

Prairie South Schools
BOARD OF EDUCATION

JANUARY 9, 2018
10:00 a.m. – 4:00 p.m.
Central Office, 1075 9th Avenue NW, Moose Jaw

AGENDA

- 1. Board Planning Session (10:00 – 12:00 p.m.)**
 - 1.1. Incidents of Concern**
 - 1.2. 2018-2019 Calendar Parameters**
 - 1.3. Gutheridge Field / Centennial Auditorium Inquiry**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
- 5. Decision and Discussion Items**
 - 5.1. Disposal of Records**
 - 5.2. Air Quality Insurance Retention Pool**
 - 5.3. 2018-2019 Calendar Parameters**
 - 5.4. Human Resources Accountability Report**
 - 5.5. Facilities Accountability Report**
 - 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
- 6. Delegations and Presentations**
- 7. Committee Reports**
 - 7.1. Standing Committees**
 - 7.1.1. Student Outcomes
 - 7.1.2. Innovation
 - 7.1.3. Partnerships and Teambuilding
 - 7.1.4. Business, Infrastructure and Governance
- 8. Information Items**
 - 8.1.**
- 9. Provincial Matters**

- 10. Celebration Items**
- 11. Identification of Items for Next Meeting Agenda**
 - 11.1. Notice of Motions**
 - 11.2. 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 Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on DECEMBER 12, 2017 at 1:03 p.m.

Attendance: Mr. T. McLeod; Mr. A. Kessler; Ms. D. Pryor; Mr. J. Radwanski (via teleconference); Mr. B. Swanson; Ms. G. Wilson; Mr. L. Young; Ms. M. Jukes; Mr. R. Bachmann; T. Baldwin, Director of Education; B. Girardin, Superintendent of Business and Operations; D. Huschi, Superintendent of School Operations; D. Teneycke, Superintendent of School Operations; R. Boughen, Superintendent of School Operations; D. Welter, Human Resources Manager; P. Thomas, Executive Assistant

Regrets: Dr. S. Davidson; Trustee; L Meyer, Superintendent of Learning

Delegations: Corina and Phil Riley – Transportation Request, Drinkwater to Moose Jaw (1:15 p.m.)

Motions:

- | | | |
|------------------------|--|---------|
| 12/12/17 – 2853 | That the meeting be called to order at 1:01 p.m.
- McLeod | Carried |
| 12/12/17 – 2854 | That the Board add the following items to the agenda:
5.13 - Decision Item, Craik Alternate Calendar Proposal
5.14 - Memorandum of Understanding
5.15 – Agenda Item 8.2 will be moved to 5.15
5.16 – Agenda Item 8.3 will be moved to 5.16

AND THAT the Board adopt the agenda as amended.
- Swanson | Carried |
| 12/12/17 – 2855 | That the Board adopt the Minutes of Regular Board Meeting of Nov. 7, 2017.
-Wilson | Carried |
| 12/12/17 – 2856 | That the Board adopt the Minutes of the Special Board Meeting of Nov. 28, 2017.
-Jukes | Carried |
| 12/12/17 – 2857 | That the Board approve the 2017 – 2021 Strategic Plan, and direct administration to begin the process of sharing the plan with Prairie South stakeholders.
-Pryor | Carried |

12/12/17 – 2858	<p>That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2018: Greg Veillard, Darleen Stewart, John Livingston, George Paterson, Claude Duke, Pam Ludwar, Ron Purdy, Mary Jukes and Al Kessler. -Young</p>	Carried
12/12/17 – 2859	<p>That the Board approve the Mossbank SCC Alternate School Year Proposal and direct administration to complete a follow-up review in the spring of 2020. -Kessler</p>	Carried
12/12/17 – 2860	<p>That the Board approve the Chaplin SCC Alternate School Year Proposal and direct administration to complete a follow-up review in the spring of 2020. - Pryor</p>	Carried
12/02/17 – 2861	<p>That the Board approve Kincaid's Grade 5-12 Ski Trip to Hidden Valley Ski Resort on January 19, 2018. - Kessler</p>	Carried
12/12/17 – 2862	<p>That the Board approve Palliser Heights Grade 8 Ski trip to Asessippi Ski Resort on January 23-25, 2018. -Young</p>	Carried
12/12/17 – 2863	<p>That the Board approve Central Collegiate's Grade 10-12 Senior Boys' Basketball team to attend a Sr. Boys' Basketball Tournament in Medicine Hat, AB on Feb. 1-3, 2018. - Jukes</p>	Carried
12/12/17 – 2864	<p>That the Board approve Central Collegiate's Grade 9-12 Band trip to Edmonton, AB on Feb. 9-12, 2018. -Kessler</p>	Carried
12/12/17 – 2865	<p>That the Board approve Central Collegiate's Grade 9-12 Ski trip to Banff and Lake Louise, AB on Mar. 29 – Apr. 1, 2018. - Wilson</p>	Carried
12/12/17 – 2866	<p>That the Board approve Peacock Collegiate's Grade 11 Mountain Bike Trip to Kananaskis, AB on May 24-28, 2018. - Jukes</p>	Carried

12/12/17 – 2867	That the Board receive and file the 1 st Quarter Financial Accountability Report. -Bachmann	Carried
11/07/17 – 2868	Monthly Reports: 5.12.1 Teacher Absence and Substitute Usage Report 5.12.2 CUPE Staff Absence and Substitute Usage Report 5.12.3 Bus Driver Absence and Substitute Usage Report 5.12.4 Out of Scope Absence and Substitute Usage Report 5.12.5 Tender Report That the Board approve the reports as presented. -Wilson	Carried
12/12/17 – 2869	That the Board approve the Craik SCC Alternate School Year Proposal and direct Administration to complete a follow-up review in the spring of 2020. -Pryor	Carried
12/12/17 – 2870	That the Board direct the chair to enter into a Memorandum of Understanding with Holy Trinity Catholic School Board regarding joint student transportation in Moose Jaw, SK. -Pryor	Carried
12/12/17 - 2871	That the Board direct the Chair to sign a commitment to work collaboratively with Holy Trinity Catholic School Board to achieve a new joint use school on the South Hill in Moose Jaw, SK -Bachmann	Carried
12/12/17 – 2872	That the matter of student attendance referred to in 5.15 and 5.16 be referred to a planning session of the Board for discussion. -Swanson	Carried

Committee Reports

Standing Committees:7.1.1-7.1.4

- Student Outcomes – Wilson, no report, meeting tomorrow and speaking about attendance.

- Innovation – Bachmann met Nov. 16 and appointed Bachmann as chair. Potential application process in schools being reviewed. Meeting Dec. 19 and connect with innovation that is happening to help us understand current reality.
- Partnerships and Teambuilding – Pryor, Nov. 28 met for Engagement Meeting at Prince Arthur School, highlights and challenges at Prince Arthur School. Last week met to review accountability report. Getting ready for January Survey prep, going to Regina to meet with Ed Minister Wednesday, Dec. 13, 2017.
- Business, Infrastructure and Governance – Bachmann, chaired by Bachmann, B.I.G. have met twice. Discussed audited report. Dec. 6, 2017 discussed 1st quarter accountability and facility accountability reports.

Inquiry

That Administration prepare a report that outlines the approximate cost of the projected repairs to Guthridge Field and Peacock's Centennial Auditorium.

- Kessler

12/12/17 – 2873

That the meeting be adjourned at 3:11 p.m.
- Pryor

Carried

T. McLeod
Chair

B. Girardin
Superintendent of Business & Operations

Next Regular Board Meeting:

Date: January 9, 2018
Location: 1075 9th Avenue NW, Moose Jaw

AGENDA ITEM

Meeting Date:	January 9, 2018	Agenda Item #:	5.1
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

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

Current Status:

A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule follows. The record of disposal of records, i.e. this list, is a permanent record that must be retained permanently. These records contain personal information and will not be offered to Saskatchewan Archives.

Student CUM files -Birth year 1992,retain until student turns 25

Learning Student files - Birth Year 1992, retain until student turns 25

We require Board approval for the disposal.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
---------------------	--------------	---------------------

Ron Purdy	December 22, 2017	
-----------	----------------------	--

Recommendation:

That the Board approve the disposal of records at or past their retention listed above by shredding.

AGENDA ITEM

Meeting Date:	January 9, 2018	Agenda Item #:	5.2
Topic:	Air Quality Insurance Retention Pool		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

As discussed at the SSBA AGM in November the Air Quality Loss Pool will be wound up however in order for this pool to be wound up the SSBA needs the approval of every board in the pool to agree.

Current Status:

The following information comes from the SSBA:

Air Quality Liability Loss Pool History

At the 2002 AGM, the SSTA membership approved the establishment of a mandatory, self-funded Air Quality Liability Loss Pool for boards participating in the GIP (Resolution K-2). Since then, an annual premium of \$1 per student has been collected, except in 2012 when there was a premium holiday. This was intended as a "claims made" program, meaning that claims must be reported as soon as they were identified.

The only claim expenses paid out of this pool was in 2005, for an adjuster fee of \$767.08. Otherwise the pool has collected premiums and investment income only. This AQ Pool is reported in the SSBA Audited Financial Statements.

Agreement to Wind Up the Pool

As per a 2017 legal opinion sought by the SSBA Executive, this loss pool can be wound up and the monies distributed to the participating membership, with the agreement of all participating members. Where there has been amalgamation of an original participant, the successor division may make such an agreement. All school divisions are being asked to provide consent through returning their signed "Air Quality Retention Pool Termination Agreement".

The Air Quality Retention Pool Termination Agreement contains provisions that:

- a. expressly holds the executive, past and present, from any legal liability for claims arising in relation to the pool; and
- b. each school division will consent to winding up and will agree that there can be no claims against the SSBA, the executive or any other school division for any claims that arise in relation to the pool.

Upon receipt of all executed Termination Agreements, the rebates will be provided to school divisions. While school divisions may apply their rebate to their next year's insurance premiums, if your rebate is greater than that requirement, we would ask that you take the rest as a rebate.

Rebate Calculation

The total premium collected from each school division since inception through the 2017 renewal has been calculated, based on invoices. When and where there were voluntary and/or forced amalgamations, the premiums paid by the dissolved school division were assigned to the school division which received the largest part of the dissolved one. In cases where a Division was split up evenly (as counted by number of schools) premiums were split evenly amongst the successor divisions.

The total premiums amount was then subtracted from the total pool value as of December 31, 2016, thereby calculating the total interest income generated by the pool less operational expenses.

The interest was proportioned to school divisions on the same ratio as the premium paid to total premium collected, calculated per school division.

Timeline

December 2017 – deliver to each school board in the Air Quality Insurance Retention Pool communiqué (this email).

Date pending – obtain written approval from the Superintendent of Insurance for the voluntary winding up of the Air Quality Insurance Retention Pool.

December 2017 - deliver to each school board in the AQ Pool an execution copy of the Termination Agreement, with a request to return the same fully executed in counterpart on or before Jan 31, 2018.

January 31, 2018 – SSBA must receive fully executed in counterpart of Termination Agreement from all, but not less than all, school boards in the AQ Pool.

Estimated that by February 16, 2018 – deliver to each school board its portion of the funds contemplated in the Interim Rebate Calculation; Can be completed 10 days after receipt of all signed termination agreements.

May 1, 2018 – receipt and approval by SSBA of its audited financial statements for the period ended December 31, 2017; Last year's audited financial statements were approved April 29, 2017.

May 9, 2018 – determine the amount to be delivered to each school board pursuant to the Final Rebate Calculation; The final total rebate can be calculated as quickly as 5 days after approval of Audit.

May 31, 2018 – deliver to each school board its portion of the funds contemplated in the Final Rebate Calculation, after deducting reasonable expenses of the SSBA relating to the winding up of the Air Quality Insurance Retention Pool (including legal fees).

Sept 18-19, 2018 – complete the winding up of the Air Quality Insurance Retention Pool and report to the Executive Committee.

Pros and Cons:

Financial Implications:

Governance Implications: Each member of the air quality pool must agree to the termination of this pool.

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	December 18, 2017	Air Quality Pool Termination Agreement (less all the signing pages except PSS210)

Recommendation:

That the Board of Education of Prairie South School Division No. 210 of Saskatchewan agrees that, effective as of 11:59:59 p.m. on the Winding Up Date, the Air Quality Insurance Retention Pool shall be dissolved and all obligations set out in the Resolution K-2 shall cease to be of any force and effect.

THIS AGREEMENT dated the ____ day of _____, 2017

AMONGST:

SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

and

BATTLEFORD FIRST NATIONS HIGH SCHOOL BOARD OF EDUCATION

BOARD OF EDUCATION OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 OF
SASKATCHEWAN

BOARD OF EDUCATION OF THE PRAIRIE VALLEY SCHOOL DIVISION NO. 208 OF
SASKATCHEWAN

BOARD OF EDUCATION OF THE SASKATOON SCHOOL DIVISION NO. 13 OF
SASKATCHEWAN

BOARD OF EDUCATION OF THE SUN WEST SCHOOL DIVISION NO. 207

CHINOOK SCHOOL DIVISION NO. 211

CHRIST THE TEACHER ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 212

CONSEIL DES ECOLES FRANSASKOISES NO. 310

CORNERSTONE CHRISTIAN SCHOOL INC.

