

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

May 1, 2018  
10:00 a.m. – 4:00 p.m.  
Central Office, 1075 9<sup>th</sup> Avenue NW, Moose Jaw

**AGENDA**

- 1. Board Planning Session (10:00 – 12:00 p.m.)**
  - 1.1. Incidents of Concern**
  - 1.2. Budget Q & A**
  - 1.3. School Viability Policy**
  - 1.4. SSBA Feedback Requested**
  - 1.5. Offers for Thatcher Drive Land**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
- 5. Decision and Discussion Items**
  - 5.1. Budget**
  - 5.2. 2018-2019 Positive Path Forward**
  - 5.3. Updated Strategic Plan**
  - 5.4. Student Achievement Accountability Report II**
  - 5.5. Monthly Reports**
    - 5.5.1. Teacher Absence and Substitute Usage Report
    - 5.5.2. CUPE Staff Absence and Substitute Usage Report
    - 5.5.3. Bus Driver Absence and Substitute Usage Report
    - 5.5.4. Out of Scope Absence and Substitute Usage Report
    - 5.5.5. Tender Report
- 6. Delegations and Presentations**
  - 6.1. None**
- 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. Confirmation of Board Chair Review**

- 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 9<sup>th</sup> Avenue North West, Moose Jaw, Saskatchewan on APRIL 17, 2018 at 10:00 a.m.**

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

Regrets:

Delegations: Treaty 4 Club – Riverview Collegiate  
Steven and Melissa Frank - Early Kindergarten entrance request

Motions:

04/17/2018 – 2911	That the meeting be called to order at 1:05 p .m. - McLeod	Carried
04/17/2018 – 2912	That the Board adopt the agenda as presented. - Jukes	Carried
04/17/2018 - 2913	That the Board adopt the minutes of the Regular meeting of 20180313. -Young	Carried
04/17/2018 - 2914	That the Board approve the 2018 – 2019 regular and alternate calendars as presented. -Pryor	Carried
04/17/2018 – 2915	That the Board of Education approve the amended Assiniboia 7 <sup>th</sup> Avenue School Community Council Constitution effective April 17, 2018. -Kessler	Carried
04/17/2018 – 2916	That the Board approve ACHS Grade 11-12 MUNA trip to Winnipeg, MB on May 3-5, 2018. - Kessler	Carried
04/17/2018 - 2917	That the Board of Education approve Board Policy 17 updated April 17, 2018. -Jukes	Carried
04/17/2018 – 2918	That the Board approve the disposal of records at or past their retention listed above by donation to the Saskatchewan Archives. -Pryor	Carried

04/17/2018 – 2919	That the Board receive and file the monthly reports as presented. -Wilson	Carried
<b><u>Committee Reports</u></b> <u>Standing Committees:</u> <ul style="list-style-type: none"> <li>• Student Outcomes: Trustee Wilson reported that the committee met on April 4 to discuss format and contents of the Student Achievement Accountability Report due in May. Director Baldwin reported that the committee had reviewed provincial data relate to ESSP goals. Next meeting is April 17<sup>th</sup>.</li> <li>• Innovation: Trustee Bachmann indicated that the committee has not met, as they waiting for budget outcome. A date will be selected soon.</li> <li>• Partnerships and Team Building: Trustee Pryor reported that an engagement session was held with the Out of Sscope staff in March, and with Central Collegiate last week, highlighting Interesting things, Celebrations and Challenges about the workplace. There will be another Engagement session next month with a rural school to be determined.</li> <li>• Business, Infrastructure and Governance: R. Bachmann reported the next meeting is scheduled for May 8.</li> <li>•</li> </ul>		
<b><u>Provincial Matters:</u></b> Trustee McLeod presented that the board was represented at the SSBA Spring Assembly last week in Saskatoon. Trustee Davidson a presented a brief summary of the provincial budget. The SSBA continues to have concerns in the areas of sustainability and predictability of budgets.  <b><u>Inquiry:</u></b> - None		
04/17/18 – 2920	That the meeting be adjourned at 1:58 p.m. - Wilson	Carried

