

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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MAY 2, 2017
11:00 p.m. – 4:00 p.m.
Central Office, 1075 9th Avenue NW, Moose Jaw

AGENDA

1. **Board Planning Session (10:00 – 11:00 a.m.)**
 - 1.1 **Budget Discussions**
 - 1.2 **Athletic Field at Assiniboia Composite High**
 - 1.3 **Incidents of Concern**
2. **Call to Order**
3. **Adoption of the Agenda**
4. **Adoption of Minutes**
5. **Decision and Discussion Items**
 - 5.1. **Proposed Budget 2017-2018**
 - 5.3. **Decision to Fund Prekindergarten Programming from Restricted Surplus**
 - 5.4. **Reimbursement of Mileage, Meals and Other Expenses**
 - 5.5. **Notice of Motion – Moose Jaw Transportation**
 - 5.6. **Monthly Reports**
 - 5.6.1. Teacher Absence and Substitute Usage Report
 - 5.6.2. CUPE Staff Absence and Substitute Usage Report
 - 5.6.3. Bus Driver Absence And Substitute Usage Report
 - 5.6.4. Out of Scope Absence and Substitute Usage Report
 - 5.6.5. Tender Report
 - 5.7. **Caronport Elementary School Community Council Constitution**
 - 5.8. **Out of Province Excursion – Mankota School to Banff, Alberta**
 - 5.9. **Out of Province Excursion – Central Collegiate to Winnipeg, Manitoba**
6. **Delegations and Presentations**

- 7. Committee Reports**
 - 7.3. Standing Committees**
 - 7.3.1. Student Literacy and Achievement
 - 7.3.2. Equitable Opportunities
 - 7.3.3. Student Transitions
 - 7.3.4. Business and Governance
 - 7.3.5. Advocacy and Networking
 - 7.3.6. Rural Strategies
 - 7.3.7. Urban Strategies
- 8. Information Items**
- 9. Provincial Matters**
- 10. Celebration Items**
- 11. Identification of Items for Next Meeting Agenda**
 - 11.3. Notice of Motions**
 - 11.4. Inquiries**
- 12. Meeting Review**
- 13. Adjournment**

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Gravelbourg Town Office, 209 Main Street, Gravelbourg, Saskatchewan on APRIL 04, 2017 at 1:00 p.m.

Attendance: Mr. R. Bachmann; Dr. S. Davidson; Mr. A. Kessler; Mr. T. McLeod; Ms. D. Pryor; 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; D. Huschi, Superintendent of School Operations; K. Novak, Superintendent of School Operations; D. Teneycke, Superintendent of School Operations; H. Boese, Executive Assistant

Regrets: Ms. Mary Jukes, Trustee

Motions:

04/04/17 – 2714	That the meeting be called to order at 1:19 p.m. - Davidson	Carried
04/04/17 – 2715	That the Board adopt the agenda as presented. - Wilson	Carried
04/04/17 – 2716	That the Board adopt the Minutes of the Regular Meeting of March 14, 2017 as presented. - Bachmann	Carried
04/04/17 – 2717	That the Board accept the monthly reports as presented. - Kessler	Carried
04/04/17 – 2718	That the Board approve the 2017-2018 Extended Breaks School Year Calendar as presented. - McLeod	Carried
04/04/17 – 2719	That the Board approve the Respect for Human Diversity Policy as presented. - Bachmann	Carried

Committee Reports

Standing Committees:

Student Literacy & Achievement

- No report given.

Equitable Opportunities

- Met on March 27 and reviewed the IT spending priorities – will pass along to all trustees during budget discussions. We discussed what innovation is all about – not just with technology – and will continue these discussions in the months ahead and encourage innovation within the school division.

Student Transitions

- No report given.

Business and Governance

- No report given.

Advocacy and Networking

- Met with employee groups after the last Planning Meeting to discuss the fiscal realities we are facing. The Committee finalized the Budget Survey which has been sent out and will close on April 10. The responses will be shared with all trustees.

Rural Strategies

- Met on March 14 to discuss Caronport catchment and we are still gathering information before proceeding.

Urban Strategies

- Have not met as a Committee. However, high school tours for Grade 8 students and parents/guardians took place last week.
- We have also found out the HVAC project has been approved for Peacock Collegiate and will be proceeding.
- We are continuing to meet with Holy Trinity re: busing, prekindergarten and kindergarten issues. The joint school for south hill was not in the budget.

Notice of Motion

04/04/17 – 2720

That Prairie South School Division attempt to co-ordinate a meeting with the City of Moose Jaw, Holy Trinity School Division, and Cornerstone Christian School to discuss the possibility of bus transportation efficiencies within the City of Moose Jaw.

- Swanson

04/04/17 – 2721

That the meeting be adjourned at 1:49 p.m.

- Wilson

Carried

S. Davidson
Chair

B. Girardin
Superintendent of Business & Operations

Next Regular Board Meeting:

Date: May 2, 2017

Location: 1075 9th Avenue NW, Moose Jaw

AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.1
Topic:	2017-18 Proposed Budget		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: The 2017-18 Proposed Budget is attached to this template.

Current Status: Prairie South has received a 4.2% decrease in funding for the 2017-18 fiscal year. The proposed budget will use \$2,073,370 of surplus for a capital project.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications: The budget has to be submitted to the Minister of Education no later than June 30, 2017. A board of education shall not incur any expenditures for a fiscal year until the estimates of revenues and expenditures for that fiscal year have been approved by the Minister. – Education Act 280 (1)

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	April 27, 2017	Proposed 2017-18 Operating and Capital Budget

Recommendation:

That the Board approve the 2017-18 budget with operating expenses of \$85,831,749; loan payments of \$353,900; and capital purchases of \$4,509,440.

