

Prairie South Schools
BOARD OF EDUCATION

June 12, 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. **Board Committee Reports**
 - 1.3. **Partnership & Teambuilding Committee Data**
 - 1.4. **Innovation Committee Documents**
 - 1.5. **Personnel Matter**
 - 1.6. **Personnel Matter**
 - 1.7. **Thatcher Property Sale**
 - 1.8. **LEAD from Within**
 - 1.9. **Director of Ed Yearly Role Expectation Summary & Supplement**
 - 1.10. **Joint Moose Jaw Transportation Briefing**
 - 1.11. **Employer Interests – LINC**
2. **Call to Order**
3. **Adoption of the Agenda**
4. **Adoption of Minutes**
5. **Decision and Discussion Items**
 - 5.1. **Personnel Matter**
 - 5.2. **Personnel Matter**
 - 5.3. **Director of Education Yearly Role Expectations Summary**
 - 5.4. **Meeting Dates**
 - 5.5. **Mortlach Boundary Change - Transportation**
 - 5.6. **Catchment - Transportation**
 - 5.7. **Quarterly Report**
 - 5.8. **Rouleau – Alternate School Calendar**
 - 5.9. **Avonlea – Alternate School Calendar**
 - 5.10. **Monthly Reports (Motion Template)**
 - 5.10.1. Teacher Absence and Substitute Usage Report
 - 5.10.2. CUPE Staff Absence and Substitute Usage Report
 - 5.10.3. Bus Driver Absence and Substitute Usage Report
 - 5.10.4. Out of Scope Absence and Substitute Usage Report
 - 5.10.5. Tender Report
6. **Delegations and Presentations**
 - 6.1. **Barbara Brown - SOGI**

- 7. Information Items**
 - 7.1. Radwanski Inquiry**
 - 7.2. PAS Financial Audit Oversight**
 - 7.3. Provincial Auditor Follow-up Report**
 - 7.4. Belle Plaine Colony Invite to Progressive Ag Safety Fair**
 - 7.5. Thatcher Property Sale**
 - 7.6. Admin Procedure Renewal**
- 8. Provincial Matters**
- 9. Celebration Items**
- 10. Identification of Items for Next Meeting Agenda**
 - 10.1. Notice of Motions**
 - 10.2. Inquiries**
- 11. Meeting Review**
- 12. Adjournment**

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on MAY 1, 2018 at 10:00 a.m.

Attendance: Mr. T. McLeod; Dr. S. Davidson; Mr. R. Bachmann; Ms. D. Pryor; Mr. J. Radwanski; Mr. B. Swanson; Ms. G. Wilson; Mr. L. Young; Ms. M. Jukes; T. Baldwin, Director of Education; B. Girardin, Superintendent of Business and Operations; L. Meyer, Superintendent of Learning; 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: Mr. A. Kessler

Delegations:

Motions:

- | | | |
|-------------------|---|---------|
| 05/01/2018 – 2921 | That the meeting be called to order at 1:02 p.m.
- McLeod | Carried |
| 05/01/2018 – 2922 | That the Board adopt the agenda as presented.
-Young | Carried |
| 05/01/2018 - 2923 | That the Board adopt the minutes of the Regular meeting of 20180417.
- Wilson | Carried |
| 05/01/2018 - 2924 | That the Board approve the 2018-19 operating and capital budget estimates for the fiscal year September 1, 2018 to August 31, 2019 as detailed in the 2018-19 proposed budget document,with revenues of \$83,376,272 expenses of \$87,066,109 and capital purchases of \$2,794,890.
-Davidson | Carried |
| 05/01/2018 - 2925 | That the Board restrict \$325,000 of surplus funds for an innovation fund for schools to access.
-Davidson | Carried |
| 05/01/2018 - 2926 | That the Board restrict \$2,875,000 of surplus funds for future bus purchases.
-Davidson | Carried |
| 05/01/2018 – 2927 | 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.
-Jukes | Carried |

- | | | |
|-------------------|--|---------|
| 05/01/2018 - 2928 | That the Board approve the updated Strategic Plan Document dated 01 May 2018.
-Pryor | Carried |
| 05/01/2018 – 2929 | That the Board receive and file the Student Achievement Accountability Report II.
-Wilson | Carried |
| 05/01/2018 – 2930 | That the Board receive and file the monthly reports as presented.
-Young | Carried |

Committee Reports

Standing Committees:

- Student Outcomes: Trustee Wilson indicated that the committee last met on Apr 17 and discussed the accountability report that the board received today.
- Innovation: Trustee Bachmann reported that the committee has not met, but will be meeting soon with the passing of the budget.
- Partnerships and Team Building: Trustee Pryor reported that the committee has not met this month.
- Business, Infrastructure and Governance: Trustee Bachmann reported the next meeting of the committee is set for Tues, May 8.

Provincial Matters:

S. Davidson reported that the SSBA Executive is seeking feedback around questions proposed at the SSBA Spring Assembly related to SSBA services and a potential rewrite of The Education Act.. This feedback will be used to move forward with some future budget planning as well as planning for the Fall Assembly. An Insurance working advisory group is well into its consultation process. A consultant group, AON, has been hired. Engagement process with boards and insurance program going forward and what that should look like – possibly a redefinition of insurance funds to more accurately reflect what they are. Currently the SSBA insurance plan works well; it is subscribed to by all 28 divisions and is estimated by Marsh (insurance provider) that it saves about 16 million dollars in insurance premiums a year, compared to if we were to go completely to the private sector and not have the self-funded pool. Resolutions will be set forth by Fall Assembly regarding the insurance plan. Proposal to dissolve the air quality pool did not have 100% of divisions in agreement. Rebates will be awarded within this school year to reflect this process.

Inquiry

For the past 5 years, what was the increase in, or decrease in, and summary total of the year-end accumulated surplus? What restrictions, if any, were or have been assigned to any or all of the surplus funds? AND

What expenditures have there been from Accumulated Surplus funds the past five years?

-Swanson

Are Planning Sessions as outlined in Board Policy 7 specifically 7.1.1 part of the business of Regular Board Meetings open to the public?

-Radwanski

- | | | |
|-----------------|---|---------|
| 05/01/18 – 2931 | That the meeting be adjourned at 2:07 p.m.
- Jukes | Carried |
|-----------------|---|---------|

T. McLeod
Chair

B. Girardin
Superintendent of Business & Operations

Next Regular Board Meeting:

Date: June 12, 2018
Location: 1075 9th Avenue NW, Moose Jaw

DRAFT

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.1
Topic:	Personnel Matter 180612-01		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	
Current Status:	The Board has been briefed in closed session regarding Briefing Note 180612-01
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	

Recommendation:

That the Board adopt the recommendation of the Director of Education regarding Briefing Note 180612-01 dated June 12, 2018.

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.2
Topic:	Personnel Matter 180612-02		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	
Current Status:	The Board has been briefed in closed session regarding Briefing Note 180612-02
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	

Recommendation:

That the Board adopt the recommendation of the Director of Education regarding Briefing Note 180612-02 dated June 12, 2018.

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.3
Topic:	Director of Education Yearly Role Expectation Summary		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	A facilitated Board self-evaluation and Positive Path Forward process was completed during planning sessions of the Board on March 27 th and April 17 th . During these sessions, the Board discussed the Director's performance related to the Role Expectation statements found in Board Policy 12.
Current Status:	A summary letter to Mr. Baldwin from the Board Chair has been shared with the Board of Education.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Board Policy 2 requires the Board to make provision for the regular evaluation of the Director of Education and make provision for the regular review of Director of Education's compensation. Board Policy 12 includes provision for the next full performance appraisal of the Director of Education to occur in the spring of 2020.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12th, 2018	•

Recommendation:

That the Board authorize the Board Chair to provide a role expectation summary letter to the Director of Education and to monitor progress on goals during the 2018-2019 school year.

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	5.4
Topic:	Meeting Dates for 2018-19		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background: Board Policy 2 directs an annual work plan for the Board of Education. This plan includes scheduled dates for regular Board meetings and planning meetings.