T. McLeod  
Chair

B. Girardin  
Superintendent of Business & Operations

**Next Regular Board Meeting:**

Date: May 1, 2018  
Location: 1075 9<sup>th</sup> Avenue NW, Moose Jaw

## AGENDA ITEM

<b>Meeting Date:</b>	May 01, 2018	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Annual Board Self Evaluation and Positive Path Forward</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	A facilitated Board self-evaluation and Positive Path Forward process was completed during planning sessions of the Board on March 27 <sup>th</sup> and April 17 <sup>th</sup> .
<b>Current Status:</b>	The summary document related to self-evaluation and goals for next year is attached.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	The Board of Education self-evaluation process is consistent with the requirements of Board Policy 2.
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	May 01, 2018	<ul style="list-style-type: none"> <li>A Positive Path Forward</li> </ul>

### ***Recommendation:***

That the Board approve the Board Self Evaluation Positive Path Forward report developed through the facilitated workshop of 27 March and 17 April 2018, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.



# A Positive Path Forward: Strengthening and Actualizing the Strategic Plan Prairie South Schools Board of Education May 1<sup>st</sup>, 2018

## 1. Evaluation Process

The Prairie South School Division Board of Education completes a yearly self-appraisal in conjunction with appraisals of the Director of Education / CEO and the Board Chair. In 2017-2018, the Board determined that the Director of Education would facilitate the development of the Board's Positive Path Forward for the coming year. Online feedback gathering from Trustees was completed in March, 2018 in preparation for a planning session focused on all three appraisals that was held at the Division Office on March 27<sup>th</sup>, 2018. A subsequent planning session on April 17<sup>th</sup>, 2018 was used to complete the process.

## 2. Context

The Board of Education is a corporate entity created by provincial legislation and given authority by The Education Act and associated regulations. The Board is comprised of Trustees elected in accordance with The Local Government Election Act. The Board's authority is defined through provincial statute and Board policy. The primary purpose of the Board of Education is to provide an education system that is organized and operated in the best interests of students and parents. The Board exercises this responsibility through a democratic process that sets clear strategic direction and uses resources wisely.

## 3. Review of Board Performance

Prior to the planning session, Trustees provided feedback in an online survey related to the responsibilities included in Board Policy 2: Role of the Board. Using a ten point scale, average Trustee ratings of Board performance were as follows:

Area of Board Performance	Score
Accountability to Provincial Government	<b>8.38</b>
Accountability to Community	<b>8.13</b>
Strategic Plan	<b>8.38</b>
Policy	<b>8.00</b>
Director of Education / Board Relations	<b>8.75</b>
Board Development	<b>5.88</b>
Political / Advocacy	<b>7.88</b>
Fiscal	<b>8.63</b>
Recognition/celebration	<b>6.38</b>



## A Positive Path Forward: Strengthening and Actualizing the Strategic Plan Prairie South Schools Board of Education May 1<sup>st</sup>, 2018

Additionally, the Board reviewed the Positive Path Forward Growth Goals / Areas for Emphasis 2017-2018 that were set in the spring of 2017 by the Board during the previous self assessment session. Trustees evaluated each of these goals using a 4 point scale for overall Board awareness and impact over the previous 12 months.

Positive Path Forward Goals for 2017-2018	Awareness	Impact
Be a strong advocate for improved outcomes for students of Prairie South School Division	3.13	2.38
Complete the Strategic Plan and direction for school division which includes Board goals and priorities.	3.13	3.13
Complete operational plans for student outcomes, infrastructure, innovation and relationships related to the strategic plan for the school division.	2.88	2.75
Monitor potential impact of the Theodore decision.	2.88	2.67
Find opportunities for efficiencies through partnership with Holy Trinity Catholic School Division and other organizations.	3.50	3.00
Continue Board advocacy with municipal and provincial governments	3.25	3.14

#### 4. Board Development Focus

During the self-assessment process involving the review of Board Policy 2, Trustees evaluated the Board's development plan as an area that warranted further focus in 2018-2019. Trustees reviewed the Board's Skills/Competencies Matrix to determine areas for future development, and selected a focus of Risk Management and Advocacy/Communications for a Board development day in 2018-2019. The Board selected the Saskatchewan School Boards Association as an organization that could provide inservice in these areas to Trustees.

Trustees identified an additional need related to Labour Relations and Human Resources for those Trustees who would be involved in the collective bargaining process with employee groups in the 2018-2019 school year.