CREIGHTON SCHOOL DIVISION NO. 111

ENGLEFELD PROTESTANT SEPARATE SCHOOL DIVISION NO. 132

GOOD SPIRIT SCHOOL DIVISION NO. 204

HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

HOLY TRINITY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 22

HORIZON SCHOOL DIVISION NO. 205

ILE-A-LA CROSSE SCHOOL DIVISION NO. 112

LIGHT OF CHRIST ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 16

LIVING SKY SCHOOL DIVISION NO. 202, ET AL

LLOYDMINSTER PUBLIC SCHOOL DIVISION NO. 99

LLOYDMINSTER ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 89

LUTHER COLLEGE, REGINA

LUTHERAN COLLEGIATE BIBLE INSTITUTE

NORTH EAST SCHOOL DIVISION NO. 22

NORTHERN LIGHTS SCHOOL DIVISION NO. 113 OF SASKATCHEWAN

NORTHWEST SCHOOL DIVISION NO. 203

PRAIRIE SPIRIT SCHOOL DIVISION NO. 206

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO.6

REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119

ST. PAUL'S ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 20

THE BOARD OF EDUCATION OF THE REGINA SCHOOL DIVISION NO. 4 OF SASKATCHEWAN

THE BOARD OF EDUCATION OF THE SOUTH EAST CORNERSTONE SCHOOL DIVISION NO. 209 OF SASKATCHEWAN

ROSTHERN JUNIOR COLLEGE

AIR QUALITY RETENTION POOL TERMINATION AGREEMENT

WHEREAS the SSBA was established pursuant to *An Act to incorporate Saskatchewan School Boards Association*, SS 1978 c C-112;

AND WHEREAS the Air Quality Insurance Retention Pool was established pursuant to Resolution K-2 on December 5, 2002;

AND WHEREAS the Parties desire to authorize the winding up of the Air Quality Insurance Retention Pool and facilitate the distribution of funds held in the Air Quality Insurance Retention Pool to the School Divisions;

AND WHEREAS the SSBA has, on behalf of the Parties, sought and obtained authorization from the Superintendent for the winding up of the Air Quality Insurance Retention Pool and the distribution of funds held in the Air Quality Insurance Retention Pool to the School Divisions.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of these premises and the representations and Agreements herein contained it is hereby mutually agreed as follows:

1. DEFINITIONS

The following words when used in this Agreement, including the recitals, shall, unless otherwise expressly provided herein, have the following meanings:

- (a) "Act" means *An Act to Incorporate Saskatchewan School Boards Association*, SS 1978 c C-112, as amended from time to time;

- (b) "Agreement" means this Agreement as the same may be amended from time to time in accordance with the terms hereof and the expressions "herein", "hereof", "hereto", "above", "below" and similar expressions if used in any sub-paragraph, paragraph, sub-section, Section or Article of this Agreement refer and relate back to the whole of this Agreement and not to that sub-paragraph, paragraph, sub-section, Section or Article only, unless otherwise expressly provided;
- (c) "Air Quality Insurance Retention Pool" means such pool established pursuant to Resolution K-2;
- (d) "Business Day" means a day other than a Saturday, Sunday or statutory holiday in the Province of Saskatchewan;
- (e) "Bylaws" means the bylaws of the SSBA;
- (f) "Final Rebate Calculation" means a calculation conducted by the SSBA:
 - (i) in relation to the funds remaining in the Air Quality Insurance Retention Pool effective as at the Winding Up Date;
 - (ii) in a manner substantially similar to the Rebate Interim Calculation and taking into account the relevant values set out in the SSBA audited financial statements for the period ending December 31, 2017; and
 - (iii) deducting the reasonable expenses incurred by the SSBA, if any, relating to the winding up of the Air Quality Insurance Retention Pool;
- (g) "Insurance Act" means the *Saskatchewan Insurance Act* RSA 1979, c. S-26, as amended from time to time;
- (h) "Party" means a Party to this Agreement and "Parties" means all of the Parties to this Agreement;
- (i) "Rebate Interim Calculation" means the Air Quality Loss Pool Rebate Interim Calculation (including audited investment earnings to December 2016 only), as set forth in Schedule "B" hereto;
- (j) "Resolution K-2" means that resolution passed at the December 5, 2002 Convention to establish an Air Quality Insurance Retention Pool to begin operation January 31, 2003, a copy of which is attached hereto as Schedule "A";
- (k) "School Division" means each and every School Division or other organization having similar purposes listed above, for clarity excluding the Saskatchewan School Boards Association, and "School Divisions" means all of them;
- (l) "SSBA" means the Saskatchewan School Boards Association and includes each and every individual member of its Executive, whether former or current, as the case may be;
- (m) "Superintendent" means the Superintendent of Insurance as contemplated in the Insurance Act; and
- (n) "Winding Up Date" means December 31, 2017.

2. **SCHEDULES**

The Parties hereby confirm and ratify the matters contained and referred to in the Preamble to this Agreement and agree that same and the various Schedules hereto are expressly incorporated into and form part of this Agreement.

Schedule "A" - Resolution K-2
 Schedule "B" - Rebate Interim Calculation
 Schedule "C" - Notice Addresses

3. **OBLIGATIONS OF SSBA**

The SSBA shall:

- (a) on or before February 16, 2018
 - (i) conduct the Interim Rebate Calculation;
 - (ii) deliver to each School Division written confirmation of the portion of the funds contemplated in the Interim Rebate Calculation allocated to such School Division; and
 - (iii) deliver to each School Division its allocation of the funds contemplated in the Interim Rebate Calculation;
- (b) within 15 days after the approval by the SSBA of its audited financial statements for the period ended December 31, 2017:
 - (i) conduct the Final Interim Rebate Calculation;
 - (ii) deliver to each School Division written confirmation of the portion of the funds contemplated in the Final Rebate Calculation allocated to such School Division; and
 - (iii) deliver to each School Division its allocation of the funds contemplated in the Final Rebate Calculation;
- (c) on or before September 30, 2018, complete the winding up of the Air Quality Insurance Retention Pool.

4. **TERMINATION OF THE AIR QUALITY INSURANCE RETENTION POOL**

Each and every Party acknowledges and agrees that, effective as of 11:59:59 p.m. on the Winding Up Date, the Air Quality Insurance Retention Pool shall be dissolved and all obligations set out in the Resolution K-2 shall cease to be of any force and effect.

5. **CONDITION PRECEDENT**

The obligations of all Parties are subject to the receipt by SSBA of any required regulatory approvals from the Superintendent, determined by the Superintendent to be necessary or desirable in connection with the transactions anticipated herein and any and all other regulatory authorities whose approval is required in order to lawfully complete the transactions anticipated herein. If

the foregoing condition is not satisfied, the SSBA may, at its sole option, rescind this Agreement by written notice to that effect delivered to the other Parties.

6. **REPRESENTATIONS, WARRANTIES AND COVENANTS FROM EACH SCHOOL DIVISION**

Each School Division specifically represents, warrants and covenants with each and every other Party that:

- (a) it is the sole holder of its interest in the Air Quality Insurance Retention Pool and has not assigned and will not assign or otherwise transfer any such right to any third party;
- (b) it holds its interest in in the Air Quality Insurance Retention Pool on its own behalf and on behalf of each and every predecessor by way of transfer, amalgamation or other combination that has occurred at law or in equity resulting in such School Division, as it exists as of the date hereof;
- (c) it is the intention of such School Division that, as of the Winding Up Date, the Air Quality Insurance Retention Pool shall no longer exist and any and all rights, duties, responsibilities and obligations that each School Division ever had, now has, or hereafter may have, created by or in connection with the Air Quality Insurance Retention Pool are hereby terminated, including, without limitation, the investigation, servicing, settlement, defence, or indemnification of any past, present or future claim in relation to the Air Quality Insurance Retention Pool;
- (d) it reserves no rights or benefits whatsoever in relation to the Air Quality Insurance Retention Pool with respect to any past, present or future claim in relation to the Air Quality Insurance Retention Pool;
- (e) it hereby agrees to forever release, remise, acquit and discharge each and every other Party from any and all obligations, duties and responsibilities of any nature, for any loss or damage claimed in relation to the Air Quality Insurance Retention Pool. This release includes, but is not limited to, claims for costs, breach of contract, punitive damages, consequential damages, extra-contractual damages or remedies, breach of fiduciary duty, malice or oppression, whether arising at law or in equity;
- (f) the release given by such School Division is final, binding and operates as a full estoppel, and may be pleaded to prohibit in any jurisdiction the commencement or prosecution of any claim against any other Party;
- (g) it acknowledges and confirms all Bylaws, resolutions, contracts, acts and proceedings of the SSBA enacted, passed, made, done or taken in relation to the Air Quality Insurance Retention Pool since the passage of Resolution K-2 to and including the Winding Up Date are ratified, sanctioned, approved and confirmed;
- (h) it authorizes and directs the SSBA President or the Vice-President, together with one other officer of the SSBA to execute and deliver all documents to put into effect the transactions contemplated in this Agreement and to perform such further acts, give such further assurances and execute such further documents for and on behalf of each and every Party as may be necessary or desirable to give effect to put into effect the transactions contemplated in this Agreement;
- (i) it has good right and absolute authority to enter into this Agreement and to carry out all of its obligations hereunder; and

- (j) all necessary action, resolutions and proceedings have been taken by the School Division to approve, ratify, confirm and adopt this Agreement and to authorize the execution of this Agreement.

7. INDEMNIFICATION

Each School Division shall at all times and without limitation, indemnify and save harmless each and every other Party from and against all liabilities, losses, costs, damages, legal fees (on a solicitor and his own client full indemnity basis), disbursements, fines, penalties, expenses, all manner of actions, causes of action, claims, demands and proceedings, all of whatever nature and kind which any other Party may sustain, pay or incur or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or claims or demands made by third parties, with respect to any occurrence, event, incident or matter caused by, and/or arising as a direct or indirect result of:

- (a) the misconduct, negligent action or negligent failure to act, as the case may be, of the School Division and/or any of those persons for whom the School Division is responsible at law; or
- (b) any breach, violation or non-performance of any obligation, covenant, condition or agreement in this Agreement on the part of the School Division to be fulfilled, kept, observed or performed, as the case may be; or
- (c) any damages to third parties caused by, resulting at any time from, arising out of or in consequence of the misconduct, negligent action or failure to act of the School Division and/or any of those persons for whom the School Division is responsible at law.

The provisions of this Section 7 are in addition to and shall not prejudice any other rights of the other School Divisions or the SSBA at law or in equity. This Article shall survive the termination or expiry of this Agreement for any reason whatsoever.

8. SEVERAL LIABILITY

Notwithstanding any provision in this Agreement to the contrary, the obligations of each and every School Division and the covenants of each and every School Division are deemed to be made severally and not jointly and severally.

9. GENERAL PROVISIONS

9.1 Notices

Whether or not so stipulated herein, all notices, communication, requests and statements (the "Notice") required or permitted hereunder shall be in writing.

Any Notice required or permitted hereunder shall be sent to the intended recipient at its address as set out in Schedule "C" hereto or to such other address as each Party may from time to time direct in writing.

Notice shall be served by one of the following means:

- (a) by delivering it to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received when actually delivered to such Party;

- (b) if delivered to a corporate Party, by delivering it to the address specified in (a) during normal business hours. Notice delivered in this manner shall be deemed received when actually delivered;
- (c) by fax or email to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received on the earlier of:
 - (i) if transmitted before 3:00 p.m. on a Business Day, on that Business Day; or
 - (ii) if transmitted after 3:00 p.m. on a Business Day, on the next Business Day after the date of transmission; or
- (d) by mailing via first class registered post, postage prepaid, to the Party to whom it is served. Notice so served shall be deemed to be received five (5) days after the date it is postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

9.2 Governing Law

This Agreement shall be construed and governed by the laws of the Province of Saskatchewan and the laws of Canada applicable therein and the Parties irrevocably attorn to the exclusive jurisdiction of the Courts of the Province of Saskatchewan.

9.3 Time of Essence

Time shall be of the essence of this Agreement.

9.4 Headings

The headings, captions, paragraph numbers, sub-paragraph numbers, article numbers and indices appearing in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit, construct or enlarge the scope or meaning of this Agreement or any provisions hereof.

9.5 Relationship between Parties

Nothing contained herein shall be deemed or construed by the Parties nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture amongst the Parties.

9.6 No Authority

Except as specifically contemplated herein and as may from time to time be expressly stated in writing by one Party, no other Party has no authority to assume or create any obligation whatsoever, expressed or implied, on behalf of or in the name of any other Party, nor to bind any other Party in any manner whatsoever.

9.7 Agreement Entire Relationship

This Agreement constitutes the entire agreement amongst the Parties in relation to the and the Parties acknowledge and agree that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement save as expressly set out in this Agreement.