Current Status: Attached is a proposal for Board of Education meeting dates for 2018-2019.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Tony Baldwin	June 2, 2018	<ul style="list-style-type: none"> • Provided at Meeting

Recommendation:

That the Board approves the 2018-2019 meeting date schedule.

BOARD MEETINGS AND BOARD PLANNING MEETINGS

2018-19

September	<ul style="list-style-type: none">• Regular and Organizational Meeting: September 4
October	<ul style="list-style-type: none">• Regular Meeting: October 2• Planning Meeting October 23
November	<ul style="list-style-type: none">• Regular Meeting: November 6• Special Meeting & Planning Meeting November 27
December	<ul style="list-style-type: none">• Regular Meeting: December 11
January	<ul style="list-style-type: none">• Regular Meeting: January 8
February	<ul style="list-style-type: none">• Regular Meeting: February 5
March	<ul style="list-style-type: none">• Regular Meeting: March 12• Planning Meeting March 26
April	<ul style="list-style-type: none">• Regular Meeting: April 2• Planning Meeting: April 30•
May	<ul style="list-style-type: none">• Regular Meeting: May 7• Planning Meeting May 28
June	<ul style="list-style-type: none">• Regular Meeting: June 11

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.05
Topic:	Mortlach School Boundary Change		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

During the Rural Catchment Committee Meeting held on May 22, 2018, it was recommended that the Mortlach School Catchment Area boundary be changed as indicated on the attached map.

Current Status:

Please see the attached map for the change highlighted.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

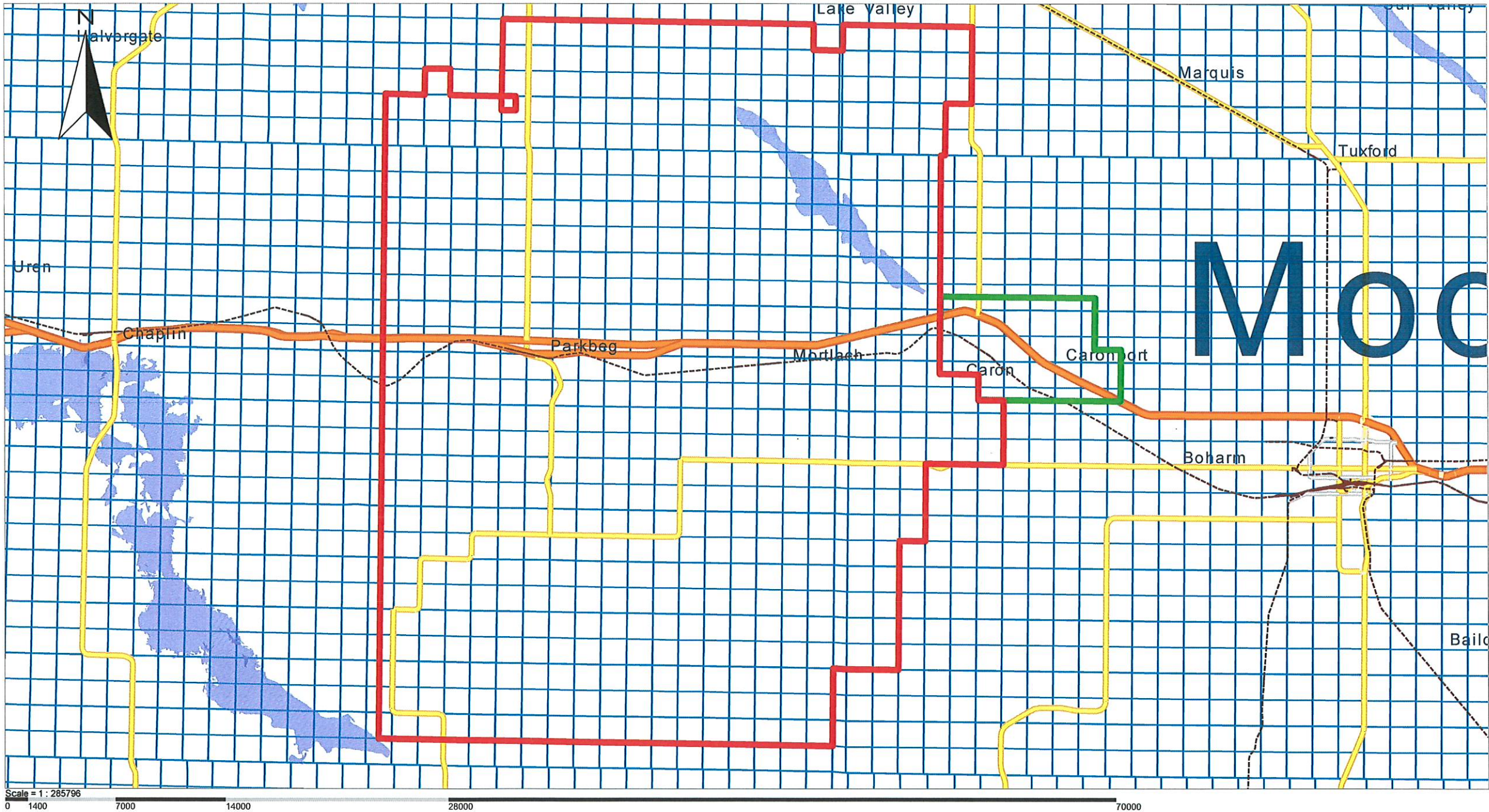
Prepared By:	Date:	Attachments:
Barry Stewart	May 29, 2018	Mortlach School Catchment Boundary

Recommendation:

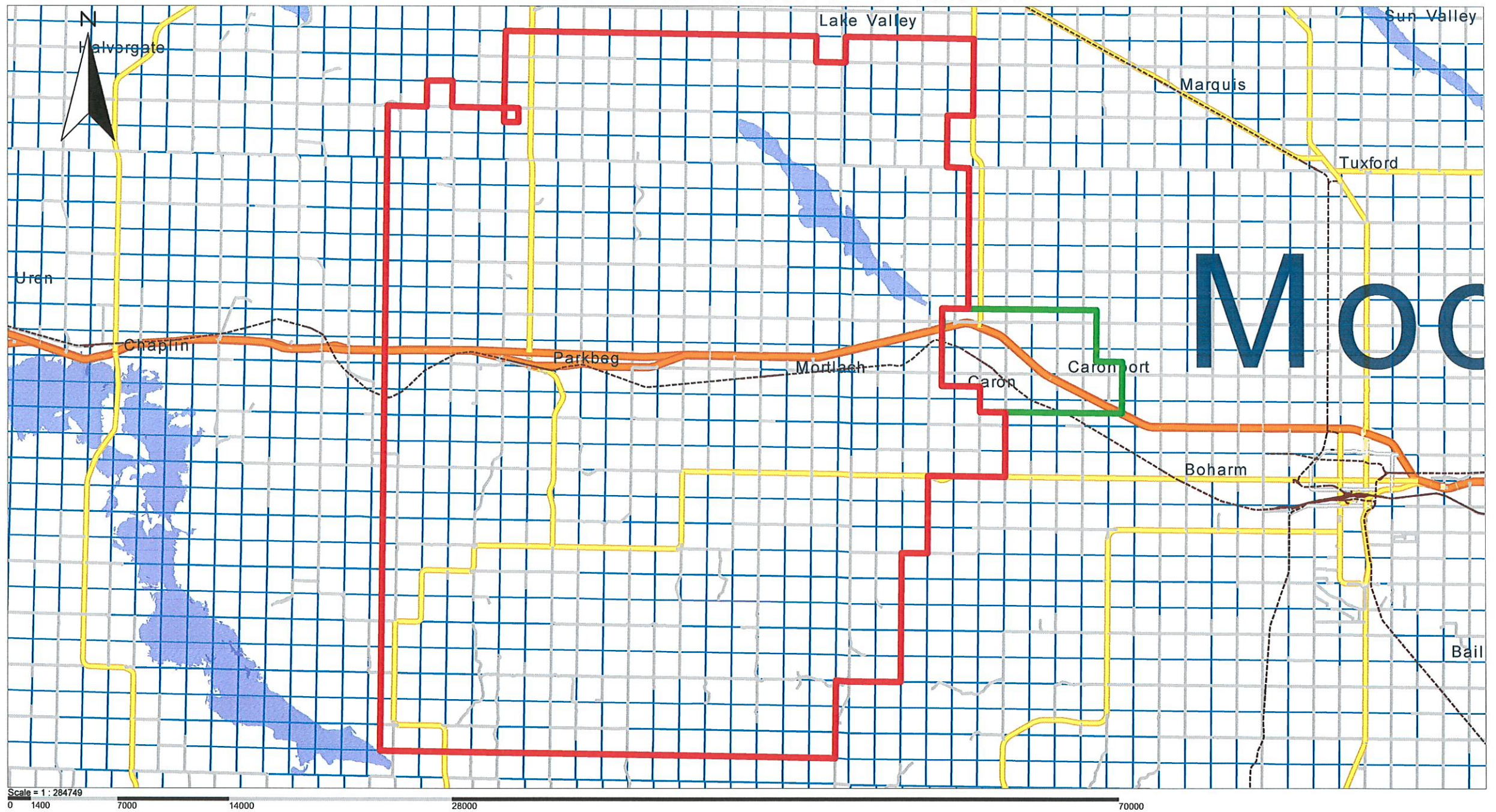
Recommendation from the Rural Catchment Committee:

That the Mortlach School Catchment area boundary be changed as per the attached map.

CURRENT MORTLACH BOUNDARY



PROPOSED MORTLACH BOUNDARY



AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.6
Topic:	Transportation Catchment Area Applications		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Those individuals wishing to change their school catchment area allowing for transportation to another school have to make an application to do so.

Current Status: Please refer to the attached list of an Application to Change a Rural Catchment Area.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Barry Stewart	May 29, 2018	List of Applications; Maps

Recommendation:

Recommendation from the Rural Catchment Committee:

That the Catchment Area Applications from the Rural Catchment Committee be approved as provided.

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.7
Topic:	3rd Quarter Finance Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

In accordance with the Board's annual work plan, a quarterly financial accountability report is to be presented to the Board at the end of each quarter.

Current Status:

I am pleased to submit the the 3rd Quarter Financial Accountability Report to the board. Included is a new feature for the 2017-18 fiscal year is the Transportation Performance report as required by the ministry of education.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	June 6, 2018	Finance Accountability Report

Recommendation:

That the Board receive and file the 2017-18 3rd Quarter Financial Accountability Report.

Source Documents

Policy 12 Section 3. Fiscal Responsibility

- 3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- 3.2. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3. Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

1. Revenue/Expenditure patterns for the 9 month period from September 1, 2017 to May 31, 2018:

Note: the 3rd Quarter budget is estimated at 75% of the annual budget for operational costs and salary and benefit costs except for instruction and transportation where salary and benefits are estimated at 90% as they are paid over a 10 month period.

Revenue:

Overall our revenues are just under 74% of budget at the end of the 3rd quarter.

- Taxes are showing close to the budgeted amount at the end of the quarter however once the final reconciliations are completed this number will be adjusted at year end.
- Grants are at 68% however that is where they should be as we will receive a higher grant amount from January to August as taxes will no longer be collected after January 1, 2018 by school boards. The same concept applies to complementary and external grants. Therefore we will be caught up by the end of the year.
- Other revenue is higher than budgeted as we have received funds of \$72,484 in insurance payments (Chaplin) and \$42,000 in WCB reimbursements, we had budgeted \$200,000 for investments but have had returns of \$328,000.

Expenses:

Our expenses are just under 83% at the end of the 3rd quarter we are projected to be at 85% at this time of year.

- Governance expenses are at 85%. The item that is a large factor in the budget variance is the cost of association memberships which higher than expected when the budget was completed in the spring of 2017. Overall governance expenses are forecast to be very close to budget and should be under the cap as defined by the ministry of education.
- Instruction expenses are under budget at the end of the quarter and likely will be at the end of the year. Part of the reason for the lower expenses is due to lower salary costs than originally anticipated – which has been corrected in the 2018-19 budget. The other contributing factor is that school based budgets are projected to be under budget as well.
- Plant operation expenses appear to be lower for this time of year however the majority of PMR expenses will occur in the last quarter of the fiscal year.
- External expenses are higher than expected as associate schools are able to hire more teachers than the formula allows.

Prairie South Transportation Performance Information

The transportation performance information is a new report for 2017-18 that is now required to be reported to school boards. Attached is the 3rd Quarter transportation report.

Governance Implications

Continue to monitor net effect of expenditures on future net assets and cash.

Prairie South School Division No. 210
Statement of Financial Position
For the Period Ended May 31, 2018

	2018	2017
	\$	\$
Financial Assets		
Cash and Cash Equivalents	29,619,423	22,337,944
Accounts Receivable	524,354	16,540,999
Inventories for Sale	-	15,572
Portfolio Investments	38,794	873,879
Total Financial Assets	30,182,571	39,768,394
Liabilities		
Bank Indebtedness	-	-
Provincial Grant Overpayment	-	-
Accounts Payable and Accrued Liabilities	6,907,583	5,940,555
Short-Term Loans	-	-
Long-Term Debt	103,305	566,878
Liability for Employee Future Benefits	2,796,490	2,363,100
Deferred Revenue	366,896	2,473,846
Total Liabilities	10,174,274	11,344,379
Net Financial Assets (Net Debt)	20,008,297	28,424,015
Non-Financial Assets		
Tangible Capital Assets	52,813,645	59,495,433
Inventory of Supplies for Consumption	22,721	49,098
Prepaid Expenses	321,846	315,930
Total Non-Financial Assets	53,158,212	59,860,461
Accumulated Surplus (Note 14)	73,166,509	88,284,476
Accumulated Surplus is Comprised of:		
Accumulated Surplus from Operations	73,166,509	88,284,476
Accumulated Remeasurement Gains and Losses	-	-
Total Accumulated Surplus (Note 14)	73,166,509	88,284,476

Prairie South School Division No. 210
Statement of Operations and Accumulated Surplus from Operations
For the Period Ended May 31, 2018

	2018 Budget	2018 Actual	2017 Actual
	\$	\$	\$
REVENUES	(Note 15)		
Property Taxation	11,317,931	11,186,979	22,477,275
Grants	66,054,148	44,964,317	36,727,504
Tuition and Related Fees	45,500	41,259	30,150
School Generated Funds	1,243,300	932,476	851,750
Complementary Services (Note 12)	557,324	431,261	407,148
External Services (Note 13)	3,188,791	2,697,747	2,540,167
Other	343,500	533,954	1,869,330
Total Revenues (Schedule A)	82,750,494	60,787,993	64,903,324
EXPENSES			
Governance	318,444	270,204	411,981
Administration	2,890,041	2,133,578	2,197,353
Instruction	57,406,786	48,434,927	44,346,260
Plant	15,179,746	10,057,472	9,003,364
Transportation	6,718,070	5,658,106	5,800,643
Tuition and Related Fees	-	5,750	7,490
School Generated Funds	1,243,300	921,576	851,250
Complementary Services (Note 12)	1,637,689	1,051,526	1,285,519
External Services (Note 13)	3,000,369	3,151,136	2,718,600
Other Expenses	10,674	1,742,245	21,897
Total Expenses (Schedule B)	88,405,119	73,426,520	66,644,357
Operating Surplus (Deficit) for the Year	(5,654,625)	(12,638,527)	(1,741,033)

PRAIRIE SOUTH SCHOOLS – REPORTING TRANSPORTATION PERFORMANCE INFORMATION

September 2017 – June 2018

Performance Indicator*	Results			
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Total students transported	2,619	2,627	2611	
Number of transportation routes	114	114	114	
Number of unfilled routes	0	0	0	
Number of cancelations:	9	132	199.5	
Mechanical	2	11	2	
Weather	2	114	189	
No substitute driver	2	4	8.5	
Other	3	3	0	
Average age of bus fleet	7.84	8.09	8.25	
Capacity utilized on bus (average)	62.3	62.8	62.6	
Average one-way ride time (in minutes)	31	30	28	
Longest one-way ride time (in minutes)	105	91	90	

1st Quarter: Sept. 5th, 2017 - Nov. 30th, 2017

2nd Quarter: Dec. 1st, 2017 - Feb. 28th, 2018

3rd Quarter: Mar. 1st, 2018 - May. 31st, 20184th Quarter: Jun. 1st, 2018 - Aug. 31st, 2018

Emerging issues:

(Please report on some of the main issues/challenges that your transportation department is facing for the quarter).