## A Positive Path Forward: Strengthening and Actualizing the Strategic Plan Prairie South Schools Board of Education May 1<sup>st</sup>, 2018

### **5. Advocacy for Improved Student Outcomes Focus**

During the self-assessment process involving the review of Positive Path Forward goals from 2017-2018, Trustees evaluated the Board's impact on improving outcomes for students as an area that warranted further focus in 2018-2019. The Board determined that a structural adjustment could be made related to the committee structure outlined in Board Policy 8 such that committee work could be reported somewhere other than a public meeting. The goal of this adjustment would be a more detailed account of the work being done at the committee level so that all Trustees had a better understanding of individual interventions and the difference they were making. Trustees indicated an interest in participation in events related to student outcome improvement. Finally, the Board acknowledged the need to be more involved at the strategic level in the next phase of the Education Sector Strategic Plan (ESSP).

### **6. Positive Path Forward Goals for 2018-2019**

During the planning sessions on March 27<sup>th</sup> and April 17<sup>th</sup>, the Board reviewed self assessment data and worked to align this data with the Prairie South Schools Strategic Plan and the Positive Path Forward goals from 2017-2018. The Board direction related to Growth goals for 2018-2019 is as follows:

1. Be a strong advocate for improved outcomes for students of Prairie South School Division.
2. Maintain focus on the Strategic Plan by implementing operational plans for student outcomes, infrastructure and partnerships/teambuilding.
3. Complete a broad-based renewal of the Comprehensive Learning Framework.
4. Complete a division-wide utilization, sustainability and viability review.
5. Establish a community outreach and engagement process.
6. Find opportunities for efficiencies through partnership with Holy Trinity Catholic School Division and other organizations.
7. Continue Board advocacy with municipal and provincial governments.

### **7. Suggested Board Motion**

That the Board approve the Board Self Evaluation Positive Path Forward report developed through the facilitated workshop of 27 March and 17 April 2018, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.



# AGENDA ITEM

<b>Meeting Date:</b>	May 01, 2018	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	Prairie South Strategic Plan Update		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	A facilitated Board self-evaluation and Positive Path Forward process was completed during planning sessions of the Board on March 27 <sup>th</sup> and April 17 <sup>th</sup> . During this process, the Board set a series of goals for the next school year, and reviewed the Strategic Plan document from December, 2017 to ensure alignment exists between the strategic direction of the school division and the yearly goals for the Board of Education.
<b>Current Status:</b>	Two small edits were made to the Strategic Plan as a result of the process described above. An updates strategic plan is attached.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	Once approved by motion, the updated Strategic Plan will supercede the December 2017 Strategic Plan, and communications related to strategic planning will reference the updated document.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	May 01, 2018	<ul style="list-style-type: none"> <li>Prairie South Schools Strategic Plan 01 May 2018</li> </ul>

## ***Recommendation:***

That the Board approve the updated strategic plan document dated 01 May 2018.



# Prairie South Schools Board of Education Strategic Plan 2017-2021

Updated 01 May 2018

# Vision: Prairie South Schools

## Learning together for our future.

### Core Values

Development  
of the Whole  
Child

Community  
Involvement &  
Engagement

Division  
Transparency

A Collective  
Common Sense  
Approach

### Strategic Focus

Infrastructure

Student Outcomes

Partnerships and  
Teambuilding

### *Innovation*



*Prairie South Commitments: Students and Families; Learning Environments; Inclusive Communities; Our People*

# Prairie South Schools

## 210

## Strategic Focus: Infrastructure

*Our 2021 Goal – 21<sup>st</sup> Century Infrastructure: Facilities, Transportation, and Information Technology*

### Yearly Initiatives:

**2017-2018:** Optimize Rural Transportation System; Establish Urban Transportation Strategy with HTCSD; Finalize Planning Process for South Hill School with HTCSD; Implement Technology Renewal Plan

**2018-2019:** Complete Implementation of Urban Transportation Strategy and HTCSD Memorandum of Understanding; Complete Division-Wide Utilization, Sustainability and Viability Review; Complete Synchronous Classroom Set-Up

**2019-2020:** Complete Transportation GPS Renewal Project

### Evidence of Success:

**5%** Reduction in Transportation costs (2016-2017 Baseline).

**Establishment** of Ride Time Guidelines for School Bus Transportation.

**Establishment** of School Viability Process Guidelines for Rural and Urban Schools.

**Evidence** of Efficient Bandwidth Maximization within the Prairie South Network and between the Prairie South Network and CommunityNet.