9.8 Further Assurances

Each of the Parties does hereby agree to do such things and execute such further documents, agreements and assurances as may be necessary or advisable from time to time in order to carry out the terms and conditions of this Agreement in accordance with their true intent.

9.9 Amendments

This Agreement may not be altered or amended in any of its provisions, except where any such changes are reduced to writing and executed by the Parties.

9.10 Waiver

No consent or waiver, express or implied, by any Party to or of any breach or default by any other Party in the performance by any other Party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance of obligations hereunder by such Party hereunder. Failure on the part of any Party to complain of any act or failure to act of any other Party or to declare any other Party in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of its rights hereunder.

9.11 Counterpart Execution and Electronic Delivery of Documents

This Agreement and all other documents and agreements contemplated hereby may be executed in counterpart, including execution and delivery by facsimile or e-mail, each of which when so executed and sent by facsimile or e-mail, or otherwise, shall be deemed to be an original, and such counterparts shall constitute one and the same agreement and shall be deemed to be and constitute a properly executed, delivered and binding document. If execution and delivery by facsimile or e-mail occurs, the party or parties executing and delivering by facsimile or e-mail shall supply originally executed documents as soon as possible to the other party or parties, but failure to do so shall in no way whatsoever invalidate or adversely affect any of the aforesaid provisions regarding execution and the binding nature of the document.

9.12 Statutory Reference

Any reference to a statute shall include and shall be deemed to be a reference to such statute and to the regulations made pursuant thereto and promulgated thereunder with all amendments made thereto and in force from time to time and any final judicial decisions interpreting the same, and to any statute or regulation that may be passed which has the effect of supplementing or superseding the statute so referred to or the regulations made pursuant thereto.

9.13 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any Party or circumstances shall be invalid or unenforceable to any extent, the remainder of this Agreement or application of such term, covenant or condition to a Party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest permitted by law.

9.14 Survival

The Parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the completion of the transactions contemplated in this Agreement shall survive completion of the transactions contemplated in this Agreement and shall not be merged therein or therewith.

9.15 Remedies Generally

Mention in this Agreement of any particular remedy of a Party in respect of a default by any other Party does not preclude the first Party from any other remedy in respect thereof, whether available at law or in equity or by statute or expressly provided for in this Agreement. No remedy shall be exclusive or dependent upon any other remedy, but a Party may from time to time exercise any one of more of such remedies generally or in combination, such remedies being cumulative and not alternative.

9.16 Payment of Monies

The Parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon the solicitors acting for the Party upon whom the tender is desired and it shall be sufficient that a negotiable bank draft or solicitor's trust cheque is tendered instead of cash.

9.17 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this Agreement the same shall be construed as meaning the singular, plural, masculine, feminine, neuter, body politic or body corporate where the fact or context so requires and the provisions hereof.

9.18 Binding Effect

This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of each of the Parties.

9.19 Assignment

No Party shall assign its interest in this Agreement, or any part hereof, in any manner whatsoever without having first received written consent from all of the other Parties, such consent which may be arbitrarily withheld by any Party.

9.20 Construction

This Agreement shall be interpreted according to its fair construction and shall not be construed as against any Party.

9.21 Independent Legal Advice

The Parties specifically acknowledge and agree that this Agreement has been prepared by the law firm of Brownlee LLP acting in its capacity as the solicitors for the SSBA.

Each other Party specifically acknowledges and agrees that:

- (a) Brownlee LLP is unable to provide any of the other parties with independent legal advice in relation to this Agreement;
- (b) the respective interests of each other party may be different from the interests of one or more of the other parties;
- (c) each and every other party has been encouraged by the SSBA and Brownlee LLP to obtain independent legal and other professional advice in relation to this Agreement and in relation to any other matter of concern to such party and that by executing this Agreement, such party has had the opportunity to seek independent legal or other professional advice prior to executing this Agreement and has either:

- (i) obtained such legal or other professional advice; or
- (ii) waived the right to obtain such independent legal or other professional advice.

IN WITNESS WHEREOF the Parties have hereunto executed this Agreement by the hands of their duly authorized officers in that behalf as of the day and year first above written.

SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

PER: _____

PER: _____

[remainder of page intentionally blank]

IN WITNESS WHEREOF the Parties have hereunto executed this Agreement by the hands of their duly authorized officers in that behalf as of the day and year first above written.

**BOARD OF EDUCATION OF THE PRAIRIE SOUTH
SCHOOL DIVISION NO. 210 OF SASKATCHEWAN**

PER: _____

PER: _____

SCHEDULE "A"

Resolution K-2

**Implementation of SSTA Air Quality Insurance Retention Pool -
Director of Insurance: Decision Item – December 5, 2002**

3.2.1

Background

As a first phase of the SSTA General Insurance plans review study, the SSTA Executive directed the establishment of a SSTA self insurance program (liability program only) to provide defense for boards faced with air quality claims.

Marsh Canada Ltd, insurance broker to boards and SSTA, were retained to conduct the study and recommend a plan.

Resolution K-2 was brought to SSTA y-2002 Convention recommending:

Be it Resolved that the SSTA establish an Air Quality Insurance Retention Pool to begin operation January 31, 2003 and with plan parameters as directed by the SSTA Executive.

The y-2002 Convention approved the plan with an 87% majority.

Discussion

It is required to obtain approval by the SSTA Executive to implement the SSTA Air Quality Insurance Retention Pool, so as to provide operation authority and an auditor minute.

Audience

The Executive and all boards

Budget

An annual budget of \$5,000 in administrative costs is suggested for a SSTA air quality self-insurance program.

Recommendation

It is recommended that the SSTA Executive approves implementation and operation authority for the SSTA Air Quality Insurance Retention Pool, and

Further the parameters of the plan shall be:

- The pool shall commence operation January 31, 2003.
- This is a liability program only with coverage for air quality defense, technical testing, and damage awards cover for the perils of --- air quality/ air impairment liability lawsuits. Exclusion of mould removal and property insurance type of remediation and building / air system type upgrading will be implemented.
- Participation in the SSTA air quality self-insurance pool is a mandatory requirement for all boards member to the SSTA General Insurance Plans. This is a standard established for the other core insurance coverages and this is intended to assist the viability of each pool.
- Premium charge of \$1.00 per student per year.

- Establish pool fund aggregate to initial \$1,000,000 fund over several years, and grow the fund to \$2,000,000.
- Set the per claim maximum at \$500,000 and maximum annual claim aggregate at a total of \$1,000,000
- Purchase reinsurance coverage of \$2,000,000 to safeguard fund above the annual aggregate. (If available in the insurance market)
- Boards pay a \$5,000 deductible charge per claim.
- Insurance coverage shall be made retroactive to January-2002 to safeguard that year of risk for boards.
- Pre-approval by boards is indicated in the convention approval/signing-on to the SSTA air quality self-insurance program, as follows. "In the event that several large claims happen in one year, it is agreed that the next year premium shall be adjusted to \$2.00 or \$3.00 per student as required to maintain plan viability. Premium charge would return to \$1.00 per student per year after the claim crisis is satisfied."
- Claims adjusting and administration and broker services will be contracted.
- An annual budget of \$5,000 in SSTA administrative costs will be budgeted for the SSTA air quality self-insurance program.
- This will be a "claims made" program, this means that claims must be reported and initiated within the year in which the situation is identified, and there must be a valid insurance policy in place for that year.

Recommendations

It is recommended:

That the Executive approves the implementation of y-2002 Convention resolution K2 - the SSTA Air Quality Insurance Retention Pool. The plan parameters are as listed.

SCHEDULE "B"

Rebate Interim Calculation

Cert #	School Division	Premiums Paid - All Years	Total Premium Paid	Investment Earnings - based on % Total Premiums paid	Total Rebate
125	Battlefords First Nations High School Joint Board of Education	\$3,112.00	0.13%	\$1,334.02	\$4,446.02
018	Board of Education of the Prairie South School Division No. 210 of Saskatchewan o/a Prairie South School Division No. 210	\$105,624.00	4.29%	\$45,277.93	\$150,901.93
028	Board of Education of the Prairie Valley School Division No. 208 of Saskatchewan o/a Prairie Valley School Division No. 208	\$115,861.00	4.71%	\$49,666.23	\$165,527.23
121	Board of Education of the Saskatoon School Division No. 13 of Saskatchewan o/a Saskatoon Public Schools	\$299,049.00	12.16%	\$128,193.59	\$427,242.59
005	Board of Education of the Sun West School Division No. 207	\$68,174.00	2.77%	\$29,224.21	\$97,398.21
065	Chinook School Division No. 211	\$88,259.00	3.59%	\$37,834.06	\$126,093.06
044	Christ the Teacher Roman Catholic Separate School Division No. 212	\$24,534.00	1.00%	\$10,517.01	\$35,051.01
124	Conseil des écoles fransaskoises No. 310	\$19,865.00	0.81%	\$8,515.55	\$28,380.55
137	Cornerstone Christian School Inc.	\$2,936.00	0.12%	\$1,258.58	\$4,194.58
084	Creighton School Division No. 111	\$7,025.00	0.29%	\$3,011.41	\$10,036.41
115	Englefeld Protestant Separate School Division No. 132	\$1,461.00	0.06%	\$626.29	\$2,087.29
097	Good Spirit School Division No. 204	\$87,228.00	3.55%	\$37,392.10	\$124,620.10
082	Holy Family Roman Catholic Separate School Division No. 140	\$15,551.00	0.63%	\$6,666.26	\$22,217.26
079	Holy Trinity Roman Catholic Separate School Division No. 22	\$29,916.00	1.22%	\$12,824.12	\$42,740.12
007	Horizon School Division No. 205	\$95,350.00	3.88%	\$40,873.77	\$136,223.77
038	Ile-a-la Crosse School Division No. 112	\$6,192.00	0.25%	\$2,654.33	\$8,846.33
054	Light of Christ Roman Catholic Separate School Division No. 16	\$22,547.00	0.92%	\$9,665.24	\$32,212.24
027	Living Sky School Division No. 202, et al	\$87,608.00	3.56%	\$37,555.00	\$125,163.00
122	Lloydminster Public School Division No. 99	\$52,628.00	2.14%	\$22,560.09	\$75,188.09
048	Lloydminster Roman Catholic Separate School Division No. 89	\$28,057.00	1.14%	\$12,027.22	\$40,084.22
134	Luther College, Regina	\$6,067.00	0.25%	\$2,600.75	\$8,667.75

139	Lutheran Collegiate Bible Institute o/a LCBI High School	\$164.00	0.01%	\$70.30	\$234.30
103	North East School Division No. 200	\$75,685.00	3.08%	\$32,443.95	\$108,128.95
002	Northern Lights School Division No. 113 of Saskatchewan (includes Northern Lakes SD Cert #70)	\$59,656.00	2.43%	\$25,572.79	\$85,228.79
030	Northwest School Division No. 203	\$68,086.00	2.77%	\$29,186.48	\$97,272.48
023	Prairie Spirit School Division No. 206 a/o The Berghaler Mennonite Church Inc. o/a Valley Christian Academy	\$136,333.00	5.54%	\$58,441.98	\$194,774.98
120	Prince Albert Roman Catholic Separate School Division No. 6	\$43,195.00	1.76%	\$18,516.44	\$61,711.44
001	Regina Roman Catholic Separate School Division No. 81	\$144,192.00	5.86%	\$61,810.91	\$206,002.91
029	Saskatchewan Rivers Public School Division No. 119	\$128,755.00	5.23%	\$55,193.52	\$183,948.52
129	St. Paul's Roman Catholic Separate School Division No. 20 o/a Greater Saskatoon Catholic Schools	\$221,093.00	8.99%	\$94,776.13	\$315,869.13
024	The Board of Education of the Regina School Division No. 4 of Saskatchewan o/a Regina Public Schools	\$299,149.00	12.16%	\$128,236.46	\$427,385.46
021	The Board of Education of the South East Cornerstone School Division No. 209 of Saskatchewan o/a South East Cornerstone Public School Division (includes Estevan SD Cert# 74)	\$115,187.00	4.68%	\$49,377.31	\$164,564.31
Notes:					
1	<u>In 2012 no premiums were assessed.</u>				
2	<u>Rosthern Jr. College (Group 4) left the group in 2013.</u>	\$1,122.00	0.05%	\$480.97	\$1,602.97
		\$2,459,661.00	100%	\$1,054,385.00	\$3,514,046.00
	Investment Earnings All years	\$1,054,385.00			

Between December 31, 2016 and December 31, 2017 further interest was generated, with the final amount to be determined through our annual external Audit. Those earnings will be distributed as a rebate based on the same ratio as the initial distribution.

