

# *Prairie South Schools*

## BOARD OF EDUCATION

SEPTEMBER 06, 2016  
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 **Court of Appeal Decision Pilot Butte v PVSD**
  - 1.2 **Human Rights Commission Mediation Update**
  - 1.3 **Gravelbourg Elementary Sale/Transfer**
  - 1.4 **Thatcher Drive Sale**
  - 1.5 **Incidents of Concern**
  - 1.6 **Holy Trinity Letter**
  - 1.7 **SSBA Teacher Time Response**
2. **Call to Order**
3. **Adoption of the Agenda**
4. **Adoption of Minutes (Regular Meeting of June 7 & Special Meeting of July 5)**
5. **Decision and Discussion Items**
  - 5.1. **Notice of Motion:**  
*That a catchment zone be established for Caronport Elementary School beginning fall 2017.*  
- Bachmann
  - 5.2. **Notice of Motion:**  
*Beginning September 2016 the monthly reports regarding staff absences include all employee groups, teachers, CUPE and out-of-scope staff.*  
- Young
  - 5.3. **Notice of Motion:**  
*That the Board direct Administration to prepare a summary of services provided for students who are vulnerable because of mental health issues and an assessment of these services using a 2015-2016 baseline, and that this summary be monitored by a board committee to be selected by the Chair, and presented to the Board during a Board Planning session after the provincial budget in the spring of 2017 but prior to Board deliberation on the Prairie South budget for 2017-2018.*  
- McLeod
  - 5.4. **Gravelbourg Convent Sale (tabled from July 5, 2016)**
  - 5.5. **SSBA Proposed Budget 2017**
  - 5.6. **Submission of Bylaw Amendments & Resolutions for SSBA Fall AGM**
  - 5.7. **SSBA Position Statements**
  - 5.8. **Rates of Pay for Election Workers**
  - 5.9. **Monthly Reports**
    - 5.9.1. **Substitute Usage Report**
    - 5.9.2. **Tender Report**
  - 5.10. **Staff Engagement Plan 2016-2017**

- 6. Delegations and Presentations**
  - 6.1. Cheryl Hoffarth (11:30 a.m.)**
  - 6.2. Tracy & Trevor Gibson (11:45 a.m.)**
- 7. Committee Reports**
  - 7.1. Standing Committees**
    - 7.1.1. Student Literacy and Achievement
    - 7.1.2. Equitable Opportunities
    - 7.1.3. Student Transitions
    - 7.1.4. Business and Governance
    - 7.1.5. Advocacy and Networking
    - 7.1.6. Rural Strategies
    - 7.1.7. Urban Strategies
- 8. Information Items**
  - 8.1. Inquiry from June 7, 2016**

*What are the 2015-2016 revenues for the use of school gym and classroom rentals in Moose Jaw by third party users on a group by group basis.*  
*- Radwanski*
  - 8.2. SSBA Members' Council September 22-23, 2016**
- 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, 1075 9<sup>th</sup> Avenue North West, Moose Jaw, Saskatchewan on JUNE 7, 2016 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; L. Meyer, Superintendent of Learning; R. Boughen, Superintendent of Human Resources; B. Compton, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; K. Novak, Superintendent of School Operations; H. Boese, Executive Assistant

Delegations: John Chisholm Staff and Students (11:15 a.m.)  
Safe Saskatchewan Pilot Program Briefing, Gord Moker (11:30 a.m.)

Motions:

06/07/16 – 2566 That the meeting be called to order at 11:00 a.m. Carried  
- Davidson

06/07/16 – 2567 That the Board add the following item to the agenda: Carried  
7.1.8 Public Section  
and adopt the agenda as amended.  
- Crabbe

06/07/16 – 2568 That the Board adopt the Minutes of the Regular Meeting Carried  
of May 10, 2016 as presented.  
- Wilson

Chairman Davidson handed the gavel to Vice-Chair McLeod.

06/07/16 – 2569 That the Board name the renovated K-12 school in Carried  
Gravelbourg École Gravelbourg School.  
- Davidson

Vice-Chair McLeod returned the gavel to Chairman Davidson.

06/07/16 – 2570 That the Board accept the monthly reports as presented. Carried  
- Young

06/07/16 – 2571 That the Board approve the overnight excursion for Carried  
Central Collegiate Grades 9-12 students to Winnipeg,  
Manitoba from June 15-18, 2016.  
- Kessler

06/07/16 – 2572 That the Board approve the disposal of records at or past Carried  
their retention listed on the attached schedule by transfer  
to the Saskatchewan Archives or by shredding.  
- Gleim

That the Board break at 11:55 a.m.

That the Board reconvene at 1:04 p.m.

06/07/16 – 2573	That the Board approve the 2016-17 budget with operating expenses of 89,005,093, loan payments of 386,808 and capital purchases of 4,591,078. - Gleim	Carried
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Radwanski requested motion 06/07/16 – 2573 be a recorded vote:

In Favour of Motion: Bachmann, Crabbe, Davidson, Gleim, Kessler, McLeod, Wilson, Young

Opposed to Motion: Radwanski, Swanson

06/07/16 – 2574	That motion 06/07/16 – 2573 be amended to remove the \$200,000 renewed counselling model. - McLeod	Defeated
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Radwanski requested motion 06/07/16 – 2574 be a recorded vote:

In Favour of Motion: Kessler, McLeod, Radwanski, Wilson, Young

Opposed to Motion: Bachmann, Crabbe, Davidson, Gleim, Swanson

That the Board break at 2:05 p.m.

That the Board reconvene at 2:11 p.m.

06/07/16 – 2575	That the Board approve the 2017-2020 PMR plan as presented so it can start the Ministry process of grant funding for the upcoming year. - Gleim	Carried
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06/07/16 – 2576	That the Board approve the Board self-evaluation report as developed at the facilitated workshop of April 18, 2016 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate. - Young	Carried
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06/07/16 – 2577	That the Board approve the Director of Education evaluation report as developed during the evaluation workshop of April 18, 2016 as an accurate accounting of the Director's performance for the period April 1, 2015 to March 31, 2016 and further that the Board authorize the Chair to sign the report on the Board's behalf. - Bachmann	Carried
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|-----------------|---|---------|
| 06/07/16 – 2578 | That the Board adopt Board Policy 8 (updated June 7, 2016) and direct that it replace the current policy in the Board Policy Handbook.<br>- Wilson  | Carried |
| 06/07/16 – 2579 | That the Board adopt Board Policy 12 (updated June 7, 2016) and direct that it replace the current policy in the Board Policy Handbook.<br>- Crabbe | Carried |
| 06/07/16 – 2580 | That the Board receive the Administrative Procedures as presented.<br>- Bachmann  | Carried |
| 06/07/16 – 2581 | That the eight recommendations for committee priorities for the 2016-2017 school year be accepted.<br>- Gleim                                       | Carried |

**Student Literacy and Achievement Committee** engage in a review of plans and progress related to the Education Sector Strategic Plan outcome on reading, writing and math.

**Student Literacy and Achievement Committee** engage in a review of Home-Based Education Programming and Supports.

**Equitable Opportunities Committee** engage in a review of IT and Innovation Standards for Prairie South Schools.

**Student Transitions Committee** engage in a review of plans and progress related to the Education Sector Strategic Plan outcome and priority on Graduation Rates.