### Our Strategies:

Collaborative Transportation Planning <> Community Safety Education Strategy Implementation <> Provincial Efficiencies Planning Participation <> Board Committee Focus <> Safe, Modern, and Efficient Buildings <> Focus on Energy Efficiency

**Innovative Practice: Bus Planner Implementation – Online Learning Tools - GPS Transportation Solutions – HVAC Automated Systems – Lighting Upgrades - Synchronous Teaching and Learning – Paperless Business Solutions**



*Prairie South Commitments: Students and Families; Learning Environments; Inclusive Communities; Our People*

## Strategic Focus: Student Outcomes

*Our 2021 Goal - Enhanced Student Outcomes: Literacy, Readiness, and School Completion*

### Evidence of Success:

**90%** of students reading at grade level (Fountas and Pinnell; GB+; Basic Reading Inventory).

**80%** of students writing at a proficient level (Provincial Rubric).

**80%** of students proficient in numeracy (Provincial Rubric).

**90%** of Kindergarten students demonstrating readiness in all domains (EYE).

**90%** on-time graduation (Provincial SDS).

**92%** extended time graduation (Provincial SDS).

**90% at 90%** (high threshold) attendance (Prairie South SIS).

### Yearly Initiatives:

**2017-2018:** Implement Graduation Coach programming in Moose Jaw High Schools; explore opportunities for the MyStudentFirst classroom in grade 10 division-wide.

**2018-2019:** Complete a broad-based renewal of the Comprehensive Learning Framework.

**2019-2020:** Determine future of Prairie South funded prekindergarten programming division-wide.

**2020-2021:** Re-evaluate alignment to provincial sector plan.



### Our Strategies:

Prekindergarten Programming <> Behaviour Intervention Training <> Division-Level Staff Support (Inservice; Co-Teaching; Modelling; Research) for Reading, Writing, Math, and FNM <> Comprehensive Learning Framework <> Graduation Coach Programming <> Board Committee Focus <> Learning Improvement Planning (Shared Understandings) <> Learning Improvement Teams (Shared Understandings) <> Curriculum Renewal <> Outcomes-Based Reporting <> School Community Council Inservice Opportunities <> RTI Focus on Student Attendance <> OurSchool Implementation <> PAA Think IT/AG/Construction

**Innovative Practice: Prairie South Virtual School – Synchronous Learning Classrooms – SCC OurSchool Integration – Locally Developed Curriculum – Magnet Programming**

*Prairie South Commitments: Students and Families; Learning Environments; Inclusive Communities; Our People*



## Strategic Focus: Partnerships and Teambuilding

*Our 2021 Goal – Meaningful Relationships: Our Students, Our Staff, Our Community and Government Partners*

### Evidence of Success:

**100%** of Staff Satisfaction Survey Improvement Plan Targets achieved (Prairie South Staff Satisfaction Improvement Plan).