Prairie South School Division No. 210
Summary of Projected Revenues & Expenses and Cash Budget
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
REVENUES			
Property Taxation	11,317,931	29,969,700	30,593,431
Grants	66,454,148	50,403,828	57,611,854
Tuition and Related Fees	45,500	45,500	56,431
School Generated Funds	1,243,300	1,135,000	1,355,501
Complementary Services	557,324	572,540	603,710
External Services	3,188,787	3,600,144	3,708,712
Other	343,500	318,500	321,309
Total Revenues (Schedule A)	83,150,490	86,045,212	94,250,948
EXPENSES			
Governance	318,444	464,350	499,815
Administration	2,890,045	3,097,801	2,883,836
Instruction	57,383,266	58,069,672	56,414,011
Plant	13,106,376	14,911,782	12,525,771
Transportation	6,718,070	7,420,795	6,849,496
Tuition and Related Fees	-	65,000	75,006
School Generated Funds	1,243,300	1,135,000	1,269,461
Complementary Services	1,161,206	1,689,083	1,892,978
External Services	3,000,368	3,621,874	3,783,242
Other Expenses	10,674	29,736	216,498
Total Expenses (Schedule B)	85,831,749	90,505,093	86,410,114
PSAS Excess(Deficit) for the Year	(2,681,259)	(4,459,881)	7,840,834

Convert PSAS Budget to Cash Budget

Tangible Capital Assets	
(-) Purchases	4,509,440
(-) Capital Purchases from Surplus	
(+) Proceeds from Disposals	-
Long Term Debt Including Capital Leases:	
(-) Repayments of the year	405,870
(+) Debt issued during the year	-
Non-Cash Gain/Expenses:	
(+) Amortization Expense	5,368,499
(-) Gain on Disposal	
(+) Loss on disposal of tangible capital assets	0
(+) Write -Down of tangible capital assets	
(+) Employee Future Benefit Expenses	353,900
Other Cash Requirements	
(-) Expected employee future benefit payments	199,200
Cash Surplus(Deficit)	(2,073,370)

Prairie South School Division No. 210
Schedule A: Supplementary Details of Revenue
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
Property Taxation Revenue			
Tax Levy Revenue:			
Property Tax Levy Revenue (<i>net Education Tax Credit</i>)	10,716,950	28,459,431	28,968,924
Revenue from Supplemental Levies	43,683	98,085	118,079
Total Property Tax Revenue	10,760,633	28,557,516	29,087,003
Grants in Lieu of Taxes:			
Federal Government	206,919	496,734	559,321
Provincial Government	87,042	227,134	235,283
Railways	96,847	314,824	261,787
Other	104,627	270,747	282,816
Total Grants in Lieu of Taxes	495,435	1,309,439	1,339,207
Other Tax Revenues:			
Treaty Land Entitlement - Urban	-	156,936	-
Treaty Land Entitlement - Rural	-	(166,990)	-
House Trailer Fees	40,283	102,990	108,889
Total Other Tax Revenues	40,283	92,936	108,889
Additions to Levy:			
Penalties	66,603	-	180,033
Other	14,457	9,809	39,079
Total Additions to Levy	81,060	9,809	219,112
Deletions from Levy:			
Cancellations	(40,904)	-	(110,568)
Other Deletions	(18,576)	-	(50,212)
Total Deletions from Levy	(59,480)	-	(160,780)
Total Property Taxation Revenue	11,317,931	29,969,700	30,593,431
Grants:			
Operating Grants			
Ministry of Education Grants:			
Operating Grant	63,797,178	48,167,440	48,504,205
Other Ministry Grants	37,500	302,500	21,500
Total Ministry Grants	63,834,678	48,469,940	48,525,705
Other Provincial Grants	42,000	42,000	152,926
Federal Grants	-	-	19,000
Grants from Others	265,000	-	36,149
Total Operating Grants	64,141,678	48,511,940	48,733,780
Capital Grants			
Ministry of Education Capital Grants	2,265,625	1,713,067	8,760,694
Other Capital Grants	46,845	178,821	117,380
Total Capital Grants	2,312,470	1,891,888	8,878,074
Total Grants	66,454,148	50,403,828	57,611,854
<i>2017-18 Proposed Budget</i>			

Prairie South School Division No. 210
Schedule A: Supplementary Details of Consolidated Revenue
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
Tuition and Related Fees Revenue			
Operating Fees:			
Tuition Fees:			
School Boards	28,000	28,000	20,813
Federal Government and First Nations	-	-	-
Individuals and Other	17,500	17,500	35,618
Total Tuition Fees	45,500	45,500	56,431
Transportation Fees	-	-	-
Other Related Fees	-	-	-
Total Operating Tuition and Related Fees	45,500	45,500	56,431
Capital Fees:			
Federal/First Nations Capital Fees	-	-	-
Total Capital Tuition and Fees	-	-	-
Total Tuition and Related Fees Revenue	45,500	45,500	56,431
School Generated Funds Revenue			
Curricular Fees:			
Student Fees	23,277	30,306	22,310
Other	-	-	-
Total Curricular Fees	23,277	30,306	22,310
Non-Curricular Fees:			
Commercial Sales - GST	723,380	683,035	684,815
Commercial Sales - Non-GST	25,009	32,725	36,534
Fundraising	144,947	112,912	264,102
Grants and Partnerships	75,237	70,393	79,529
Students Fees	180,513	149,573	197,787
Other	70,937	56,055	70,424
Total Non-Curricular Fees	1,220,023	1,104,694	1,333,191
Total School Generated Funds Revenue	1,243,300	1,135,000	1,355,501
Complementary Services			
Operating Grants:			
Ministry of Education Operating Grants:			
Ministry of Education-Foundation Operating Grant	515,112	530,328	530,076
Ministry of Education Grants-Other	-	-	60,798
Other Provincial Grants	-	-	12,536
Federal Grants	-	-	-
Other Grants	42,212	42,212	300
Total Operating Grants	557,324	572,540	603,710
Capital Grants			
Ministry of Education Capital Grant	-	-	-
2017- Other Capital Grants	-	-	-
Total Capital Grants	-	-	-
Fees and Other Revenue			
Tuition and Related Fees	-	-	-
Gain on Disposal of Capital Assets	-	-	-
Other Revenue	-	-	-
Total Fees and Other Revenue	-	-	-
Total Complementary Services Revenue	557,324	572,540	603,710

