

# *Prairie South Schools* **BOARD OF EDUCATION**

DECEMBER 01, 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 Refugee Planning Update**
  - 1.2 Staff Satisfaction Survey Improvement Planning Update**
  - 1.3 VTEC Update**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
  - 4.1 Regular Meeting of November 3, 2015**
  - 4.2 Special Meeting of November 24, 2015**
- 5. Decision and Discussion Items**
  - 5.1 Tabled Item – Sale of Surplus Land**
  - 5.2 Monthly Reports (Decision)**
    - 5.2.1. Substitute Usage Report
    - 5.2.2. Tender Report
    - 5.2.3. Incidents of Concern
  - 5.3 Out of Province Excursion – Lindale School Students to Asessippi, Manitoba**
  - 5.4 Out of Province Excursion – Central Collegiate Students to Banff and Lake Louise, Alberta**
  - 5.5 Tabled Item – Mural on the Outside Wall of Central Collegiate Gymnasium**
  - 5.6 Lindale SCC Request to Initiate an Information Gathering, Consultation Process Regarding Recitation of The Lord's Prayer During School Opening Activities**
  - 5.7 Human Resources Accountability Report**
  - 5.8 10 Year Anniversary of Prairie South**
- 6. Delegations and Presentations**
  - 6.1 Mark Suddaby (1:30 p.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 November 3 Meeting**

- Are there School Divisions in Saskatchewan using 15 passenger vans? Is there data  
15 passenger vans are unsafe?  
- Kessler

**9. Celebration Items**

**10. Identification of Items for Next Meeting Agenda**

**10.1. Notice of Motions**

**10.2. Inquiries**

**11. Meeting Review**

**12. Adjournment**

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL  
DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 201 1075 9<sup>th</sup> Avenue  
North West, Moose Jaw, Saskatchewan on NOVEMBER 3, 2015 at 11:00 a.m.**

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

Motions:

- |                 |   |  |
|-----------------|---|--|
| 11/03/15 – 2443 | That the meeting be called to order at 11:25 a.m.<br>- Davidson   | Carried                                      |
| 11/03/15 – 2444 | That the Board adopt the agenda as presented.<br>- Wilson   | Carried                                      |
| 11/03/15 – 2445 | That the Board adopt the Minutes of the Regular Meeting of October 6, 2015 as presented.<br>- Crabbe  | Carried                                      |
| 11/03/15 – 2446 | That Prairie South busing of provincially non-funded pre-kindergarten students be discontinued effective December 31, 2015.<br>AND<br>That Prairie South transportation of provincially funded pre-kindergarten students employ CSA approved child safety seats effective January 1, 2016.<br>- Swanson | Referred to the Smooth Transitions Committee |
| 11/03/15 – 2447 | That motion 11/03/15 – 2446 be referred to the Smooth Transitions Committee.<br>- Wilson  | Carried                                      |
| 11/03/15 – 2448 | That the Board approve the sale of parcel 104535918 (SW 22-21-26 W2) in the RM of Dufferin for a price of \$100.<br>- Gleim   | Tabled to December 1 Meeting                 |
| 11/03/15 – 2449 | That motion 11/03/15 – 2448 be tabled to the December 1, 2015 Regular Meeting pending answers to the questions by Mr. Swanson and Mr. Young.<br>- Kessler   | Carried                                      |
| 11/03/15 – 2450 | That the Board accept the monthly reports as presented.<br>- Young  | Carried                                      |

- |                 |   |         |
|-----------------|---|---------|
| 11/03/15 – 2451 | That the Board approve the overnight excursion for students to travel to the University of Edmonton to attend a High School Wrestling Tournament on January 29 and 30, 2016 as per the outline provided in the package.<br>- McLeod | Carried |
| 11/03/15 – 2452 | That the Board approve the overnight excursion for the Peacock basketball team(s) to travel to Medicine Hat, Alberta for a Basketball Tournament from January 28-30, 2016 as per the outline provided in the package.<br>- Kessler  | Carried |
|                 | That the Board break for lunch at 11:50 a.m.  |         |
|                 | That the Board reconvene at 12:50 p.m.  |         |
|                 | Ron Gleim left the meeting at 12:50 p.m.  |         |
| 11/03/15 – 2453 | That the Board approve Kincaid Central SCC's Constitution as presented.<br>- Young  | Carried |
| 11/03/15 – 2454 | That the Board approve a Mural to be put on the outside wall of the Central Collegiate Gymnasium.<br>- Bachmann   | Tabled  |
| 11/03/15 – 2455 | That the Board table motion 11/03/15 – 2454 pending further information.<br>- Crabbe  | Carried |
| 11/03/15 – 2456 | That the Board receive and file the School and Division Improvement Accountability Report.<br>- Young   | Carried |

### **Committee Reports**

#### **Standing Committees:**

##### *Higher Literacy & Achievement*

- Accountability Report presented today.
- Next meeting will be November 23 and items for that meeting include discussion around survey and data from TTFM, reading initiatives, the Comprehensive Learning Framework and ESSP information.

##### *Equitable Opportunities*

- Committee primarily looked at PAA but has now changed the mandate for this year. They reviewed, in great detail, the Human Resources Accountability Report from last year and discussed the format for this year, which will be presented to the Board at the December meeting.

*Smooth Transitions*

- Met on October 26 and had a phone conversation with Lloydminster Public to discuss Prekindergarten programming – things we do the same, things we do different, and some of the challenges. We also had a conference call with Angela from the Ministry of Finance regarding their plan for Prekindergarten transportation legislation.
- Committee is meeting again following today's Board meeting.

*Strong System-Wide Accountability and Governance*

- Met October 20. There are five outstanding items that will be coming to the Board once the committee has all their questions answered.

*Advocacy and Networking*

- Held our first engagement session of the year – this one with the PSTA. Will be meeting with CUPE at a later date. This session gave us an opportunity to discuss staff appreciation as well as some of the concerns and challenges faced by the PSTA, such as workload and time.
- A lot of advocacy done around cast iron water replacement in Moose Jaw. Further meetings took place with government officials around clarifying legislation and where school boards sit in the Municipal Act that govern local improvement programs.

*Rural Catchment and Transportation*

- We held engagement meetings with the SCCs from Caronport, Mortlach and Lindale regarding the catchment area for the Community of Caronport. All three meetings followed the same format and were very well received. Mr. Baldwin did a fantastic job and made everybody feel at ease and engaged at these meetings.
- After the meetings, Mortlach was, for the most part, not in favour. Lindale thought it would help with the overcrowding at their school but were most concerned about them remaining a rural school and not opening up boundaries for city students. Caronport was in favour but wanted to be aware of the current Lindale and Mortlach students. Also there is the potential of home-schooled students returning to Caronport.
- The Committee will meet to discuss next steps.

*Urban Possibilities*

- Have not met recently. Agenda for the next meeting will include: joint meeting with Holy Trinity on November 24; issue around bus transportation in Moose Jaw and opportunities for efficiencies; data for high school course offerings; Guthridge Field and Centennial Auditorium possible updates; and before and after school programs.

**Inquiries**

Are there School Divisions in Saskatchewan using 15 passenger vans? Is there data 15 passenger vans are unsafe?

- Kessler

**Adjournment**

11/03/15 – 2457

That the meeting be adjourned at 1:36 p.m.  
- Wilson

Carried

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S. Davidson  
Chair

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B. Girardin  
Superintendent of Business and Operations

**Special Board Meeting:**

Date: November 24, 2015  
Location: Central Office, 1075 9<sup>th</sup> Avenue, Moose Jaw

**Next Regular Board Meeting:**

Date: December 1, 2015  
Location: Central Office, 1075 9<sup>th</sup> Avenue, Moose Jaw

DRAFT

**MINUTES OF THE SPECIAL BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 1075 9<sup>th</sup> Avenue NW, Moose Jaw, Saskatchewan on November 24, 2015.**

Attendance: Mr. R. Bachmann; Mr. D. Crabbe; Dr. S. Davidson; Mr. R. Gleim (via teleconference); 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; H. Boese, Executive Assistant

Regrets: Mr. A. Kessler, Trustee

Delegations: Terry Olfert and Tammy Kochan, Stark & Marsh  
Kelly Deis and Mitchell McIntyre, Office of the Provincial Auditor

Motions:

11/24/15 – 2458 That the meeting be called to order at 10:05 a.m. Carried  
- Davidson

Ron Gleim attended via conference call at 10:15 a.m.

11/24/15 – 2459 That the Board accept the presentation from Stark & Marsh and the Office of the Provincial Auditor. Carried  
- Crabbe

11/24/15 – 2460 That the Board approve the Auditor's Report and Audited Financial Statements for the 2014-15 fiscal year pending minor changes made after the Provincial Controller's Office format review and approval. Carried  
- Crabbe

11/24/15 – 2461 That the Board accept the 2014-15 Annual Report with recommendations of corrections from Mr. Baldwin on page 26.  
- Young

11/24/15 – 2462 That the Board go into closed session at 10:58 a.m. Carried  
- McLeod

*Note: As part of the Board's oversight responsibilities, they met with the auditor without management present.*

11/24/15 – 2463 That the Board reconvene in open session at 11:10 a.m. Carried  
- Wilson

11/24/15 – 2464      That the meeting be adjourned at 11:11 a.m.      Carried  
- Wilson

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Shawn Davidson  
Chair

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Bernie Girardin  
Superintendent of Business and Operations

Next Regular Board Meeting:

Date:      December 1, 2015  
Location:      Board Office, Moose Jaw



# AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.1
<b>Topic:</b>	<b>Sale of Surplus Land</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

It was determined that there are a number of properties not used in the operations of the school division that are still owned by the school division. A decision was made to dispose of these properties. We do not have mineral rights to any of the one room school properties.

**Current Status:**

For this meeting there is one new parcel of surplus land for consideration and the tabled one. For the new parcel of land, the surrounding landowners have title to 156.04 acres of the quarter. We have title to 1.77 acres. The surrounding landowners are paying taxes on 157 acres so are paying taxes on about 54% of our portion. The rest is road allowance. When we developed the procedures for the disposal of land we did not anticipate a situation where an adjoining landowner was paying taxes on part of the parcel.

There is also the tabled parcel 104535918 (SW 22-21-26 W2), in the RM of Dufferin for which we have an offer of \$100. We do not have mineral rights to this parcel.

**Pros and Cons:**

Pros:

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

Cons:

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	November 20, 2015	N/A

**Recommendation:**

That the Board approve the sale of parcel 104535918 (SW 22-21-26 W2) in the RM of Dufferin for a price of \$100.

That the Board approve the transfer of parcel 161627788 (SE 6-9-24 W2) in the RM of Key West to the surrounding landowners as they are paying taxes on more than ½ of the parcel.

## AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.2
<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 October 21-November 19, 2015.
2. Tender Report for the period October 23-November 20, 2015.
3. Incidents of Concern

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

Prepared By:	Date:	Attachments:
Ryan Boughen, Ron Purdy, Derrick Huschi	November 24, 2015	1. Teacher Absences and Substitute Usage 2. Tender Report 3. Incidents of Concern

***Recommendation:***

That the Board accept the monthly reports as presented.

## Teacher Absences & Substitute Usage

**Date Range:** October 21, 2015 - November 19, 2015

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
Compassionate Leave	19	1.81%	17	89.47%	0.21%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Court/Jury	0.5	0.05%	0.5	100.00%	0.01%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	1.4	0.13%	0.4	28.57%	0.02%
Extra/Co-curr Teach	22.33	2.13%	17.23	77.16%	0.24%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	8.6	0.82%	8.6	100.00%	0.09%
Illness - Teacher	254.29	24.27%	217.43	85.50%	2.77%
Illness - Long Term	86.77	8.28%	0	0.00%	0.94%
Internship Seminar	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	29.13	2.78%	23.62	81.08%	0.32%
Medical/Dental Appt	146.27	13.96%	136.27	93.16%	1.59%
Noon Supervision Day	12.5	1.19%	11.5	92.00%	0.14%
Paternity Leave	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	123.1	11.75%	105.9	86.03%	1.34%
PP Teacher	16	1.53%	14.5	90.63%	0.17%
Prep Time	228.26	21.79%	227.76	99.78%	2.48%
PSTA	1.4	0.13%	1.4	100.00%	0.02%
Rec. Of Service	56.4	5.38%	46.4	82.27%	0.61%
Secondment	2	0.19%	2	100.00%	0.02%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
SONO Meet/PD	3.52	0.34%	2.4	68.18%	0.04%
SOSO Meet/PD	24.9	2.38%	22.4	89.96%	0.27%
STF Business - Invoice	9.2	0.88%	8.2	89.13%	0.10%
TRAN Meet/PD	1	0.10%	1	100.00%	0.01%
Leave Without Pay	1	0.10%	1	100.00%	0.01%
<b>Total Absences</b>	<b>1047.57</b>	<b>100.00%</b>	<b>865.51</b>	<b>82.62%</b>	<b>11.40%</b>

**Teachers (FTE)**

**437.58**

**# of teaching Days**

**21**

**Possible Days**

**9189.18**

## **Tender Report for the period October 23, 2015 to November 20, 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:

- There five competitive bids awarded during this period.
  - A tender was issued for a partial Roof replacement for Westmount School. The successful bidder was Duncan Roofing at \$118,536 before tax.
  - A tender was issued for a partial Roof Replacement for Prince Arthur School. The successful bidder was Clark Roofing at \$91,837 before tax.
  - A tender was issued for a partial Roof Replacement for King George School. The successful bidder was Flynn at \$59,627 before tax.
  - A tender was issued for a partial Roof Replacement for Assiniboia 7<sup>th</sup> Ave School. The successful bidder was Duncan Roofing at \$66,270 before tax.
  - A tender was issued for a partial Roof Replacement for Rockglen School. The successful bidder was Duncan Roofing at \$197,604 before tax.