**80%** of students socially engaged (OurSchool Social Engagement Composite: Positive Relationships).

**100%** of Trustees participate in at least 1 of 3 SCC inservice events (Checklist).

**4** school or community engagement sessions held annually (Board of Education Engagement Plan).

**1 or more** contacts per year with each MLA, Reeve, and Mayor in Prairie South (Board of Education Engagement Plan).

### Yearly Initiatives:

**2017-2018:** Design and Administer Staff Satisfaction Survey and Implement Improvement Plan; Focus on Staff Engagement

**2018-2019:** Community Outreach and Engagement

**2019-2020:** Design and Administer Staff Satisfaction Survey and Implement Improvement Plan; Focus on Staff Engagement

**2020-2021:** Community Outreach and Engagement



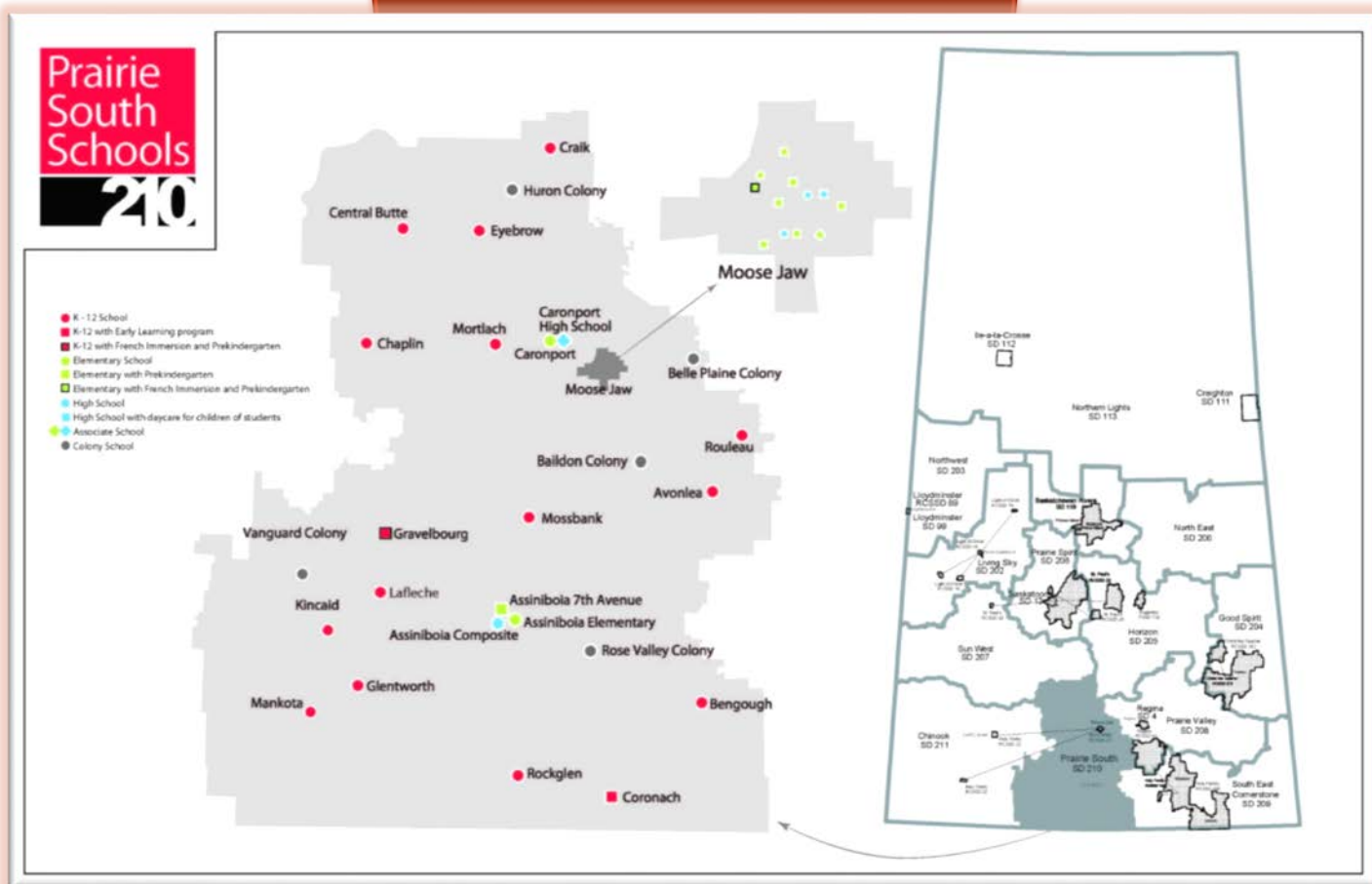
### Our Strategies:

MLA and Local Government Advocacy <> SSBA Advocacy <> SCC Engagement <> Voices to Encourage Change (VTEC) Student Engagement <> School and Community Outreach Meetings <> Board Committee Focus

**Innovative Practice: Alternative School Year Calendar – VTEC Student Advisory Group – Attendance Support Programming – Staff Satisfaction Improvement Planning – PAA Partnerships**

## A Note About Innovation...

*Innovation is a filter that is essential to implementing the three pillars of the Prairie South Schools Strategic Plan. The Board's Innovation Committee continues to explore how promising practices can be implemented for the good of Prairie South students while maintaining the grassroots nature of proven successful innovation in publicly funded education.*



**Find us on the web at [www.prairiesouth.ca](http://www.prairiesouth.ca)**

*Prairie South Schools is a member board of the Saskatchewan School Boards' Association and the Public Schools of Saskatchewan.*