**Student Transitions Committee** continue their work related to prekindergarten programming, including conducting an initial assessment of the magnet programming established in September, 2016.

**Advocacy and Networking Committee** continue with the staff engagement focus from the 2014-2016 school years.

**Advocacy and Networking Committee** engage in a review of current processes related to teacher transfers within Prairie South Schools.

**Rural Strategies and Urban Strategies Committees** meeting schedules coordinate with Board planning sessions in order to evaluate strategic direction emerging from those sessions through urban and rural lenses.

- |                 |  |         |
|-----------------|--|---------|
| 06/07/16 – 2582 | That the Board receive and file the 3 <sup>rd</sup> Quarter Financial Accountability Report.<br>- McLeod | Carried |
| 06/07/16 – 2583 | That the Board approve the Catchment Area Applications as recommended.<br>- Gleim                        | Carried |

### **Committee Reports**

#### **Standing Committees:**

##### *Higher Literacy & Achievement*

- No report given. Next meeting in September.

##### *Equitable Opportunities*

- No report given.

##### *Smooth Transitions*

- No report given. Meeting tomorrow morning.

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

- Reviewed the PMR plan that was received today. Reviewed an agreement with Caronport. Received an offer to sell Gravelbourg School. Reviewed the Third Quarter Accountability Report that the Board received today.

##### *Advocacy and Networking*

- No response from MLAs regarding the invitation to meet.
- Closing ceremonies took place at Gravelbourg Elementary School. Was an opportunity for the school community and the community as a whole to say goodbye to a great facility. The new school in Gravelbourg will open with the start of the 2016-2017 school year.
- Tim and Tony made a presentation at Public Section.
- Provincial level meetings in middle of June – council meeting, budget, “transformational change”.

##### *Rural Catchment and Transportation*

- Reviewed the transportation catchment area applications that were presented today.
- Continued discussion and fact-finding for Caronport catchment area.

##### *Urban Possibilities*

- Meeting will be reschedule later this month.
- Agenda items will include: a tour of Guthridge Field; a tour of Centennial Auditorium; North West catchment area review; update for sound studio program for fall.

##### *Public Section Addition*

- Acknowledged Tony and Tim’s presentation regarding Human Rights process. Very lively and positive discussion.
- Continue update on legal matters re: Theodore and will continue through summer.

### **Notice of Motions**

- |                 |   |
|-----------------|---|
| 06/07/16 – 2584 | That a catchment zone be established for Caronport Elementary School beginning Fall 2017.<br>- Bachmann |
|-----------------|---|

06/07/16 – 2585      Beginning September 2016 the monthly reports regarding staff absences include all employee groups, teachers, CUPE and out of scope staff.  
- Young

**Inquiry**

What are the 2015-2016 revenues for the use of school gym and classroom rentals in Moose Jaw by 3<sup>rd</sup> party users on a group by group basis?  
- Radwanski

**Adjournment**

06/07/16 – 2586      That the meeting be adjourned at 3:04 p.m.      Carried  
- Gleim

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S. Davidson  
Chair

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B. Girardin  
Superintendent of Business and Operations

**Next Regular Board Meeting:**

Date:      TBD – at call of Chair  
Location:      Central Office, 1075 9<sup>th</sup> Avenue, Moose Jaw

**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 July 5, 2016.**

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; H. Boese, Executive Assistant

Motions:

07/05/16 – 2587 That the meeting be called to order at 12:05 p.m. Carried  
- Davidson

07/05/16 – 2588 That the Board amend the Agenda as follows: Carried  
• Remove item **#4.1: Supports for Learning.**  
• Add **#6: Notice of Motion.**  
• Renumber #6: Adjournment to **#7: Adjournment.**  
- McLeod

07/05/16 – 2589 That the Board adopt the Agenda as amended. Carried  
- Swanson

07/05/16 – 2590 That the Board table the Gravelbourg Convent Sale item to the Tabled to  
next Regular Board Meeting  
- Swanson Board Meeting

Notice of Motion

07/05/16 – 2591 That the Board direct Administration to prepare a summary of services provided for students who are vulnerable because of mental health issues and an assessment of these services using a 2015-2016 baseline, and that this summary be monitored by a board committee to be selected by the Chair, and presented to the Board during a Board Planning session after the provincial budget in the spring of 2017 but prior to Board deliberation on the Prairie South budget for 2017-2018.  
- McLeod

07/05/16 – 2592 That the meeting be adjourned at 12:10 p.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: September 6, 2016  
Location: Board Office, Moose Jaw



# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.1
<b>Topic:</b>	<b>Notice of Motion – Caronport Elementary School Catchment Zone</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Trustee Bachmann provided the following Notice of Motion at the June 7, 2016 meeting of the Board of Education of Prairie South Schools:

*That a catchment zone be established for Caronport Elementary School beginning fall 2017.*

**Current Status:**

The Rural Catchment and Transportation Committee conducted an extensive review of transportation options in the Caronport area during 2015-2016. Support exists for the establishment of a rural catchment area around Caronport Elementary School for grades K-8 students. Support for catchment adjustments for students from grades 9-12 is less evident.

**Pros and Cons:**

Pros: Transportation to Caronport Elementary School would mean shorter ride times for students who are currently in the Lindale Catchment.  
Transportation to Caronport Elementary School would meet the expressed needs of several families in the Caronport area.

Cons: In time, the Board will need to decide whether students will be required to change schools with a new catchment area in place, or whether a duplicate bus service will exist for several years as current Lindale students move through the system.

**Financial Implications:**

Any plan that requires duplicate bus service to two schools from the same geographic area will not be cost neutral.

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	August 29, 2016	

**Recommendation:**

That the Board consider the Notice of Motion referenced above.

# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Notice of Motion: Staff Absences Report - Include All Employee Groups</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The following Notice of Motion was made at the June 7, 2016 meeting:  
*Beginning September 2016 the monthly reports regarding staff absences include all employee groups, teachers, CUPE and out-of-scope staff.*  
 - Young

**Current Status:**

The Board receives a monthly Teacher Absences & Substitute Usage report, which outlines the total teacher absences broken down by the absence reason and listed under the appropriate collective agreement/leave classification (LINC Agreement, Provincial Agreement/Education Act/Employment Act, Prairie South).

**Pros and Cons:**

Pros: The Board will receive a more comprehensive view of absences by all employee groups.

Cons: Non-teacher staff absences are recorded in hours not in days. Therefore, at a glance, its difficult to compare non-teacher absences to teacher absences. Further, different employee groups within CUPE have different FTE hours.

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	August 22, 2016	

**Recommendation:**

Board Decision.

# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>Notice of Motion – Summary of Services Provided for Vulnerable Students</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Trustee McLeod provided the following Notice of Motion at the July 5, 2016 Special Meeting of the Board of Education of Prairie South Schools:

*That the Board direct Administration to prepare a summary of services provided for students who are vulnerable because of mental health issues and an assessment of these services using a 2015-2016 baseline, and that this summary be monitored by a board committee to be selected by the Chair, and presented to the Board during a Board Planning session after the provincial budget in the spring of 2017 but prior to Board deliberation on the Prairie South budget for 2017-2018.*

**Current Status:**

Prairie South provides a variety of services to children and families who are vulnerable because of mental health issues and otherwise. The school division works in partnership with several agencies to coordinate services.