SCHEDULE "C"

Notices Address

**BATTLEFORD FIRST NATIONS HIGH SCHOOL
BOARD OF EDUCATION**

Attention: _____
Fax: _____
E-mail: _____

**HOLY FAMILY ROMAN CATHOLIC SEPARATE
SCHOOL DIVISION NO. 140**

Attention: _____
Fax: _____
E-mail: _____

**BOARD OF EDUCATION OF THE PRAIRIE
SOUTH SCHOOL DIVISION NO. 210 OF
SASKATCHEWAN**

Attention: _____
Fax: _____
E-mail: _____

**HOLY TRINITY ROMAN CATHOLIC SEPARATE
SCHOOL DIVISION NO. 22**

Attention: _____
Fax: _____
E-mail: _____

**BOARD OF EDUCATION OF THE PRAIRIE
VALLEY SCHOOL DIVISION NO. 208 OF
SASKATCHEWAN**

Attention: _____
Fax: _____
E-mail: _____

HORIZON SCHOOL DIVISION NO. 205

Attention: _____
Fax: _____
E-mail: _____

**BOARD OF EDUCATION OF THE SASKATOON
SCHOOL DIVISION NO. 13 OF
SASKATCHEWAN**

Attention: _____
Fax: _____
E-mail: _____

ILE-A-LA CROSSE SCHOOL DIVISION NO. 112

Attention: _____
Fax: _____
E-mail: _____

**BOARD OF EDUCATION OF THE SUN WEST
SCHOOL DIVISION NO. 207**

Attention: _____
Fax: _____
E-mail: _____

**LIGHT OF CHRIST ROMAN CATHOLIC
SEPARATE SCHOOL DIVISION NO. 16**

Attention: _____
Fax: _____
E-mail: _____

CHINOOK SCHOOL DIVISION NO. 211

Attention: _____
Fax: _____
E-mail: _____

LIVING SKY SCHOOL DIVISION NO. 202, ET AL

Attention: _____
Fax: _____
E-mail: _____

**CHRIST THE TEACHER ROMAN CATHOLIC
SEPARATE SCHOOL DIVISION NO. 212**

Attention: _____
Fax: _____
E-mail: _____

**CONSEIL DES ECOLES FRANSASKOISES NO.
310**

Attention: _____
Fax: _____
E-mail: _____

CORNERSTONE CHRISTIAN SCHOOL INC.

Attention: _____
Fax: _____
E-mail: _____

CREIGHTON SCHOOL DIVISION NO. 111

Attention: _____
Fax: _____
E-mail: _____

**ENGLEFELD PROTESTANT SEPARATE
SCHOOL DIVISION NO. 132**

Attention: _____
Fax: _____
E-mail: _____

GOOD SPIRIT SCHOOL DIVISION NO. 204

Attention: _____
Fax: _____
E-mail: _____

**PRINCE ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DIVISION NO.6**

Attention: _____
Fax: _____
E-mail: _____

**LLOYDMINSTER PUBLIC SCHOOL DIVISION
NO. 99**

Attention: _____
Fax: _____
E-mail: _____

**LLOYDMINSTER ROMAN CATHOLIC
SEPARATE SCHOOL DIVISION NO. 89**

Attention: _____
Fax: _____
E-mail: _____

LUTHER COLLEGE, REGINA

Attention: _____
Fax: _____
E-mail: _____

LUTHERAN COLLEGIATE BIBLE INSTITUTE

Attention: _____
Fax: _____
E-mail: _____

NORTH EAST SCHOOL DIVISION NO. 22

Attention: _____
Fax: _____
E-mail: _____

**NORTHERN LIGHTS SCHOOL DIVISION NO.
113 OF SASKATCHEWAN**

Attention: _____
Fax: _____
E-mail: _____

NORTHWEST SCHOOL DIVISION NO. 203

Attention: _____
Fax: _____
E-mail: _____

AGENDA ITEM

Meeting Date:	January 9, 2018	Agenda Item #:	5.3
Topic:	2018-2019 Calendar Parameters		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>The Education Act in conjunction with collective agreements at the provincial and local level provide guidelines for school calendar development.</p> <p>In accordance with subsection 163(5) of <i>The Education Act, 1995</i>, the first instructional day for all schools across the province is set for September 4, 2018, as Labour Day is September 3, 2018. June 30, 2019 is the last instructional day allowed by legislation.</p> <ul style="list-style-type: none"> The Ministry reviews board-approved school calendars to ensure they adhere to the prescribed requirements. Board-approved calendars for 2018-2019 are due at the Ministry by 01 May 2018
Current Status:	<p>Proposed 2018-2019 school calendar teaching and instructional day parameters are:</p> <ul style="list-style-type: none"> 197 teaching days (184 in alternate calendar) 185 instructional days (171 in alternate calendar) 185 x 310 minutes = 956 hours (171 x 334 minutes in alternate calendar) a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2 a spring vacation consisting of not more than five consecutive school days 12 non-instructional days include: <ul style="list-style-type: none"> ➤ 1 school-based organizational day (½ day start-up and ½ day year-end) ➤ 5 teacher prep days (LINC contract) ➤ 2 professional learning days at beginning of school year ➤ 1 professional learning day for LIP work plan development ➤ 3 professional learning days for Learning Improvement Teams (1 full day + 10 early dismissals)

Pros and Cons:	Some additional harmonization with Holy Trinity SD may be necessary as the 2018-2019 school year calendar is prepared. This is to ensure that planned transportation efficiencies are realized. Additional restrictions related to this work may complicate stakeholder input processes that have existed in the past.
Financial Implications:	
Governance/Policy Implications:	Authority for the Board to set the yearly calendar is established in Board Policy 2.
Legal Implications:	
Communications:	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board and Ministry.

Prepared By:	Date:	Attachments:
Tony Baldwin	January 9, 2018	

Recommendation:

That the Board approve the parameters for the 2018-2019 calendar and direct administration to proceed with calendar development.

AGENDA ITEM

Meeting Date:	January 9, 2018	Agenda Item #:	5.4
Topic:	Human Resources Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: The Board's annual work plan requires the Human Resources Accountability Report to be presented in January to the Board of Education.

Current Status: See Attached the 2016 - 2017 Report

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Diana Welter	Jan. 3, 2018	2016-2017 Human Resources Accountability Report

Recommendation:

That the Board of Education receive and file the Human Resources Accountability Report as presented.

2016-2017 Human Resources Accountability Report

January 2018

Table of Contents

Department Structure.....	3
Staff Composition	3
Salary & Benefits	4
Demographics.....	4
Recruitment & Retention.....	4
Training & Development.....	5
Education Leave/Tuition Reimbursement	5
Performance Management.....	5
Supervision & Evaluation Model	6
Employee Health & Safety	6
Workplace Injuries for Employees Covered Under WCB	6
Attendance Management.....	6
Teacher (Average Days per Employee)	6
Support (Average Days per Employee)	7
Employee & Labour Relations.....	7
Collective Bargaining	7
Progressive Discipline.....	7
Learning Support Services.....	8
Human Resource Initiatives	9
Duty to Accommodate Guidelines	9
Atrieve Implementation	9
BCL Consulting.....	9

Department Structure



This report is to provide the Board information that demonstrates how the work of the Human Resources Department supports and contributes to the success of Prairie South Schools.

Staff Composition

Job Category	FTEs
Classroom Teachers	426.6
Principals, Vice-Principals	37.5
Other Educational Staff (educational psychologists, counsellors, social workers, speech language pathologists, speech language assistants, educational assistants, library associates, school-based administrative assistants, concession workers, informational technology staff)	245.7
Administrative & Financial Staff (administrative/management positions within the following departments: learning, student information, human resources and business & operations)	20.9
Plant Operations & Maintenance (facility operators and maintenance and administrative/management positions within the Facilities Department)	65.8
Transportation (school bus drivers, mechanics and administrative/management positions within the Transportation Department)	131.3
LEADS (Director of Education and Education Superintendents)	6.0
Total Full-Time Equivalents Staff (FTE) as of September 30, 2016	933.8

* Data excludes casual and substitute employees

Salary & Benefits

Financial Category	2016-17 Actual		2015-16 Actual	
Administration	\$2,445,423	2.9%	\$2,474,326	2.9%
Complimentary Services *	\$1,318,338	1.5%	\$1,522,725	1.8%
External Services **	\$2,987,040	3.5%	\$3,083,100	3.6%
Instruction (Teacher)	\$41,801,242	48.8%	\$41,502,120	48.0%
Instruction (Support)	\$8,658,548	10.1%	\$9,131,716	10.6%
Plant Operations & Maintenance	\$4,229,776	4.9%	\$4,300,185	5.0%
Transportation	\$3,947,771	4.6%	\$3,943,003	4.6%
Total % of Operating Budget	\$65,388,138	76.4%	\$65,957,175	76.3%

* Complimentary Services includes ministry funded Pre-K and nutrition programming.

** External Services includes concessions at Riverview Collegiate, A.E. Peacock Collegiate and Central Collegiate. Professional teaching staff pursuant to the agreements related to the operations of Caronport High School and Cornerstone Christian School are also included.

Demographics

Employee Type	Gender		Age		
	Male	Female	Average	Mode	Range
Support	24%	76%	49	55	23 - 71
Bus Driver	44%	56%	55	58	30 - 74
Teacher	26%	74%	42	45	22 - 69

Teachers are eligible to retire on the first day of any month following their 55th birthday provided the teacher has at least one year of eligibility service. A teacher may retire earlier than age 55 if the teacher has 30 or more years of eligibility service.

Support Staff who contribute to the Municipal Employees' Pension Plan (MEPP) are eligible to retire with no reduction if the employee's age plus eligibility service equals at least 80; or if the employee reaches 65 years of age.

Recruitment & Retention

A posting is created to advertise a vacant position. A vacant position may become available when an existing employee moves to another position, leaves Prairie South Schools or a new position is created.

Position Type	# of Postings
Central Office	2
Facilities	31
Support Staff	64
School Administration	1
Teacher	107
Transportation	19
Total	224

	Retirement	Resignation
Teacher	22	15
Support	27	16

Training & Development

Employee Group	Activities
Teacher	New Teacher Orientation, Principal Short Course, Accreditation Seminars, Self-directed professional development.
Support	Job Shadowing, Optional In-House Professional Development Day, Self-directed professional development.

Education Leave/Tuition Reimbursement

Employee Type	# Employees	# of Courses	Total Cost
Teacher	38	111	\$92,875
Support	22	43	\$22,743

* In addition, 1 teacher was approved for an Education Leave (Total cost \$63,114)

School-Based Administrator's Meetings	
September 27, 28	Election Progress, Board Committee Projects, Finance, Funding Formula, Provincial Budget, Transformational Change, Referral Process, SK Reads for Administrators, Effective Use of Walkthrough Data, SSBA Lawyer, Scope and Sequence, School Alike Sessions and Report Out, Central Collegiate Diversity Tour, Graduation Rates
November 30	Stressors and Celebrations, Transformational Change, Funding Formula, Budget Information, Absence Management, Brainstorming and Capacity Building, Catchball, School Alike Sessions and Report Out, Capacity Building in Schools, CSES, School-Based Funds Review, LST Referral Process
February 8	Transformational Change updates, Public Sector Compensation Media Coverage, Staff Appreciate Week, 5 Year Strategic Plan, Staff Survey Improvement Plan Update, Grading Document Renewal, OurSchool Rollout, School Alike Sessions and Report Out, Capacity Building in Schools, Atrieve, SRB, and HR updates, PCAP and PISA
April 5	Budget, School Alike Sessions and Report Out, Capacity Building in Schools, Atrieve, Diversity Policy, Unconference
May 31	Budget Details, HR (Contracts, Substitutes, Updates), School Alike Sessions and Report Out, AP Renewal, My Student First Classroom, Sask Reads Updated Rubrics

Performance Management

The supervision model for both teachers and support staff includes formal and informal observations. Informal observations are ongoing and at the discretion of the principal or supervisor.

Supervision & Evaluation Model

	Teacher	Support
Track 1	1 st and 2 nd Year Teacher	Probationary Employees (60 working days)
Track 2	4 Year Cycle of Supervision	3 Year Cycle of Supervision
Track 3	Annual Professional Growth Plan	On Review – As Required
Track 4	Not Demonstrating Proficiency *	- - -

* There were two teachers on Track 4 in 2016-17

Employee Health & Safety

Workplace Injuries for Employees Covered Under WCB

Workers' compensation is a mandatory insurance system for workplace injuries funded by employers. It is a no-fault system and protects employers from lawsuits. All employees, including substitute teachers, in Prairie South Schools are covered under WCB with the exception of teachers employed under a contract.

	As of 11.30.17	2016	2015
Claims Accepted	29	27	38
Time Loss Claims	13	16	21
Time Loss Days *	1039	2025	1774
WCB Costs (Compensation & Medical) *	\$160,399	\$413,925	\$250,569
WCB Base Premium	\$207,574	\$207,405	\$215,005
WCB Premium Surcharge/Discount	\$129,512	\$45,483	\$20,043

Note: Data is reported based on a calendar year to match WCB Reporting

* Time loss days and costs include costs for claims accepted in previous years

Attendance Management

When our employees are healthy and at work our students and our school division benefit. In the 2014/15 school year, Prairie South Schools implemented an Attendance Support Program that uses the Bradford Formula to measure absenteeism as it relates to illness and medical leaves. The theory is that short, frequent and unplanned absences are more disruptive than longer absences.