[illegible]

## AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Out of Province Excursion – Lindale School Grade 8 Students to Asessippi, Manitoba</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Request from Lindale School for Grade 8 students to attend a ski trip to Asessippi Ski Resort in Russell, Manitoba from February 23-25, 2016.

**Current Status:**

**Pros and Cons:**

**Financial  
Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi	November 20, 2015	Overnight Excursion

***Recommendation:***

That the Board approve the overnight excursion for the Lindale School grade 8 students to attend a ski trip to Asessippi Ski Resort in Russell, Manitoba from February 23-25, 2016 as per the outline provided.



# Prairie South School Division No. 210

15 Thatcher Drive East  
Moose Jaw, SK S6J 1L8

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

[www.prairiesouth.ca](http://www.prairiesouth.ca)

## OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK

### ACTIVITIES APPLICATION FORM

#### Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Marie Fish,	School: Lindale School
Type of Activity: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity _____	
Grade Level: 8	Number of Students: 33
Destination: Asessippi Ski Resort	Trip Date: Feb. 23-25, 2016
Number of School Days (Partial/Full): 2 full days	
Transportation:    Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: __chartered bus Travel by Car/Van (List names of drivers):    __undetermined at this point _____	
Number of Teachers, Parents, Chaperones: 6	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input checked="" type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

C. BUDGET
<input checked="" type="checkbox"/> Anticipated Budget ____ attached <input checked="" type="checkbox"/> Description of Funding Sources __ See attached under Proposed Expenses <input checked="" type="checkbox"/> Out of Pocket Cost per Participant - none



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

**D. LEARNING OBJECTIVES**

As Attached

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

a) Pre-Excursion Learning

b) Excursion Learning

As Attached

c) Post-Excursion Learning

**F. SCHEDULE OF ACTIVITIES**

As Attached

Mamei Fush  
Teacher Signature

Nov. 3/15  
Date

H. H. H.  
Principal Signature

Nov 5/15  
Date

\_\_\_\_\_  
Director/Superintendent Signature



Request Approved



Request Denied



## Grade 8 Winter Alternate Environment Activity Proposal

### Lindale School

The itinerary is as follows:

#### Tuesday, Feb. 23

3:00	Departure from Lindale
5:30	Supper break ( Western Pizza in Melville)
7:30 – 8:00	Arrival at Inglis Hall
8:00 – 9:30	Unpacking General meeting with students on responsibilities, rules, etc.
9:30 – 10:30	Planned activities
10:30	Bed preparation
11:00	Lights out

#### Wednesday, Feb. 24

7:00 – 8:30	Rise and Shine Breakfast
8:30	Depart for the hill
9:00 – 4:00	Skiing/Snowboarding Mandatory lesson to begin.
4:00 – 4:30	Return to Inglis Hall
4:30 – 6:30	Supper
6:30 – 10:30	Organized skits/activities Option to return to hill for night skiing
10:30	Bed preparation
11:00	Lights out

**Thursday, Feb. 25**

7:00 – 9:00

Rise and Shine  
Breakfast  
Pack up

9:00

Travel to the hill

9:30 – 4:00

Ski/Snowboard/tubing

4:00

Depart for home

6:00

Supper stop

8:00 – 8:30

Arrival back at Lindale

Chaperones will include myself, another teacher chaperone and 4-5 parent chaperones that will have costs covered. Any other parents that come will have to cover their own costs.

Marie Fish  
Excursion Organizer

## AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Out of Province Excursion – Central Collegiate grades 9-12 Students to Banff and Lake Louise, Alberta</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Request from Central Collegiate for Grades 9-12 students to attend a ski trip to Banff and Lake Louise, Alberta from March 21-24, 2016.

**Current Status:**

**Pros and Cons:**

**Financial  
Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Derrick Huschi	November 20, 2015	Overnight Excursion

***Recommendation:***

That the Board approve the overnight excursion for Central Collegiate grades 9-12 students to attend a ski trip to Banff and Lake Louise, Alberta from March 21-24, 2016 as per the outline provided.

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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
<b>Name of Teacher:</b> Scott Wicker, Leigh Pethick, Lisa Bzdel-Montgomery, Colin Belsher, Logan Petlak	<b>School:</b> Central Collegiate Institute
<b>Type of Activity:</b> <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input checked="" type="checkbox"/> High Risk Activity <u>Winter Physical Education/Outdoor Education</u> <u>Alpine Skiing/Snowboarding</u>	
<b>Grade Level:</b> 9,10,11,12	<b>Number of Students:</b> 45
<b>Destination:</b> Banff and Lake Louise, Alberta	<b>Trip Date:</b> March 21 – 24, 2016
<b>Number of School Days (Partial/Full):</b> 3 Full Days	
<b>Transportation:</b> <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: South Sask. Bus Lines Coach <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____	
<b>Number of Teachers, Parents, Chaperones:</b> 6 – 8	
<b>Qualifications/Certifications of Teachers, Parents, Chaperones:</b> <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

<b>C. BUDGET</b>
❖ Anticipated Budget <ul style="list-style-type: none"> <li>• Hotel (18 rooms - \$139.00 per night for 3 nights) <span style="float: right;">\$7506.00</span>              - To be covered by fundraising/donations</li> </ul>

• Transportation (Coach from South Sask Bus Lines)	\$4725.00
- To be covered by fundraising/donations	
• Park Entrance (3 days of Banff National Park fees)	\$540.00
- To be covered by fundraising/donations	
• Winter Activities (3 days at Lake Louise Ski Resort)	\$12000.00
- Alpine skiing/snowboarding	
- 1.5 hour lesson each day, lift pass and equipment	
- \$250.00 per student out of pocket cost – student funded	
• Bus Driver Accommodations	\$327.00
• Total	\$25098.00

❖ Description of Funding Sources

- \$ 2500.00 from School Budget

❖ Out of Pocket Cost per Participant

- \$250 per participant for cost of 3 days of ski lessons/lift tickets and equipment rental



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

**D. LEARNING OBJECTIVES**

- ❖ *I can respect nature and develop a stronger spiritual understanding of self, other and the environment connected to the Wellness/Physical Education curriculums while enhancing my mental health*
- ❖ *I can develop life- long skills related to fitness, physical activity and skillful movement within the activities of alpine skiing/snowboarding*
- ❖ *I can develop meaningful and respectful relationships with others during movement activities within nature*
- ❖ *I can identify safety measures that need to be put in place to ensure safe winter activities*
- ❖ *I can demonstrate proper dressing of winter attire to promote safe winter sports*
- ❖ *I can demonstrate improved movement skill while alpine skiing or snowboarding*
- ❖ *I can demonstrate core strength and medium to high levels of fitness while participating in physical activity for a prolonged period of time*
- ❖ *I can demonstrate leadership and caring characteristics that promote life-long learning and life-long physical activity*

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

**a) Pre-Excursion Learning:**

- Winter safety skills: proper dress, sun/wind safety, mountain skiing/boarding safety – ski with a buddy, know your terrain, know your limits
- Trail Reading
- How to pack and what to pack
- Assessing the risk
- Hydrating and fueling yourself with healthy foods and drinks

**b) Excursion Learning:**

- Inspecting of ski/snowboard equipment and proper binding setting
- Students will be assessed in three days of skiing/snowboarding lessons and will be provided differentiated instruction based on their individual needs
- Students will develop a relationship with self/peers and nature so that they can be encouraged to maintain a life-long physically active lifestyle and a connection with nature
- Students will develop strength/fitness levels while gaining respect of their own awareness of personal physical limitations (understanding when one is fatigued can prevent risk of injury)
- Students will learn how to read trail maps and access basic orienteering skills

- Students will learn how to set up safety plans: ex. Ski with a buddy, identify ski patrol and ski volunteers and creating a cell phone contact list
- Students will be engaged in planning of meals/snacks during an outdoor excursion

**c) Post-Excursion Learning:**

- Post assessment reflection
- Reflection journal
- Teacher assessed skill outcomes as well as relationship building outcomes
- Teacher assessed skill outcomes based on nature skill learning

**F. SCHEDULE OF ACTIVITIES**

**Monday March 21<sup>st</sup>, 2016**

- Depart in the afternoon (approx. 3 p.m.)
- Supper in Medicine Hat (approx. 6 p.m.)
- Arrive in Banff at Brewster's Mountain Lodge (approx. 11 p.m.)

**Tuesday March 22<sup>nd</sup>, 2016**

- 7:00 a.m. – Continental breakfast to Brewster's Mountain Lodge
- 7:30 a.m. – Board bus for Lake Louise
- 8:30 a.m. – Arrive at Lake Louise Ski Resort
- 9:00 a.m. – Lessons begin
- 10:30 a.m. – Meeting with ski chaperones and group ski
- 12:30 p.m. – Group lunch in main chalet
- 1:30 p.m. – Group skiing
- 4:00 p.m. – Last ski run for the day
- 4:30 p.m. – Board bus for Banff
- 6:00 p.m. – Supper in downtown Banff
- 9:30 p.m. – Room Check
- 10:30 p.m. – Lights Out


**Wednesday March 23<sup>rd</sup>, 2016**

- 7:00 a.m. – Continental breakfast to Brewster's Mountain Lodge
- 7:30 a.m. – Board bus for Lake Louise
- 8:30 a.m. – Arrive at Lake Louise Ski Resort
- 9:00 a.m. – Lessons begin
- 10:30 a.m. – Meeting with ski chaperones and group ski
- 12:30 p.m. – Group lunch in main chalet

1:30 p.m. – Group skiing  
4:00 p.m. – Last ski run for the day  
4:30 p.m. – Board bus for Banff  
6:00 p.m – Supper in downtown Banff  
9:30 p.m – Room Check  
10:30 p.m – Lights Out

**Thursday March 24<sup>th</sup>, 2016**

7:00 a.m. – Continental breakfast to Brewster's Mountain Lodge  
7:30 a.m. – Board bus for Lake Louise  
8:30 a.m. – Arrive at Lake Louise Ski Resort  
9:00 a.m. – Lessons begin  
10:30 a.m. – Meeting with ski chaperones and group ski  
12:30 p.m. – Group lunch in main chalet  
1:30 p.m. – Group skiing  
3:00 p.m. – Last ski run for the day  
3:30 p.m. – Board bus for Moose Jaw  
7:00 p.m – Supper in Medicine Hat  
10:30 p.m – Arrive at Central Collegiate

  
Teacher Signature

Oct 30, 2015  
Date

  
Principal Signature

Oct 30, 2015  
Date

\_\_\_\_\_  
Director/Superintendent Signature

☐ Request Approved

☐ Request Denied



## AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.5
<b>Topic:</b>	<b>Mural on the Outside Wall of Central Collegiate Gymnasium</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The Murals of MJ Committee is looking at the possibility of putting a mural on the outside wall of Central Collegiate Gymnasium.

**Location of Mural:** north side of the gym.

**Size of Mural:** 8'x12'.

**Description of Mural:** 725 tiles will be individually done by members of the community. Over the tiles, the artists create something depicting Moose Jaw – The committee is asking it to be the Canadian Snow Bird's flying team. (See attached Mosaic 150 mural to see how it would look).