**Pros and Cons:**

**Financial Implications:**

The breadth of services available will continue to be dependent on budget available to support these services.

**Governance/Policy Implications:**

The Board has a standing Equitable Opportunities Committee who would be able to provide oversight related to vulnerable students.

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	August 29, 2016	

**Recommendation:**

That the Board approve the motion as presented.

## AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Gravelbourg Convent Sale (tabled from July 5, 2016)</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** This item was tabled from July 5, 2016.

The Gravelbourg Town Council is meeting on 30 June 2016 and will be considering the agreement for sale of the Convent of Jesus and Mary.

**Current Status:** Will be discussed at the September 6 meeting.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	August 31, 2016	

***Recommendation:***

## AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.5
<b>Topic:</b>	<b>SSBA Proposed Budget 2017</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information		

**Background:** SSBA President Bailey provided the following background via email on 30 June 2016:

*After much deliberation, your Executive has approved the SSBA's Proposed Budget 2017 (attached). This budget reflects the resources required to manage and carry out services for members in support of the strategic plan.*

*A total increase of approximately \$150K to membership fees, a cost shared by all school divisions, is required to sustain current levels of services and supports in 2017. This increase will be offset by a reduction in the administration portion of insurance premiums and therefore the impact to school division budgets will be minimal.*

*The SSBA continues to exercise restraint and has taken steps to increase revenues and find efficiencies within the organization to minimize the impact of inflationary increases to school division budgets.*

*Your constituency representatives will follow up in the coming weeks and months to address any questions or concerns you may have regarding the SSBA's proposed budget. A final proposed budget will be presented at Members' Council in September and decided on by the membership at our AGM during Fall Assembly in November.*

**Current Status:** 2017 membership fees for each school division will be calculated in the fall of 2016 when the September 2016 enrolment figures are provided by the Ministry of Education.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:** Prairie South Schools is a member board of the SSBA.

**Legal Implications:**

**Communications:** Final budget deliberations and a budget vote are scheduled for the SSBA Annual General Meeting in November.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	August 17, 2016	SSBA Proposed Budget 2017

***Recommendation:***

That the Board review the information provided and provide feedback to Trustees who will be in attendance at the SSBA AGM in November.



## PROPOSED BUDGET – 2017

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# 2017 Budget Overview

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This budget continues to utilize the strong foundation created by the SSBA Vision 2025 Strategic Plan for a sustainable organization. In 2017, the Association will continue to provide high quality and valued services to members while increasing efficiencies and managing costs.

In 2017, investment income is expected to remain weakened due to current market conditions impacting interest rates and investment returns. Historically when investment returns are stronger we have used that revenue stream to fund operations and services, which in turn keeps membership fees lower.

During the budget development process, senior management undertook a review of all departments to ensure that sufficient financial and human resources are available to sustain existing services. This sustainable approach to budgeting resulted in increases in certain areas balanced with a reduction in costs whenever possible.

As reflected in this budget, the Association strives to balance expenditure reductions with maintaining existing service levels to the membership. In order to sustain current levels of services and supports, a total increase of \$151,574 to membership fees, a cost shared by all school divisions, has been recognized in the 2017 budget. While the membership fee increase is needed to sustain current service levels in the organization, beginning in 2017, there will be a reduction to the administration costs of the insurance program that will help minimize the overall impact to school division budgets.

The SSBA will continue to build on the strong foundation that has been established while maintaining service delivery and demonstrating value for our member boards by reviewing costs and looking for savings and revenue options wherever possible.



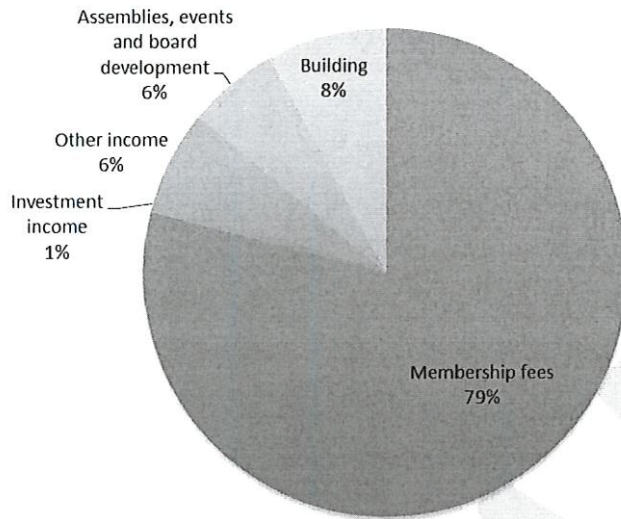
# 2017 Budget Highlights

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- ✓ There will be an increase to membership fees in 2017.
- ✓ There will be a reduction in the administration portion of the insurance premiums beginning in 2017.
- ✓ High quality and effective levels of service are maintained.
- ✓ Trustee engagement on committees, WAGs and representation on various boards are maintained and supported.
- ✓ Increases in operating costs are recognized.
- ✓ Appropriate compensation and working conditions for staff and trustees engaged in the work of the SSBA are provided.
- ✓ The Employee Benefits Plan and General Insurance Program will continue to ensure effective coverage and competitive rates with the general market as we continue to strive to be a “provider of choice” for boards based on value for money in these areas.

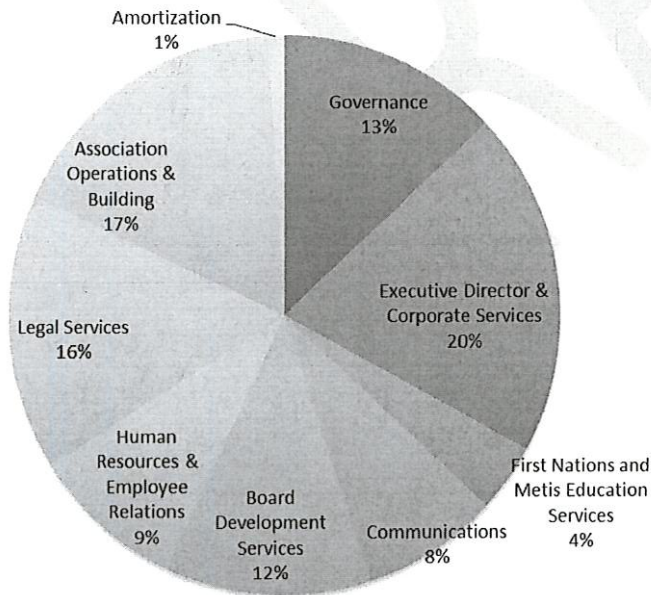
# 2016 Budget at a Glance

## Revenue



	Budget 2016	%
Membership fees	\$2,677,814	79%
Investment income	21,000	1%
Other income	191,305	6%
Assemblies, events and board development	216,000	6%
Building	273,884	8%
<b>Total Revenue</b>	<b>\$3,380,003</b>	<b>100%</b>