Regular & spare drivers remain difficult to retain & recruit in rural areas and we have an aging staff.

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.8
Topic:	Rouleau Alternate Calendar Proposal		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Rouleau School SCC is requesting permission to move to an alternate calendar beginning in the fall of 2018.
Current Status:	Currently, Rouleau School follows the traditional school year calendar.
Pros and Cons:	The Rouleau SCC has outlined a series of benefits that they believe will be achieved in their community if they move to an alternate calendar. Research does not show a significant difference in educational attainment with either calendar format.
Financial Implications:	
Governance/Policy Implications:	Both calendars in Prairie South for 2018-2019 have been approved by the Board and the Ministry of Education.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	<ul style="list-style-type: none"> Rouleau SCC ASY Proposal

Recommendation:

That the Board approve the Rouleau SCC Alternate School Year Proposal and direct administration to complete a follow-up review in the spring of 2020.

Rouleau School - Alternate School Year Proposal

Rouleau School Community Council began discussing the alternate calendar in March, 2018. Once Mossbank's announcement of changing to this calendar reached the media, and Avonlea made their intent to explore the same option known, parents began inquiring about Rouleau doing the same. We decided it was our job to provide thorough information on the subject and let our stakeholders make a decision on what was right for our community.

Rationale and Benefits for Rouleau Students

- Less time on the bus (while Rouleau is not a huge bus area, our earliest students are on for 75 minutes each way)
- More family time
- More opportunity to book appointments on time off, reducing lost instructional time
- Increased energy level and focus for students due to fewer days/week
- Earlier start times for extra-curricular sports and tournaments on Fridays and less instructional time missed
- Students available to help with family responsibilities
- Students free to attend events like Agribition, hunting or fishing etc. reducing lost instructional time for outside interests
- Students participating in outside sports like hockey, lacrosse, and dance would reduce their absences when they attend weekend competitions and tournaments, thus reducing lost instructional time
- More breaks for deescalating relationship conflicts
- Increased time for students in high school to complete CWEX hours and special credits
- Students with jobs have an extra day to work and provide support in the community
- Downtime for students in general. The majority of our rural students are involved in all sports, drama productions, SRC activities, etc., all while maintaining a high academic standing (mental health and wellness has been self-identified as the greatest issue facing our senior students)
- Opportunity for Drivers' Ed to be offered on Fridays without loss of instruction time and interruptions for those remaining in the classes they leave

Administration Benefits

- Increased teacher and support staff recruitment/retention
- Increased preparation time on those weekends for teachers, leading to more engaging lessons
- Increased family time for teachers (better balance of work-personal life)
- Increased energy in the classroom (teachers and support staff)
- More opportunities for extra-curricular involvement by staff members
- Financial savings due to reduced number of days on transportation/bus routes
- More bus driver availability (route drivers) for weekend extra-curricular trips
- Reduced noon hour supervision demands and cost
- Reduced teacher/support staff absences for PD, illness and medical appointments

Consultation Process

On April 1st, our SCC met with Director, Tony Baldwin, Superintendent, Derrick Huschi, and Board Trustee, Robert Bachmann. The three clarified the process we would need to undertake, and shared the pros and cons of the Alternate School Calendar. They presented us with copies of research completed by a University of Saskatchewan study, which showed that educationally, there was no advantage or disadvantage to either calendar; it is simply one of practicality. The Rouleau SCC then decided to move forward with the process, and determined the best means of informing our stakeholders and seeking their feedback was through a public information night and vote. The SCC built an information package, and members sat in the gym on both student-led conference nights of March 20th and 21st and personally presented each family with the documents. Posters were then hung in the community, and email reminders were sent. The SCC was also active in inviting all stakeholders through social media. One week before the information night/vote, SCC members contacted all families directly to remind them of the meeting, to respond to their questions and concerns, to get their numbers for the supper we were providing, and to see if they were planning to use the babysitting service at the school. Ultimately, parents with school-aged children (including pre-K), community members, school staff (including bus drivers) and secondary students, were all invited to the April 24th information night and vote.

The SCC invited the following presenters: Director of Education - Tony Baldwin, Superintendent of School Operations – Derrick Huschi, Principal of Gravelbourg School - Jody Lehmann, Gravelbourg parent - Jennifer Jacobs, and Board Trustee Robert Bachmann. Mr. Tony Baldwin spoke about the parameters around setting the school year calendar. He compared both the traditional and alternate school year calendars and how they differ. He referred to the SELU report that compared traditional and non-traditional school learning results and explained that there is no evidence to support or refute that either model is better in terms of the quality of education for the students. He presented the fact that the alternate school year model is grounded in its practicality and preference for communities and not on its educational benefits. Mr. Jody Lehmann, Principal of Gravelbourg High School also presented, as his school had been using the alternate calendar for the last 16 years. Jennifer Jacobs, a parent from Gravelbourg, shared her perspective as a parent who has experienced both calendars. Derrick Huschi shared a quick perspective of the VTECH students and their positive reinforcement of the alternate calendar, and Robert Bachmann shared that, as a Board, they are here to support schools regardless of the calendar they choose. The evening ended with what turned out to be a brief question and answer period, which was followed by the vote.

Voting Guidelines

The SCC set voting parameters ahead of time after consulting with Mr. Tony Baldwin, Mr. Derrick Huschi, and Mr. Robert Bauchman at the SCC meeting on April 1, 2018. We determined that in order to have fair representation, the SCC would aim for 50/71, or 70%, of the families affected, to place a vote. The target percentage to approve the alternate school calendar was set at 75% in favour, which included only voting outcomes from parent stakeholders. Staff without children in the school, students Grade 7 – 11, and community members were also invited to vote, as we wanted a clear picture of the level of support, but only the household

votes of attending students contributed to the 75% parameter. We felt that in order to have school community support moving forward, it was vital that they owned the decision.

Voting Procedures

The SCC decided to allow one ballot per household. Our Vice-Chair of the SCC sat at a table and had people sign in by household to qualify for a ballot. Ballots were color coded to indicate a school family household (pink), community household (yellow), student Grade 7 – 11 (purple) or staff member (green). The ballot consisted of two statements, “I am in favor” and “I am NOT in favour” of the alternate school calendar. Teaching and support staff who did not have children in the school, as well as students, had the option to vote earlier in the day, if they chose. Those voting as attending families of students in Rouleau School had to be present at the meeting in order to vote. If all parent members of a family were physically out of town that evening, they could assign a proxy if they could find one who was not voting within another household vote. One proxy form was signed.

Voting Results

The votes were tabulated by the SCC after the community meeting. The final voting results were as follows:

School Families – 57/71 families voted - 45 in favour, 12 against = 78.9% in favour.

Staff without attending children – 11/13 voted - 10 in favour, 1 against = 91% in favour.

Community Members- 2 households voted - 1 in favour, 1 against = 50% in favour.

Students (Gr. 7 – 11)– 40/47 voted - 30 in favour, 10 against = 75% in favor.

Proposed Calendar

The alternate Prairie South School calendar has already been set for the 2018-19 school year. The daily calendar for Rouleau School would be planned by the principal with consultation from the staff to create a workable timetable with the additional 24 minutes per day.

Request for Approval

As a result of the data we have collected from our stakeholders, the Rouleau SCC is now seeking Board approval for this application for Rouleau School to implement the Alternate School Calendar in 2018-2019.