**Mounting of Mural:** The mural will be mounted on a board and attached to the brick using screws.

**Maintenance of Mural:** Murals will be inspected each spring and repairs will be completed over the summer months.

**Terms of Agreement:** The term is for 10 years. At that time, if both parties are happy with the mural, the contract is renewed.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

Prepared By:	Date:	Attachments:
Derrick Huschi		Mosaic 150 Mural

***Recommendation:***

That the Board approve the Mural to be put on the outside wall of the Central Collegiate Gymnasium.





# CANADA 150 MOSAIC



*The National Mural Created by  
Canada's Communities Celebrating 150 Years*



# Message from Lewis Lavoie

Hello,

What would a unified painting of Canada look like if it was painted by expressions of our people? As an artist, I am fascinated at the thought of what the final image will be when thousands of individual paintings, created by Canadians from coast to coast, are combined into one overall piece of art.

Not long after completing the first mosaic murals eleven years ago, it became apparent to us that these murals had the ability to involve practically anyone, from professional artist to “first timers”, from the very young to our senior citizens. No matter what their background everyone had one thing in common, they were part of a bigger picture. From the smallest of us to the most influential, we all part of a bigger story. To me, this is the sheer definition of what a community is. It seemed that overnight, communities began asking us to create murals.

Naturally, it came to me it would be incredible to create a mural that would connect our whole country. For years, I have been exploring what this would look like. Finally, the timing is perfect as Canada is about to celebrate 150 years.

I have chosen the train and railroad and feel it is the ultimate theme for connecting the murals. Railways played an integral role in the process of tying regions together. My vision is to do the same with these murals. All aboard!



**Lewis Lavoie**  
Key Artist/Director of Mural Mosaic

*Lavoie*



## Mural Mosaic

Mural Mosaic began in 2003 and was founded by the trio of Lewis Lavoie, Paul Lavoie and Phil Alain. Lead by renowned artist Lewis Lavoie, the trio is based out of St. Albert AB and have been orchestrating collaborative murals around North America involving artists and non- artists alike from all over the world.

Their murals have been featured at such events as the 2010 Winter Olympics in Vancouver, the 2012 Summer Olympics in London, the Centennial celebration of the Calgary Stampede, the Alberta Saskatchewan Centennial of 2005, the Edmonton Centennial of 2005 and a Royal unveiling for Queen Elizabeth II.

The murals have included special guest team members ranging from renowned artists to celebrity and political guests. Some past participants and guests include The Barenaked Ladies Kevin Hearn, William Shatner, Mike Myers, Dan Aykroyd, Robert Bateman, Michelle Grant, Bill Lishman, Ian Tyson, Former Premiers Lorne Calvert and the late Ralph Klein and literally thousands more.





## Project Purpose

In 2017, Canada will turn 150 years old. It is a country that has welcomed the world through its borders.

To celebrate this birthday, the Mural Mosaic team is launching a bold undertaking. Over a two year span, the trio plan to create a mural including all provinces and territories, over 80,000 paintings and 150 individual murals that when united will form one gigantic mural mosaic. The mural, if ever connected would be over 365 meters wide (4 football fields) x 2.5 meters high (8 feet).

The mural will represent a cultural mosaic, a time capsule, a visual portrayal of history, an art masterpiece from the soul of the nation. An art piece that fifty years from now, may inspire another generation, who will in turn be able to celebrate through the mural, and maybe take it upon themselves to add to this memory.

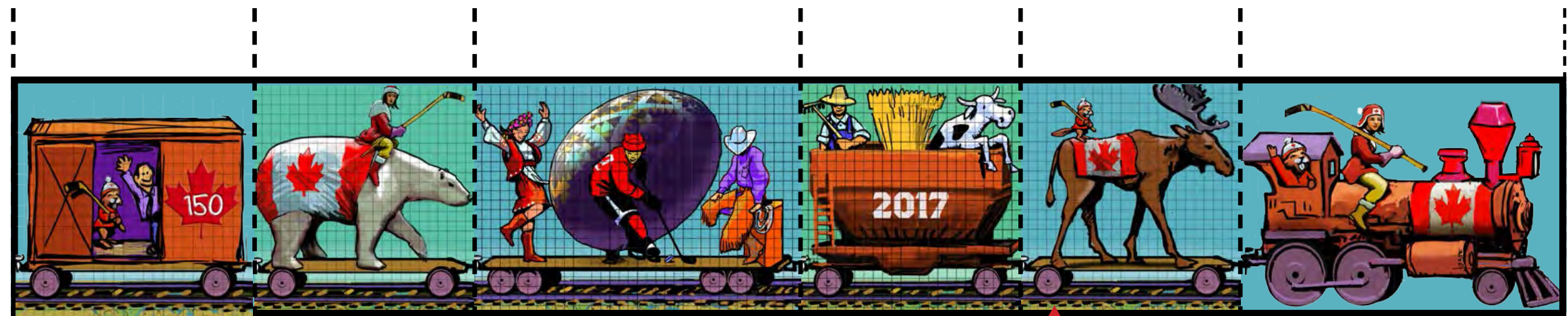
Like the first settlers to come to the country, this project is full of ambition, adventure and the desire to trail blaze into new exciting frontiers. It will also face great challenges and obstacles. But, if history proves itself correctly, the trio of art explorers – Lewis Lavoie, Paul Lavoie and Phil Alain will find their way and en route will meet up with like-minded art explorers and something remarkable will be born.

## Project Goal

150 Murals in 150 Communities completed by July, 2017.

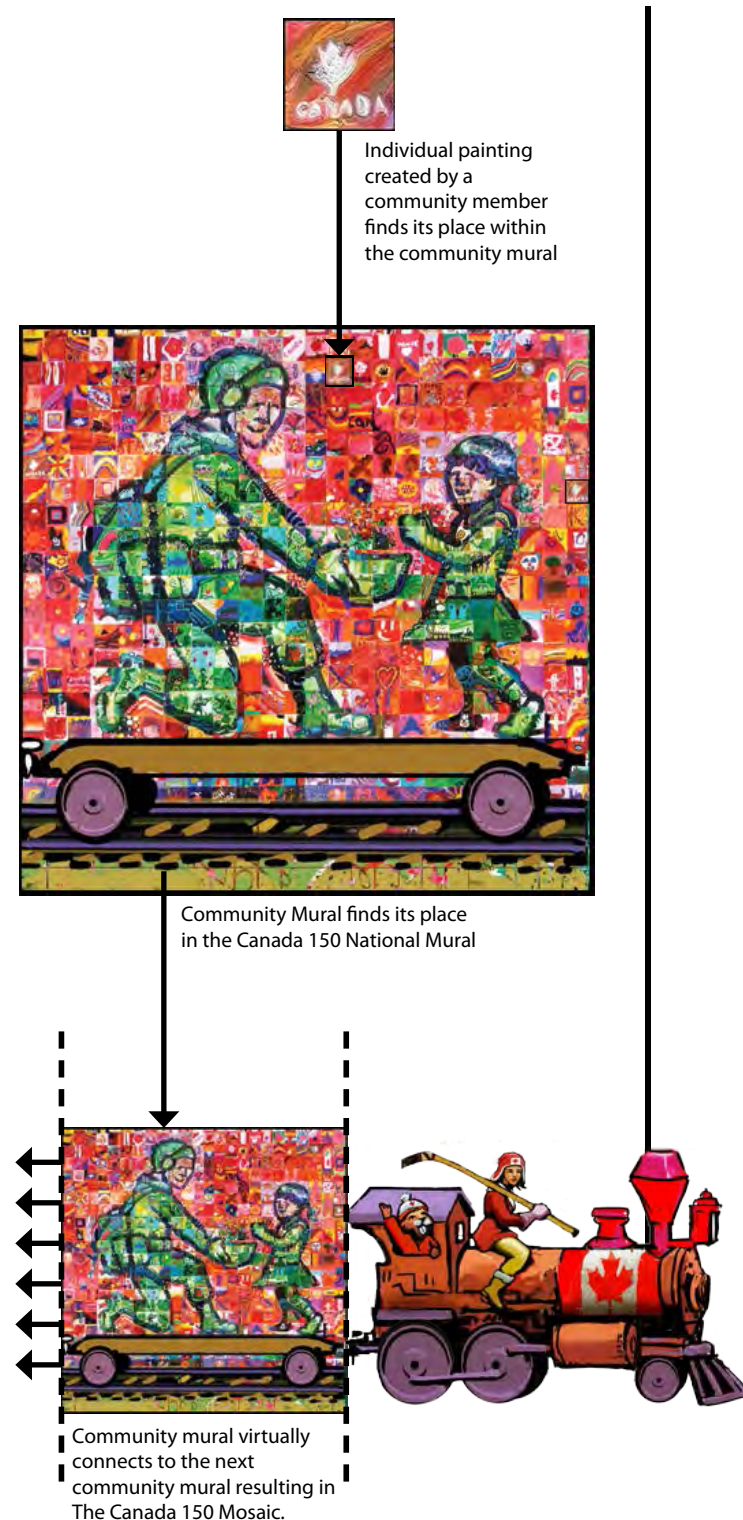
Each province and territory will have only 5-15 individual communities who will be selected to represent the province and the nation. Each community will host an event inviting participants from far and wide from their region to participate and create their own community mural, which will then connect to the nation.

Upon the completion of the entire Canada 150 Mosaic, each community mural will reside in the town or city where it was created as a reminder of the 150th anniversary, and the pride of the community and the nation





# The Making of a Community Mural



## Community Mural Events

Each community mural created will have between 400-750 tiles to paint. The Canada 150 Mosaic team of artists and facilitators will come to your community and work with you to create an ultimate two-day painting event like no other.

Any skill level is welcome, all ages are welcome, you do not have to be an artist! Every tile painted will be 4 inches x 4 inches in size, creating a unified community mural.

Once your community mural is complete it will be virtually connected to other communities creating one massive overall National mural connecting the country coast to coast. Your mural contribution to the Canada 150 Mosaic will be permanently displayed in your community creating a lasting legacy landmark of Canada's 150th celebration.



# Community Investment

This project has been designed to be a collaboratively funded community experience. The total cost of each mural will be shared by its community and corporate sponsors.

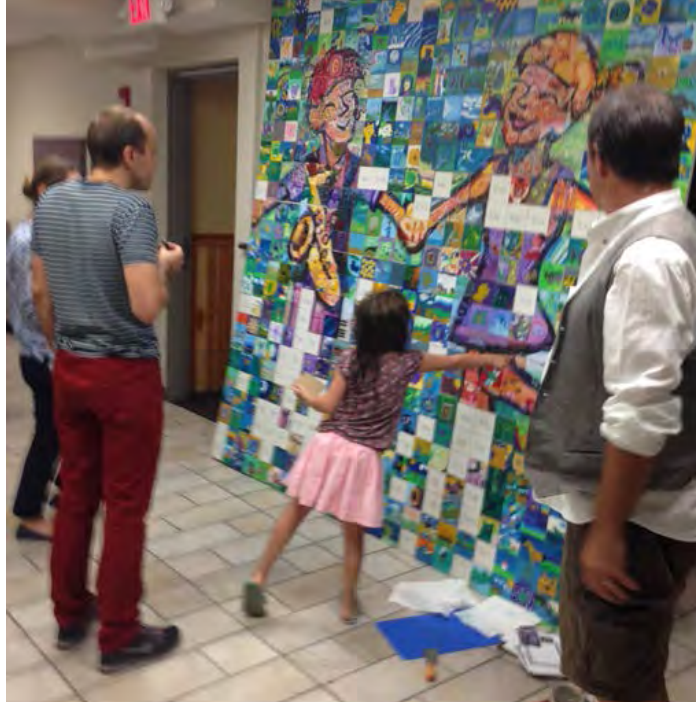
up to 400 participants	up to 750 participants
<b>8 x 8 Community Mural</b> \$20,000 Up to 400 Participants Community investment - \$10,000	<b>8 x 12 Community Mural</b> \$22,500 Up to 750 Participants Community investment - \$12,500

## Your Community Mural includes:

- ✓ Mural designed by Lewis Lavoie - uniquely representing your community
- ✓ The Canada 150 Mosaic team travels to your community to facilitate painting workshops
- ✓ All materials
- ✓ Travel and Administrative Costs
- ✓ Up to 750 community members involved
- ✓ Mounting, clearcoating and photographing (ready to hang)
- ✓ 100 poster prints of your completed community mural
- ✓ Online presence virtually connecting to other communities on [Canada150Mosaic.com](http://Canada150Mosaic.com)







**Contact**

Tracy Oliver, Project Coordinator

[tracy@muralmosaic.com](mailto:tracy@muralmosaic.com) | Ph. 780-953-1519

[www.canada150mosaic.com](http://www.canada150mosaic.com)

# AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.6
<b>Topic:</b>	<b>Lindale SCC Request to Initiate an Information Gathering, Consultation Process Regarding Recitation of The Lord's Prayer During School Opening Activities</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

Lindale School presently recites the Lord's Prayer school-wide without Board of Education authorization. A written request by a Lindale School parent was made to discontinue the practice in Lindale School - a public school, based on human rights grounds. Recitation of the Lord's Prayer as outlined in section 182 of The Education Act, 1995 and as described in the Prairie South Administrative Procedure Religious Education 212 can take place within specific guidelines. Constitutional Rights supercede Human Rights. The Lindale SCC and School-Based Administration under the guidance of Central Office Administration has decided to write a letter to the Board seeking direction to carry out an information gathering, consultation process to provide the Board with information that will allow the Board to make a decision whether or not to direct the authorized recitation of the Lord's Prayer at Lindale School during Opening Activities.