Prairie South School Division No. 210
Schedule A: Supplementary Details of Consolidated Revenue
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
External Services			
Operating Grants:			
Ministry of Education Operating Grants:			
Ministry of Education-Foundation Operating Grant	3,011,024	3,432,144	3,530,174
Ministry of Education Grants-Other	-	-	-
Other Provincial Grants	-	-	-
Federal Grants	-	-	-
Other Grants	-	-	-
Total Operating Grants	3,011,024	3,432,144	3,530,174
Capital Grants			
Ministry of Education Capital Grant	-	-	-
Other Capital Grants	-	-	-
Total Capital Grants	-	-	-
Fees and Other Revenue			
Tuition and Transportation Fees	-	-	4,075
Gain on Disposal of Capital Assets	-	-	-
Other Revenue	177,763	168,000	174,463
Total Fees and Other Revenue	177,763	168,000	178,538
Total External Services Revenue	3,188,787	3,600,144	3,708,712
Other Revenue			
Miscellaneous Revenue	36,500	36,500	39,067
Sales & Rentals	107,000	82,000	75,221
Investments	200,000	200,000	204,992
Gain on Disposal of Capital Assets	-	-	2,029
Total Other Revenue	343,500	318,500	321,309
TOTAL REVENUE FOR THE YEAR	83,150,490	86,045,212	94,250,948

Prairie South School Division No. 210
Schedule B: Supplementary Details of Expenses
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
Governance Expense			
Board Members Expense	163,056	211,000	202,516
Conventions - Board Members	7,500	40,000	23,190
School Community Councils	47,888	30,400	42,478
Conventions - School Community Councils	16,000	-	-
Elections	-	21,150	431
Other Governance Expenses	84,000	161,800	231,200
Amortization of Tangible Capital Assets	-	-	-
Total Governance Expense	318,444	464,350	499,815
Administration Expense			
Salaries	2,035,383	2,232,750	2,194,730
Benefits	336,908	335,451	279,596
Supplies & Services	250,404	248,105	174,379
Non-Capital Furniture & Equipment	8,000	5,500	12,417
Building Operating Expenses	33,000	42,500	76,146
Communications	10,580	12,025	34,567
Travel	40,937	45,550	38,511
Professional Development	53,935	61,010	46,987
Amortization of Tangible Capital Assets	120,898	114,910	26,503
Total Administration Expense	2,890,045	3,097,801	2,883,836
Instruction Expense			
Instructional (Teacher Contract) Salaries	39,813,754	40,659,049	39,008,645
Instructional (Teacher Contract) Benefits	2,559,735	2,541,693	2,493,475
Program Support (Non-Teacher Contract) Salaries	7,292,809	7,508,522	7,433,619
Program Support (Non-Teacher Contract) Benefits	1,700,792	1,530,204	1,698,097
Instructional Aids	1,501,907	1,524,907	1,364,107
Supplies & Services	902,707	893,894	803,110
Non-Capital Furniture & Equipment	414,195	410,195	459,417
Communications	241,125	252,655	196,695
Travel	192,824	208,624	223,432
Professional Development	419,771	426,971	427,593
Student Related Expense	493,793	497,293	579,494
Amortization of Tangible Capital Assets	1,849,854	1,615,665	1,726,327
Total Instruction Expense	57,383,266	58,069,672	56,414,011

Prairie South School Division No. 210
Schedule B: Supplementary Details of Consolidated Expenses
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
Plant Operation & Maintenance Expense			
Salaries	3,703,577	3,832,864	3,581,853
Benefits	930,644	863,205	718,332
Supplies & Services	62,000	62,000	45,799
Non-Capital Furniture & Equipment	196,200	209,250	254,441
Building Operating Expenses	5,629,375	7,240,617	5,334,801
Communications	7,500	7,500	9,118
Travel	78,000	90,700	75,189
Professional Development	14,500	18,500	14,709
Amortization of Tangible Capital Assets	2,484,580	2,587,146	2,491,529
Total Plant Operation & Maintenance Expense	13,106,376	14,911,782	12,525,771
Student Transportation Expense			
Salaries	2,980,779	3,307,332	3,227,003
Benefits	723,243	748,797	716,000
Supplies & Services	1,040,566	1,350,801	940,215
Non-Capital Furniture & Equipment	607,050	557,000	599,225
Building Operating Expenses	78,900	85,700	49,230
Communications	26,100	26,100	15,811
Travel	500	500	524
Professional Development	15,300	15,912	2,705
Allowances & Special Events Transportation	335,414	341,914	382,836
Amortization of Tangible Capital Assets	910,218	986,739	915,947
Total Student Transportation Expense	6,718,070	7,420,795	6,849,496
Tuition and Related Fees Expense			
Tuition Fees	-	65,000	75,006
Transportation Fees	-	-	-
Other Fees	-	-	-
Total Tuition and Related Fees Expense	-	65,000	75,006
School Generated Funds Expense			
Supplies & Services	3,583	3,854	3,658
Cost of Sales	594,809	588,635	607,325
Non-Capital Furniture & Equipment	-	-	-
Special Programs	-	-	-
School Fund Expenses	644,908	542,511	658,478
Amortization of Tangible Capital Assets	-	-	-
Total School Generated Funds Expense	1,243,300	1,135,000	1,269,461