Teacher (Average Days per Employee)

	2016-17	2015-16	2014-15	2013-14	2012-13
Prairie South Directed	3.5	3.9	3.9	3.6	3.6
Collective Agreement/Legislated	7.3	7.6	8.2	8.1	8.7
Illness Leave	7.5	7.1	8.6	9.2	8.9
Medical & Dental Leave	2.0	2.8	3.0	3.8	3.6
Total	20.3	21.4	23.7	24.7	24.8

Support (Average Days per Employee)

	2016-17	2015-16	2014-15	2013-14	2012-13
Prairie South Directed	0.2	0.3	0.6	0.3	0.6
Collective Agreement/Legislated	5.3	6.0	8.5	6.4	6.3
Illness Leave	9.9	8.6	9.9	11.1	10.3
Medical & Dental Leave	1.9	3.0	3.2	3.5	3.5
Total	17.3	17.9	22.2	21.3	20.7

* Employees on Long Term Disability, Workers' Compensation and Vacation Leave are not included.

Employee & Labour Relations

Collective Bargaining

Collective Agreements	Contract Expiry Date	Grievances	Comments
Saskatchewan Teachers' Federation (STF): Teachers	August 31, 2017	0	
Local Initiative Negotiating Committee (LINC): Teachers	August 18, 2013	0	Tentative agreement was reached and rejected by the teachers in December 2015. Have not been back to the bargaining table.
CUPE Local 5512: In-Scope Support Staff	August 31, 2017	6	All Grievances withdrawn and/or resolved.
Conditions of Employment: Non-Union Employees	Annual Review	n/a	

Progressive Discipline

	Teacher	Support
Clarification Conversations/Verbal Warning	2	2
Letters of Discipline (Warning, Clarification, Reprimand)	2	5
Suspensions	0	2
Workplace Investigations *	5	2
Mutual Termination/Removal of Duties	5	0
Involuntary Termination (Terminated or Frustration of Contract)	1	4

* Workplace investigations do not include the process of progressive discipline that leads to termination

Learning Support Services

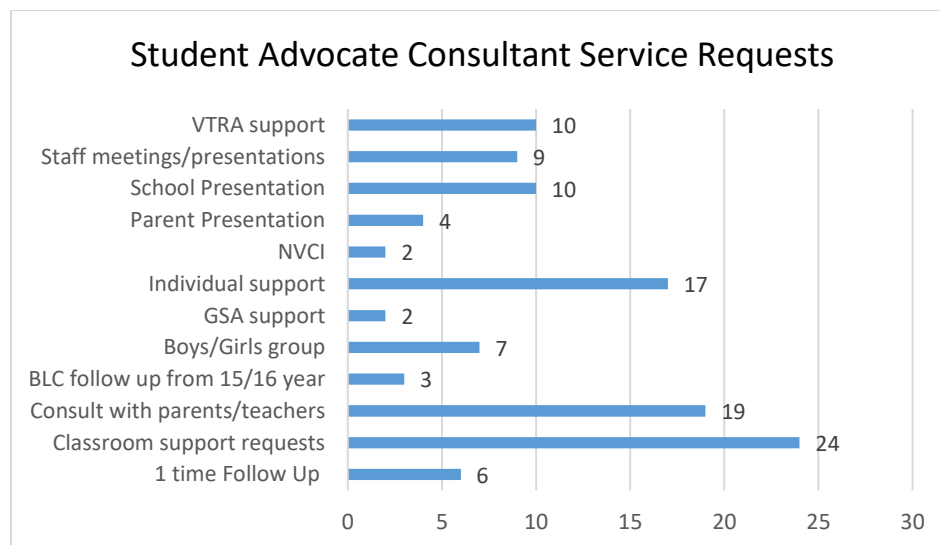
Service Provider	# of FTE	Referrals/Caseload
Psychologist	4	116
Speech/Language Pathologist	6	237
Family Support Worker (South)	1	15
Student Advocate Consultants	3	113
Student Support Consultants	4	<i>See Description Below</i>
Learning Consultants	5.5	<i>See Description Below</i>

Psychologists provide consultation and assessment for students demonstrating learning and/or behavioral challenges.

Speech and Language Pathologists (SLPs) provide consultation, assessment and treatment for students demonstrating speech and/or language challenges.

Family Support Worker (south) provides support and advocacy for families who may otherwise be referred to social services. The work is intense and often occurs outside of regular working hours. The position is partially funded by the Ministry of Social Services (approximately 90% is funded by Prairie South).

Student Advocate Consultants (MJ based) provided a range of responses to the 113 requests for service including:



Student Support Consultants and **Learning Consultants** work with classroom teachers and teams on an informal request basis thus the numbers are not tracked in the same fashion.

The **Student Support Consultants** worked closely with the counsellors and the Coordinator of Learning Teams in the implementation of the Behavior Learning Cycle.

The **Learning Consultants** provided support for the implementation of Students Achieve and outcomes based reporting on an as requested basis. In addition they provided in-service and

support for reading and writing achievement and responded to individual requests for support in planning, implementing and assessing in a variety of grades and subject areas. Support for FNM initiatives, early learning classrooms and newcomers were also delivered through this group.

Human Resource Initiatives

Duty to Accommodate Guidelines

There was a refresh of the Duty to Accommodate Guidelines in April 2017. This document was jointly developed in 2015 between the employer and CUPE Local 5512. These guidelines provide guidance and direction to the employer, union and employee when an accommodation request comes forward.

Atrieve Implementation

PowerSchool Atrieve implementation in the Human Resource/Payroll department has streamlined some processes and has provided more accessibility to the end users and the employees that we serve. Implementation of Staffing Notifications, Internal & External Job Posting and E-Doc modules will continue throughout the 2017-18 year and beyond.

BCL Consulting

In May 2017, Prairie South Schools entered into a service agreement with BCL Consulting Group Inc. The consultants do a historical review of our WCB history of claims for possible savings. The service is provided on a contingency basis in accordance with the following sliding scale:

- ✓ 50% of the first \$50,000 of actual, total savings identified/realized;
- ✓ 40% of the second \$50,000; and
- ✓ 35% thereafter.

AGENDA ITEM

Meeting Date:	January 9 2018	Agenda Item #:	5.5
Topic:	Facilities Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

The Boards annual work plan requires the Facility Accountability Report to be presented in January to the Board of Education

Current Status:

Please see attached 2016-17 report.

Pros:

Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Darren Baiton	December 18 2017	Facilities Accountability Report

Recommendation:

That the Board of Education receive and file the Facilities Accountability Report

2016-17 Facilities Accountability Report

Source Documents

Performance Assessment Guide

Policy 12

Appendix B

Role Expectations 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.

Role Expectations 1.2 Ensures that Division facilities adequately accommodate students.

Role Expectations 3.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.

Evidence

The efficient and effective management of school division facilities continues to be a factor in student achievement, as these facilities provide the infrastructure for a positive learning environment.

Additionally, careful maintenance and repair of division facilities is a significant fiscal management strategy that will allow for continued focus on student learning in future years. During the 2016-2017 year, Facilities strived to maintain excellent levels of service in the following areas:

1. Operations and Facility Organization
2. Custodial and Maintenance Operations
3. Health & Safety/Security
4. Infrastructure Projects
5. Energy Management

The Facilities department utilizes processes derived from LEAN to create and maintain efficiencies throughout all operational areas.

1. Operations and Facility Organization

Staffing

Facility Manager is responsible for the following: coordination of staffing; planning and monitoring of facility budget; prioritizes projects; monitors building conditions; oversees rental agreements; training; Asset Planner management; LEAN planning and implementation; safety code compliance and building security; Preventative Maintenance Renewal (PMR) management; and department administration. Administrative Assistant supports in the following areas: invoice coding; AESOP and time sheets; Connect records; key distribution; alarm code distribution; community rentals; training records; PMR filing; and coordination of shipping and receiving.

Two Facilities Supervisors support 3 geographical zones within Prairie South in order to provide continuity of service at individual schools while maintaining flexibility related to Supervisor skills throughout the school division. Facilities Supervisors are responsible for: maintenance and operation of schools, grounds and additional buildings; LEAN; Asset Planner; boiler automation; playground inspections; fleet; and moves.

The facilities department does minimal staff substitutions when staff is on leave in order to reduce expenditures and ensure continuity in project work.



Facilities zones include school buildings as listed below as well as a variety of additional smaller buildings, one teacherage, building grounds, playgrounds, parking lots, and sports facilities. Our two oldest schools are each 108 years old, and the newest was in its first year of operation in 2016-2017; the average age of our schools is 61 years. Average space utilization in Prairie South Schools is 69%; nine schools in the division are operating at less than 50% capacity and seven schools are operating at over 100% capacity.

Facility Zones	Number of Outbuildings	Zone	Gross Utilization Rate (%)
9 th Avenue Facilities Office	1	Central	
9th Avenue Office	1	Central	
Albert E. Peacock Collegiate	3	Central	47%
Central Collegiate	1	Central	86%
Empire School	1	Central	58%
Guthridge Field	5	Central	
John Chisholm Alternate School	1	Central	59%
King George School	2	Central	115%
Lindale School	3	Central	113%
Moose Jaw Transportation Facility		Central	
Palliser Heights School	1	Central	116%
Prince Arthur Community School	1	Central	72%
Riverview Collegiate Institute *	1	Central	29%
Sunningdale School	1	Central	136%
Westmount School	1	Central	105%
William Grayson School	1	Central	77%
Avonlea School	1	North	91%
Caronport Elementary School	1	North	93%
Central Butte School	2	North	43%
Chaplin School	1	North	29%
Craik School	1	North	43%
Eyebrow School	1	North	55%
Mortlach School	1	North	37%
Rouleau School	1	North	97%
Assiniboia Composite High	5	South	64%
Assiniboia Elementary School	1	South	85%
Assiniboia Office and Transportation Facility		South	
Assiniboia Seventh Avenue School	1	South	128%
Bengough School	1	South	36%
Coronach School	1	South	61%
Glentworth Central School	1	South	66%
Ecole Gravelbourg School		South	93%
Kincaid Central School	1	South	63%
Lafleche Central School	1	South	125%
Mankota School	1	South	32%
Mossbank School	1	South	62%
Rockglen School	1	South	38%

More than 100%

Less than 50%

*Riverview Collegiate utilizes additional office and classroom space

Fleet/Equipment

- For efficiency purposes, some equipment is shared among the facility zones. Examples include lifts, Bobcat tractor, grounds equipment and trailers.
- Continued emphasis on LEAN strategies has resulted in efficient use of fleet cube trucks which have the ability to safely maximize the workload. Examples include having stock on board, workspace on site outside the school, and delivery capacity. Additional LEAN initiatives in 2016-2017 include the Bobcat snow blower and sweeper attachments which greatly reduces contractor costs related to snow removal; we continue to utilize the pole saw, which eliminates most external contractor tree cutting services division-wide.

Asset	Primary Location	Unit Year
0108- Van	9th Avenue Maintenance Shop	2001
0402- Cube Truck	9th Avenue Maintenance Shop	2004
9206- Dump Truck	9th Avenue Maintenance Shop	1992
0501- Dump Truck	9th Avenue Maintenance Shop	2005
0502- 1/2 Ton Truck	9th Avenue Maintenance Shop	2005
0511- 1 Ton Sanding Truck	9th Avenue Maintenance Shop	2005
0603- 3/4 Ton Truck	9th Avenue Maintenance Shop	2006
0710- 3/4 Ton Truck	9th Avenue Maintenance Shop	2007
0820- 3/4 Ton Truck	9th Avenue Maintenance Shop	2008
0821- Cube Truck	9th Avenue Maintenance Shop	2008
0946- Cube Truck	9th Avenue Maintenance Shop	2009
1110- Cube Van (Mini)	9th Avenue Maintenance Shop	2011
1120- 3/4 Ton Truck	9th Avenue Maintenance Shop	2011
1201- Cube Truck	South Zone	2012
1202- Cube truck	9th Avenue Maintenance Shop	2012
1203- 1/2 Ton Truck	South Zone	2012
1204- Cube Truck	9 th Avenue Maintenance Shop	2012
1311- Cube Truck	South Zone	2013
9815- Cube Truck	9th Avenue Maintenance Shop	2015
Bobcat Tractor	9th Avenue Maintenance Shop	2016
Boom Lift	9th Avenue Maintenance Shop	2014
Scissor Lift	9th Avenue Maintenance Shop	2006
Mowers/Tractors/Trailers	All Zones	

Information items:

- Asset Planner, our facility management software, continues to be a very useful tool for the division, with different modules currently being used to support PMR funding and management and LEAN efficiencies. Asset Planner provides accurate data related to service requests for operational decision making. The Asset Planner Mobile App allows for real-time data entry from all Prairie South sites.
- Strategic facilities planning allows projects to be in the queue in a logical sequence that provides effective service to schools, efficient allocation of resources, and high-quality workmanship through a variety of methods including bundling of service requests and work blitz strategies.

2. Custodial and Maintenance Operations

The Facilities department is responsible for effectively monitoring and maintaining a level of cleanliness across the system for staff and students in accordance to Public Health guidelines and Prairie South administrative procedures.