## Current Status:

The right to determine whether or not the Lord's Prayer and religious instruction shall take place currently rests with the Board of Education.

## Pros and Cons:

## Financial Implications:

## Governance Implications:

The Board of Education has the authority as outlined in sect 182 of The Education Act, 1995 to direct recitation of the Lord's Prayer during Opening Activities in some schools and not others.

## Legal Implications:

Authorized recitation of the Lord's Prayer by the Board of Education while following specific guidelines outlined in section 182 of The Education Act, 1995 protects the Board from litigation based on human right concerns and



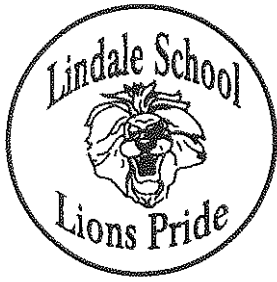
protects the wish of the school community to recite the Lord's Prayer.

**Communications:**

Prepared By:	Date:	Attachments:
Kim Novak	01 December 2015	Lindale SCC Request

***Recommendation:***

That the Board of Education directs the Lindale SCC to carry out an information gathering, consultation process to provide the Board with information regarding the will of the school community relative to recitation of the Lord's Prayer at Opening Activities so that the Board can decide whether or not to direct the authorized recitation of the Lord's Prayer at Lindale School during Opening Activities as outlined in section 182 of The Education Act, 1995 and as described in the Prairie South Administrative Procedure Religious Education 212.



# Lindale School

"CULTIVATING LEARNING"

1322 11th Avenue N.W., Moose Jaw, SK S6H 4L9  
Email: [school.lindale@prairiesouth.ca](mailto:school.lindale@prairiesouth.ca)

Phone: 306-692-4926  
Fax: 306-693-7544

November 12, 2015

Dear Mr. Novak,

Thank you for your recent attendance at our Nov. 10 School Community Council meeting. As you know, our school has received a written request to discontinue the practice of broadcasting the Lord's Prayer at our school. Further to the process that you outlined to us at the meeting, we are hereby making a formal request of the Prairie South Board of Trustees to grant our School Community Council the authority to initiate a review process that would address this matter.

Additionally, please consider our request to select option 2 of the review process as outlined. That is, we would like this process to be carried out by the SCC as the elected representatives of the community. As a council, we selected this option with the understanding that we would engage in a consultative process with our community. Our goal will be to provide data-based recommendation on the outcome of our consultations and make our recommendation in time for the January 5, 2016 board meeting.

Thank you for your consideration of this matter.

Sincerely,

Mrs. Heather Maitland, SCC Chair

A handwritten signature in black ink, appearing to read "Maitland", written over the printed name.

Mrs. Darcy Pryor, SCC Vice-Chair

A handwritten signature in black ink, appearing to read "Darcy Pryor", written over the printed name.

cc Heather Gobbett

## AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.7
<b>Topic:</b>	<b>Accountability Report - Human Resources</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** According to the Board's yearly work plan, a Human Resources Accountability Report is to be presented to the Board of Education in December of each year.

**Current Status:** Please see the attached Human Resources Accountability Report.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	November 18, 2015	Accountability Report: Human Resources

***Recommendation:***

That the Board receive and file the Human Resources Accountability Report.

## 2014-2015 Human Resources Accountability Report

December 2015

Prepared by: Human Resources Department

### Source Documents

#### Policy 12: Section 4: Personnel Management

- RE 4.1 Has overall authority and responsibility for all personnel-related issues except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.
- RE 4.2 Ensures sound personnel management practices are in place to recruit, retain, advance and manage personnel in accordance with legislation or Board policy.
- RE 4.3 Monitors and improves the performance of all staff.
- QI 4.1 Develops and effectively implements high-quality and aligned recruitment, orientation, staff development, disciplinary, supervisory and evaluation processes.
- QI 4.2 Follows Board recruitment policy.
- QI 4.4 Fosters high standards of instruction and professional improvement.
- QI 4.5 Provides for training of administrators and the development of leadership capacity within the Division.

#### Policy 15: Section 5

The Director of Education is delegated full authority to recruit and select staff for all school-based positions; however, for the position of principal the area trustee or trustee designated by the Chair in instance of area trustee conflict of interest, will be included in the selection committee but do not have decision making authority. For schools in Moose Jaw the Chair shall determine the trustee. Although Principal transfers without competition are rare, the Director of Education shall make such transfers in consultation with the Chair.

### Comprehensive Learning Framework - Supports



## Evidence

### Background:

Prairie South School Division covers 32,747 square kilometers of southern Saskatchewan and as of June 30, 2015 employed 1390 people (934.76 FTE).

- For Prairie South's Organizational Chart see *Appendix A*
- Total body count and break down (teacher, administrators, support staff, central office staff):

Employee Type	Employee Count	FTE
Teachers (detail below)	531	493.27
Central Office Staff	82	79.06
Support Staff in Schools	315	278.46
Bus Drivers	120	83.97
Substitute Teachers	182	
Casual Support Staff	160	

Teachers - Breakdown	Employee Count	FTE
Teachers	466	446.87
LEADS (Director overlap)	7	6.3
School Administrators	55	37.4
Consultants	23*	19.5*
Coordinators	3	3
Online Teachers	10*	4.1*
Opportunity to Learn	4*	22*
PAA Initiative	1*	1*
* indicates also teaching (not counted twice)	<b>531</b>	<b>493.27</b>

- Comparatively, Five Hills Health Region has over 1800 employees (as per their annual report), SIAST – Palliser Campus has approximately 300 employees, and Canadian Pacific Railway has 619 employees.
- Human Resources are responsible for administering the following five contracts that govern Prairie South employees.
  1. Teachers – Provincial Collective Agreement – effective September 1, 2013 to August 31, 2017.
  2. Teachers – LINC (Local Initiative Negotiating Committee) – expired August 18, 2013.
  3. Support (in-scope) – CUPE Local 5512 Collective Agreement – ratified agreement February 6, 2016. Effective September 1, 2013 – August 31, 2017.
  4. Support (out-of-scope) – Conditions of Employment – subject to annual review.
  5. Superintendents/Managers – Personal Service Contracts and Conditions of Employment.
- The Human Resources Department consists of the following:
  1. Ryan Boughen - Superintendent of Human Resources
  2. Diana Welter - Manager of Human Resources
  3. Bonnie Bistretzan - Human Resource Officer
  4. Leigh Patterson – Human Resource Assistant

\*\*Elizabeth Cartman is our receptionist who falls under the supervision of Human Resources; however, her job description does not include human resource functions.

- The percentage of Prairie South's resources that are dedicated to human capital is represented as follows:

<b>Prairie South School Division</b>		
Instructional salaries	\$ 45,393,104	52.04%
Consultants/Coordinators	\$ 2,306,716	2.65%
Support staff salaries	\$ 20,254,388	23.24%
LEADS	\$ 871,137	1.00%
	<b>\$ 68,825,345</b>	<b>78.98%</b>

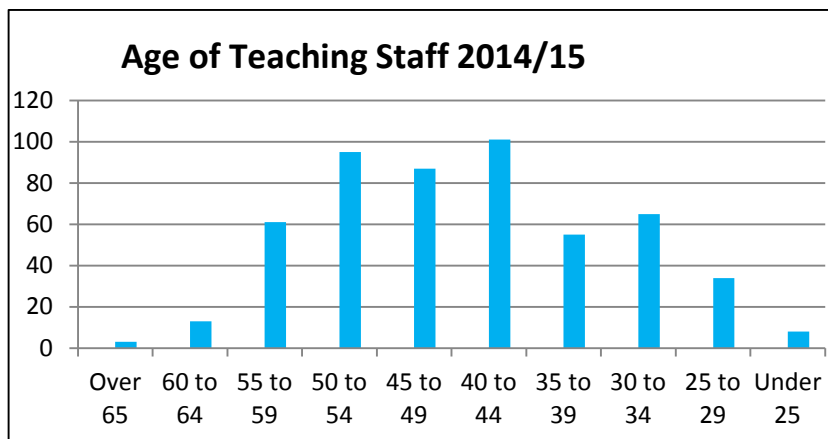
\*\* These are actual costs incurred to administer the following Agreements (excluding salaries).

<b>Agreement Costs</b>	
LINC	<b>\$5,005,607</b>
CUPE	<b>\$ 843,115</b>
Out of Scope	<b>\$ 328,121</b>

89% of Prairie South employees (846/935 – excluding bus drivers, substitute teachers, casual support staff) work in one of our forty-one schools. The school composition breakdown is as follows:

- 12 Elementary Schools
- 6 High Schools (including John Chisholm)
- 5 Hutterian Schools
- 2 Associate Schools
- 15 K-12 Schools
- 1 Virtual School

#### Demographic Information:

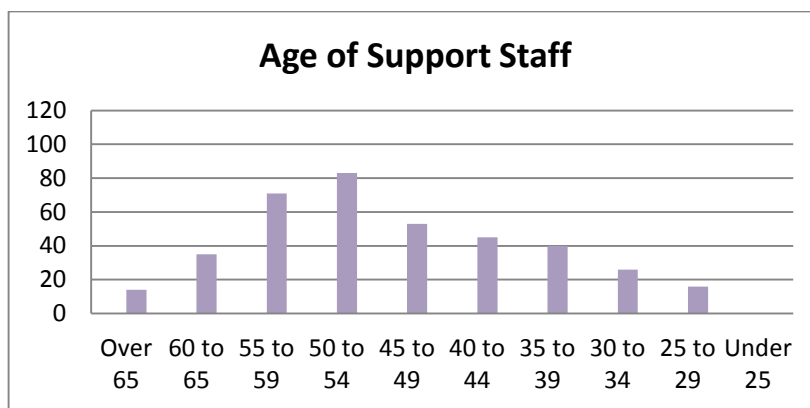


Estimated teachers eligible to retire based on criteria this year:

**(Assumption full years teaching/no leaves)**

Age + Service = 85 (minimum age 55)	45
30 years' eligibility service regardless of age	0
20 years' eligibility service at 60 or over	3
One year or more of eligibility service at age 65	n/a
	<b>46</b>

**These 46 teachers represent 8.8% of the teaching staff and includes 8 School Administrators.**

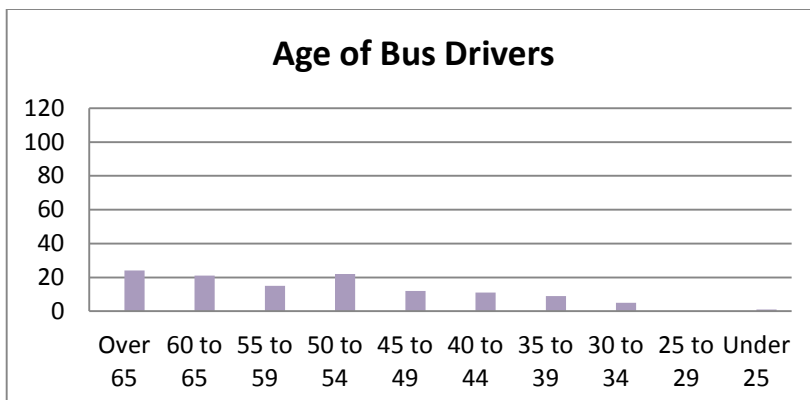


Estimated support staff eligible to retire based on criteria this year:

**(Assumption full years worked/no leaves)**

Age + Service = 80 (minimum age 50)	39
65 years' of age	15
55 years' of age and 15 years' eligibility	21
	<b>75</b>

**These 75 staff represents 20% of the support staff, excluding bus drivers.**



Estimated bus drivers eligible to retire based on criteria this year:

**(Assumption full years worked/no leaves)**

Age + Service = 80 (minimum age 50)	19
65 years' of age	12
55 years' of age and 15 years' eligibility	3
	<b>34</b>

**These 34 staff represents 28% of the bus drivers.**

## **Staffing:**

- **Recruitment, Selection & Placement**

Teacher:

- 122 teacher positions posted
- 14 school administrator positions posted
- 76 (54.89 FTE) teachers on temporary contracts
- 17 (13.7 FTE) teachers on replacement contracts
- 48 substitute teachers hired

CUPE:

- 73 permanent CUPE positions posted
- 34 temporary CUPE positions posted
- 17 casual CUPE positions posted
- 17 job share CUPE positions posted

Out of Scope (excluding bus drivers):

- 8 permanent out of scope positions posted
- 7 temporary out of scope positions posted
- 0 casual out of scope positions posted

- **Leaves**

Teacher:

- 20 (19.3 FTE) - maternity/parenting
- 20 (14.57 FTE) - medical leave
- 6 (1.9 FTE) - other leave
- 1 (0.5 FTE) – secondment

Support Staff:

- 5 - maternity leaves
- 1 - other leave

- **Retention**

Teacher:

- Retention rate - 100% (30 of 30 continuous contracts)
- 24 teachers retired (includes 5 school administrators)
- 12 teachers resigned
- School-based administrator retention rate - 100%



Support Staff:

- Retention rate – 99% (80 of 81 permanent postings)
- 19 support staff retired
- 17 support staff resigned

**Training & Development (Prairie South):**

- **Teacher:**
  - Year-long teacher orientation process consists of 3 days
  - 30 new teachers attended New Teacher Orientation (new teacher is defined as a teacher new to the profession or to Prairie South who has a continuous contract, a replacement contract, or a temporary contract that is 5 months or greater)
  - Day 1 and Day 2 took place prior to the commencement of school.