## Expenses



	Budget 2016	%
Governance	\$ 445,981	13%
Executive Director & Corporate Services	681,786	20%
First Nations and Metis Education Services	121,392	4%
Education Services		
Communications	284,264	8%
Board Development Services	407,335	12%
Human Resources & Employee Relations	316,529	9%
Legal Services	533,325	16%
Association Operations & Building	565,766	17%
Amortization	23,625	1%
<b>Total Expense</b>	<b>\$3,380,003</b>	<b>100%</b>

# Budget Summary by Category

	Proposed Operating Fund	Approved Budget 2016	Budget Variance	% Change	
<b>REVENUE</b>					
Membership fees	\$ 2,677,814	\$ 2,526,240	\$ 151,574	6.0%	1
Investment income	21,000	20,000	1,000	5.0%	
Other income	191,305	108,000	83,305	77.1%	2
Assemblies, events and board development	216,000	216,000	-	0.0%	
Building	273,884	263,245	10,639	4.0%	3
	<b>3,380,003</b>	<b>3,133,485</b>	<b>246,518</b>	<b>7.9%</b>	
<b>EXPENSES</b>					
Executive activity/membership engagement	445,981	478,988	33,007	6.9%	4
Executive director/administration (5.5 FTEs)	681,786	650,125	(31,661)	-4.9%	2,6
Association operations	323,326	239,068	(84,258)	-35.2%	5
Building	242,440	198,573	(43,867)	-22.1%	2
Communication services (2 FTEs)	284,264	266,211	(18,053)	-6.8%	6
Board of education development services					
Staff expenses (1 FTE)	182,455	177,764	(4,691)	-2.6%	
Assemblies, events & board development	200,880	201,850	970	0.5%	
Research and development	24,000	24,000	-	0.0%	
Employee relations (2 FTEs)	316,529	317,503	974	0.3%	
Legal services (3 FTEs)	533,325	533,875	550	0.1%	
First nations and metis education services (1 FTE)	121,392	124,396	3,004	2.4%	
Amortization	23,625	38,134	14,509	38.0%	7
	<b>3,380,003</b>	<b>3,250,487</b>	<b>(129,516)</b>	<b>-4.0%</b>	
<b>Excess (deficit) of revenue over expenses</b>					
	-	(117,002)	117,002	-100.0%	

- 1 . Increase in membership fees to sustain current levels of services and supports.
- 2 . Increase primarily due to reclassification of EBP and Insurance related expenses.
- 3 . Increase includes a 2.5% increase in rent for existing tenants.
- 4 . Decrease due mainly to realignment to 2015 actuals and reduction in national membership dues.
- 5 . Increase in operations primarily due to an allocation for long-term sustainability of the SSBA building.
- 6 . Staff expenses include an adjustment of 2.0% for the Association's performance management plan.  
Other changes include adjustments to reflect 2016 actual salaries and benefits amounts for each area.
- 7 . Amortization is lower due to nearing end of amortization lifecycle for capital assets.

# SSBA Business Services

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While the SSBA Employee Benefits Plan and General Insurance Program are voluntarily subscribed to by individual boards and are not funded by membership fees, the Provincial Executive has the fiduciary responsibility to oversee and report on both of these services.

## Employee Benefits Plan

In providing quality support, service and resources to member school boards in the form of employee benefits, there are three main budget measures as follows:

- **Premiums**

The EBP premiums include both the cost of the benefits and the cost of administration. The costs of the benefits are currently stable and reflect the usage trends within the large group. The administration rate is the lowest it has ever been in the history of the plan, and reflects increased efficiencies found and developed by the EBP staff.

- **Carrier Expenses**

Carrier expenses include the cost of benefits paid out, the cost of administrative services provided by the insurance carrier, and other plan expenses paid to the insurance carrier.

- **Staff Expenses**

The 2017 staff expense budget includes a 2.0% increase for the Association's performance management plan and reduction of an accounting clerk position. This position was moved to SSBA Operations and is responsible for maintaining processes and procedures recommended by the auditor to reconcile Manulife reports in addition to ensuring that estimates are prepared for estimated surpluses/deficits and outstanding benefits claims at year end.



## Insurance and Risk Management

The Insurance and Risk Management department deals with a multitude of coverage and risk related strategies. Responsibilities include: property and liability insurance placement; claims management; risk management; loss prevention; claims advocacy; policy development; private adjuster selection and performance; broker tendering and negotiation; school bus regulations; playground safety inspections; group tendering; and the management of a number of self-funded insurance pools that protect school divisions from catastrophic loss.

The 2017 budget includes an allocation for 50 loss control inspections to be conducted at selected schools throughout the province. Other operating expenses include administration, marketing, rent, communications, compensation, professional development, and travel. These expenses are expected to remain stable for the 2017 budget year.

The 2017 staff expense budget includes a 2.0% increase for the Association's performance management plan and reduction of an accounting clerk position and change in staffing complement. The accounting clerk position was moved to SSBA Operations and is responsible for maintaining processes and procedures recommended by the auditor to ensure that insurance liabilities are recorded appropriately in the financial records.

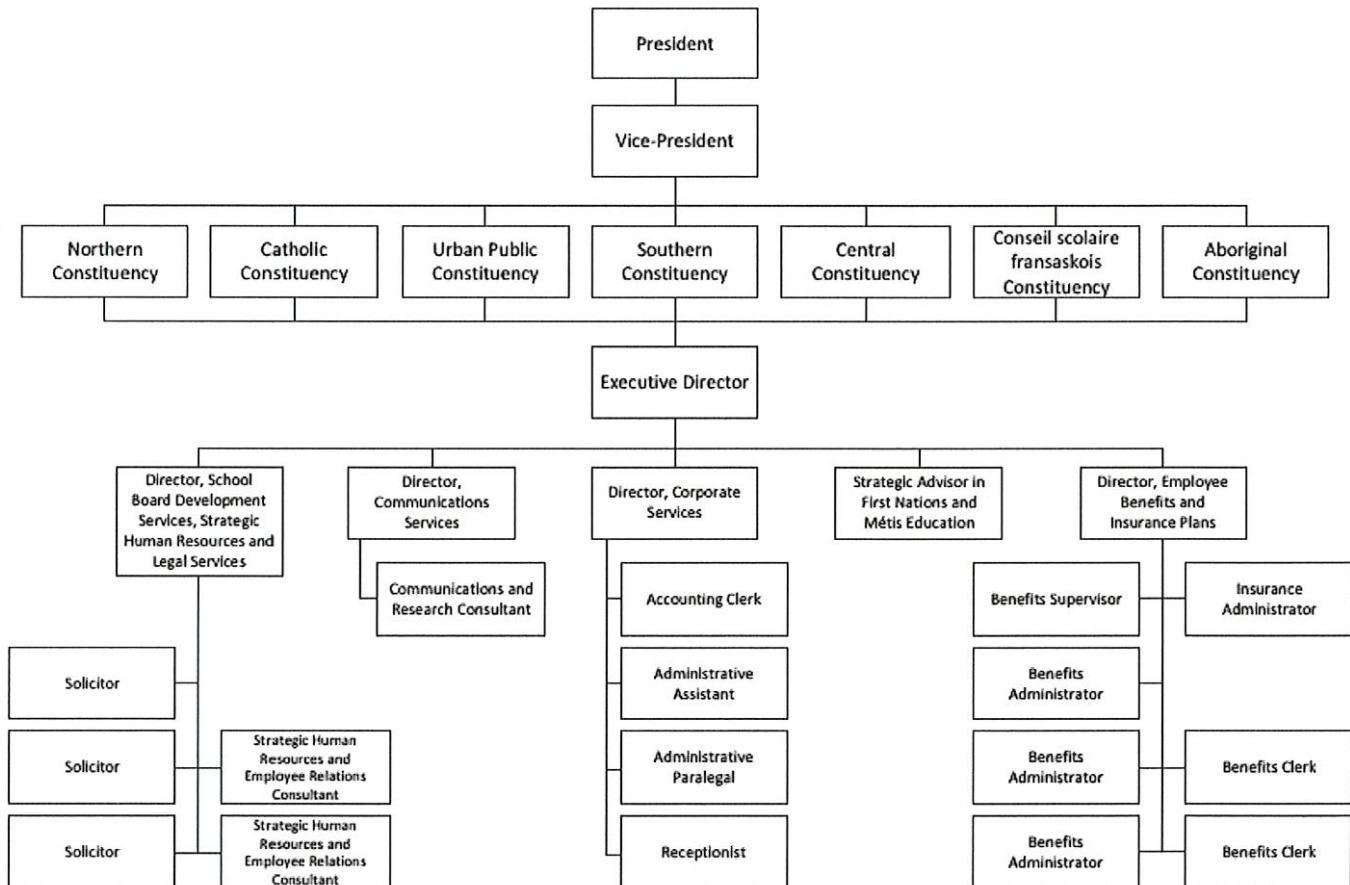
During the budget development process, management undertook a review to ensure that financial and human resources are committed in the best way possible and that costs are being reduced whenever possible. The opportunity to reevaluate the Director of Insurance and Risk Management position resulted in an insurance administrator position.