Atrieve absence management system allows facility manpower to be efficiently utilized.

Cell phones and mobile devices for maintenance staff allow real-time communication for Facetime, email, text, GPS, and other communication reducing travel time and offering a faster and effective response to facilities issues. Examples include: boiler maintenance and safety inspections, RTU and mechanical preventative maintenance logs; filter replacement tracking; mechanical and HVAC troubleshooting; safety and security response and prevention; and playground inspections

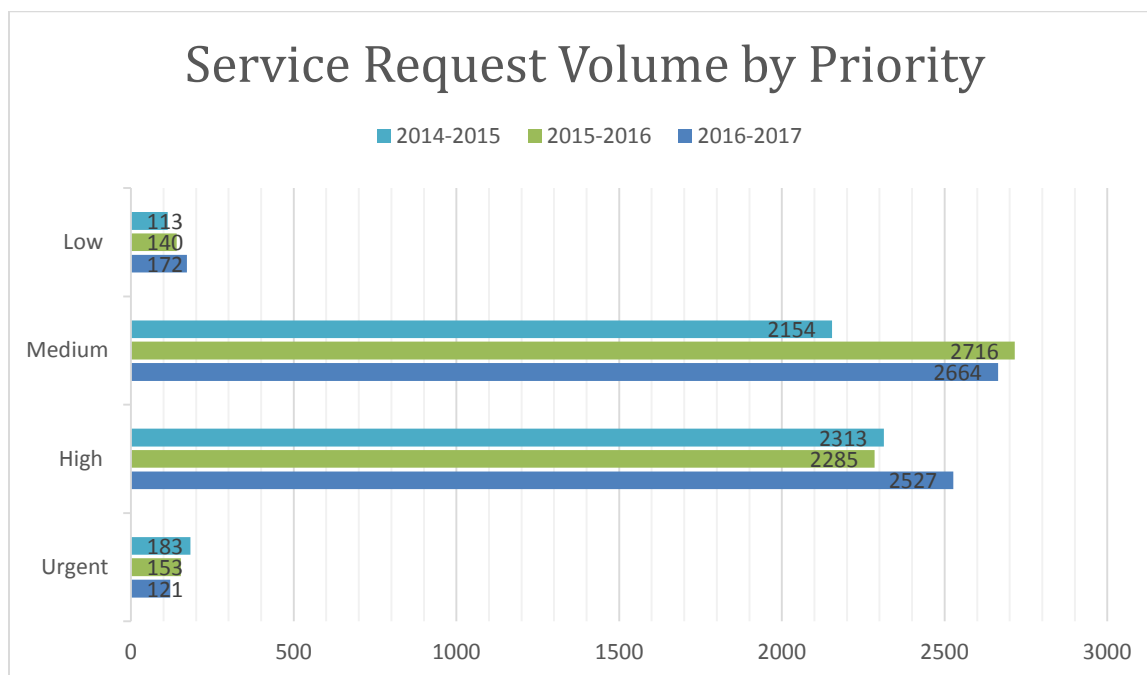
LEAN processes and technology have helped the Facilities department find efficiencies in the following areas:

- ✓ Asset Planner Mobile App
- ✓ Technical Safety Authority electronic format documentation
- ✓ daily service request operations
- ✓ checklists for a variety of tasks
- ✓ live Facetime communication to reduce travel time and costs
- ✓ utilization of live photos and videos for troubleshooting and ordering processes
- ✓ staff training in mobile device use, LEAN processes, safety guidelines
- ✓ data retrieval
- ✓ weekly playground checks
- ✓ updated flooring surfaces to reduce installation and maintenance costs
- ✓ standardization of cleaning products throughout the division

- ✓ pilot projects in electric hand dryers and waterless urinals to test for cost reduction and enhanced quality
- ✓ electronic fleet safety logs
- ✓ grounds equipment logs and scheduled preventative maintenance processes
- ✓ targeted distribution of new and aging equipment
- ✓ Annually 1/3 of preventative roof inspections are done and repairs are completed to reduce future damage.

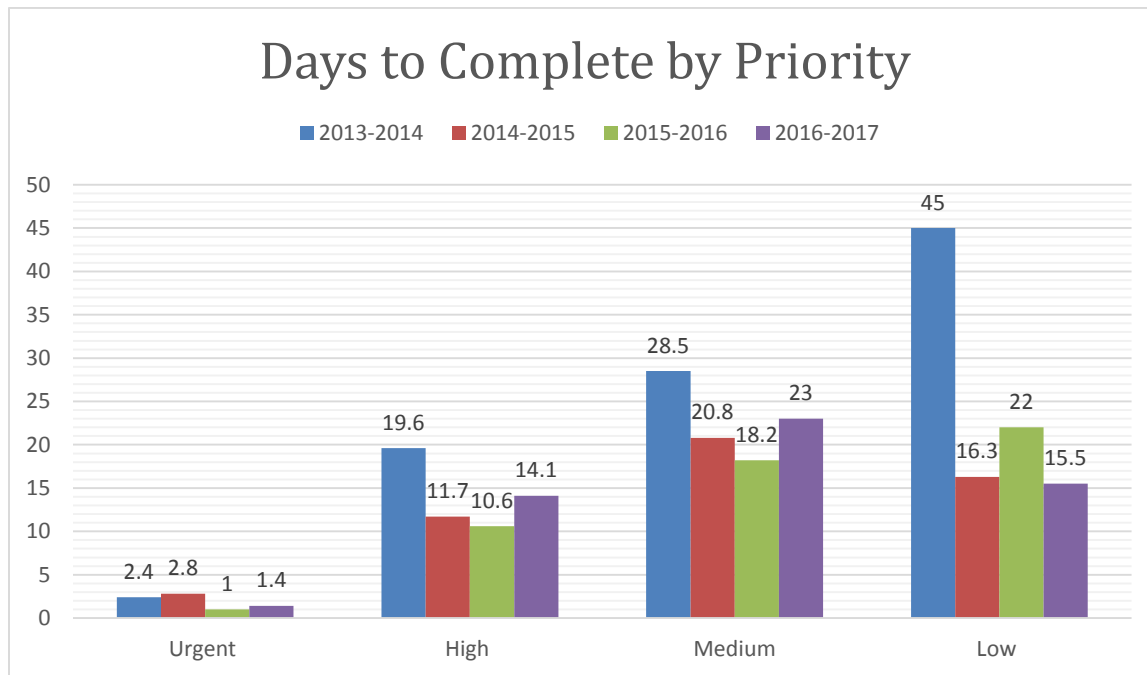
2016-2017 Annual Roof Assessments

- Bengough
- Chaplin
- Coronach
- Central Collegiate
- Empire
- John Chisholm
- King George
- Palliser Heights
- Peacock Collegiate
- Westmount
- Mortlach



Year	Urgent <i>Call first, submit service request</i>	High <i>Affects daily routine</i>	Medium <i>Standard Maintenance</i>	Low <i>Cosmetic</i>
2016-2017	121	2527	2664	172
2015-2016	153	2285	2716	140
2014-2015	183	2313	2154	113

Service Request Volume by Facility Created
between 2016-09-01 and 2017-08-31



Days to Complete by Priority				
Year	Urgent <i>Call first, submit service request</i>	High <i>Affects daily routine</i>	Medium <i>Standard Maintenance</i>	Low <i>Cosmetic</i>
2016-2017	1.4	14.1	23	15.5
2015-2016	1	10.6	18.2	22
2014-2015	2.8	11.7	20.8	16.3
2013-2014	2.4	19.6	28.5	45

Maintenance Ticket History

Year	Submitted	Closed	Pending	Work in Progress	Denied
2016-2017	5484	5222	199	19	44
2015-2016	5288	4981	219	3	88
2014-2015	4675	4246	28		100
2013-2014	4377	4212			132

Annual data tabulated from Sept 1 2016-Aug 31 2017

School	Enrollment	Number of Service Requests	Ratio Service Requests to Students	Square Feet	Ratio Students to Square Feet
Mankota School	45	145	3.22	23,974	0.006048
Chaplin School	43	109	2.53	26,462	0.004119
Riverview Collegiate Institute	100	216	2.16	75,623	0.002856
Glentworth Central School	104	208	2.00	22,883	0.00909
Ecole Gravelbourg School	224	429	1.92	44,573	0.009625
Rockglen School	104	197	1.89	46,084	0.004275
Coronach School	158	261	1.65	48,843	0.005344
Mortlach School	68	103	1.51	26,814	0.003841
Lafleche Central School	119	169	1.42	18,700	0.009037
John Chisholm Alternate School	10	14	1.40	7,919	0.001768
Craik School	84	94	1.12	35,325	0.002661
Eyebrow School	53	58	1.09	18,132	0.003199
Rouleau School	138	148	1.07	25,443	0.005817
Empire School	168	171	1.02	45,048	0.003796
Caronport Elementary School	135	134	0.99	23,976	0.005589
Central Butte School	116	111	0.96	45,825	0.002422
Assiniboia Elementary School	165	132	0.80	32,248	0.004093
Bengough School	67	53	0.79	34,733	0.001526
Albert E. Peacock Collegiate	508	380	0.75	172,737	0.0022
William Grayson School	137	101	0.74	29,584	0.003414
Mossbank School	112	82	0.73	33,465	0.00245
Prince Arthur Community School	234	161	0.69	46,570	0.003457
Kincaid Central School	99	61	0.62	25,157	0.002425
Westmount School	358	199	0.56	47,096	0.004225
Lindale School	336	181	0.54	36,767	0.004923
Assiniboia Composite High	170	90	0.53	43,450	0.002071
King George School	339	154	0.45	40,011	0.003849
Central Collegiate	509	218	0.43	80,760	0.002699
Assiniboia Seventh Avenue School	243	86	0.35	23,952	0.003591
Sunningdale School	419	140	0.33	39,526	0.003542
Avonlea School	149	48	0.32	26,957	0.001781
Palliser Heights School	651	157	0.24	66,271	0.002369

3. Health & Safety/Security

The Facilities Department strives to send all staff home safe every day. Public Works software modules are used to inform and train staff about job and worksite safety.

Public Works Facility Training Modules		
Scaffolds	Confined Space	Power Mobile Equipment
Bobcat	Respirator	Mould Training
WHMIS	Fall Protection	Playground Inspection
Boom lift	Scissor lift	Public Works

- ✓ Fire extinguishers and sprinklers are inspected by an external vendor and inspected annually in bulk with security systems to reduce costs of travel in rural areas. All annual rural facilities fire inspections were completed in 2016/2017. Moose Jaw fire hoses are capped to reduce hose replacement and inspection costs.
- ✓ Monthly safety/tool box meetings are held and documentation is filed in Connect.
- ✓ Safety stations are located in the shop and maintenance fleet is supplied with first aid kits and fire extinguishers
- ✓ GPS locator app monitors staff location for safety and efficiency.
- ✓ Air, chlorine, and water quality inspections are performed as required. Some locations receive regular inspections due to unique circumstances.
- ✓ Electronic or manual entries and site boiler inspections at all facilities are completed as required (daily Asset Planner entries for Technical Safety Authority log).
- ✓ School defibrillators are in place at some schools through community donation: ACHS, AEP, CCI, Eyebrow, John Chisholm, RVCI, Lindale, Chaplin, Central Butte, Craik, Bengough, Westmount, Sunningdale, King George, Gravelbourg, and Mossbank.