Jennifer Clark
Rouleau SCC Chairperson

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.9
Topic:	Avonlea Alternate Calendar Proposal		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Avonlea School SCC is requesting permission to move to an alternate calendar beginning in the fall of 2018.
Current Status:	Currently, Avonlea School follows the traditional school year calendar.
Pros and Cons:	<p>The Avonlea SCC has outlined a series of benefits that they believe will be achieved in their community if they move to an alternate calendar. Research does not show a significant difference in educational attainment with either calendar format.</p> <p>Some confusion existed at the Avonlea public meeting related to percentages necessary for the SCC to move forward with a proposal to the Board. This confusion is addressed in the body of the proposal itself.</p>
Financial Implications:	
Governance/Policy Implications:	Both calendars in Prairie South for 2018-2019 have been approved by the Board and the Ministry of Education.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	<ul style="list-style-type: none"> Avonlea SCC ASY Proposal

Recommendation:

That the Board approve the Avonlea SCC Alternate School Year Proposal and direct administration to complete a follow-up review in the spring of 2020.

Avonlea School - Alternate School Year Proposal

Avonlea School Community Council began discussing the Alternate School Calendar this winter when families became aware that the Alternate Calendar was prevalent in the division and a distinct possibility for our community. As more and more K-12 PSSD rural schools were citing its benefits, it only made sense that Avonlea would investigate the alternate school calendar as well.

Rationale and Benefits for Avonlea Students, Families and Staff

The rationale of moving to an alternate school year calendar are to increase student attendance, to maintain and protect instructional time, and to satisfy student/family commitments. Some of the benefits for students, families and staff include the following:

- Less time on the bus (fewer days of long bus rides for many children);
- More opportunity in the off time for family time and commitments;
- More opportunity to book appointments on days off, reducing lost instructional and substitute time;
- Earlier start times for extra-curricular sports and tournaments on Fridays and the reduced disruptions to instructional time as a result;
- Increased availability for students to help more on family farms/businesses;
- Student freedom to attend events like Agribition or like-events, reducing lost instructional time;
- Student ability to participate in outside sports like hockey or dance to reduce absences when they attend weekend competitions and tournaments;
- Student ability to have an extra day to work, reducing student absences for "work";
- Financial savings due to reduced number of transportation/bus routes/substitute costs;
- More bus driver availability (route drivers) for weekend extra-curricular trips;
- Reduced number of days when we are short subs (teacher and support staff); and,
- Reduced teacher/support staff absences for PD, illness and medical appointments.

Consultation Process

The consultation process began in January 2018. The SCC met with Tony Baldwin who explained the pros and cons of the Alternate School Calendar and outlined the procedures to begin the journey for change. The Avonlea SCC decided to pursue this option with the intent of taking it to the community for feedback and providing a public information night, followed by a vote.

Parents with registered pre-kindergarten children, community members, school families, school staff and bus drivers were informed and invited to attend the meeting/vote through various means: emails, the school newsletter, public posters, school website, social media, word of mouth, an information package and a form of personal contact with every family.

The community meeting was held Monday, April 16, 2018. The SCC invited the following presenters: Director of Education - Tony Baldwin, Superintendent of School Operations – Derrick Huschi, Rockglen School Principal and SCC Member – Michelle Marcenko and Debbie McClintock, and Board of Education Representative, Mr. Robert Bachman.

Mr. Tony Baldwin spoke in regards to parameters around setting the school year calendar. He compared both the traditional and alternate school year calendars and how they differ. He referred to the SELU report that compared traditional and non-traditional school learning results and explained that there is no evidence to support or refute that either model is better in terms of the quality of education for the students. He presented the fact that the alternate school year model is grounded in its practicality and preference for communities. Ms. Michelle Marcenko, Principal of Rockglen School along with her SCC Chairperson presented the benefits of the Alternate Calendar Year for her school. The evening ended with a question and answer period followed by a vote.

Voting Guidelines

The SCC set voting parameters at their February meeting. It was decided that in order to have fair representation, the SCC would aim for 70% of school families to vote. The target percentage to approve the alternate school calendar was set at 80% in favour. The SCC reserved the right on how to weigh the staff and community vote.

Voting Procedures

The SCC decided to allow one ballot per household. Families that were divided had to come to a common ground as only one vote was allowed between them. Members of the SCC people sign in by household to qualify for a ballot. Ballots were color coded to indicate a school family household (blue), community member (pink) or staff member (yellow). The ballot consisted of two statements, “in favor of alternate school calendar” and “NOT in favor of the alternate school calendar.” The SCC also held a pre-vote the day of the meeting in order to help those who were unavailable to attend the meeting.

Voting Results

The SCC tabulated the votes after the community meeting. The final voting results were as follows:

	Votes Cast	In Favor	Against	Percent in Favour
Families	60/83	44	16	73%
Staff	16/16	12	4	75%
Totals	76/99	56	20	74%

Data Analysis:

- 77% of families and staff voted;
- 74% of families and staff voted in favor of adopting the Alternate School Calendar.

Notes:

- After the initial ballot count we thought we had confused our percentages of how many were needed to vote and what was required to proceed. After consulting our minutes we verified that in fact we chose 70% to vote and an 80% in favor as our goal.
- Although our projected goal was 80% approval, once reviewing the results we agreed that a 74% approval was something that could not be ignored. We feel 74% is a clear majority and feel a need to proceed.
- One parent voted immediately after the meeting and then discussed the options with others in attendance, after which, he expressed that he would have liked to change his vote to 'in favour'. With this change in vote, our parent vote would have changed to 75% in favor.
- After announcing our plans to move forward with the proposal, the community response has been very positive.
- Of the community vote, 2/3 or 66% were in favor.
- The SCC had also advised that we would take into consideration Rouleau's vote as they are our neighbours and we do many school related things with them. Their vote was also a clear majority which is why we feel the alternate calendar is a positive change for our school.

Proposed Calendar

If approved, Avonlea School would adopt the PSSD Alternate School Calendar as approved at the April Board meeting. The school administration, in consultation with the SCC and staff, would plan the bell schedule to facilitate the students' timetables.

Request for Approval

The Avonlea SCC is now seeking Board approval for this application for Avonlea School to implement the Alternate School Calendar in 2018-2019.

Christina Daniel
Avonlea SCC Chairperson

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	05.10
Topic:	Monthly Reports		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Board has requested monthly updates regarding staff absences and tenders awarded.
Current Status:	Monthly updates are attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	<ul style="list-style-type: none"> Staff Absence Summaries Tender Summary

Recommendation:

That the Board receive and file the monthly reports as presented.

Bus Driver Staff Absences & Casual Usage 2017-2018

Date: April 24 - May 31, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	5.00	2.00%	0.00	0.00%	0.16%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	0.00	0.00%	0.00	0.00%	0.00%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	1.00	0.40%	1.00	0.00%	0.03%
Family Responsibilities	14.00	5.60%	14.00	0.00%	0.46%
Illness - Support	115.00	46.00%	84.00	73.04%	3.77%
Med/Den Appt Support	30.00	12.00%	30.00	100.00%	0.98%
Parenting/Caregiver	2.00	0.80%	1.50	0.00%	0.07%
Pressing Leave	3.50	1.40%	2.00	57.14%	0.11%
Without Pay Support	79.50	31.80%	78.50	98.74%	2.61%
SUB TOTAL	250.00	100.00%	211.00	84.40%	8.19%
Employment Act					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Prairie South					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Total Absences	250.00	100.00%	211.00	84.40%	8.19%

0

Possible Days	Days	Staff	Total Days
April 24 - May 31, 2018	27.00	113.00	3051.00

* 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.