## SSBA Business Services Summary

	Proposed Operating Fund	Approved Budget 2016	Budget Variance	% Change
<b>REVENUE</b>				
Employee Benefits	\$ 15,195,000	\$ 16,095,737	\$ (900,737)	-5.6%
Insurance & Risk Management	3,700,500	3,927,500	(227,000)	-5.8%
	<b>18,895,500</b>	<b>20,023,237</b>	<b>(1,127,737)</b>	<b>-5.6%</b>
<b>EXPENSES</b>				
Employee Benefits				
Carriers	14,250,000	15,018,275	768,275	5.1%
Administrative	225,953	162,500	(63,453)	-39.0%
Staff expenses (6.4 FTEs)	603,941	605,672	1,731	0.3%
Allocation to claims reserve	115,106	309,290	194,184	62.8%
	<b>15,195,000</b>	<b>16,095,737</b>	<b>900,737</b>	<b>5.6%</b>
Insurance & Risk Management				
Loss pools and claim expense	2,953,500	3,515,500	562,000	16.0%
Administrative	248,268	73,000	(175,268)	-240.1%
Staff expenses (1.5 FTEs)	82,734	249,716	166,982	66.9%
Allocation to reserves	415,998	89,284	(326,714)	-365.9%
	<b>3,700,500</b>	<b>3,927,500</b>	<b>227,000</b>	<b>5.8%</b>
	<b>18,895,500</b>	<b>20,023,237</b>	<b>1,127,737</b>	<b>5.6%</b>
<b>Excess (deficit) of revenue over expenses</b>	-	-	-	0.0%

# SSBA Organizational Chart

SSBA Organizational Structure



# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.6
<b>Topic:</b>	<b>Submission of Bylaw Amendments &amp; Resolutions for SSBA Fall AGM</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The 2016 Fall General Assembly will be held in Saskatoon at the Radisson Hotel on November 13-15, 2016. Resolutions and bylaw amendments are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is scheduled for November 14, 2016.

**Current Status:**

Bylaw Amendments - Resolutions and Policy Development Committee will accept submissions for bylaw amendments until 4:30 pm September 28, 2016.

Resolutions - Resolutions will be accepted by the Resolutions and Policy Committee until 4:30 p.m. October 13, 2016.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	August 12, 2016	SSBA Memorandum re: Submission of Bylaw Amendments and Resolutions for the 2016 AGM

**Recommendation:**



## MEMORANDUM

August 10, 2016

TO: Chairs, Boards of Education, Conseil scolaire fransaskois,  
Directors of Education and Chief Financial Officers  
cc. Resolutions and Policy Development Committee, Darren McKee, Executive  
Ken Loehndorf, Catholic Section  
Larry Huber, Public Section

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2016 AGM

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The 2016 Fall General Assembly will be held in Saskatoon at the Radisson Hotel on November 13-15, 2016. Resolutions and bylaw amendments are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is scheduled for November 14, 2016. The purpose of this memorandum is to remind boards of the resolutions and bylaw amendments process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

The Executive, a board of education, the Conseil scolaire fransaskois or a group established in accordance with Bylaw No. 8 are entitled to sponsor bylaw amendments and resolutions.

### **Bylaw Amendments:**

1. Bylaw No. 13, Paragraph 4, states that bylaw amendments are to be submitted to the Resolutions and Policy Development Committee "at least 45 days prior to the day on which the annual general meeting commences".

This year the **deadline for submission of bylaw amendments** is 4:30 p.m. **September 28, 2016.**

Every bylaw amendment is to **be submitted in writing** by email (see below) and **accompanied by a rationale explaining the background and reasons for** the amendment containing sufficient detail so that members may form a reasonable judgment about it. An amendment to one provision of a bylaw may necessitate consequential changes to other parts of the bylaws, and those consequential amendments must also be included. If you have questions regarding Bylaw Amendments, please contact Krista Lenius at (306)569-0750 ext. 120 or [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca).

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than October 25, 2016.

## **Resolutions:**

1. Bylaw No. 12, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 13, 2016**. Resolutions received by the deadline will be presented by the Committee at the AGM.

(Paragraph 5 of Bylaw No. 12 provides for submission of resolutions that “directly relate to a matter that has arisen after the deadline for submission” at least 5 days prior to the commencement of the general meeting.)

2. Every resolution is to **be in writing** and **accompanied by a rationale explaining the background and reasons for the resolution**.

Pursuant to Resolution 5-E passed at the 2010 AGM, the Committee asks sponsors to provide, where applicable, a simple estimate of the anticipated cost and staff resources that would be required to act on the resolution.

**5-E BE IT RESOLVED that from time to time when proposals for projects or services to be carried out by the Saskatchewan School Boards Association are put to member Boards for approval and those projects or services may have a cost and time component that will impact Association finances and staff time, it be required that all such proposals put to member Boards for consideration include the cost and time requirements to conduct the project or provide the service.**

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than October 25, 2016 and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards of education or the Association will do, rather than directing others, over whom the Association has no control, to act.
6. Resolutions received by the deadline will be presented at the AGM by the Committee. Any board that wishes to present a resolution after the deadline for submission will have to obtain the consent of the delegates at the annual general meeting after all reported resolutions have been disposed of. (Bylaw No. 12, paragraph 6).