*Prairie South Commitments: Students and Families; Learning Environments; Inclusive Communities; Our People*

## AGENDA ITEM

<b>Meeting Date:</b>	May 1, 2018	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>Student Achievement Accountability Report II</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:** This is the final Student Achievement Accountability Report for the year.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Lori Meyer	May 1, 2018	To be Presented at Meeting: Student Achievement Accountability Report II

***Recommendation:***

That the Board receive and file the Student Achievement Accountability Report II



## Teacher Absences & Substitute Usage

**Date Range:** April 9, 2018 - April 25, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
<b>LINC Agreement</b>					
Compassionate Leave	25.43	4.71%	19.1	75.11%	0.46%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	3.32	0.61%	2.1	63.25%	0.06%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	1	0.19%	0.8	80.00%	0.02%
Prep Time	40.14	7.43%	39.66	98.80%	0.72%
Pressing Leave	12.73	2.36%	11.7	91.91%	0.23%
PSTA	0	0.00%	0	0.00%	0.00%
Rec. Of Service	27.54	5.10%	24.88	90.34%	0.50%
Leave Without Pay	2.5	0.46%	2.1	84.00%	0.04%
<b>SUB TOTAL</b>	<b>112.66</b>	<b>20.85%</b>	<b>100.34</b>	<b>89.06%</b>	<b>2.03%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	119.2	22.06%	109.2	91.61%	2.14%
Illness - Long Term	61.30	11.34%	0	0.00%	1.10%
Medical/Dental Appt	63.72	11.79%	53.52	83.99%	1.15%
Internship Seminar	0	0.00%	0	0.00%	0.00%
Paternity/Adoption Leave	0	0.00%	0	0.00%	0.00%
Secondment	0	0.00%	0	0.00%	0.00%
Unpaid Sick Leave	0.6	0.11%	0.6	100.00%	0.01%
<b>SUB TOTAL</b>	<b>244.82</b>	<b>45.30%</b>	<b>163.32</b>	<b>66.71%</b>	<b>4.40%</b>
<b>Prairie South</b>					
Extra/Co-curr Teach	25.18	4.66%	22.74	90.31%	0.45%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	41.89	7.75%	32.1	76.63%	0.75%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	68.1	12.60%	66.58	97.77%	1.22%
Noon Supervision Day	15.76	2.92%	15.5	98.35%	0.28%
PD DEC Teachers	18.93	3.50%	17.3	91.39%	0.34%
School Operations Meet/PD	13.09	2.42%	10.7	81.74%	0.24%
STF Business - Invoice	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>182.95</b>	<b>33.85%</b>	<b>164.92</b>	<b>90.14%</b>	<b>3.29%</b>
<b>Total Absences</b>	<b>540.43</b>	<b>100.00%</b>	<b>428.58</b>	<b>79.30%</b>	<b>9.72%</b>

Teachers (FTE)  
427.76

# of teaching Days  
13

Possible Days  
5560.88

## CUPE Staff Absences & Casual Usage 2017-2018

Date: April 1 - 23, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	9.84	2.84%	7.97	0.00%	0.33%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	7.23	2.09%	3.83	0.00%	0.25%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
CUPE Business - Invo	16.33	4.72%	16.33	0.00%	0.00%
Earned Day Off	3.46	1.00%	3.46	0.00%	0.12%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	1	0.29%	0	0.00%	0.03%
Illness - Support	161.72	46.72%	80.62	49.85%	5.51%
Med/Den Appt Support	33.24	9.60%	21.05	63.33%	1.13%
Noon Supervision	2.83	0.82%	2.33	0.00%	0.10%
Parenting/Caregiver	4.04	1.17%	1.83	45.30%	0.14%
Pressing Leave	16.62	4.80%	7.88	0.00%	0.57%
Rec. of Service	2	0.58%	2	0.00%	0.07%
TIL Support	3.84	1.11%	0	0.00%	0.13%
Without Pay Support	16.28	4.70%	12.92	0.00%	0.55%
<b>SUB TOTAL</b>	<b>278.43</b>	<b>80.43%</b>	<b>160.22</b>	<b>57.54%</b>	<b>9.48%</b>
<b>Employment Act</b>					
Court/Jury Duty	0.45	0.13%	0.53	0.00%	0.02%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	54.32	15.69%	12	22.09%	1.85%
Workers Compensation	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>54.77</b>	<b>15.82%</b>	<b>12.53</b>	<b>22.88%</b>	<b>1.86%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0.5	0.14%	0.5	0.00%	0.02%
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	6	1.73%	3	0.00%	0.20%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	6.46	1.87%	3.46	0.00%	0.22%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>12.96</b>	<b>3.74%</b>	<b>6.96</b>	<b>0.00%</b>	<b>0.44%</b>
<b>Total Absences</b>	<b>346.16</b>	<b>100.00%</b>	<b>179.71</b>	<b>51.92%</b>	<b>11.78%</b>