Prairie South School Division No. 210
Schedule B: Supplementary Details of Consolidated Expenses
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
Complementary Services Expense			
Tuition Fees	10,000	10,000	-
Transportation Fees	-	-	-
Other Fees	-	-	-
Administration Salaries & Benefits	-	-	-
Instructional (Teacher Contract) Salaries & Benefits	494,400	780,648	911,053
Program Support (Non-Teacher Contract) Salaries & Benefits	417,807	652,060	611,672
Plant Operation & Maintenance Salaries & Benefits	-	-	-
Transportation Salaries & Benefits	-	-	-
Instructional Aids	-	-	-
Supplies & Services	141,400	147,400	274,032
Non-Capital Furniture & Equipment	-	-	-
Building Operating Expenses	-	-	-
Communications	-	3,300	1,835
Travel	17,500	20,500	24,131
Professional Development (Non-Salary Costs)	6,700	6,500	8,183
Student Related Expenses	70,450	65,450	59,123
Contracted Transportation & Allowances	-	-	-
Amortization of Tangible Capital Assets	2,949	3,225	2,949
Loss on Disposal of Tangible Capital Assets	-	-	-
Write-Down of Tangible Capital Assets	-	-	-
Total Complementary Services Expense	1,161,206	1,689,083	1,892,978
External Service Expense			
Tuition Fees	-	-	-
Transportation Fees	-	-	-
Other Fees	381,654	959,666	608,432
Administration Salaries & Benefits	130,246	140,649	141,176
Instructional (Teacher Contract) Salaries & Benefits	2,270,822	2,292,488	2,807,828
Program Support (Non-Teacher Contract) Salaries & Benefits	136,520	130,971	134,096
Plant Operation & Maintenance Salaries & Benefits	-	-	-
Transportation Salaries & Benefits	-	-	2,131
Instructional Aids	-	-	-
Supplies & Services	-	-	11,071
Non-Capital Furniture & Equipment	-	-	603
Building Operating Expenses	-	4,300	658
Communications	-	-	-
Travel	1,350	300	1,596
Professional Development (Non-Salary Costs)	3,500	3,500	671
Student Related Expenses	76,000	90,000	74,704
Contracted Transportation & Allowances	-	-	-
Amortization of Tangible Capital Assets	276	-	276
Loss on Disposal of Tangible Capital Assets	-	-	-
Write-Down of Tangible Capital Assets	-	-	-
Total External Services Expense	3,000,368	3,621,874	3,783,242

Prairie South School Division No. 210
Schedule B: Supplementary Details of Consolidated Expenses
2017-18 Proposed Budget

	2017-18 Proposed Budget	2016-17 Approved Budget	2015-16 Actual
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Other Expense			
Interest and Bank Charges:			
Current Interest and Bank Charges	-	-	-
Interest on Debentures			
School Facilities	-	-	-
Other	-	-	-
Interest on Other Capital Loans and Long Term Debt			
School Facilities	-	-	-
Other	10,674	29,736	47,902
Total Interest and Bank Charges	<u>10,674</u>	<u>29,736</u>	<u>47,902</u>
Loss on Disposal of Tangible Capital Assets	-	-	-
Write-Down of Tangible Capital Assets	-	-	-
Contaminated Sites			150,000
Provision for Uncollectable Taxes	-	-	18,596
Total Other Expense	10,674	29,736	216,498
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TOTAL EXPENSES FOR THE YEAR	85,831,749	90,505,093	86,410,114
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AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.3
Topic:	Decision to Fund Prekindergarten Programming from Restricted Surplus		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Some prekindergarten programs in Prairie South are funded by the Ministry of Education, in response to catchment demographics and vulnerable children and families. Prairie South Schools has funded several additional prekindergarten programs historically in the City of Moose Jaw and more recently, in several rural communities in a magnet format. Operational funding for these Prairie South Funded Programs has been lost as part of the 2017-2018 budget passed earlier today. The Board will need to determine the future of these programs, and is presented with two recommended options in this regard.

Current Status:

Currently, the Ministry of Education funds 8 prekindergarten programs at the following schools: Empire School, Moose Jaw – 2 programs; Prince Arthur School, Moose Jaw – 1 program; Westmount School, Moose Jaw – 2 programs; Assiniboia 7th Avenue School, Assiniboia – 1 program; King George School, Moose Jaw – 1 program; William Grayson School, Moose Jaw – 1 program.

Currently Prairie South funds 10 prekindergarten programs at the following schools: Central Butte School – 1 program; Coronach School – 1 program; Glentworth School – 1 program; École Gravelbourg School – 1 program; Lafleche School – 1 program; Lindale School – 1 program; Palliser Heights School – 2 programs; Rouleau School – 1 program; Sunningdale School – 1 program.

Pros and Cons:

One option would see the continuation of 10 Prairie South funded prekindergarten programs in 7 communities. The other option would lead to the end of these programs. In the event that the programs are disestablished, administration would explore options of parent-funded programming provided by community groups in these communities.

**Financial
Implications:**

Funding prekindergarten programming using accumulated surplus funds is not sustainable in the long term. With this in mind, the Board has a healthy budget surplus and is able to manage this funding for the remainder of the term of the Board. A restriction of \$2 Million of accumulated surplus would lead to reduced flexibility in terms of use of surplus funds, however this financial restriction is sustainable. Should the Board choose to restrict funding for prekindergarten programming, an adjustment to the 2017-2018 budget would need to be made to reflect this decision.

**Governance/Policy
Implications:**

Legal Implications: Prekindergarten programming is outside of the mandate of the provincial K-12 system, with the exception of programs that have been identified and funded by the Ministry of Education.

Communications: Communications as part of the budget communications strategy.