**Bylaw amendments and resolutions must be submitted by email to Krista Lenius, Legal Assistant: [klenius@saskschoolboards.ca](mailto:klenius@saskschoolboards.ca).** You will receive an email confirmation that your submission has been received.

# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.7
<b>Topic:</b>	<b>SSBA Position Statements</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

Attached are draft position statements from the SSBA on the following topics:

Assessment of Student Achievement  
Teacher Education and Certification  
Public Engagement

**Current Status:**

Feedback was received from 13 boards of education and the attached drafts reflect the essence of those submissions.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	August 12, 2016	Draft Positions Statement - June 2016

***Recommendation:***

## **Position Statement – Assessment of Student Achievement**

### **POSITION 2.2: Assessment of Student Achievement**

The board of education/CSF, as the governing body accountable for the education of children, has a critical interest in student achievement. Boards of education/CSF require valid and reliable information concerning student achievement to inform decisions and the allocation of resources for the improvement of student learning within their school divisions.

Boards of education/CSF and their Association work together to strengthen the capacity of the publicly funded school system to establish policies and procedures to:

1. Adopt clear expectations for student achievement to focus board/CSF resources on the improvement of student learning;
2. Monitor student achievement data on a predetermined timeframe from a variety of perspectives;
3. Support professional staff in the work of appropriately assessing and reporting student achievement information.
4. Support professional staff in the planning and organization of increasingly effective programs and learning environments designed to further strengthen student learning;
5. Ensure appropriate administrative procedures are established for **ethical data handling, including**, collecting, analyzing, reporting and using assessment data to monitor and improve student achievement;
6. **Engage parents in assessment of student achievement to increase opportunities for student success**, and ensure student achievement information is communicated to students and parents in a format that is easily understood, accurate and of practical value;
7. Ensure achievement information is reported to the public in a clearly written and illustrated format to display significant change over time.

#### ***Commentary:***

Pursuant to the requirement to review Position Statements every five years, this Position Statement was last reviewed and approved in November 2011.

## Position Statement – Teacher Education and Certification

### POSITION 4.2: Teacher Education and Certification

Boards of education/ Conseil scolaire fransaskois (CSF) support high standards for teacher education and certification in Saskatchewan.

1. Only the Saskatchewan Professional Teachers Regulatory Board (SPTRB) is responsible for regulating teacher certification and registration, including issuing, suspending, or revoking a teacher's certificate. Teacher education and certification requirements are approved by the Teacher Education and Certification Committee of the SPTRB, a committee of representatives from educational stakeholders including the SSBA. The Certification Decision Review Committee of the SPTRB, a committee of representatives from education stakeholders including the SSBA, hears certification decision appeals from teachers.
2. Boards of education/CSF **expect** teacher education programs that reflect the requirements of publicly funded school systems and that are based on current **educational** research and effective practices that develop **teachers to focus on the skills and knowledge students need to succeed in work, life and citizenship.**
3. Boards of education/CSF co-operate with teacher education programs to facilitate practice teaching and internship programs.
4. Boards of education/CSF, as employers, **have high expectations of teachers as professionals** and **therefore** have a critical interest in defining and supporting the development of competencies for effective teaching including:
  - a) Teachers value and care for the **whole child by developing positive relationships and acting in the best interests of their students.**
  - b) Teachers **facilitate** the engagement and support of parents and the community.
  - c) Teachers are committed to education as a profession and to engaging in **ongoing** professional development to remain current and effective, and **apply these learnings** in their work.
  - d) Teachers demonstrate specialized knowledge in the level and subject area of their teaching as directed by the Saskatchewan curriculum.

#### *Commentary:*

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

## **Position Statement: Public Engagement**

### **Position Statement: 5.1 Public Engagement**

Boards of education/CSF value and support meaningful parent, school community council/conseil des ecoles and public engagement to enhance schools in Saskatchewan and higher levels of student achievement.

1. Parents and guardians are acknowledged as the child's first teacher and play a significant role in student success.
2. School community councils/conseil des ecoles are supported as valued partners in education to mobilize their communities to strengthen student achievement.
3. Locally elected boards provide a strong mechanism for the public to be engaged in public education.
4. Boards engage in constructive partnerships with public stakeholders (e.g. business, local municipalities, non-profit organizations, etc.) to enhance student achievement.

#### ***Commentary:***

Pursuant to the requirement to review Position Statements every five years, this Position Statement was last reviewed and approved in November 2011.

# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.8
<b>Topic:</b>	<b>Rates of Pay for Election Workers</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

## Background:

In Accordance with the Local Government Election Act, the Board is to approve rates for election workers. We work with as many municipalities as possible where they hire the workers and act as the Deputy Returning Officer for us. In these cases we share costs with the municipality. However, we still have to hire our own workers for some polling places and in this case the Board needs to approve rates.

## Current Status:

We have in past elections used the Province of Saskatchewan Election rates. Therefore the proposed rates are as follows:

Training Day Attendance	\$ 44.00
Advanced Poll DRO	\$143.80
Advanced Poll Poll Clerk	\$119.40
Election Day DRO	\$223.00
Election Day Poll Clerk	\$185.00

Day After Election to return documents to PSS210	\$ 44.00
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Mileage is paid to attend training, attend poll and to return ballot box. Mileage rate \$0.44/km.

## Pros and Cons:

## Financial Implications:

## Governance Implications:

## Legal Implications:

## Communications:

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	August 17, 2016	n/a

***Recommendation:***

That the Board approve Election Workers rates of pay and mileage at the following rates:

Training Day Attendance	\$ 44.00
Advanced Poll: DRO	\$143.80
Advanced Poll: Poll Clerk	\$119.40
Election Day: DRO	\$223.00
Election Day: Poll Clerk	\$185.00

Day After Election To return  
documents to PSS210 \$ 44.00

Mileage is paid to attend training; attend poll and to return ballot box.  
Mileage rate \$0.44



## AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.9
<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 30-June 30, 2016
2. Tender Report for the period May 27-August 26, 2016.

**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	August 29, 2016	1. Teacher Absences and Substitute Usage 2. Tender Report

***Recommendation:***

That the Board accept the monthly reports as presented.

