were present. The discussion concentrated on the benefits of board chairs working together, rather than on any specific governance changes. Participants agreed there was much value to all school boards in chairs meeting regularly and reached a consensus:

1. To affirm the importance and value of the Chairs' (or designate) Forum to advise the SSBA executive, based on instruction by their own boards; and,
2. That the Chairs' (or designate) Forum meet four times per year, linked to existing meetings (AGM, Spring Council, and Member Council meetings).

Regarding time of the SSBA decision-making process, there was a recognition that a spring decision process better aligned with Government decision processes. Therefore, the Chairs also agreed to:

3. Bring forward a resolution at the 2015 AGM of the SSBA to move the timing of the AGM to spring rather than late fall.

The next step in establishing this new forum is to decide how it sets its agenda. It is recommended that options on agenda-setting be brought to its next meeting in September.