Prepared By:	Date:	Attachments:
Tony Baldwin	April 27, 2017	

Recommendation:

One of two motions are recommended:

Motion One

That Prairie South School Division discontinue prekindergarten programming in the following schools: Palliser Heights School, Sunningdale School, Rouleau School, Lindale School, Lafleche School, École Gravelbourg School, Glentworth School, Coronach School, and Central Butte School.

Motion Two

That Prairie South School Division restrict \$2,000,000.00 of surplus funds to maintain current prekindergarten programming, and that the 2017-2018 operational budget be amended to include prekindergarten funding from surplus funds of \$500,000.00.

AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.4
Topic:	Reimbursement of Mileage, Meals and Other Expenses		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: The Board has set the mileage and reimbursement rates around budget time for the past few years.

Current Status: The rates were set in May 2016 and are scheduled for review.

Pros and Cons: Setting the rates now gives administration a chance to communicate the new rates prior to the beginning of the new fiscal year.

Financial Implications: The proposed mileage rate will reduce the divisions costs.

Governance Implications: The Board may want to review Policy 7 in so far as the Organizational Meeting is organized.

Legal Implications: none

Communications: Communicate to staff immediately the reimbursement rates for 2017-18.

Prepared By:	Date:	Attachments:
Bernie Girardin	April 27, 2017	N/A

Recommendation:

All recommended rates would be effective September 1, 2017.

Mileage:

Current rate: The current rate is \$0.44/km which was set for the 2016/17 fiscal year.

Due to funding reductions the following motion is recommended:

That the Board set the mileage rate at \$0.42 per km for the 2017/18 fiscal year.

Meals:

The current reimbursement for meal expenses not covered by registration fees, the School Division or otherwise provided (without receipts):

- Breakfast \$10.00
- Lunch \$15.00
- Supper \$20.00

Motion to Set Meal Rates:

That reimbursement for meal expenses not covered by registration fees, the School Division or otherwise provided, be set at the following rates, without receipts for 2017/18:

- **Breakfast \$10.00**
- **Lunch \$15.00**
- **Supper \$20.00**

Parking:

The current rate is \$5.00 per day without receipts.

Motion to Set Parking Rates:

That reimbursement for parking be set at the rate of up to \$5.00 per day without receipts for 2017/18.

Accommodation and other expenses:

Actual, reasonable expenses, supported by receipts. Accommodation in a private residence outside of home location: \$35.00 per night (no receipts necessary).

Motion to Set Accommodation and Other Expenses:

That reimbursement for the accommodation expenses be set at the following rates for 2017/18:

- **Actual, reasonable costs, supported by receipts, or**
- **\$35.00 per night for accommodation in a private residence outside of home location (no receipts required).**

AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.5
Topic:	Notice of Motion: Moose Jaw Transportation		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: The following Notice of Motion was received at the April 4, 2017 Board Meeting: *That Prairie South School Division attempt to co-ordinate a meeting with the City of Moose Jaw, Holy Trinity School Division, and Cornerstone Christian School to discuss the possibility of bus transportation efficiencies within the City of Moose Jaw.*

Current Status: Prairie South has been negotiating with Holy Trinity SD related to school bus maintenance for the past year, and is currently working on the business and political components of shared transportation for both school divisions in the City of Moose Jaw.

Pros and Cons: Limited efficiencies are available related to transportation services in Moose Jaw, however there may be the opportunity for an additional revenue stream connected to Holy Trinity transportation. With current transportation resources available, adding the City of Moose Jaw to the conversation adds complexity that we are unable to support at this time.

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	April 10, 2017	

Recommendation:

That the Board direct administration to continue current work related to transportation services and defeat the Notice of Motion.

AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.6
Topic:	Monthly Reports		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:

Attached are the following reports for Board approval:

1. Teacher Absences and Substitute Usage for the period March 28-April 13, 2017
2. CUPE Absences and Casual Usage for the period March 28-April 21, 2017
3. Bus Driver Absences and Casual Usage for the period March 28-April 21, 2017
4. Out of Scope Absences and Casual Usage for the period March 28-April 21, 2017
5. Tender Report for the period March 27-April 21, 2017

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ryan Boughen, Ron Purdy	April 26, 2017	1. Teacher Absences and Substitute Usage 2. CUPE Absences and Casual Usage 3. Bus Driver Absences and Casual Usage 4. Out of Scope Absences and Casual Usage 5. Tender Report

Recommendation:

That the Board accept the monthly reports as presented.

Teacher Absences & Substitute Usage

Date Range: March 28, 2017 - April 13, 2017

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	17.5	3.23%	17.5	100.00%	0.31%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Education Leave	0.6	0.11%	0.6	100.00%	0.01%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	1	0.18%	1	100.00%	0.02%
Prep Time	58.74	10.83%	58.1	98.91%	1.04%
Pressing Leave Teacher	14.56	2.68%	14	96.15%	0.26%
PSTA	3.33	3.20%	0	0.00%	0.06%
Rec. Of Service	47.14	8.69%	46.5	98.64%	0.84%
Leave Without Pay	10.1	1.86%	9.9	98.02%	0.18%
SUB TOTAL	152.97	30.79%	147.6	96.49%	2.71%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	120.62	22.24%	120	99.49%	2.14%
Illness - Long Term	57.98	10.69%	0	0.00%	1.03%
Medical/Dental Appt	52.29	9.64%	51.4	98.30%	0.93%
Internship Seminar	0	0.00%	0	0.00%	0.00%
Paternity/Adoption Leave	0	0.00%	0	0.00%	0.00%
Secondment	0	0.00%	0	0.00%	0.00%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	230.89	42.57%	171.4	74.23%	4.09%
Prairie South					
Extra/Co-curr Teach	28.17	5.19%	27.9	99.04%	0.50%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	35.15	6.48%	34.8	99.00%	0.62%
LRNG Meet/PD	39.4	7.26%	39.7	100.76%	0.70%
Noon Supervision Day	18.88	3.48%	19	100.64%	0.33%
PD DEC Teachers	31.7	5.84%	30.9	97.48%	0.56%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
SONO Meet/PD	5.28	0.97%	5.2	98.48%	0.09%
SOSO Meet/PD	0	0.00%	0	0.00%	0.00%
STF Business - Invoice	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	158.58	29.23%	157.5	99.32%	2.81%
Total Absences	542.44	102.59%	476.5	87.84%	9.61%