CUPE Staff Absences & Casual Usage 2017-2018

Date: April 24 - May 31, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	20	2.53%	16.75	0.00%	0.28%
Community Service	0.81	0.10%	0.38	0.00%	0.01%
Compassionate Care	6.8	0.86%	3.75	0.00%	0.09%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	3.06	0.39%	2	0.00%	0.04%
CUPE Business - Invo	40.83	5.17%	40.83	0.00%	0.00%
Earned Day Off	11.06	1.40%	10.13	0.00%	0.15%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	29.28	3.71%	26.39	0.00%	0.40%
Illness - Support	356.7	45.19%	181.85	50.98%	4.93%
Med/Den Appt Support	80.05	10.14%	52.43	65.50%	1.11%
Noon Supervision	9.8	1.24%	6.63	0.00%	0.14%
Parenting/Caregiver	30.5	3.86%	11.88	38.95%	0.42%
Pressing Leave	17.15	2.17%	9.29	0.00%	0.24%
Rec. of Service	6.89	0.87%	4.43	0.00%	0.10%
TIL Support	4.36	0.55%	1	22.94%	0.06%
Without Pay Support	58.47	7.41%	44.07	0.00%	0.81%
SUB TOTAL	675.76	85.61%	411.81	60.94%	9.34%
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	67.58	8.56%	24.44	36.16%	0.93%
Workers Compensation	2.42	0.31%	2	0.00%	0.03%
SUB TOTAL	70	8.87%	26.44	37.77%	0.97%
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	5	0.63%	5	0.00%	0.07%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	1.57	0.20%	1.15	0.00%	0.02%
LRNG Meet/PD	11	1.39%	8.5	0.00%	0.15%
PD DEC In Province Support Staff	24.17	3.06%	18.15	0.00%	0.33%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	1.86	0.24%	1.86	0.00%	0.03%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	43.6	5.52%	34.66	0.00%	0.60%
Total Absences	789.36	100.00%	472.91	59.91%	10.91%

Possible Days

April 24 - May 31, 2018

Days

27.00

FTE

267.94

Total Days

7234.38

** 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 24 - May 31, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0	0.00%	0	0	0.00%
Bereavement Leave	0	0.00%	0	0	0.00%
Community Service	0	0.00%	0	0	0.00%
Compassionate Care	2.44	2.43%	0	0	0.19%
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	34.28	34.10%	0	0	2.68%
Med/Den Appt Support	9.45	9.40%	0	0	0.74%
Parenting/Caregiver	1.4	1.39%	0	0	0.11%
Pressing Leave	5.37	5.34%	0	0	0.42%
Without Pay Support	0	0.00%	0	0	0.00%
SUB TOTAL	52.94	52.66%	0	0.00%	4.14%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	47.59	47.34%	0	0	3.72%
Workers Compensation	0	0.00%	0	0	0.00%
SUB TOTAL	47.59	47.34%	0	0.00%	3.72%
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	100.53	100.00%	0	0.00%	7.87%

Possible Days

April 24 - May 31, 2018

Days

27.00

FTE

47.324

Total Days

1277.75

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

Teacher Absences & Substitute Usage

Date Range: April 26, 2018 - May 29, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	33.46	2.66%	24.5	73.22%	0.34%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	7.36	0.58%	7.5	101.90%	0.07%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0.5	0.04%	0.5	100.00%	0.01%
Executive Leave	4.8	0.38%	2.2	45.83%	0.05%
Prep Time	181	14.38%	176	97.24%	1.84%
Pressing Leave	26.5	2.11%	23.4	88.30%	0.27%
PSTA	0	0.00%	0	0.00%	0.00%
Rec. Of Service	92.43	7.34%	83.7	90.56%	0.94%
Leave Without Pay	15.6	1.24%	15.6	100.00%	0.16%
SUB TOTAL	361.65	28.73%	333.40	92.19%	3.68%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	229	18.19%	195	85.15%	2.33%
Illness - Long Term	122.00	9.69%	0	0.00%	1.24%
Medical/Dental Appt	153	12.16%	134	87.58%	1.56%
Internship Seminar	0	0.00%	0	0.00%	0.00%
Paternity/Adoption Leave	2	0.16%	2	100.00%	0.02%
Secondment	1	0.08%	1	100.00%	0.01%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	507.00	40.28%	332.00	65.48%	5.15%
Prairie South					
Extra/Co-curr Teach	109	8.66%	87.9	80.64%	1.11%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	4.96	0.39%	4.3	86.69%	0.05%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	52.1	4.14%	40.7	78.12%	0.53%
Noon Supervision Day	50.7	4.03%	45.9	90.53%	0.52%
PD DEC Teachers	66.9	5.32%	61.8	92.38%	0.68%
School Operations Meet/PD	87.6	6.96%	74.1	84.59%	0.89%
STF Business - Invoice	18.7	1.49%	17	90.91%	0.19%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	389.96	30.98%	331.70	85.06%	3.96%
Total Absences	1258.61	100.00%	997.10	79.22%	12.79%

Teachers (FTE)
427.76

of teaching Days
23

Possible Days
9838.48

Tender Report for the period April 25, 2018 to June 5, 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 the following tenders to report for this period. Bids do not include sales taxes.

- A tender was issued to replace the shop floor at Peacock Collegiate. The tender was awarded to All 'N' All Construction Inc. of Moose Jaw for a cost of \$29,950 plus taxes.
- A tender was issued to replace the boiler at Lafleche Central School. The tender was awarded to C&E Mechanical for a price of \$138,000 plus \$52,900 for controls revisions.
- A tender was issued for the supply of a portable classroom at Sunningdale School. The tender was awarded to 3twenty Modular of Saskatoon for a cost of \$162,259.
- A tender was issued for the supply of PC's, Notebooks, Chromebooks, Monitors and Harddrives. The tender was awarded to Powerland Computers of Regina for a cost of \$184,054.15.
- A tender was issued for the supply of Cisco Switches. The tender was awarded to Powerland Computers for a cost of \$226,659.95.

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	07.1
Topic:	Planning Session Inquiry		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Trustee Radwanski made the following inquiry at the May meeting: <i>Are Planning Sessions as outlined in Board Policy 7 specifically 7.1.1 part of the business of Regular Board Meetings open to the public?</i>
Current Status:	<p>Regular meetings of the Board of Education as described in legislation are the only public meetings of the Board. Committee meetings, including Committee of the Whole planning meetings, are closed in order that Trustees and staff can discuss administrative matters in an open and transparent fashion in order to enhance Trustee understanding of operational matters.</p> <p>The public session of the Board begins with the Call to Order and ends with the Motion to Adjourn at the end of the meeting. The Prairie South Board of Education has chosen to further partition a regular Committee of the Whole session from the monthly public meeting by working in a Committee of the Whole environment from 10:00 am until noon and beginning the public session at 1:00 pm. Paragraph 7.1.1 in Board Policy 7 provides the guideline that each public meeting of the Board of Education shall be preceded by a planning session. As a practical matter, this allows the Board to prepare for the public session and explore operational matters that have been delegated by the Board to administration but that may allow individual Trustees greater insight into governance matters.</p> <p>The SSBA Trustee Code of Ethics speaks to the confidential nature of information discussed at Planning Sessions, in camera meetings, and Committee Meetings, and provides direction as follows:</p> <p><i>I will not divulge confidential information, which I obtain in my capacity as a board member, and I will not discuss those matters outside the meetings of the board or the board's committees.</i></p> <p>The Prairie South Board is a member board of the SSBA.</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	

Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	

Recommendation:

That the Board of Education review the information provided.

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	07.2
Topic:	Provincial Auditor Oversight		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The Provincial Auditor of Saskatchewan selects several school divisions annually and participates more fully in their audit process than in school divisions that are not selected.
Current Status:	Prairie South has been selected for Provincial Auditor participation for the year ending 31 August 2018.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	The Provincial Auditor will issue a report in the spring of 2019 that will detail the audit conducted in the fall of 2018.

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	<ul style="list-style-type: none"> PAS Correspondence 16 May 2018

Recommendation:

That the Board review the materials provided.



May 16, 2018

Mr. Tim McLeod, Chair
Prairie South School Division No. 210
1075 9th Avenue N.W.
Moose Jaw, SK S6H 1V7

Dear Mr. McLeod:

Re: School Divisions' annual audits for year ending August 31, 2018

In this letter we set out an overview of our audit expectations for all 27 school divisions. We are also writing the appointed auditor of each school division to indicate our expectations.