## Teacher Absences & Substitute Usage

**Date Range:** May 30, 2016 - June 30, 2016

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
<b>LINC Agreement</b>					
Compassionate Leave	22.6	1.57%	20.6	91.15%	0.21%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	30.87	2.14%	14	45.35%	0.29%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0.5	0.03%	0.5	100.00%	0.00%
Executive Leave	8.89	0.62%	1.39	15.64%	0.08%
Prep Time	435.54	30.16%	432.73	99.35%	4.13%
Pressing Leave Teacher	30.72	2.13%	24.82	80.79%	0.29%
PSTA	1	0.07%	1	100.00%	0.01%
Rec. Of Service	155.71	10.78%	118.19	75.90%	1.48%
Leave Without Pay	17.55	1.22%	13.34	76.01%	0.17%
<b>SUB TOTAL</b>	<b>703.38</b>	<b>48.71%</b>	<b>626.57</b>	<b>89.08%</b>	<b>6.67%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>					
Court/Jury	1	0.07%	0	0.00%	0.01%
Illness - Teacher	274.11	18.98%	155.67	56.79%	2.60%
Illness - Long Term	60.61	4.20%	0	0.00%	0.57%
Medical/Dental Appt	123.99	8.59%	104.27	84.10%	1.18%
Internship Seminar	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Secondment	4	0.28%	4	100.00%	0.04%
Unpaid Sick Leave	1	0.07%	1	100.00%	0.01%
<b>SUB TOTAL</b>	<b>464.71</b>	<b>32.18%</b>	<b>264.94</b>	<b>57.01%</b>	<b>4.41%</b>
<b>Prairie South</b>					
Extra/Co-curr Teach	79.32	5.49%	63.72	80.33%	0.75%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	45.5	3.15%	33.6	73.85%	0.43%
LRNG Meet/PD	44.92	3.11%	33.42	74.40%	0.43%
Noon Supervision Day	40	2.77%	35.5	88.75%	0.38%
PD DEC Teachers	22.5	1.56%	19.9	88.44%	0.21%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
SONO Meet/PD	41.08	2.85%	29.26	71.23%	0.39%
SOSO Meet/PD	1.5	0.10%	1	66.67%	0.01%
STF Business - Invoice	1	0.07%	1	100.00%	0.01%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>275.82</b>	<b>19.10%</b>	<b>217.4</b>	<b>78.82%</b>	<b>2.62%</b>
<b>Total Absences</b>	<b>1443.91</b>	<b>100.00%</b>	<b>1108.91</b>	<b>76.80%</b>	<b>13.70%</b>

Teachers (FTE)  
439.28

# of teaching Days  
24

Possible Days  
10542.72

## **Tender Report for the period May 27, 2016 to August 26, 2016**

### Background:

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

### Current Status:

- There were seven competitive bids awarded during this period.
  - A tender was issued for a garage at Gravelbourg. The tender was awarded to All 'N' All construction for \$39,995.
  - A tender was issued to update the data cabling at Assiniboia Elementary School. The tender was awarded to Pro-Tec Electric for \$31,500.
  - A tender was issued to update the data cabling at Assiniboia 7<sup>th</sup> Avenue School. The tender was awarded to Pro-Tec Electric for \$23,100.
  - A tender was issued to update the data cabling at Mossbank School. The tender was awarded to Pro-Tec Electric for \$28,875.
  - A tender was issued for construction of a Gazebo at Lindale school. The tender was awarded to All 'N' All Construction for \$32,235.
  - A tender was issued for a truck for the Maintenance Department. The tender was awarded to Moose Jaw Ford for a 2012 F150 at \$24,500.
  - A tender was issued for Fixed Furnishings and Equipment for Gravelbourg School. The tender was awarded to HBI.
  - Quotes were obtained for the supply of natural gas. The contract was awarded to Twin Eagle Resource Management.

# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	5.10
<b>Topic:</b>	<b>Staff Engagement Plan 2016-2017</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** In 2014-2015, the Board embarked on a staff engagement plan designed to bolster relations between the Board and the three employee groups in Prairie South Schools.

**Current Status:** A recommended staff engagement plan for the upcoming school year is attached.

**Pros and Cons:** Pros: Opportunity to build a sense of team with a common purpose among employee groups and Trustees in Prairie South; additional opportunities for Trustees to make connections at the school level.

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:** Communication of the plan necessary for school staffs and out-of-scope staff members.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	06 September 2016	Staff Engagement Plan 2016-2017

## ***Recommendation:***

That administration be directed to implement the staff engagement plan as presented.

### **Preamble**

The Board is interested in building relationships with PSTA, CUPE, and other staff through an open communication process with representatives of these staff groups. The Board is interested in opportunities to discuss educational and workplace issues in a forum that is solution-focused and independent from local CUPE and PSTA negotiation processes. This plan focuses on staff engagement in 2016-2017.

For the past two years, Board Trustees have met with representatives from CUPE and the PSTA to discuss matters of interest to all parties, and to review and respond to the data from the Staff Satisfaction Surveys done in January 2015 and January 2016. With this background work completed, ongoing staff engagement planning will focus on broader conversations with school staff with the goals of providing insight for Trustees into the working life, successes, and challenges of Prairie South school-based staff and gathering information for the renewal of the school division strategic plan.

### **School Staff/Board Engagement**

The School Staff/Board Engagement Forum is independent of the structures in place to support LINC and CUPE negotiations and maintenance of the LINC and CUPE agreements. The mandate of the School Staff/Board Engagement Forum is to provide an open communication opportunity between school-based staff and the Board of Education. School Staff/Board Engagement Forum meetings will be held at four schools in October, November, April, and May. Agenda items will be set collaboratively by school personnel (Principal or vice-principal, one teacher, two CUPE members) and division office staff (the Director of Education and the Superintendent of Human Resources). All members of the school staff are welcome at the engagement forum.

### **Conditions of Employment Staff/Board Engagement**

The majority of Business and Operations staff who are not school-based are members of neither CUPE nor the PSTA. As these employees have a different work environment than school-based employees, it is not necessary that Board engagement strategies are parallel with other groups. The mandate of the Conditions of Employment Staff/Board Engagement Forum is to provide an open communication opportunity between these employees and the Board of Education. Conditions of Employment Staff/Board Engagement Forum meetings will be held once yearly in March. Up to 3 agenda items will be set by each group. Forum members will consist of four Board Trustees, one Superintendent, one Manager, and two additional Conditions of Employment staff.

### **Staff Satisfaction Survey**

A significant amount of data has been collected from staff through staff satisfaction surveys in January 2015 and January 2016. Improvement planning related to past surveys continues, with initiatives underway to enhance the work experience of staff from all three employee groups. In order to reduce the workload associated with survey development and completion, a follow-up survey will not be completed until January 2018.

# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	8.1
<b>Topic:</b>	<b>Inquiry: 2015-16 Revenues for Moose Jaw School Rentals</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 7, 2016 Board Meeting:

*What are the 2015-2016 revenues for the use of school gym and classroom rentals in Moose Jaw by third party users on a group by group basis.*  
- Radwanski

**Current Status:**

The attached document breaks down revenues for rental of Moose Jaw School classrooms/gyms, Guthridge field and the Peacock Auditorium on a group by group basis.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Bernie Girardin	August 19, 2016	Moose Jaw Rentals 2015-2016

***Recommendation:***

That the Board review the information provided.