Teachers (FTE)
434.08

of teaching Days
13

Possible Days
5643.04

CUPE Staff Absences & Casual Usage 2016-2017

Date: March 28, 2017 - April 21, 2017

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	5.67	1.48%	2.42	42.68%	0.13%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	2	0.52%	0	0.00%	0.04%
Competition Leave	0.5	0.13%	0	0.00%	0.01%
Convocation Leave	0	0.00%	0	0.00%	0.00%
CUPE Business - Invo	15.69	4.10%	13.83	88.15%	0.35%
Earned Day Off	2.19	0.57%	1.83	83.56%	0.05%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	2	0.52%	1	0.00%	0.04%
Illness - Support	231.07	60.40%	131.89	57.08%	5.10%
Med/Den Appt Support	42.9	11.21%	21.35	49.77%	0.95%
Noon Supervision	1.86	0.49%	1.86	100.00%	0.04%
Parenting/Caregiver	14.05	3.67%	12.77	90.89%	0.31%
Pressing Leave	9	2.35%	7.63	84.78%	0.20%
Rec. of Service	1.5	0.39%	1	66.67%	0.03%
TIL Support	9.27	2.42%	3.5	37.76%	0.20%
Without Pay Support	9.46	2.47%	7	74.00%	0.21%
SUB TOTAL	347.16	90.74%	206.08	59.36%	7.66%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	28.33	7.40%	20.13	71.06%	0.63%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	28.33	7.40%	20.13	71.06%	0.63%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0.5	0.13%	0.5	0.00%	0.01%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	1.6	0.42%	0	0.00%	0.04%
PD DEC Support Staff	5	1.31%	3	0.00%	0.11%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
SONO Meet/PD	0	0.00%	0	0.00%	0.00%
SOSO Meet/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	7.1	1.86%	3.5	0.00%	0.16%
Total Absences	382.59	100.00%	229.71	60.04%	8.44%

Possible Days

March 28, 2017 - April 21, 2017

Days

17.00

FTE

266.5406

Total Days

4531.19

*Does not include data from three CUPE bus drivers

** WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

Bus Driver Staff Absences & Casual Usage 2016-2017

Date: March 28, 2017 - April 21, 2017

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	2.5	3.13%	2.5	0.00%	0.17%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	0	0.00%	0	0.00%	0.00%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Family Responsibilities	3.5	4.38%	3.5	0.00%	0.24%
Illness - Support	22.5	28.16%	21.5	95.56%	1.52%
Med/Den Appt Support	11.4	14.27%	11.4	100.00%	0.77%
Parenting/Caregiver	0	0.00%	0	0.00%	0.00%
Pressing Leave	1	1.25%	1	100.00%	0.07%
Without Pay Support	39	48.81%	39	100.00%	2.63%
SUB TOTAL	79.9	100.00%	78.9	98.75%	5.39%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	0	0.00%	0	0.00%	0.00%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	0	0.00%	0	0.00%	0.00%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
SOEH Meet/PD	0	0.00%	0	0.00%	0.00%
SONO Meet/PD	0	0.00%	0	0.00%	0.00%
SOSO Meet/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	0	0.00%	0	0.00%	0.00%
Total Absences	79.9	100.00%	78.9	98.75%	5.39%

Possible Days

March 28, 2017 - April 21, 2017

Days

13.00

Staff

114

Total Days

1482.00

*** Bus Drivers are now counted by actual staff, not FTE**

** Data includes data from 3 CUPE bus drivers

*** WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

Out of Scope Staff Absences & Casual Usage 2016-2017

Date: March 28, 2017 - April 21, 2017

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0	0.00%	0	0	0.00%
Bereavement Leave	0	0.00%	0	0	0.00%
Community Service	0	0.00%	0	0	0.00%
Compassionate Care	0	0.00%	0	0	0.00%
Competition Leave	0	0.00%	0	0	0.00%
Convocation Leave	0	0.00%	0	0	0.00%
Family Responsibilities	0	0.00%	0	0	0.00%
Illness - Support	37.3	35.47%	0	0	4.06%
Med/Den Appt Support	6.22	5.92%	0	0	0.68%
Parenting/Caregiver	1.98	1.88%	0	0	0.22%
Pressing Leave	3.3	3.14%	0	0	0.36%
Without Pay Support	1	0.95%	0	0	0.11%
SUB TOTAL	49.8	47.36%	0	0.00%	5.43%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	45.16	42.95%	0	0	4.92%
Workers Compensation	0	0.00%	0	0	0.00%
SUB TOTAL	45.16	42.95%	0	0.00%	4.92%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0	0.00%
BUSI Meet/PD	0	0.00%	0	0	0.00%
FACI Meet/PD	0	0.00%	0	0	0.00%
HUMA Meet/PD	0	0.00%	0	0	0.00%
LRNG Meet/PD	0	0.00%	0	0	0.00%
SOEH Meet/PD	0	0.00%	0	0	0.00%
SONO Meet/PD	0	0.00%	0	0	0.00%
SOSO Meet/PD	0	0.00%	0	0	0.00%
TRAN Meet/PD	10.19	9.69%	0	0	1.11%
SUB TOTAL	10.19	9.69%	0	0	1.11%
Total Absences	105.15	100.00%	0	0.00%	11.46%

Possible Days

March 28, 2017 - April 21, 2017

Days

17.00

FTE

53.98

Total Days

917.66

** WCB absences are adjusted after they occur as they are not entered as such until WCB accepts and pays the claim.

Tender Report for the period March 27, 2017 to April 21, 2017

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 no competitive bids awarded for the reporting period.

AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.7
Topic:	Caronport Elementary School Community Council Constitution		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background: *The Education Act (1995)* requires that School Community Councils maintain an updated constitution. Board Policy 16 requires that updates to SCC constitutions be approved by the Board of Education.

Current Status: The Caronport Elementary School Community Council has completed a review of their constitution.

Pros and Cons:

Financial Implications:

Governance/Policy Implications: The April 26, 2017 Caronport Elementary School Community Council Constitution is in alignment with *The Education Act (1995)* and Board Policy 16.

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	April 27, 2017	CES SCC Constitution April 26, 2017

Recommendation:

That the Board of Education approve the amended Caronport Elementary School Community Council Constitution dated April 26, 2017.

Caronport Elementary School School Community Council Constitution April 26, 2017

1. Membership

1.1 Representative Membership

- 1.1.1 The School Community Council will have the following Representative Members:
- 5 – 9 parent and community members elected at the Annual General Meeting
 - 1 – 2 secondary student(s)

1.2 Permanent Members

- 1.2.1 The School Community Council will have the following Permanent Members:
- The School Principal,
 - A teacher and
 - Additional members as recommended by the SCC and approved by the Prairie South School Division Board of Education.

2. Officers

2.1 The following School Council Officers will be elected annually from among the Members:

- Chair,
- Vice-Chair and
- Secretary/Treasurer or (1) Secretary and (1) Treasurer

2.2 The Chair and Vice-Chair shall be Representative Members.

3. School Community Council Meetings

3.1 The School Community Council will have a minimum of five meetings per year, plus one annual meeting in April.

3.2 Voting

3.2.1 Decisions of the SCC will be made using a consensus model.

3.2.2 On matters where the SCC deems that a formal vote is required, all members of the SCC with the exception of the Principal may vote.

3.3 Quorum

3.3.1 A quorum of the School Community Council shall be a majority of the Representative Members.

4. Public Consultation and Communication

4.1 The School Community Council will consult and communicate with the school community through but not limited to the following strategies:

- Bulletin Board
- Sandwich Board at Front Entrance
- Website
- Newsletters
- Office SCC area
- Minutes of SCC meetings
- Community Board at Caronport Post Office

5. Complaint and Dispute Resolution Process

- 5.1 SCC members shall not discuss or disclose personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the board of education.
- 5.2 Parents or community members who express a concern shall be encouraged to address their concern to the appropriate individual and to follow the proper channels of communication related to their concern.

6. Amend the Constitution

- 6.1 The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education

AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.8
Topic:	Out of Province Excursion – Mankota School to Banff, Alberta		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Mankota’s trip to Banff, Alberta on June 8-11, 2017.

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	March 29, 2017	Out of Province Excursion

Recommendation:

That the Board approve Mankota School’s trip to Banff, Alberta on June 8-11, 2017 as per the outline provided.

Division Office Administration Approval Required

B. SAFETY GUIDELINES

- xParent consent forms and medical information including the Health Card Number will be obtained.
- xEvacuation Plan is in place and will be communicated to appropriate individuals.
- xDesignated supervisor has access to emergency vehicles at all times.
- xAccess to cellular or satellite phone or other communication device.
- xA list of emergency telephone numbers will be formulated.
- xHave reviewed the Physical Activity Safety Guidelines section on Outdoor Education.
- xAppropriate number of supervisors as designated in the Physical Activity Safety Guidelines.
- xMale and Female Chaperones for a co-ed activity.
- xIf using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

Date Revised: *December 2016*

Banff _____

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

D. LEARNING OBJECTIVES

PE 20-30

Students will participate in physical-related activities

Students will demonstrate an understanding of how one's level of personal fitness is related to stress management, healthy eating and choice of leisure activities.

Students will display an understanding of the terminology, rules, safety concepts, mechanical principles and current developments that apply to outdoor pursuits.

Students will develop an awareness of the potential of the natural environment for the worthwhile lifetime outdoor pursuits in all seasons.

Students will develop the basic movement patterns and performance cues related to outdoor pursuits.

Students will develop social skills that promote acceptable standards of behavior and positive relationships with each other and the environment.

Students will develop the ability to identify and pursue a variety of fitness related activities that compliment selected outdoor pursuits.

Students will develop an appreciation of the role of outdoor pursuits in the achievement and maintenance of personal fitness.

Food Services 30

Students will understand and practice safety in the preparation and storage of food.

Students will apply independent learning skills in the preparation of nutritious foods

Students will be creative and make adjustments when applying knowledge about food preparation which is not done within the confines of a kitchen environment.

Students will be aware of and practice environmental protection through conservation and recycling.

Students will practice cooperation and teamwork when working in groups

E. LEARNING ACTIVITIES *(Outline prior training for outdoor education and high risk activities)***a) Pre-Excursion Learning**

Students will review rules and procedures for camping, equipment and clothing required and checked prior to trip, environmental impact.

Students will review safety procedures for hiking

Students are planning menus that will be prepared and cooked by them in a group setting

Students are planning cooperative games for the group to participate in during the evening

Students will ensure there are ample First Aid Kits

Student, with teacher monitoring, will provide a list of emergency numbers, review the physical activity safety guidelines on outdoor education and have parent consent forms completed.

b) Excursion Learning

Camping.

Students will learn how to set up a camp, start a fire, cook using coals, correct procedures for using propane, minimizing environmental impact.

Hiking

Students will review and check to make sure all students have ample water, sun protection, insect repellent, wood tick precaution, proper clothing which is necessary for a moderate 20km hike.

Students will review safety procedures of staying on trail, using the buddy system, and having a plan in case of emergencies

c) Post-Excursion Learning

Students will reflect on what they have learned from the excursion through a slide show of the trip.