New Teacher Orientation	
Day 1 (full day)	Introduction to Teaching in Prairie South (ie: Governance, Effective Teaching, Classroom Management, Professional Growth Rubric, Supervision/Evaluation, Employee Expectations, Aesop, Engaging the Home, Electronic Pay Stubs, Online Classroom Management Course
Day 2 (full day)	Making Connections, Planning for Student Success, Learning Improvement Teams, Overview of Learning Dept., Teaching Strategies for EAL
Day 3 (full day)	STF (ie: Federation Overview, Code of Ethics & Provincial Agreement), Social Media, LINC Agreement, STF induction, Teacher Clarity, Providing Effective Feedback

*\*\*Survey Results: All teachers who attended New Teacher Orientation were surveyed. The overall satisfaction rate was 4.04 out of 5.*

- **Administrators:**
  - Year-long administrator orientation consists of 2.5 days
  - 12 new administrators attended New Administrator Orientation
  - Day 1 and Day 2 took place prior to the commencement of school

New School Based Administrators Orientation	
Day 1 (full day)	Where to Begin-As a New Principal, Principal/Vice-Principal Professional Growth Supervision & Evaluation, Leading your School's Professional Learning
Day 2 (half day)	Working Morning with Superintendents (Domain Exploration: Personal Leadership, Cultural Leadership, Learning Leadership, Strategic Leadership, Human Resource Leadership, Managerial Leadership)
Day 3 (full day)	Budget 101, IT, Facilities Overview, Transportation, Business Odds & Ends, Teacher Supervision & Evaluation, Support Staff Supervision & Evaluation, AESOP, WCB Process

**\*\*Survey Results:** All administrators who attended New Administrator Orientation were surveyed. The overall satisfaction rate was 4.19 out of 5.

All School-Based Administrator's Meetings	
October 29, 30	Purpose of Group: How & Why We Work Together, August In-service Reading Follow-up, Learning Leadership, Data Granularity & Visibility Walls, Walking the Wall, A3 Course Correction, Student Support Services Learning, Dealing with Extreme Behaviour, EA Allocation Process, Labour Legislation & Budget
February 24, 25	Visible Learning – John Hattie Mandate & Synthesis, Visible Learning Follow-up, CUPE Staff Satisfaction Survey Follow-up Activity, Strategic Improvement Planning, TTFM
May 20	LIP/LIT/ESSP/School & Division Improvement, Attendance Support Program – Next Steps & Data Sharing, LLI & Permission Forms, Budget & Implications.

#### **Training & Development (External):**

- 26 teachers received tuition reimbursement for 62 courses (ELAC) for a total cost of \$53,160.92
- 1 new administrators attended the Principal Short Course
- 11 teachers attended the teacher accreditation seminar (teacher accreditation is on a 5 year renewal basis)

#### • **Support Staff (Prairie South):**

Professional Development	
Educational Assistants	Human Resources & Learning offered an optional session for all Educational Assistants on January 30, 2015. The session covered the rights, responsibilities and the role of Educational Assistants in the classroom.
Administrative Assistants	Optional desk top professional development available by webinar offered during the year (On the Right Track Consulting). <i>Roberts Rules of Order, Make the Leap to Remarkable, Say it with Backbone, not Bite</i>

**\*\*Support Staff (Prairie South) - (continued)**

Administrative Assistants	Service Best Training – Optional one day training to obtain the skills needed to deal with every type of customer. 31 administrative assistants attended. Demonstrate skills for handling difficult situations; how to recover when things go wrong when serving a customer; what does it mean to have a positive work attitude in all situations; discuss the behaviours and qualities associated with developing and maintaining the positive attitude necessary for providing excellent customer service.
Executive Assistants	Optional desk top professional development available by webinar offered during the year (On the Right Track Consulting). <i>Roberts Rules of Order, Make the Leap to Remarkable, Say it with Backbone, not Bite</i> ; plus a webinar <i>Identity Theft (Financial Management Institute)</i>

- **Support Staff (External):**

- 2 Out of scope staff received tuition reimbursement for 2 courses for a total cost of \$1100.00
- 11 CUPE support staff received tuition reimbursement for 19 courses for a total cost of \$14,930.17.

**Performance Management:**

Supervision & Evaluation - Teachers	
Track 1	63
Track 2	102
Track 3	311
Track 4	1
Track 5	1

Supervision & Evaluation - Administrators	
Track 1	5
Track 2	16
Track 3	32
Track 4	1
Track 5	0

<b>Supervision &amp; Evaluation – Support Staff</b>	
Probationary	59
Passed Probation	58
Failed Probation	1

<b>Employee Management - Teachers</b>	
Clarification Conversations	2
Work Place Investigations	1
Mutual Terminations/Mutual Removal of Duties	1
Termination	0
Letters (Clarification, Cautionary, Reprimand)	3
Harassment Complaints	0

<b>Employee Management - Support Staff</b>	
Workplace Investigations	1
Harassment Complaints	2
Letters of Warning	5
Letters of Suspension	1
Termination	1
Voluntary Demotion	0

<b>Grievances – Support Staff</b>	
Step 1 Grievance	4
Step 2 Grievance	2
Step 3 Grievance	1
Withdrawn and Resolved	4

**\*\*Grievance Procedure:** All three steps are set out in the CUPE Collective Agreement: Step 1 – Supervisor, Step 2 – HR, Step 3 - Board

- School Surplus/Redundancy: overall, 3.3 FTE teachers were surplus to four school staffs. 2.7 of the positions were transferred to a school that had an opening, 0.3 FTE permanently reduced their contract, and 0.3 FTE was absorbed through a Threshold Adjustment. The surplus practice, which aligns with AP 416 and the redundancy language of *The Education Act, 1995*, was applied.
- Permanent Lay-offs/Abolishments: 9
- Seasonal Lay-Offs: 11 Educational Assistants
- Reductions: 2

## Teacher Attendance:

### Prairie South Teacher Illness (Long Term/Short Term)

	# of days	# of teachers*	# of days per teacher	% of Days per teacher
Illness	2012.23		4.75	2.32%
Illness LT	1643.49		3.88	1.89%
<b>Total</b>	<b>3655.72</b>	<b>423.22</b>	<b>8.63</b>	<b>4.21%</b>

**\* # of teachers (June FTE)**  
 • as per board directive: no consultants, Admin %, LEADS members included

### Comparison to External Standards (Stats Canada)

	Prairie South	Stats Canada
Illness (ST & LT)	8.63	7.4

Total Teacher Absences for 2014-2015			
Category for Absences:	Days	Percent	Days per Teacher
LINC Agreement	3301.12	32.86%	<b>7.8</b>
Prov. Agreement/Ed. Act/Sask Empl. Act	5066.00	50.43%	<b>11.97</b>
Prairie South	1678.17	16.71%	<b>3.97</b>
<b>Total</b>	<b>10045.29</b>	<b>100.00%</b>	<b>23.74</b>

- **Appendices (for more information)**
  - Annual teacher by reason %'s & number of days (*Appendix B*)
  - Break down – 3 areas (sick,[LT & ST], LINC, Central Office Controls) (*Appendix C*)
  - Compare to self over time (*Appendix D*)

## Support Staff:

### Prairie South Support Staff Illness (Long Term/Short Term)

	# of days	# of staff*	# of days per employee	% of Days/ employee
Illness	3328.69		9.26	4.65%
Illness LT	255.16		.71	.36%
<b>Total</b>	<b>3583.85</b>	<b>359.51</b>	<b>9.97</b>	<b>5.01%</b>
* # of staff (June FTE)				
• no bus drivers				
• average number of days per year 199				

### Comparison to External Standards (Stats Canada)

	Prairie South	Stats Canada
Illness (ST & LT)	9.97	7.4

Total Support Staff Absences for 2013-2014			
Category for Absences:	Days	Percent	Days per Employee (without vacation)
CUPE & Out of Scope Agreements	10032.82	98.02%	21.06
Prairie South	202.57	1.98%	0.56
<b>Total</b>	<b>10235.39</b>	<b>100.00%</b>	<b>21.62</b>
*For total including vacation, see Appendix E			

## • Appendices (for more information)

- Annual support staff by reason %'s & number of days (*Appendix E*)
- Break down – 3 areas (sick (LT & ST), CUPE, Central Office Controls (*Appendix F*))
- Compare to self over time (*Appendix G*)

## Administrative Issues

- **Issue:** The PSTA and HR held differing opinions about the accumulation and use of ROS & NS days, as outlined in the LINC agreement. Articles 11.6.1, 12.9.1 and 13.3 state that maximum accumulation limit is 5 days per year. However, the agreement also states that a teacher can earn 3 days in a year and carry forward a maximum of 3 days – thus the confusion.
- **Response:** agreed to be addressed during LINC Bargaining
- **Issue:** The Saskatchewan Employment Act Changes  
Minimum call out pay is the minimum payment employers are required to pay employees every time the employer requires them to report to work, except for overtime (note, there are two classifications exempt from this provision and they are school bus drivers and noon hour supervisors). However, as of April 29, 2014 the Minimum Wage Regulations changed minimum call out pay to 3 times the employee's hourly wage instead of 3 times the minimum wage. As a result, if we hire an employee to work less than 3 hours we are still required to pay them for 3 hours at their rate of pay.
- **Response:** Five School Assistants were employed for 2 hours per day each. As a result of this change in legislation, we increased each employee to work 3 hours per day. The cost of this increase was \$15,000.
- **Issue:** Increase demand for Educational Assistants  
There continues to be requests from the schools for increased Educational Assistant support. There was an Educational Assistant contingency of 8.29 FTE the beginning of the 2014/15 school year. Throughout the year, we received requests for 25.17 FTE support.
- **Response:** We assigned additional support prioritizing based on student and staff safety. 1.0 FTE teacher contingency was converted to 2.5 FTE Educational Assistant contingency. Further if a student moved, the support moved as well.
- **Issue:** When dealing with teacher performance management issues, HR has noticed a trend that teachers access medical leave before the supervision process is complete.
- **Response:** we are working with SSBA legal, requesting clarification on medical notes to gain a better understanding of the teacher's limitations and restrictions, and using the *Duty to Accommodate Guide* to direct us when dealing with performance management and medical issues.