4. Infrastructure Projects

- Capital assets and budgets are closely monitored to ensure the budget is being used effectively and efficiently to minimize costs.
- Develop and update 3-year PMR plan.
- Develop and submit Ministry capital plan annually.
- Coordinate in-house work with skilled labour to reduce dependency on external contractors and complete projects in an efficient manner.
- Completed emergent infrastructure projects: Riverview flood.
- Completed planned infrastructure projects

2016-2017 Facilities PMR Projects		Expenditures as of Aug 31, 2017	Projects in progress Estimated Cost	Projects Completed Total Cost
School	Project Name			
Assiniboia Comp	Roof Top Unit Replacement	\$21,500.00	\$40,000.00	
Assiniboia 7th	Boiler Replacement		\$260,000.00	\$151,692.00
Avonlea	Intercom Replacement		\$35,000.00	
Caronport	Intercom Replacement		\$25,000.00	
Central Butte	Partial Roof replacement Gym link repair	\$149,000.00	\$225,000.00	
Central Butte	Data Upgrade		\$25,000.00	
Central Collegiate	Parking Lot		\$20,000.00	\$12,022.00
Chaplin	Boiler Replacement		\$20,000.00	\$15,997.00
Coronach	Partial Roof replacement Sec 4,9,11	\$12,000.00	\$200,000.00	
Empire	Partial Roof replacement Sec 3 west	\$180,185.00	\$230,000.00	
Kincaid	Roof Top Unit Replacement	\$29,710.00	\$30,000.00	
King George	Parking Lot		\$40,000.00	\$38,564.00
Lafleche	Concrete resurface		\$60,000.00	\$3,228.00
Lafleche	Partial Roof replacement Sec 5		\$35,000.00	\$47,663.00
Lindale	Roof Top Unit Replacement	\$121,330.00	\$200,000.00	
Mankota	Concrete resurface North & West sides		\$60,000.00	\$10,447.00
Palliser Heights	Air Handler Replacements	\$41,354.00	\$200,000.00	
Peacock	shop piping (univent)		\$200,000.00	\$173,000.00
Prince Arthur	Partial Roof replacement Sec 1		\$165,000.00	\$167,000.00
Sunningdale	Univent Replacement		\$70,000.00	\$70,127.00
Westmount	Partial Roof replacement Sec 11		\$15,000.00	\$6,248.00
Totals		\$555,079.00	\$2,155,000.00	\$695,988.00

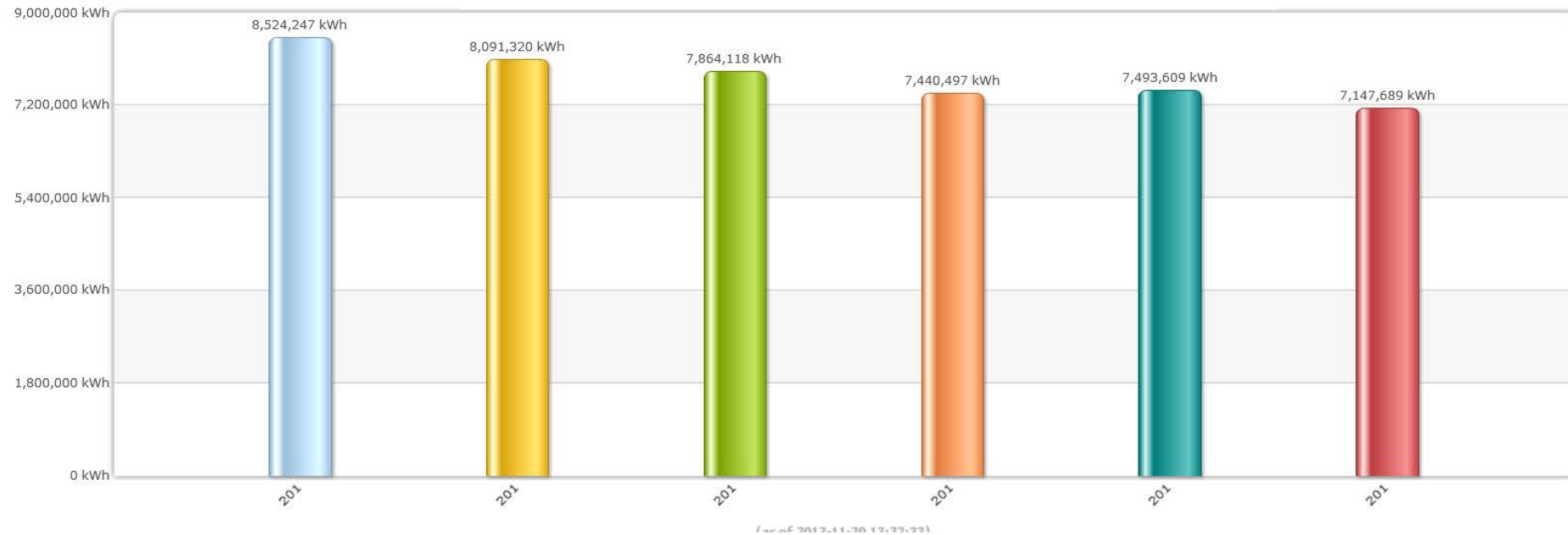
5. Energy Management

- Automated building management systems (BMS) provide reduction in consumption as well as enhanced occupant comfort.
- Energy utility data in Asset Planner Energy Module used to manage projects with the ultimate goal of reduced consumption within the division.
 - Facility footprint comparisons
 - usage reports
 - comparison reports
- 2016-2017 Gym and exterior lighting projects (LED) were done in-house to provide ongoing efficiencies.
- Upgraded HVAC equipment (soft start motors, heat recovery wheels) reduce energy costs.
- HVAC automation provides daily savings to the division with temperature setbacks when building zones are unoccupied.
- Additional roof insulation will reduce energy costs.
- Five year natural gas bulk purchase contract ends in 2021-22.
- Shared utility reduction information with users and collaborated to implement additional energy savings strategies.

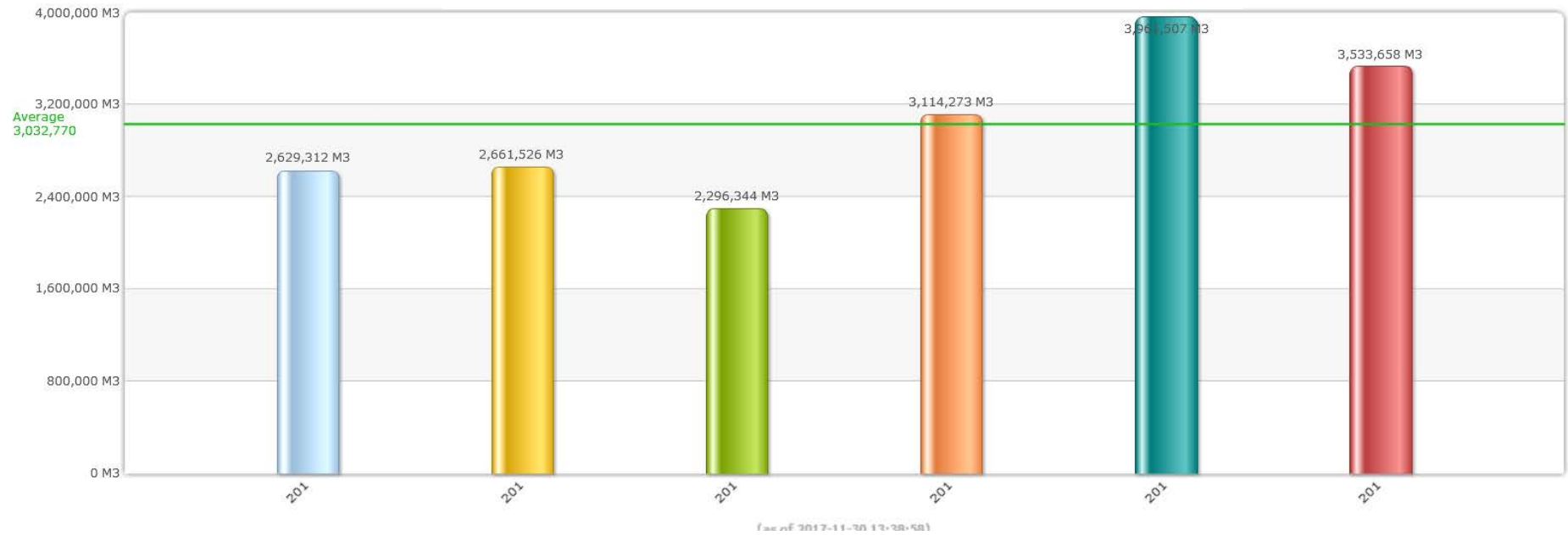
Facility	Zone	BMS	Gym Lighting Retrofits	Exterior Lighting Retrofits
9th Avenue Maintenance Shop	Central	✓	N/A	✓
9th Avenue Office	Central	✓	N/A	✓
Albert E. Peacock Collegiate	Central	*	✓	✓
Assiniboia Bus Shop	South	✓	N/A	✓
Assiniboia Composite High	South	✓	✓	
Assiniboia Elementary School	South	✓	✓	
Assiniboia Office	South	✓	N/A	✓
Assiniboia Seventh Avenue School	South	✓		
Assiniboia Transportation Shop	South	✓	N/A	✓
Avonlea School	North	✓	✓	✓
Bengough School	South	*	✓	
Caronport Elementary School	North	✓	✓	In progress
Central Butte School	North	✓	✓	In progress
Central Collegiate	Central	*	✓	✓
Chaplin School	North	*	✓	In progress
Coronach School	South	✓	✓	
Craik School	North	✓	✓	
Empire School	Central	*	✓	✓
Eyebrow School	Central	*		
Glentworth Central School	South	✓	✓	
Ecole Gravelbourg High School	South	✓	✓	
Guthridge	Central Field	✓	N/A	✓
John Chisholm Alternate School	Central	*	N/A	✓
Kincaid Central School	South	✓		
King George School	Central	✓	✓	✓
Lafleche Central School	South	*	✓	✓
Lindale School	Central	✓	✓	✓
Mankota teacherage	South	✓	☐	N/A
Mankota School	South	*	✓	
Mortlach School	North	✓	✓	✓
Mossbank School	South	*	✓	✓
Palliser Heights School	Central	*	✓	✓
Prince Arthur Community School	Central	✓	✓	✓
Riverview Collegiate Institute	Central	*	✓	✓
Rockglen School	South	*	✓	✓
Rouleau School	North	✓	✓	
Sunningdale School	Central	*	✓	✓
Thatcher Drive Transportation Shop	Central	✓	N/A	
Transportation (Bus) Shop Moose Jaw	Central	✓	N/A	✓
Westmount School	Central	*	✓	✓
William Grayson School	Central	*	✓	✓
*Basic Limited Automation				
✓ Complete				
✓ Complete In House				

Energy & Sustainability

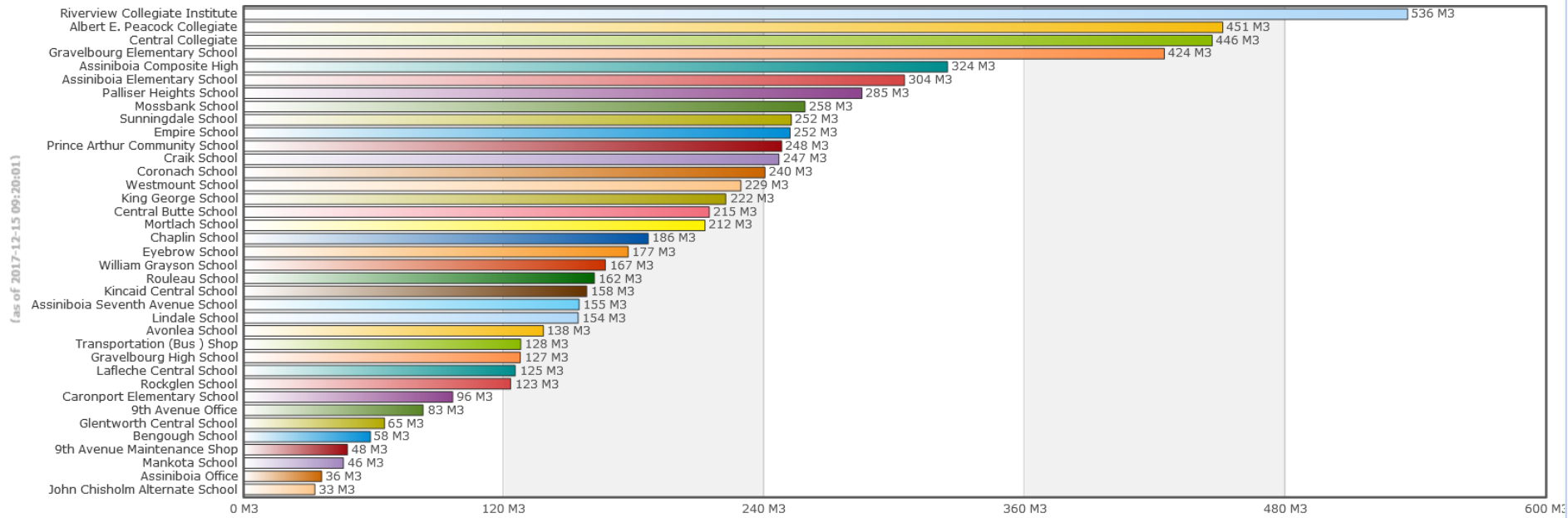
Utility- Six Year Total Consumption Electrical Consumption
2010-01-01 and 2016-01-01