**Moose Jaw Rentals 2015-2016**

Posting Date	Description	G/L Account No.	Budget Manager Code	Program Code	Project Code	Amount
5/10/16	Church of God	1105091050	FACI	PEAC	AUDI	-716.30
	<b>Church of God Total</b>					-716.30
5/10/16	Dance Images by BJ	1105091050	FACI	PEAC	AUDI	-7,456.04
5/10/16	Dance Images by BJ	1105091050	FACI	PEAC	AUDI	-1,440.00
	<b>Dance Images by BJ Total</b>					-8,896.04
6/20/16	Dance Inspirations 2016	1105091050	FACI	PEAC	AUDI	-9,528.68
	<b>Dance Inspirations 2016 Total</b>					-9,528.68
5/10/16	Doris Sitter School of Dance	1105091050	FACI	PEAC	AUDI	-560.00
	<b>Doris Sitter School of Dance Total</b>					-560.00
10/30/15	Elections Canada	1105091050	FACI	CENC	1000	-35.25
10/30/15	Elections Canada	1105091050	FACI	PEAC	1000	-44.06
10/30/15	Elections Canada	1105091050	FACI	WEST	1000	-35.25
10/30/15	Elections Canada	1105091050	FACI	WILL	1000	-35.25
12/03/15	Elections Canada	1105091050	FACI	CENC	1000	-300.00
12/03/15	Elections Canada	1105091050	FACI	WEST	1000	-300.00
12/03/15	Elections Canada	1105091050	FACI	WILL	1000	-400.00
12/03/15	Elections Canada	1105091050	FACI	KING	1000	-400.00
12/03/15	Elections Canada	1105091050	FACI	PEAC	1000	-500.00
12/03/15	Elections Canada	1105091050	FACI	PALL	1000	-700.00
12/03/15	Elections Canada	1105091050	FACI	SUNN	1000	-700.00
	<b>Elections Canada Total</b>					-3,449.81
4/06/16	Elections Saskatchewan	1105091050	FACI	CENC	1000	-51.20
4/06/16	Elections Saskatchewan	1105091050	FACI	KING	1000	-35.20
4/06/16	Elections Saskatchewan	1105091050	FACI	LIND	1000	-166.60
4/06/16	Elections Saskatchewan	1105091050	FACI	PALL	1000	-25.60
4/06/16	Elections Saskatchewan	1105091050	FACI	SUNN	1000	-52.80
4/06/16	Elections Saskatchewan	1105091050	FACI	PRIN	1000	-56.00
4/06/16	Elections Saskatchewan	1105091050	FACI	RIVE	1000	-1,034.40
4/06/16	Elections Saskatchewan	1105091050	FACI	WEST	1000	-16.00
4/06/16	Elections Saskatchewan	1105091050	FACI	WILL	1000	-113.70
4/07/16	Elections Saskatchewan	1105091050	FACI	CENC	1000	-354.00
4/07/16	Elections Saskatchewan	1105091050	FACI	KING	1000	-354.00
4/07/16	Elections Saskatchewan	1105091050	FACI	LIND	1000	-354.00
4/07/16	Elections Saskatchewan	1105091050	FACI	PALL	1000	-425.00
4/07/16	Elections Saskatchewan	1105091050	FACI	PEAC	1000	-354.00
4/18/16	Elections Saskatchewan	1105091050	FACI	RIVE	1000	-1,201.00
4/07/16	Elections Saskatchewan	1105091050	FACI	SUNN	1000	-425.00
4/26/16	Elections Saskatchewan	1105091050	FACI	WILL	1000	-425.00
6/01/16	Elections Saskatchewan	1105091050	FACI	PRIN	1000	-354.00
	<b>Elections Saskatchewan Total</b>					-5,797.50
2/29/16	Filipino Community of Moose Jaw	1105091050	FACI	PEAC	1000	-408.00
	<b>Filipino Community of Moose Jaw Total</b>					-408.00
6/01/16	Gottselig, T	1105091050	FACI	PEAC	1000	-544.00
	<b>Gottselig, T Total</b>					-544.00
4/12/16	Hoopla	1105091050	FACI	RIVE	1000	-317.25
	<b>Hoopla Total</b>					-317.25
4/11/16	JJ Soccer	1105091050	FACI	RIVE	1000	-129.25
	<b>JJ Soccer Total</b>					-129.25
5/25/16	Little League	1105091050	FACI	GUTH	1000	-50.00
	<b>Little League Total</b>					-50.00
5/10/16	Moose Jaw Adult Volleyball	1105091050	FACI	CENC	1000	-422.00
	<b>Moose Jaw Adult Volleyball Total</b>					-422.00

1/28/16	Moose Jaw Minor Basketball	1105091050	FACI	CENC	1000	-146.88
1/28/16	Moose Jaw Minor Basketball	1105091050	FACI	RIVE	1000	-587.50
1/28/16	Moose Jaw Minor Basketball	1105091050	FACI	SUNN	1000	-458.25
2/29/16	Moose Jaw Minor Basketball	1105091050	FACI	RIVE	1000	-593.38
2/29/16	Moose Jaw Minor Basketball	1105091050	FACI	SUNN	1000	-452.38
2/29/16	Moose Jaw Minor Basketball	1105091050	FACI	WEST	1000	-94.00
11/30/15	Moose Jaw Minor Basketball	1105091050	FACI	CENC	1000	-141.00
11/30/15	Moose Jaw Minor Basketball	1105091050	FACI	RIVE	1000	-787.25
11/30/15	Moose Jaw Minor Basketball	1105091050	FACI	SUNN	1000	-634.50
7/12/16	Moose Jaw Minor Basketball	1105091050	FACI	PEAC	1000	-23.50
8/10/16	Moose Jaw Minor Basketball	1105091050	FACI	PEAC	1000	-204.00
7/12/16	Moose Jaw Minor Basketball	1105091050	FACI	CENC	1000	-11.75
	<b>Moose Jaw Minor Basketball Total</b>					-4,134.39
6/06/16	Moose Jaw Youth Flag Football	1105091050	FACI	GUTH	1000	-2,700.00
7/12/16	Moose Jaw Youth Flag Football	1105091050	FACI	GUTH	1000	-2,870.25
	<b>Moose Jaw Youth Flag Football Total</b>					-5,570.25
6/13/16	Sask Amateur Bodybuilding	1105091050	FACI	PEAC	AUDI	-2,381.56
	<b>Sask Amateur Bodybuilding Total</b>					-2,381.56
6/06/16	Sask Senior Fitness Association	1105091050	FACI	GUTH	1000	-202.50
	<b>Sask Senior Fitness Association Total</b>					-202.50
11/30/15	Senior Ladies Basketball	1105091050	FACI	CENC	1000	-376.00
3/15/16	Senior Ladies Basketball	1105091050	FACI	CENC	1000	-470.00
3/31/16	Senior Ladies Basketball	1105091050	FACI	CENC	1000	-282.00
	<b>Senior Ladies Basketball Total</b>					-1,128.00
9/29/15	SWDCRS	1105091050	FACI	WILL	1000	-270.00
	<b>SWDCRS Total</b>					-270.00
10/30/15	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-946.00
11/30/15	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-462.00
12/31/15	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-374.00
1/31/16	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-440.00
2/29/16	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-352.00
4/07/16	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-484.00
4/29/16	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-462.00
6/03/16	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-462.00
7/29/16	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-440.00
6/27/16	YMCA Create n' Learn	1105091050	FACI	WEST	DAYC	-484.00
	<b>YMCA Create n' Learn Total</b>					-4,906.00
	<b>Grand Total</b>					-49,411.53



# AGENDA ITEM

<b>Meeting Date:</b>	September 6, 2016	<b>Agenda Item #:</b>	8.2
<b>Topic:</b>	<b>SSBA Members' Council September 22-23, 2016</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:** SSBA Members' Council is being held at the Sheraton Cavalier Hotel in Saskatoon, September 22-23, 2016. It is attended by two board of education members, one of whom is the Chair or designate and the Director of Education or designate.

**Current Status:** Registration is now open.

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	06 September 2016	

***Recommendation:***

That the Board consider the information provided.