### Possible Days

April 1 - 23, 2018

### Days

11.00

### FTE

267.04

### Total Days

2937.44

\*\* 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: April 1 - 23, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	0	0.00%	0	0.00%	0.00%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	0	0.00%	0	0.00%	0.00%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	17	30.91%	9	52.94%	1.37%
Med/Den Appt Support	13	23.64%	13	100.00%	1.05%
Parenting/Caregiver	0	0.00%	0	0.00%	0.00%
Pressing Leave	2	3.64%	2	100.00%	0.16%
Without Pay Support	18	32.73%	18	100.00%	1.45%
<b>SUB TOTAL</b>	<b>50</b>	<b>90.91%</b>	<b>42</b>	<b>84.00%</b>	<b>4.02%</b>
<b>Employment Act</b>					
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	5	9.09%	5	0.00%	0.40%
<b>SUB TOTAL</b>	<b>5</b>	<b>9.09%</b>	<b>5</b>	<b>0.00%</b>	<b>0.40%</b>
<b>Prairie South</b>					
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%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>55</b>	<b>100.00%</b>	<b>47</b>	<b>85.45%</b>	<b>4.42%</b>

0

<b>Possible Days</b>	<b>Days</b>	<b>Staff</b>	<b>Total Days</b>
April 1 - 23, 2018	11.00	113	1243.00

\* 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: April 1 - 23, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0	0.00%	0	0	0.00%
Bereavement Leave	0	0.00%	0	0	0.00%
Community Service	0	0.00%	0	0	0.00%
Compassionate Care	0	0.00%	0	0	0.00%
Competition Leave	0	0.00%	0	0	0.00%
Convocation Leave	0	0.00%	0	0	0.00%
Family Responsibilities	0	0.00%	0	0	0.00%
Illness - Support	12.57	18.96%	0	0	1.77%
Med/Den Appt Support	2.64	3.98%	0	0	0.37%
Parenting/Caregiver	1.56	2.35%	0	0	0.22%
Pressing Leave	2.73	4.12%	0	0	0.38%
Without Pay Support	0	0.00%	0	0	0.00%
<b>SUB TOTAL</b>	<b>19.5</b>	<b>29.41%</b>	<b>0</b>	<b>0.00%</b>	<b>2.75%</b>
<b>Employment Act</b>					
Court/Jury Duty	0.13	0.20%	0	0	0.02%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	43.68	65.87%	0	0	6.15%
Workers Compensation	0	0.00%	0	0	0.00%
<b>SUB TOTAL</b>	<b>43.81</b>	<b>66.07%</b>	<b>0</b>	<b>0.00%</b>	<b>6.17%</b>
<b>Prairie South</b>					
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	3	4.52%	0	0	0.42%
PD Out of Province	0	0.00%	0	0	0.00%
<b>SUB TOTAL</b>	<b>3</b>	<b>4.52%</b>	<b>0</b>	<b>0</b>	<b>0.42%</b>
<b>Total Absences</b>	<b>66.31</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>9.34%</b>

### Possible Days

April 1 - 23, 2018

### Days

15.00

### FTE

47.324

### Total Days

709.86

\*\* 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 April 10, 2018 to April 25, 2018**

### Background:

- Board has requested a monthly report of tenders awarded.
- 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 are three tenders to report for this period. Bids do not include sales taxes.