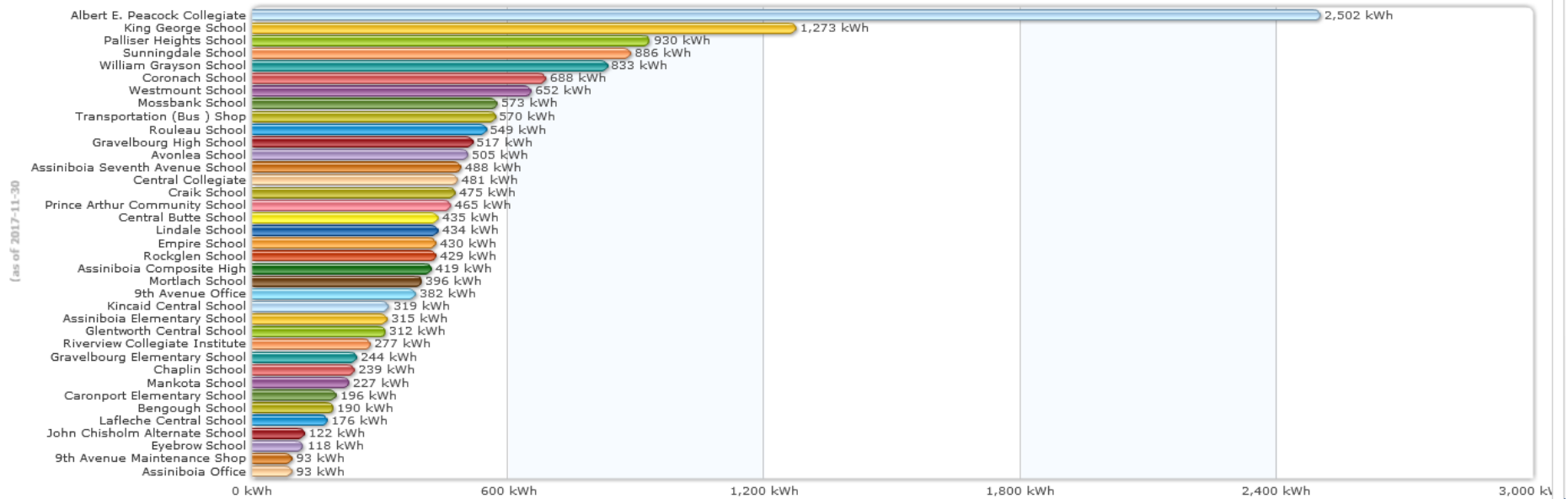
Utility Six Year Total Consumption Natural Gas Consumption
Between 2010-01-01 and 2016-01-01



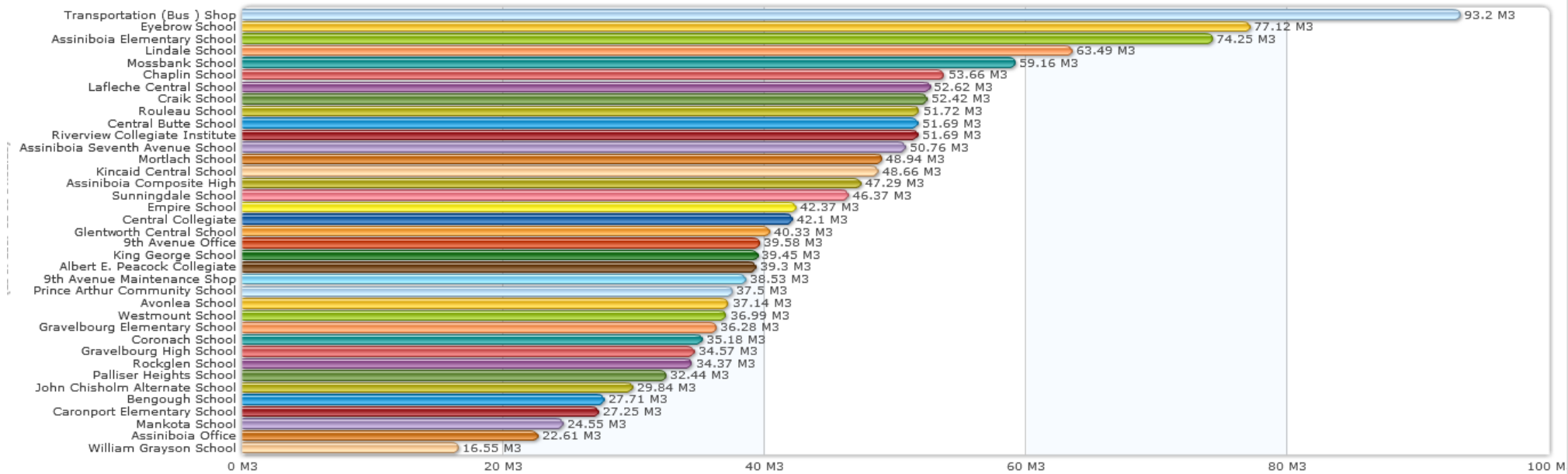
Utility Average Total Consumption per Day Natural Gas Consumption
Between 2014-07-01 and 2016-07-01



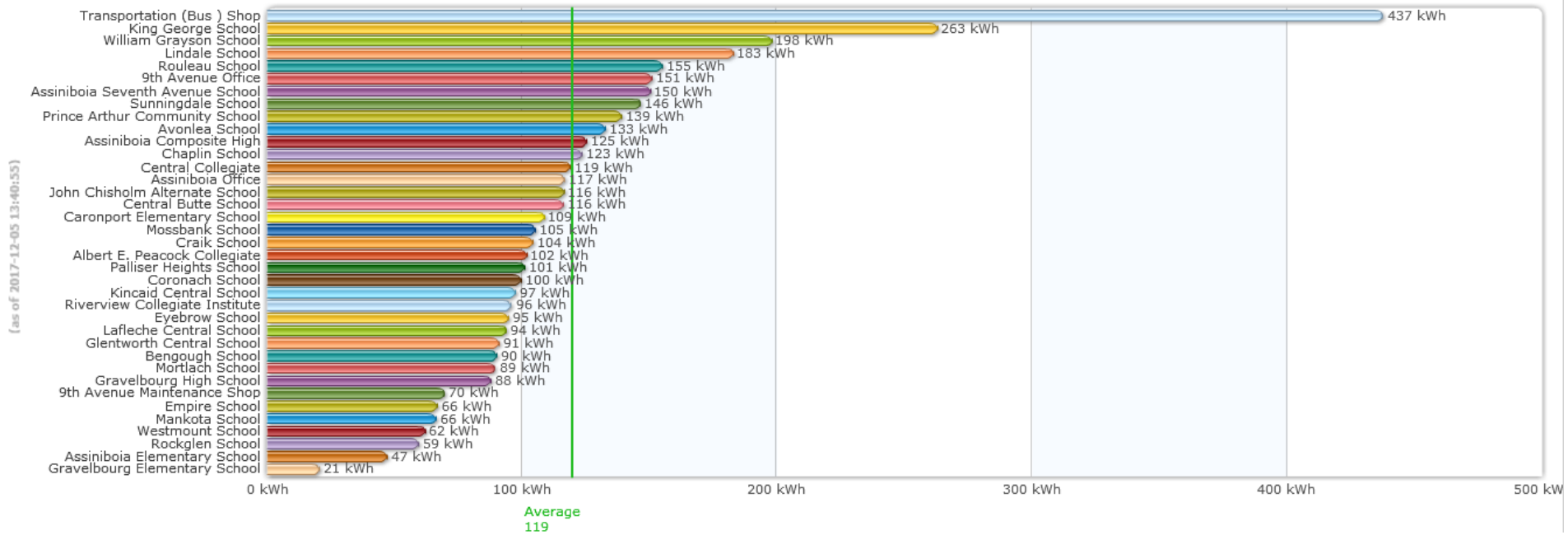
Utility Total Electricity Consumption per Day Between 2014-01-01 and 2017-01-01



Utility Natural Gas Total Consumption per Area (Sq. M)
Between 2014-07-01 and 2017-07-01



Utility Electricity Total Consumption per Area (Sq. M) Between 2014-01-01 and 2016-01-01



Administrative Issues:

- Staff Absences:
 - One supervisor off on long term sick leave for most of the year.
 - One supervisor filled in as a Principal for six months.
- PMR projects were not completed as planned due to absences described above.
- An updated priority plan will be developed for PMR projects in 2017-18.
- Ongoing management of emergent issues and regular work for in-house staff.

Prepared by: Darren Baiton, Facilities Manager

Teacher Absences & Substitute Usage					
Date Range:	November 24, 2017 - December 22, 2017				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	42.52	4.59%	42.2	99.25%	0.48%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0.5	0.05%	0	0.00%	0.01%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	2.66	0.29%	2.6	97.74%	0.03%
Prep Time	45.08	4.87%	45.08	100.00%	0.51%
Pressing Leave Teacher	18.39	1.99%	14.7	79.93%	0.21%
PSTA	0	0.00%	0	0.00%	0.00%
Rec. Of Service	50.99	5.51%	41.86	82.09%	0.57%
Leave Without Pay	12.74	1.38%	9	70.64%	0.14%
SUB TOTAL	172.88	18.68%	155.44	89.91%	1.94%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	329.9	35.64%	267.8	81.18%	3.71%
Illness - Long Term	164.30	17.75%	0	0.00%	1.85%
Medical/Dental Appt	98.78	10.67%	86.75	87.82%	1.11%
Internship Seminar	0	0.00%	0	0.00%	0.00%
Paternity/Adoption Leave	2	0.22%	1.8	90.00%	0.02%
Secondment	0	0.00%	0	0.00%	0.00%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	594.98	64.27%	356.35	59.89%	6.69%
Prairie South					
Extra/Co-curr Teach	12.9	1.39%	11.2	86.82%	0.15%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	46.88	5.06%	37.8	80.63%	0.53%
LRNG Meet/PD	45.06	4.87%	41.9	92.99%	0.51%
Noon Supervision Day	27.96	3.02%	26.25	93.88%	0.31%
PD DEC Teachers	19.86	2.15%	15.2	76.54%	0.22%
School Operations Meet/PD	5.16	0.56%	5.1	98.84%	0.06%
STF Business - Invoice	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	157.82	17.05%	137.45	87.09%	1.77%
Total Absences	925.68	100.00%	649.24	70.14%	10.41%

Teachers (FTE)
423.48

of teaching Days
21

Possible Days
8893.08

CUPE Staff Absences & Casual Usage 2017-2018

Date: December 1 - 31, 2017

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	3	0.59%	2	0.00%	0.06%
Bereavement Leave	9	1.77%	4.13	0.00%	0.19%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	7.83	1.54%	5.67	0.00%	0.17%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0.5	0.10%	0.5	0.00%	0.01%
CUPE Business - Invo	5	0.98%	5	0.00%	0.00%
Earned Day Off	4.86	0.95%	4	0.00%	0.10%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	1.28	0.25%	0	0.00%	0.03%
Illness - Support	250.11	49.14%	101.8	40.70%	5.33%
Med/Den Appt Support	49.65	9.75%	23.85	48.04%	1.06%
Noon Supervision	1.5	0.29%	1.5	0.00%	0.03%
Parenting/Caregiver	26.51	5.21%	15.05	56.77%	0.57%
Pressing Leave	14.75	2.90%	8.86	0.00%	0.31%
Rec. of Service	2.46	0.48%	1	0.00%	0.05%
TIL Support	3.68	0.72%	0	0.00%	0.08%
Without Pay Support	18.7	3.67%	13.98	0.00%	0.40%
SUB TOTAL	398.83	78.36%	187.34	46.97%	8.50%
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	72.74	14.29%	15.25	20.97%	1.55%
Workers Compensation	37.42	7.35%	0	0.00%	0.80%
SUB TOTAL	110.16	21.64%	15.25	13.84%	2.35%
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	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%
PD DEC In Province Support Staff	0	0.00%	0	0.00%	0.00%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS 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	509	100.00%	202.59	39.80%	10.85%

Possible Days

December 1 - 31, 2017

Days

18.00

FTE

260.61

Total Days

4690.98

** 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 2017-2018

Date: December 1 - 31, 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	5	2.48%	5	0.00%	0.28%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	4	1.98%	4	0.00%	0.22%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Family Responsibilities	4	1.98%	4	0.00%	0.22%
Illness - Support	63	31.19%	41	65.08%	3.48%
Med/Den Appt Support	23	11.39%	22	95.65%	1.27%
Parenting/Caregiver	4	1.98%	2	0.00%	0.22%
Pressing Leave	5.5	2.72%	5.5	100.00%	0.30%
Without Pay Support	93.5	46.29%	93.5	100.00%	5.17%
SUB TOTAL	202	100.00%	177	87.62%	11.17%
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%
Extra/Co-Curricular	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%
SCHOOL OPERATIONS 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	202	100.00%	177	87.62%	11.17%

0

Possible Days	Days	Staff	Total Days
December 1 - 31, 2017	16.00	113	1808.00

* 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 2017-2018

Date: December 1 - 31, 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		0.00%	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		0.00%	0	0	0.00%
Illness - Support	23.66	27.88%	0	0	2.78%
Med/Den Appt Support	3.89	4.58%	0	0	0.46%
Parenting/Caregiver	1.07	1.26%	0	0	0.13%
Pressing Leave	5.53	6.52%	0	0	0.65%
Without Pay Support	0	0.00%	0	0	0.00%
SUB TOTAL	34.15	40.24%	0	0.00%	4.01%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	50.72	59.76%	0	0	5.95%
Workers Compensation	0	0.00%	0	0	0.00%
SUB TOTAL	50.72	59.76%	0	0.00%	5.95%
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%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0	0.00%
TRAN Meet/PD	0	0.00%	0	0	0.00%
PD Out of Province	0	0.00%	0	0	0.00%
SUB TOTAL	0	0.00%	0	0	0.00%
Total Absences	84.87	100.00%	0	0.00%	9.96%

Possible Days

December 1 - 31, 2017

Days

18.00

FTE

47.324

Total Days

851.83

** 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 December 4, 2017 to December 22, 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 tenders to report for the reporting period.