## Celebrations

- Improved Attendance:

Teacher Absence Comparison		
	2013-14	2014-15
Category for Absences:	Days	Days
Short Term Illness	2643.13	2012.23
# Days/Employee (short term/long term)	9.24	8.63
Total Days per Employee	24.71	23.74

### **Celebrations (continued)**

- Improved Attendance (continued):

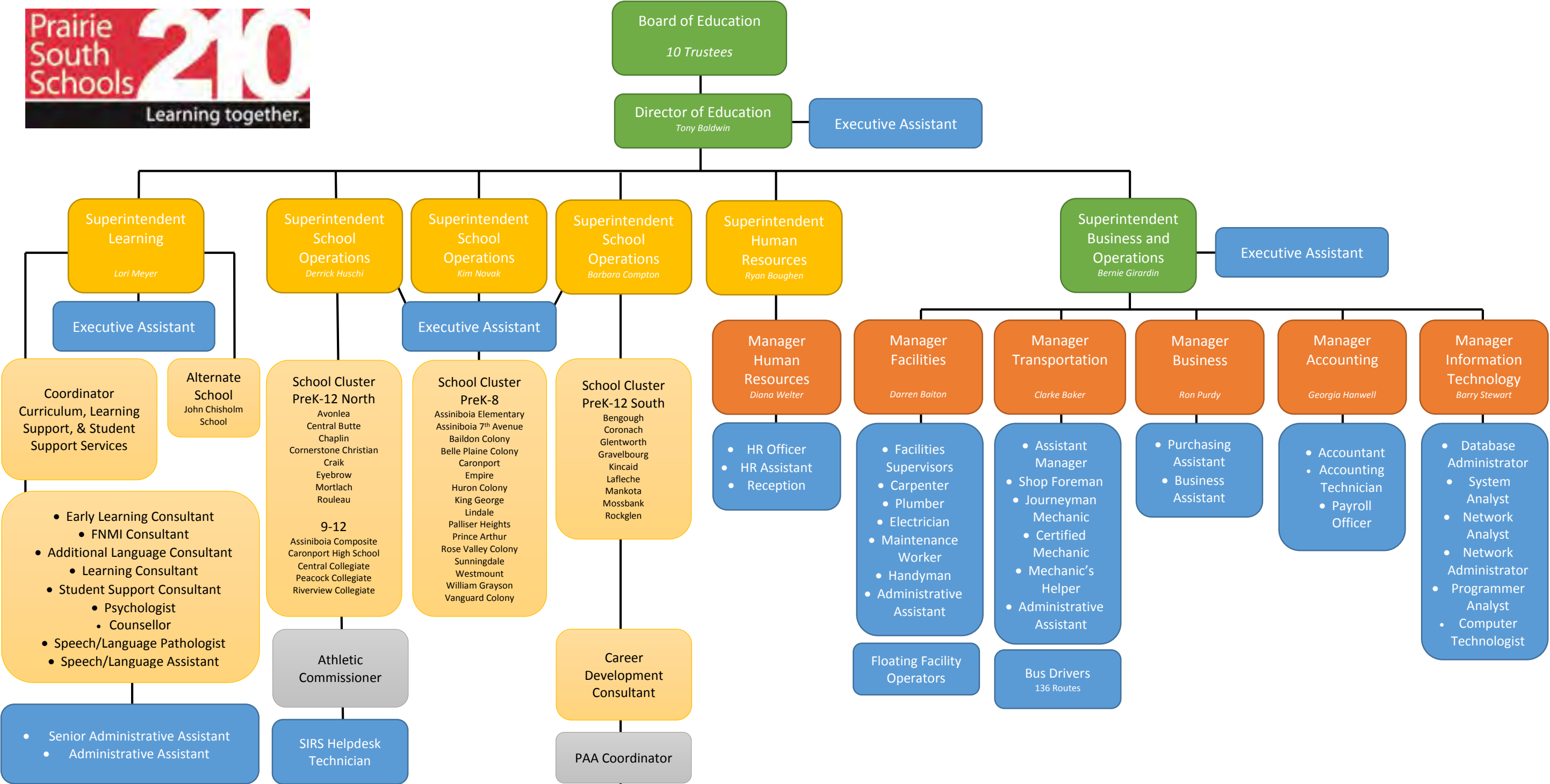
Support Staff Absence Comparison		
	2013-14	2014-15
Category for Absences:	Days	Days
Short Term Illness	3507.35	3328.69
# Days/Employee (short term/long term)	11.09	9.97
Total Days per Employee	22.24	21.62

- Concluded a four year agreement with CUPE

### **Governance Implications**

- Agreed to bargain LINC agreement in fall of 2015





<b>TEACHER ABSENCES 2014/2015</b>												
<b>Absence Reason</b>	<b>Aug/Sept</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>Total</b>	<b>% of Possible Days</b>
Compassionate Leave	22.5	17	16.4	13.54	40.28	18.6	15.7	18.6	33.1	35.4	<b>231.14</b>	<b>0.27%</b>
Competition Leave	0	0	0	2.5	0	0.0	0.0	2.0	0.0	0.0	<b>4.5</b>	<b>0.01%</b>
Convocation Leave	0	15	0	0	0	0.0	0.0	0.0	4.6	36.3	<b>55.81</b>	<b>0.06%</b>
Court/Jury	0	0	1	1	0	0.0	0.0	0.0	0.0	0.0	<b>2</b>	<b>0.00%</b>
Education Leave	0	0	0	0	0	0.0	2.0	0.0	0.0	7.0	<b>9</b>	<b>0.01%</b>
Emergency Leave	1	0	0	0	5.5	1.0	0.0	2.0	0.0	1.4	<b>10.9</b>	<b>0.01%</b>
Executive Leave	2	4	2	3	2	0.0	0.0	4.0	4.5	10.5	<b>32</b>	<b>0.04%</b>
Extra/Co-curr Teach	61.62	37.35	15.5	24.29	11.7	19.7	32.7	55.1	64.7	87.3	<b>409.95</b>	<b>0.47%</b>
FACI Meet/PD	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	<b>0</b>	<b>0.00%</b>
HUMA - Meet/PD	2.8	1.5	99	27.5	0.9	0.0	101.1	1.6	60.5	8.6	<b>303.5</b>	<b>0.35%</b>
Illness - Teacher	116.96	202.89	178.6	262.68	252.22	177.6	183.9	254.0	190.8	192.7	<b>2012.23</b>	<b>2.32%</b>
Illness - Long Term	109.35	154.64	217.68	279.2	161.3	125.8	155.4	136.9	132.0	171.3	<b>1643.49</b>	<b>1.89%</b>
Internship Seminar	36.9	0	0	0	0	0.0	0.0	0.0	0.0	0.0	<b>36.9</b>	<b>0.04%</b>
LRNG Meet/PD	43.84	117.2	18.9	87.23	19.88	18.9	22.2	25.7	84.4	64.0	<b>502.26</b>	<b>0.58%</b>
Medical/Dental Appt	80.86	125.24	106.97	168.3	120.44	89.3	133.9	120.4	138.7	185.1	<b>1269.12</b>	<b>1.46%</b>
Noon Supervision Day	2	13	19.48	27.51	19	24.1	38.5	26.5	28.5	52.0	<b>250.55</b>	<b>0.29%</b>
Paternity Leave	2	0	2	0	0	2.0	2.0	2.0	0.0	0.0	<b>10</b>	<b>0.01%</b>
PD DEC Teachers	19.4	64.8	35.44	44.6	15.5	8.5	40.4	37.0	91.6	46.9	<b>404.08</b>	<b>0.47%</b>
PP Teacher	18.41	35.36	31.9	28.3	16	15.3	15.3	23.1	23.7	31.9	<b>239.27</b>	<b>0.28%</b>
Prep Time	14.51	55.5	154.28	52.08	49.6	24.3	175.3	100.5	108.7	546.0	<b>1280.73</b>	<b>1.48%</b>
PSTA	0	0.6	0	4.2	0	0.0	1.0	0.0	0.5	1.1	<b>7.4</b>	<b>0.01%</b>
Rec. Of Service	10.3	31.8	50.68	61.41	50.62	50.4	87.5	98.1	88.9	132.3	<b>661.94</b>	<b>0.76%</b>
Secondment	0	2.9	0	3	3	4.0	1.0	5.0	3.0	3.0	<b>24.9</b>	<b>0.03%</b>
SOEH	1	0	3	0	0	0.0	0.0	0.0	0.0	0.0	<b>4</b>	<b>0.00%</b>
SONO	32.04	15.82	34.5	11.75	6.71	11.7	27.8	25.9	53.9	101.2	<b>321.29</b>	<b>0.37%</b>
SOSO	5.55	14.71	4.9	32.7	8.6	1.0	4.9	13.2	6.5	8.2	<b>100.27</b>	<b>0.12%</b>
STF Business - Invoice	3.6	5	21.76	7	4	1.0	6.8	15.3	16.2	3.6	<b>84.26</b>	<b>0.10%</b>
Unpaid Sick Leave							5.5	3.5	1.0	20.0	<b>30</b>	<b>0.03%</b>
TRAN Meet/PD	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0	<b>0</b>	<b>0.00%</b>
Leave Without Pay	0	15	3.5	0.4	30	5.5	5.5	23.1	9.5	11.3	<b>103.8</b>	<b>0.12%</b>
<b>Total Absences</b>	<b>586.64</b>	<b>929.31</b>	<b>1017.49</b>	<b>1142.19</b>	<b>817.25</b>	<b>598.62</b>	<b>1058.21</b>	<b>993.48</b>	<b>1145.2</b>	<b>1756.9</b>	<b>10045.29</b>	<b>11.58%</b>

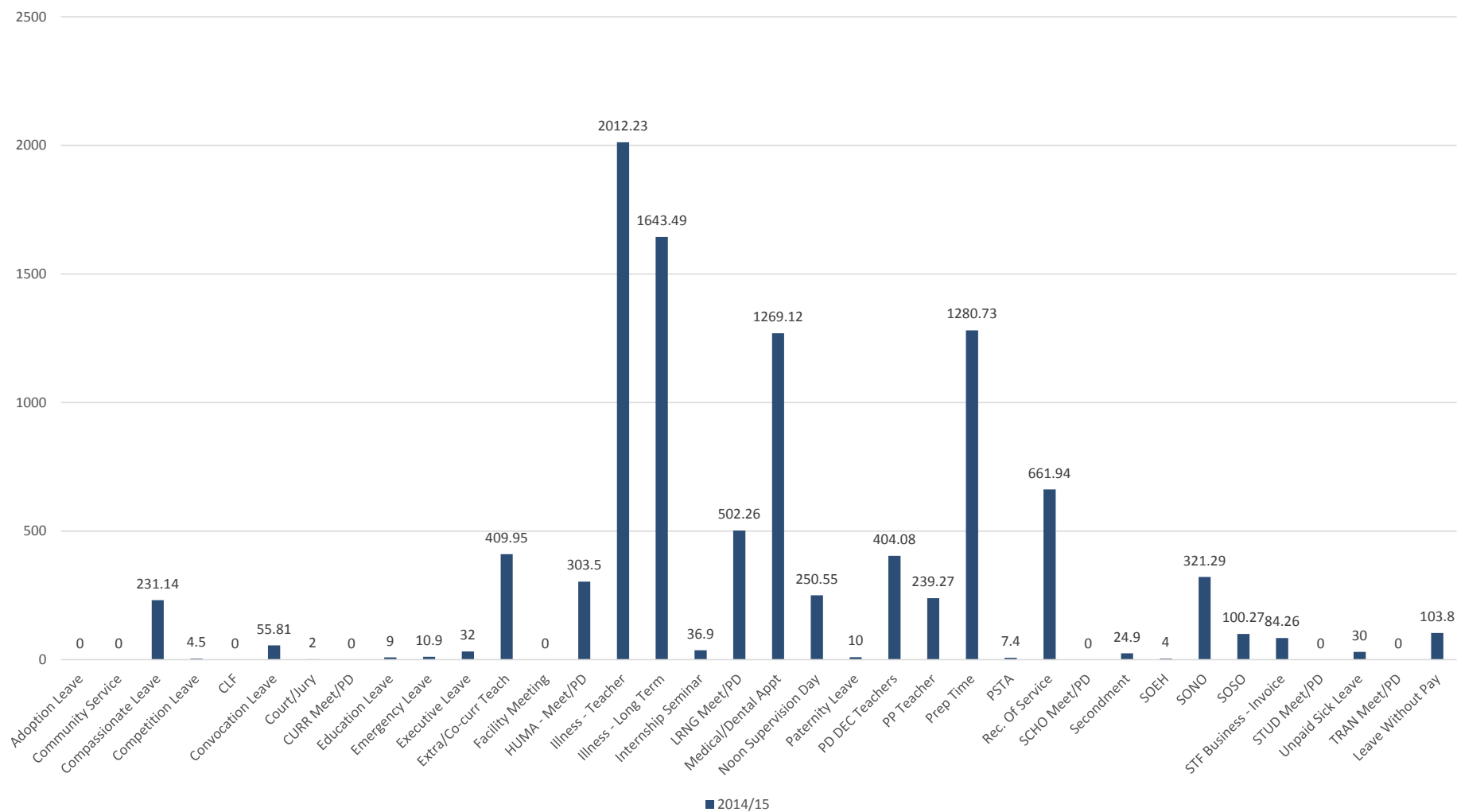
Possible Days	Days	FTE	Total Days
August/September	23	423.15	9732.45
October	19	423.22	8041.18
November	18	423.22	7617.96
December	20	423.22	8464.4
January	17	423.22	7194.74
February	17	423.22	7194.74
March	22	423.22	9310.84
April	21	423.22	8887.62
May	20	423.22	8464.4
June	28	423.22	11850.16
	<b>205</b>		<b>86758.49</b>