We plan to use a cyclical approach for our direct involvement in the audits of the school divisions. Under this approach, we will annually select a sample of school divisions in which we expect to be involved in the key steps of the audits. We have selected the following school divisions for the year ended August 31, 2018:

Prairie Spirit School Division No. 206
Regina School Division No. 4
Saskatoon School Division No. 13
St. Paul's Roman Catholic Separate School Division No. 20
Good Spirit School Division No. 204
Living Sky School Division No. 202
Lloydminster Public School Division No. 99
Prairie South School Division No. 210
Prairie Valley School Division No. 208

We expect to have less involvement in the financial statement audits of the other 18 school divisions. For these school divisions, we will limit our involvement to reviewing the appointed auditors' opinions/reports and error sheets. Where matters of significance to report to the Legislative Assembly are identified, we will work with the relevant appointed auditor to obtain the necessary assurance to support reporting these matters.

As in prior years, we ask the appointed auditors of each of the 27 school divisions to provide us with a copy of the school division's financial statements, its audit report thereon, the error sheet, and the materiality amount used, as well as the following standard reports for reliance purposes, addressed to the Provincial Auditor:

- a) the appointed auditor's opinion on the School Division's system of control
- b) the appointed auditor's opinion on the School Division's compliance with legislative and related authorities
- c) the appointed auditor's assurance that it performed substantive tests in specified situations; and reported certain matters that have come to its attention during the course of the audit or any other matters that our Office has asked it to report

Confidentiality notice: This may contain confidential information exempt from disclosure under *The Provincial Auditor Act*.

- d) the appointed auditor's letter to management on results of the audit (e.g., management letter, constructive services letter) including a summary of errors in the financial statements

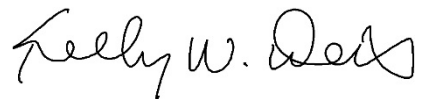
To assist the appointed auditors, we continue to provide each with the following information: copies of key legislation, other authorities and relevant Orders in Council, and audit forms for potential use in the audits.

For the above nine selected school divisions, we work directly with the appointed auditors, using the framework recommended by the *Report of the Task Force on Roles, Responsibilities and Duties of Auditors*. A copy of the framework is available at www.auditor.sk.ca. The Chair of the Board of a selected school division will receive our Audit Involvement Plan with a copy to your key management and appointed auditor. The Plan explains our involvement in the audit and sets out the agreed upon deadline dates. Our involvement includes steps to ensure we can rely on the work and reports of the appointed auditor and agree on the above indicated opinions/reports prior to their issuance. In addition, the appointed auditors of each selected school division will receive directly a letter setting out our planned reliance on their work and reports.

Our 2019 Report to the Legislative Assembly – Volume 1 will include the results of the school division audits for the year ended August 31, 2018. We expect to issue this Report in spring 2019.

If you have any questions or concerns, please do not hesitate to contact me at (306) 787-0027 or Ms Michelle Lindenbach at (306) 787-2716.

Yours truly,



Kelly W. Deis, CPA, CA
Deputy Provincial Auditor

/kf

cc: Mr. R. Currie, Deputy Minister, Ministry of Education
Mr. C. Repski, Assistant Deputy Minister, Ministry of Education
Mr. T. Paton, Provincial Comptroller, Ministry of Finance
Mr. T. Baldwin, Director of Education, Prairie South School Division No. 210
Mr. B. Girardin, Superintendent of Business and Operations, Prairie South School Division No. 210
Ms T. Olfert, CPA, CA, Stark & Marsh CPA LLP

AGENDA ITEM

Meeting Date:	June 12, 2018	Agenda Item #:	07.3
Topic:	Provincial Auditor Follow-Up Report		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	In 2015, the Provincial Auditor of Saskatchewan completed an audit related to Equipping the Board with Knowledge and Competencies to Govern. In that report, the Auditor recommended that Prairie South attend to four areas of deficiency.
Current Status:	A follow-up audit has been completed, and the findings were released by the PAS on 07 June 2018. The four areas of deficiency have been addressed to the satisfaction of the Provincial Auditor's office.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	The PAS findings will be shared at the committee level at the Legislative Assembly next week.

Prepared By:	Date:	Attachments:
Tony Baldwin	June 12, 2018	<ul style="list-style-type: none"> Chapter 24 – 2018 Report, Volume 1

Recommendation:

That the Board review the materials provided.

Chapter 24

Prairie South School Division No. 210—Equipping the Board with Knowledge and Competencies to Govern

1.0 MAIN POINTS

This chapter describes our first follow-up of Prairie South School Division No. 210's actions on the four recommendations made in our 2015 audit of its processes to equip its Board with the knowledge and competencies necessary to govern the Division. By January 2018, the Division had strengthened those processes; it implemented all four recommendations.

Prairie South set out the baseline knowledge and competencies necessary for the Board to govern the Division. It maintains a listing of its current Board's individual and collective assessments for the necessary competencies and knowledge. In addition, Prairie South gives Board members opportunities to learn from each other by deliberately partnering experienced Board members with lesser experienced ones. The Board Chair monitors whether the Board is addressing gaps in individual and collective Board knowledge and competencies. Furthermore, Board members periodically self assess their knowledge and competencies. Results of these assessments help it determine its progress in developing Board governance knowledge and competencies.

2.0 INTRODUCTION

Our *2015 Report – Volume 1*, Chapter 13 included four recommendations related to improving the processes that the Board of Education of Prairie South School Division No. 210 uses to equip itself with the necessary knowledge and competencies to govern the Division.

To conduct this follow-up audit, we followed the standards for assurance engagements published in the *CPA Canada Handbook – Assurance* (including CSAE 3001). To evaluate Prairie South's progress towards meeting our recommendations, we used the relevant criteria from the original audit. Prairie South agreed with the criteria in the original audit.

To carry out our audit, we interviewed Division staff, reviewed Board minutes and policies, and examined documentation of Board member knowledge and competencies maintained by the Division.

3.0 STATUS OF RECOMMENDATIONS

This section sets out each recommendation including the date on which the Standing Committee on Public Accounts agreed to the recommendation, the status of the recommendations at January 25, 2018 and Prairie South's actions up to that date. We found that the Division had implemented all four recommendations.



3.1 Board Assessed Against Knowledge and Competencies Necessary to Govern

We recommended that the Board of Education of Prairie South School Division No. 210 set out its baseline knowledge and competencies necessary to govern the School Division. (2015 Report – Volume 1; Public Accounts Committee agreement January 13, 2016)

Status – Implemented

We recommended that the Board of Education of Prairie South School Division No. 210 maintain a current listing of knowledge and competencies possessed collectively and by individual Board members. (2015 Report – Volume 1; Public Accounts Committee agreement January 13, 2016)

Status – Implemented

Prairie South's Board set out the baseline knowledge and competencies necessary to govern the Division. In addition, it maintains a current listing of the Board's individual and collective assessments for the necessary competencies and knowledge.

The Board revised its policy manual in 2015 to incorporate the determination of the knowledge and competencies necessary for effective governance. It made this determination a part of the regular Board development cycle. The process identified nine necessary Board competencies and knowledge (e.g., administration, governance, teaching, IT, finance). We found that the Board based its process on a respected externally developed school board governance model.

As part of its 2016 Board planning process, we found that Board members each assessed themselves against the nine necessary competencies and knowledge. This gave the Board Chair information on Board members' strengths, as well as areas where the Board could focus development of its knowledge and competencies.¹ For example, we found the assessment indicated that several Board members had experience in governance and human resources, and one member had experience in the areas of IT and risk management. The Division shared the competency assessment results with the Board Chair.

Since 2016, the members of the Prairie South's Board have remained the same.

Periodic competency assessments provide a snapshot of the Board's individual and collective knowledge and competencies.

¹ In December 2017, Division management acknowledged it plans to share the competency assessment results of future Board self-assessments with the entire Board.