- A tender was issued to replace the gym floor at Central Butte School. The tender was awarded to Titan Sports Systems for a cost of \$67,153.
- A tender was issued to replace the gym floor at Assiniboia 7<sup>th</sup> Ave School. The tender was awarded to Titan Sports systems for a cost of \$37,857.
- A tender was issued for driver training instruction. The tender was awarded Fellner Driving school. The bid will cover Avonlea, Rouleau, Assiniboia, Mossbank and Bengough. An estimated cost for year one based on the projected students is \$56,950.

# AGENDA ITEM

<b>Meeting Date:</b>	May 01, 2018	<b>Agenda Item #:</b>	8.1
<b>Topic:</b>	<b>Confirmation of Board Chair Review</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	A facilitated Board Chair performance review was completed during planning sessions of the Board on March 27 <sup>th</sup> and April 17 <sup>th</sup> .
<b>Current Status:</b>	Chair McLeod has been provided with data from the Board related to his work as the Board Chair during the 2017-2018 school year. On behalf of the Board, Trustee Bachmann has provided a summary letter for Chair McLeod.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	The Board Chair performance review process is consistent with the requirements of Board Policy 2.
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	May 01, 2018	<ul style="list-style-type: none"> <li>Letter of Summary to T. McLeod</li> </ul>

## ***Recommendation:***

That the Board review the materials provided.

01 May 2018

Mr. Tim McLeod, Chair  
Prairie South School Division  
1075 9<sup>th</sup> Avenue NW  
Moose Jaw, SK S6H 1V7

Dear Mr. McLeod:

I am writing today to provide a written record of the Board Chair appraisal process completed by the Board of Education at Prairie South Schools this spring.

The Board Chair appraisal is one component of a larger appraisal completed by the Board of Education annually, and is aligned with the Positive Path Forward process, a self-assessment and goal-setting activity for the Board, as well as with the performance appraisal of the Director of Education. This year, the Board Chair appraisal was supported by an electronic survey that allowed Trustees to provide feedback to you related to your work as the Board Chair in 2017-2018, and this feedback was provided to you in written form on March 27<sup>th</sup>. Specifically, Trustees gave feedback in response to the following statements:

- ✓ Trustee McLeod keeps board work focused on the organization's mission, vision, and strategic direction.
- ✓ Trustee McLeod provides structured meeting agendas that help him control the meeting efficiently, and keeps the meeting moving along.
- ✓ Trustee McLeod actively engages the board members, encouraging them to participate and share information. Using the agenda as a guide, the Board Chair moves the board towards decision making after appropriate debate.
- ✓ Trustee McLeod acts as a sounding board for the Director of Education regarding emerging issues or potential problems. They share a common understanding of the organization's goals and strategies and work together to achieve the goals of the organization.
- ✓ Trustee McLeod sets a positive, energized tone for board meetings. By modeling, articulating, and upholding the rules of conduct that are outlined in Board Policy, the Board Chair sets a high standard for board conduct. The Board Chair addresses issues regarding confidentiality, conflict of interest, and other pertinent board policies.
- ✓ Trustee McLeod leads board development by helping board members assess their knowledge and strengths. The Board Chair looks for opportunities for continuing education for board members to develop their individual or collective skill sets.

In addition to general feedback, trustees were asked to identify any areas where your performance had been particularly strong, as well as any areas where Trustees felt you could focus growth efforts in the future. Through this process, Trustees felt you should be applauded as follows:

- ✓ New strategic plan
- ✓ Very respectful of our time and starts all meetings on time
- ✓ Knowledge and leadership
- ✓ Keeping meetings orderly and timely
- ✓ Being respectful of the time and starting on time
- ✓ Preparation for meetings
- ✓ Respectful to all board members, management and staff.
- ✓ Willingness to address "tough" situations
- ✓ Informed about provincial matters
- ✓ Leading our meeting with dignity, listening to all members of the board, and treating each of us equally
- ✓ Affirmation of trustees

Trustees provided only limited feedback regarding potential growth goals for the future:

- ✓ Take a look at policy renewal.
- ✓ I'm unsure if this is a board chair issue, or a director issue, but I'd appreciate more communication on events happening (ie: VTEC students attending our meeting in February)
- ✓ Emphasis on advocacy with local MLAs

On behalf of the Board of Education, I would like to thank you for your service as Board Chair in 2017-2018.

Respectfully,

Signed Copy on File

Robert Bachmann, Chair  
Business, Infrastructure, and Governance Committee  
Prairie South Schools

CC: Board of Education  
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