F. SCHEDULE OF ACTIVITIES

Thursday

Leave Mankota 8:00 travel to banff

4:30-5:00 arrive at banff

5:00-6:00 unload luggage and gear, set up tents

6:00-7:30 prepare, cook supper and clean up

7:30-9:00 campfire

Friday

8:00-9:30 prepare and make breakfast

9:30-10:30 pre prepare lunch and clean up

10:30-1:00 johnson falls hike

1:00 - 2:00 lunch at Mt. Norquay

2:30-5:00 tunnel mountain hike

6:00-7:30 prepare and cook supper, clean up

7:30-9:00 hot springs

9:00- 11:30 camp fire

11:30 students retire to tents

Saturday

8:00-9:00 breakfast, clean up

9:00-10:00 prepare lunch

10:00 -2:00 Banff Gondola

2:00-3:00 lunch at the falls

3:30 -6:00 museums and town walk around

6:30-8:00 supper downtown

8:00-9:00 Hoodoos

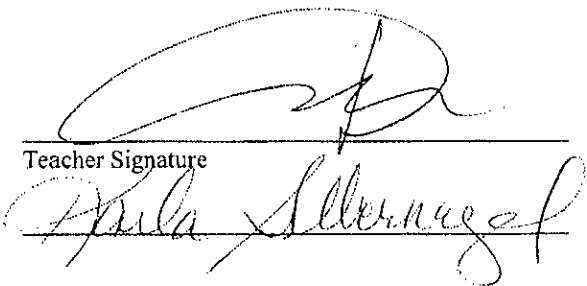
9:00-10:00 campfire

Sunday

8:00-9:00 breakfast and break camp

9:00-5:00 return to mankota

Teacher Signature



Date

March 29.17
Mar 29/17

SCHO-418-F-0002

Principal Signature

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

Banff Budget Breakdown

Camp fees \$27.50 per site. Three sites for 3 nights	=	\$250
Gondola \$50 per person. Seventeen people	=	\$850
Gas for two vehicles , van and car	=	\$350
Hot Springs pool 17 by \$7.30	=	\$125
2 Breakfasts: fruit, bars, nuts and juice, \$5 pp.	=	\$170
2 lunches: fruit, sandwiches, dessert, vegetables		
Granola bars, \$7.50 pp.	=	\$255
2 suppers: buns, hamburgers, sausage, drinks,		
Vegetables, desserts, after supper treats for campfire		
\$10 pp	=	\$340
Total	=	\$ 2170

All money will be made through School Generated Funds.

The cost for food will be considerably less than projected as parents have said they want to donate certain food for the trip. As well, a staff member has said they will donate beef for hamburgers.

At present we are working on locating and renting a van. I have projected a \$3000 budget and the cost of the rental is included in that amount. Incidentals will be covered by the above \$ 3000 as the cost of food is decreased.

There will be no cost associated with Substitutes as all classes will be covered internally.

AGENDA ITEM

Meeting Date:	May 2, 2017	Agenda Item #:	5.9
Topic:	Out of Province Excursion – Central Collegiate to Winnipeg, Manitoba		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background: Central Collegiate's Grade 10-12 students to attend MUNA in Winnipeg, Manitoba on May 4-7, 2017.

Current Status:

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	April 24, 2017	Out-of-Province Excursion

Recommendation:

That the Board approve Central Collegiate's Grade 10-12 students to attend MUNA in Winnipeg, Manitoba on May 4-7, 2017.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Lisa Veer	School: Central Collegiate
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity _____	
Grade Level: 10-12	Number of Students: 3
Destination: Winnipeg, Manitoba	Trip Date: May 4-7, 2017
Number of School Days (Partial/Full): 1.5	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): ___Lisa Veer_____ _____	
Number of Teachers, Parents, Chaperones:	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

B. SAFETY GUIDELINES
<input type="checkbox"/> Parent consent forms and medical information including the Health Card Number will be obtained. <input type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals. <input type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input type="checkbox"/> Access to cellular or satellite phone or other communication device. <input type="checkbox"/> A list of emergency telephone numbers will be formulated. <input type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. <input type="checkbox"/> Male and Female Chaperones for a co-ed activity. <input type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

C. BUDGET
❖ Anticipated Budget - \$1208 – cost of residence and food while at conference. Sub costs - \$422.39(1.5 days). Travel costs- \$566.72(1288km) = Total cost is \$2918.39 - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources ___\$1098- Rotary sponsorship ❖ Out of Pocket Cost per Participant _____

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

D. LEARNING OBJECTIVES

Develop and awareness of the United Nations

Develop an awareness of international situations of other countries.

To encourage students to learn respect and tolerance for people of all races, religions, and nationalities.

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

a) Pre-Excursion Learning

Weekly meetings including preparation of assigned country research. Review debating and Robert's rules for the UN meetings, debate and resolutions. Prepare for speeches during the weekend long events.

b) Excursion Learning

Learning how the United Nations conducts its meetings, debates and resolutions. Learn about many different countries in the world and their circumstances. Learn how to represent and fight for human rights.

c) Post-Excursion Learning

Reflect on learning that will occur during this event including creating opportunities to share with their fellow students. Investigate further the global citizenship they are included in ways to foster the growth of such.

F. SCHEDULE OF ACTIVITIES

May 4th – Travel to Winnipeg

May 5th – Welcoming ceremonies, presentation of resolutions, speakers, networking and dance

May 6th – New resolutions followed by debates and voting on said resolutions, UN meetings, MUNA committee post mortem, dinner and shuttle back to dorms.

May 7th – return to Moose Jaw

Lisa Uper
Teacher Signature

[Signature]
Principal Signature

Director/Superintendent Signature

April 23/17
Date

April 23rd/17
Date

☐ Request Approved

☐ Request Denied