<b>TEACHER ABSENCES 2014/2015</b>		
<b>Absence Reason</b>	<b>Total</b>	<b>% by Reason</b>
Compassionate Leave	231.14	2.30%
Competition Leave	4.5	0.04%
Convocation Leave	55.81	0.56%
Court/Jury	2	0.02%
Education Leave	9	0.09%
Emergency Leave	10.9	0.11%
Executive Leave	32	0.32%
Extra/Co-curr Teach	409.95	4.08%
FACI Meet/PD	0	0.00%
HUMA - Meet/PD	303.5	3.02%
Illness - Teacher	2012.23	20.03%
Illness - Long Term	1643.49	16.36%
Internship Seminar	36.9	0.37%
LRNG Meet/PD	502.26	5.00%
Medical/Dental Appt	1269.12	12.63%
Noon Supervision Day	250.55	2.49%
Paternity Leave	10	0.10%
PD DEC Teachers	404.08	4.02%
PP Teacher	239.27	2.38%
Prep Time	1280.73	12.75%
PSTA	7.4	0.07%
Rec. Of Service	661.94	6.59%
Secondment	24.9	0.25%
SOEH	4	0.04%
SONO	321.29	3.20%
SOSO	100.27	1.00%
STF Business - Invoice	84.26	0.84%
Unpaid Sick Leave	30	0.30%
TRAN Meet/PD	0	0.00%
Leave Without Pay	103.8	1.03%
<b>Total Absences</b>	<b>10045.29</b>	<b>100.00%</b>

<b>LINC</b>	<b>Days Per Teacher</b>	<b>Prov Agree/Ed Act/Trade Union Act</b>	<b>Days Per Teacher</b>	<b>PSSD</b>	<b>Days Per Teacher</b>
231.14	0.55				
4.5	0.01				
55.81	0.13				
		2	0.00		
9	0.02				
10.9	0.03				
32	0.08				
				409.95	0.97
				303.5	0.72
		2012.23	4.75		
		1643.49	3.88		
				36.9	0.09
				502.26	1.19
		1269.12	3.00		
250.55	0.59				
10	0.02				
404.08	0.95				
239.27	0.57				
1280.73	3.03				
7.4	0.02				
661.94	1.56				
		24.9	0.06		
				4	0.01
				321.29	0.76
				100.27	0.24
		84.26	0.20		
		30	0.07		
103.8	0.25				
<b>3301.12</b>	<b>7.80</b>	<b>5066</b>	<b>11.97</b>	<b>1678.17</b>	<b>3.97</b>
<b>32.86%</b>		<b>50.43%</b>		<b>16.71%</b>	

<b>Teacher Absences</b>								
	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>Inc/Decr</b>
Adoption Leave	0	0	2.5	0	0	0	0	0
Community Service	0	0	1	0	0	0	0	0
Compassionate Leave	330.11	271.4	216.49	208.35	215.03	251.3	231.14	-20.16
Competition Leave	25.5	20	24.23	18	11.6	14.41	4.5	-9.91
CLF	0	0	0	37.2	0	0	0	0
Convocation Leave	45.3	32.74	39.4	51.8	44.95	27.53	55.81	28.28
Court/Jury	0	0	7.5	4.1	6.25	1	2	1
CURR Meet/PD	1032.44	977	684.42	211.32	0	0	0	0
Education Leave	0	0	0	36.4	0	0	9	9
Emergency Leave	39.34	106.7	55.67	15.4	200.5	14.9	10.9	-4
Executive Leave	13.25	11.48	26.49	54.66	36.03	27.5	32	4.5
Extra/Co-curr Teach	460.65	453.4	338.29	396.59	410.04	344.59	409.95	65.36
Facility Meeting	34.1	20	0.63	0	1.5	7.85	0	-7.85
HUMA - Meet/PD	362.28	263.2	211.63	434.16	281.34	289.3	303.5	14.2
Illness - Teacher	3542.17	4618	3047.85	2402.96	2543.35	2643.13	2012.23	-630.9
Illness - Long Term	0	0	1049.4	1283.19	1283.22	1303.13	1643.49	340.36
Internship Seminar	24.1	32.5	40.64	31.9	30.8	28	36.9	8.9
LRNG Meet/PD	0	0	0	0	367.68	474.75	502.26	27.51
Medical/Dental Appt	1930.02	1251.68	1287.4	1405.8	1557.12	1624.61	1269.12	-355.49
Noon Supervision Day	179.23	170.7	195.71	210.56	232.62	230.23	250.55	20.32
Paternity Leave	9	12.8	6	4	9.74	0	10	10
PD DEC Teachers	669.31	659.2	418.41	514.28	437.11	412.67	404.08	-8.59
PP Teacher	323.49	352.1	347.73	324.37	310.15	313.05	239.27	-73.78
Prep Time	578.94	844.9	855.83	1180.57	1241.03	1209.02	1280.73	71.71
PSTA	55.31	46.29	31.46	39.53	9.76	13.7	7.4	-6.3
Rec. Of Service	552.09	556.2	593.78	571.49	646.22	643.02	661.94	18.92
SCHO Meet/PD	255.33	373.9	343.46	146.99	0	0	0	0
Secondment	33.4	25.1	67.17	17.5	41.3	8.1	24.9	16.8
SOEH	0	0	0	25	16.12	6.5	4	-2.5
SONO	0	0	0	191.44	384.66	345.76	321.29	-24.47
SOSO	0	0	0	44.53	80.77	77.94	100.27	22.33
STF Business - Invoice	55.31	46.29	107.24	74.9	91.06	99.92	84.26	-15.66
STUD Meet/PD	571.93	506.6	439.98	271.47	0	0	0	0
Unpaid Sick Leave	0	0	0	0	0	0	30	30
TRAN Meet/PD	0	0	0	0	3	0	0	0
Leave Without Pay	192.02	92.65	244.22	125.73	131.19	139.78	103.8	-35.98
<b>Total Absences</b>	<b>11314.62</b>	<b>11744.83</b>	<b>10684.53</b>	<b>10334.19</b>	<b>10624.14</b>	<b>10551.69</b>	<b>10045.29</b>	<b>-506.4</b>
<b>Ave days per teacher(MBF)</b>	<b>23.5</b>	<b>23.32</b>	<b>21.28</b>	<b>20.58</b>	<b>21.24</b>	<b>21.13</b>	<b>20.28</b>	

Appendix D Teacher % of Absence Reason 2014/2015



**SUPPORT STAFF ABSENCES 2014/2015**

Absence Reason	September	October	November	December	January	February	March	April	May	June	July	August	Total	% of Possible Days
ACCT Meet/PD	1.5			3	4			1.16	7.63				17.29	0.03%
Act of God	1		1		4	1.63	3.25						10.88	0.02%
BUSI Meet/PD									2				2	0.00%
Community Service					0.51		0.43			1			1.94	0.00%
Compassionate Leave	11	18	22.54	16.09	34.68	6	17	29.9	34.95	16	0.69	2	208.85	0.33%
Competition Leave													0	0.00%
Convocation Leave		1								14.5			15.5	0.02%
Court/Jury Duty		1	2	0.5						1			4.5	0.01%
CUPE Business - Invo	10.47	27.27	17.06	16.9	15	13.37	30.92	8.9	22.46	18.18	9	6.02	195.55	0.31%
Earned Day Off		4	1.5	9	4	5.95	2	5.63	4	1.5	2.5	4.69	44.77	0.07%
Executive Position													0	0.00%
Extra/Co-curr Sup	4		3		0.58	1		1	3.49	4			17.07	0.03%
FACI Meet/PD		14	19.83		11		4						48.83	0.08%
HUMA Meet/PD	19.92	23.94	20.35	0.33	5.5	0.58			2	1			73.62	0.12%
Illness - LT Support	25.38	10.71	24.46	24.96	20.41	25.56	34.5	25.44	30.47	30.96	1.81	0.5	255.16	0.40%
Illness - Support	277.15	351.17	294.3	364.36	442.26	324.02	279.03	230.74	258.47	350.6	102.27	54.32	3328.69	5.23%
LRNG Meet/PD	5.5	10	2	2		6		2	5	5			37.5	0.06%
Med/Den Appt Support	100.55	143.04	106.85	94.87	121.49	113.54	127.48	105.76	107.75	108.94	7.91	19.01	1157.19	1.82%
Noon Supervision							2.03						2.03	0.00%
Parenting/Caregiver	40.99	41.75	35.25	45.63	31.94	24.83	30.53	29.74	32.43	22.38	2.75	1.5	339.72	0.53%
Paternity Leave													0	0.00%
PD DEC Support Staff	2.27	1.49	31	4.33	12.54	5	1.86	28.96	24.43	9.07			120.95	0.19%
PP Support	17.46	21.2	15.51	21.28	25.92	15.74	33.52	38.49	46.79	35.28	5.59	8.25	285.03	0.45%
Rec. of Service	2.09	5.96	5.5	6.97	2.96	11.82	6	7.49	12.57	12.93			74.29	0.12%
Secondment													0	0.00%
SOEH Meet/PD													0	0.00%
SONO Meet/PD	2	3	3			3.86		1.5	1				14.36	0.02%
SOSO Meet/PD					0.97								0.97	0.00%
TIL Support	18.62	14.13	18.63	28.56	14.73	34.72	25.69	18.72	37.14	44.21	27.27	14.79	297.21	0.47%
TRAN Meet/PD		8											8	0.01%
Vacation Support	144.1	123.29	136.18	284.61	121.59	156.97	119.94	118.72	132.69	136.39	484.4	504.31	2463.19	3.87%
Without Pay Support	13.2	26.46	26.55	56.67	55.05	70.7	69.25	26.69	69.87	54.54	5.76	1.67	476.41	0.75%
Workers Compensation	35	44.86	40.19	33.43	53.22	46.33	64.94	48.63	77	102.86	104.99	82.44	733.89	1.15%
<b>Total Absences</b>	<b>732.2</b>	<b>894.27</b>	<b>826.7</b>	<b>1013.49</b>	<b>982.35</b>	<b>867.62</b>	<b>852.37</b>	<b>729.47</b>	<b>912.14</b>	<b>970.34</b>	<b>754.94</b>	<b>699.5</b>	<b>10235.39</b>	<b>16.07%</b>

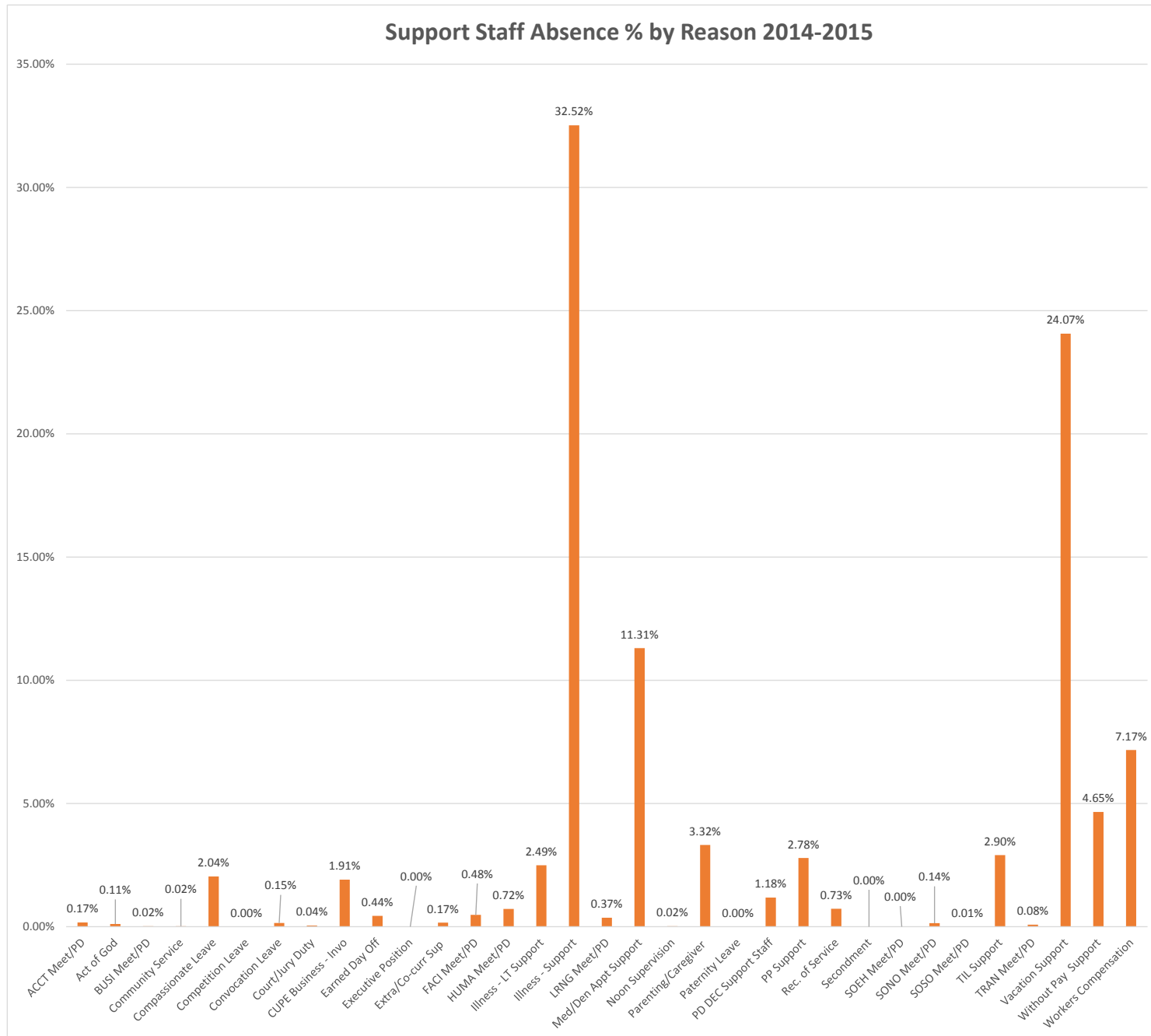
Possible Days	Days	FTE	Total Days
September	16.58	352.54	5845.11
October	16.58	359.67	5963.33
November	16.58	359.27	5956.70
December	16.58	359.27	5956.70
January	16.58	358.67	5946.75
February	16.58	362.47	6009.75
March	16.58	362.61	6012.07
April	16.58	361.61	5995.49
May	16.58	359.51	5960.68
June	16.58	359.51	5960.68
July	16.58	122.84	2036.69
August	16.58	122.84	2036.69
	198.96		<b>63680.63</b>

\*\*bus drivers absences nor FTE are included in this report.



## CUPE & Out of Scope Staff Absences 2014-2015

Absence Reason	Total	% by Reason	Days per Employee without vacation	Days per Employee with vacation	Absences as per CUPE & OOS	Absences as per PSSD
ACCT Meet/PD	17.29	0.17%	0.05	0.05		17.29
Act of God	10.88	0.11%	0.03	0.03	10.88	
BUSI Meet/PD	2	0.02%	0.01	0.01		2
Community Service	1.94	0.02%	0.01	0.01	1.94	
Compassionate Leave	208.85	2.04%	0.58	0.58	208.85	
Competition Leave	0	0.00%	0.00	0.00	0	
Convocation Leave	15.5	0.15%	0.04	0.04	15.5	
Court/Jury Duty	4.5	0.04%	0.01	0.01	4.5	
CUPE Business - Invo	195.55	1.91%	0.54	0.54	195.55	
Earned Day Off	44.77	0.44%	0.12	0.12	44.77	
Executive Position	0	0.00%	0.00	0.00	0	
Extra/Co-curr Sup	17.07	0.17%	0.05	0.05	17.07	
FACI Meet/PD	48.83	0.48%	0.14	0.14		48.83
HUMA Meet/PD	73.62	0.72%	0.20	0.20		73.62
Illness - LT Support	255.16	2.49%	0.71	0.71	255.16	
Illness - Support	3328.69	32.52%	9.26	9.26	3328.69	
LRNG Meet/PD	37.5	0.37%	0.10	0.10		37.5
Med/Den Appt Support	1157.19	11.31%	3.22	3.22	1157.19	
Noon Supervision	2.03	0.02%	0.01	0.01	2.03	
Parenting/Caregiver	339.72	3.32%	0.94	0.94	339.72	
Paternity Leave	0	0.00%	0.00	0.00	0	
PD DEC Support Staff	120.95	1.18%	0.34	0.34	120.95	
PP Support	285.03	2.78%	0.79	0.79	285.03	
Rec. of Service	74.29	0.73%	0.21	0.21	74.29	
Secondment	0	0.00%	0.00	0.00	0	
SOEH Meet/PD	0	0.00%	0.00	0.00		0
SONO Meet/PD	14.36	0.14%	0.04	0.04		14.36
SOSO Meet/PD	0.97	0.01%	0.00	0.00		0.97
TIL Support	297.21	2.90%	0.83	0.83	297.21	
TRAN Meet/PD	8	0.08%	0.02	0.02		8
Vacation Support	2463.19	24.07%		6.85	2463.19	
Without Pay Support	476.41	4.65%	1.33	1.33	476.41	
Workers Compensation	733.89	7.17%	2.04	2.04	733.89	
<b>Total Absences</b>	<b>10235.39</b>	<b>100.00%</b>	<b>21.62</b>	<b>28.47</b>	<b>10032.82</b>	<b>202.57</b>
					<b>98.02%</b>	<b>1.98%</b>



<b>Support Staff</b>			
<b>Absence Reason</b>	<b>2012-13</b>	<b>2013-2014</b>	<b>2014-2015</b>
ACCT Meet/PD	15.35	8.73	17.29
Act of God	195.43	33.95	10.88
BUSI Meet/PD	8.28	14.17	2
Community Service	0.33	0.77	1.94
Compassionate Leave	237.67	271.39	208.85
Competition Leave	7	3	0
Convocation Leave	31.02	15.13	15.5
Court/Jury Duty	0.27	1	4.5
CUPE Business - Invo	113.21	216.81	195.55
Earned Day Off	47.49	49.06	44.77
Executive Position	0	0.13	0
Extra/Co-curr Sup	27.45	13	17.07
FACI Meet/PD	42.96	12	48.83
HUMA Meet/PD	27.53	40.18	73.62
Illness - LT Support	1178.79	509.42	255.16
Illness - Support	2684.15	3507.35	3328.69
LRNG Meet/PD	55.84	30.38	37.5
Med/Den Appt Support	1309.16	1270.82	1157.19
Noon Supervision	0	0	2.03
Parenting/Caregiver	353.67	327.35	339.72
Paternity Leave	9	0	0
PD DEC Support Staff	81.25	99.03	120.95
PP Support	334.18	322.48	285.03
Rec. of Service	67.46	70.58	74.29
Secondment	2	0	0
SOEH Meet/PD	51.62	3	0
SONO Meet/PD	10.19	8.5	14.36
SOSO Meet/PD	0.93	1.38	0.97
TIL Support	262.68	304.17	297.21
TRAN Meet/PD	14.75	6	8
Vacation Support	2418.51	2257.55	2463.19
Without Pay Support	587.46	590.99	476.41
Workers Compensation	443.58	322.54	733.89
<b>TOTAL</b>	<b>10619.21</b>	<b>10310.86</b>	<b>10235.39</b>

# AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	5.8
<b>Topic:</b>	<b>10 Year Anniversary of Prairie South</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** January 1, 2016 will mark the 10<sup>th</sup> Anniversary of Prairie South School Division.

**Current Status:** Other school divisions have discussed the idea of a celebration but current budget issues are limiting plans. One division mentioned doing something at their annual meeting (having 10 year olds sing happy birthday and having grade 10s share something reflective on the last 10 years from their perspective). Does the Board want to have a celebration recognizing this milestone?

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	November 26, 2015	n/a

**Recommendation:**  
Board discussion.

# AGENDA ITEM

<b>Meeting Date:</b>	December 1, 2015	<b>Agenda Item #:</b>	8.1
<b>Topic:</b>	<b>Inquiry: 15 Passenger Vans</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 November 3, 2015 Regular Board Meeting: Are there School Divisions in Saskatchewan using 15 passenger vans? Is there data regarding whether or not 15 passenger vans are unsafe?

## Current Status:

### **Are school divisions using 15 passenger vans?**

11 rural school divisions (similar to ours) were polled to determine if they currently use 15 passenger vans and, if so, are there any conditions/restrictions associated with using the vans. A summary of the results are below: Individual school division data is also attached.

- 8 school divisions currently use 15 passenger vans (safety restrictions in place)
- 3 school divisions do not but one division has also been asked to investigate

### **What does current research state?**

In June 2010, Transport Canada announced that it would review the safety of vans used for student transportation. This review was to include consultations with provincial and territorial governments, an assessment of the safety and stability of extra-curricular activity vehicles, brake testing and testing to determine the vehicle rollover threshold.

A summary of the results are included below.

Phase 1 involved crash avoidance tests {7 vehicles were used in the test: a 7-passenger minivan, a 12 passenger van, two 15 passenger vans, a 19-seat mini school bus, a 30-seat mini school bus, and a 21-seat Multi-functional Activity Bus (MFAB)}

### **Results**

The 15-passenger vans that were tested performed as well as and sometimes better than the two school buses and the MFAB in all Phase 1 tests performed (page 31 – Evaluation of 15-Passenger Vans prepared by Canadian Council of Motor Transport Administrators AND page 4 – Investigations – Transport Canada)

Phase 2 involved dynamic manoeuvre testing (3 vehicles were tested: two 15 passenger vans and a MFAB).

### **Results**

- Vehicles with ESC could perform Sine with Dwell Manoeuvre at 80 and 100 km/h in nominal and full load conditions without spinning out.
- The two 15-Passenger vans with ESC activated were capable of completing the fishhook manoeuvre at nominal and full load, even with the rear tire pressure reduced from 80 psi to 50 psi
- The fishhook manoeuvre in the full load condition was performed on the MFAB at a speed of 55 km/h with a tire pressure of 50 psi and at 65km/h with a tire pressure of 80 psi. It resulted in spinning out. Without the outrigger equipment, the vehicle would have rolled.
- Without ESC none of the vehicles was able to complete the fishhook manoeuvres

Page 60 Evaluation of 15-Passenger Vans prepared by Canadian Council of Motor Transport Administrators

Phase 3 involved paired side impact crash testing of a 15 passenger van & a MFAB

### **Results**

- The outcome of this paired crash testing is comparable to other side impact crash tests that have been previously conducted with passenger vehicles.
- Transport Canada does not draw general conclusions concerning the crashworthiness of 15 passenger vans nor the MFAB types of vehicles. (page 28 – Transport Canada Paired Side Impact Crash Testing of a 15 Passenger Van & a MFAB)

### **Evaluation of 15-Passenger Vans prepared by Canadian Council of Motor Transport Administrators Final Recommendation**

- Research does not support a ban of 15-passenger vans in Canada regardless of their use. ... Fifteen passenger vans meet all federal manufacturing requirements/standards, and testing has demonstrated that they are not less stable or more prone to roll over than other vehicles with similar capacities... and research has shown that driver training and proper maintenance can improve

driver knowledge and skill level as well as the handling and performance of 15-passenger vans.  
Page 62 Evaluation of 15-Passenger Vans prepared by Canadian Council of Motor Transport Administrators

**What is SSBA's view on 15 passenger vans?**

In 2006, SSBA came out with the following memorandum regarding 15 passenger vans. Dave Jackson states that SSBA's position has not changed since that time but states that 15 passenger vans "can be utilized if proper risk management process are followed."

The Saskatchewan School Boards Association maintains the position that 15 passenger vans are a higher risk vehicle because of difficulty with handling at highway speeds, weight and balance problems, lack of proper driver instruction, and an increased propensity for rollover accidents. SSBA's recommendations when using 15 passenger vans are as follows:

- Driver shall be adults who have driving experience or licensing for large vans;
- Always travel at slower speeds;
- Load to 10 passengers or less ahead of rear wheels;
- Use seat belts at all seating positions;
- Secure luggage.
- Ensure that all of the weight is not in the back.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

Prepared By:	Date:	Attachments:
Derrick Huschi	November 15, 2015	Full documents available if requested

**Recommendation:**