3.2 Strategy to Address Knowledge Gaps Implemented and Monitored

We recommended that the Board of Education of Prairie South School Division No. 210 document a plan to address gaps in individual and collective Board knowledge and competencies. (2015 Report – Volume 1; Public Accounts Committee agreement January 13, 2016)

Status – Intent of Recommendation Implemented

We recommended that the Board of Education of Prairie South School Division No. 210 periodically monitor whether Board professional development training addresses gaps in individual and collective Board knowledge and competencies. (2015 Report – Volume 1; Public Accounts Committee agreement January 13, 2016)

Status – Implemented

To address identified Board competency gaps, Prairie South primarily used a strategy of assigning members to its committees in a way that provides them with support to further develop specific Board governance knowledge and competencies. The Board monitored its progress in addressing identified gaps primarily through the work of its committees. Also, it used external subject matter experts to help them address areas where the Board did not have sufficient knowledge.

The Board Chair adopted a strategy to address identified gaps. The Chair used the 2016 self-assessment results to assign Board members to Board committees. The Board Chair deliberately partnered experienced Board members with members who had identified competency gaps. This assignment method developed individual members' knowledge and competencies through mentorship and on-the-job training.

In addition, the Board and its committees are encouraged to consult with external subject matter experts in areas beyond its knowledge or competencies. Furthermore, the Board policy manual expects individual Board members to address their own gaps in knowledge and competencies.

The Board Chair informed us that the Board uses the work of its committees to monitor, on an ongoing basis, its progress in addressing identified gaps. Results of committee work make it apparent where it continues to have Board knowledge/competency gaps, and where it should use the assistance of experts or further develop its knowledge and competencies. Also, it expects to use the results of its next self-assessment to assess its progress. The next assessment process is scheduled to occur in September 2018.

We found that, since the 2016 self-assessment, the Board and its Chair effectively used these strategies. We found:

- When comparing committee membership to the 2016 self-assessment results, the committees included Board members with a mix of self-assessed competency levels relating to the specific committees' mandates—committee composition was giving members the opportunity to learn from each other.



- The Board consulted with external subject matter experts. For example, the Board consulted with Ministry of Education staff when establishing transportation guidelines for Pre-Kindergarten students.
- Board members made efforts to take advantage of relevant professional development opportunities to address their knowledge gaps.

Monitoring progress towards addressing identified gaps helps ensure the Board, collectively, maintains the necessary competencies and knowledge to effectively govern.



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bell.peter@prairiesouth.ca

Dear Prairie South School Division Board Members,

As the staff and students of Belle Plaine Colony School we are happy to announce that the School will be hosting a Progressive Agricultural Safety Fair on June 14th 2018. The show starts at 10:00 am and will continue on through the afternoon till 3:00 pm. Lunch will be provided by the colony.

Along with this announcement we would like to extend an invitation to all of you on the Board. You are welcome to join us in celebrating safety on the farm, and also learning what we can do as a group to improve safety and prevent accidents in our communities. Come, and let's have fun while we're at it!

For more information contact Peter Bell at (306) 345-2103. We hope you will be able to attend.

From the Students of
Belle Plaine Colony School.

AGENDA ITEM

Meeting Date:	June 6, 2018	Agenda Item #:	7.5
Topic:	Sale of Thatcher Drive		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:

In July, 2015, the Prairie South Board of Education moved the Division Office location from Thatcher Drive to 9th Avenue NW in Moose Jaw, and listed the three lots that comprised the Thatcher Drive property for sale. In 2017 two of the lots were sold.

Current Status:

On May 1, 2018 Prairie South School Division received and accepted an offer from a buyer to purchase the remaining lot at Thatcher Drive for the price of \$495,000. The closing date is thirty days after conditions are lifted. The conditions were lifted May 31, 2018. As of this writing the funds are either in the trust fund or in transit. We expect to receive the funds by June 30, 2018.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	June	n/a

Recommendation:

For information only.

AGENDA ITEM

Meeting Date:	12 June 2018	Agenda Item #:	07.6
Topic:	Administrative Procedures Revisions		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: The Board Policy Handbook is supplemented by an Administrative Procedures Manual which is the primary written document by which the Director of Education directs staff.

Current Status: On May 29th, the Administrative Procedures document was reviewed by five teams made up of School-Based Administrators and members of the CAC. As a result of this review, minor updates were made to a number of APs, and four additional APs were developed. Copies of the new Administrative Procedures are attached.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications: Changes to *The Education Act* and the establishment of *The School Division Administration Regulations* will be reflected in the finished Administrative Procedures document.

Communications: Administrative Procedures are posted on the Division's website for staff and public access.

Prepared By:	Date:	Attachments:
Tony Baldwin	12 June 2018	AP 313 – Transferring – Lifts AP 351 – Video Surveillance AP 440 – Employee Working Alone AP 410 – Acknowledgement to Staff

Recommendation:
That the Board review the documents provided.

AP 313

Transferring, Lifting, Reposition Guidelines

Background

Prairie South School Division shall strive to ensure that each student and staff member is provided with a safe environment. To this end, Prairie South Schools has established procedures and guidelines for the use of transferring, lifting, and repositioning students. The following guidelines are adapted from the Transferring Lifting Repositioning (TLR®) program© which was developed by Saskatchewan Association for Safe Workplaces in Health. This program was designed to manage and eliminate risks for students and staff that are associated with lifting, transferring, and repositioning students.

Definitions (Transferring Lifting Repositioning (TLR®) program© Trainer's Guide – 4rd Edition, 2016)

1. Transfer, pulling and pushing wheelchairs

- a. Moving from one surface to another surface/location
- b. Dynamic, cooperative action between worker(s) and student
- c. The student can bear their own weight through part(s) of the body

2. Lift (Manual and Mechanical)

- a. When moving from one surface/location to another surface/location
- b. The student cannot bear their own body weight
- c. Student is unpredictable with physical and/or cognitive performance

3. Reposition

- a. Shifting, moving or adjusting the student's entire body weight on the same surface or between two surfaces of equal height
- b. Most often requires a minimum of two staff

When repositioning a student, workers require aides such as repositioning sheets and may also require the use of mechanical equipment.

Procedures

1. Expectations

- a. All staff use good posture and safe body mechanics during lifts, transfers, and repositions.

- b. All staff must complete a risk assessment including a self risk assessment (e.g. physical status, emotional status, training and experience, communication skills, workload), environmental risk assessment (e.g. potential for violence/aggression, room, lighting, distractions, working surface), equipment risk assessment (e.g. accessibility, capacity, quality, design, manufacturer's intended use), and client mobility risk assessment (e.g. students' communication, cognitive, emotional, and behavioral, medical and physical and functional status).
- c. The staff and student are safe at all times.
- d. Two staff are near the student at all times when using a mechanical lift or when the student is unpredictable.
- e. Proper equipment is in place and safe at all times throughout the move.
- f. Staff should not be lifting students.
- g. All staff that are required to transfer, lift, or reposition students are encouraged to attend a Transferring Lifting Repositioning (TLR®) program® when it is next offered.
- h. All manual lifts must be first instructed by an Occupational Therapist.
- i. A mechanical lift is used / assigned if:
 - i. The student cannot bear their own body weight and weighs over 35lbs
 - ii. The student is uncooperative or unpredictable with physical and/or cognitive performance
 - iii. The staff working with the student are not able to or are not comfortable using a manual lift.
- j. School staff are expected to contact the Superintendent of Learning if:
 - i. A new student is enrolled in the school and requires assistance with transfers, lifts, or repositions.
 - ii. A current student's body weight increases to over 30lbs; this allows for adequate time for an Occupational Therapist to assess the student, choose the proper lift and recommend the proper equipment.
 - iii. A current student's medical or cognitive status changes, affecting the transfer, lift or reposition.
 - iv. A staff member has concerns regarding their or the student's safety during a lift, transfer, or reposition.

2. Exceptions

- a. Students may need to be lifted manually in urgent situations (ie. emergency evacuations or breakdown of equipment).
- b. A mechanical lift can be used for any student requiring assistance at any time if:
 - i. The physical status of the staff member changes and does not allow the staff member to manually lift (ie. injury, pregnancy, etc.).
 - ii. If the physical or cognitive status of the student changes, prohibiting the student from taking part in the moving process.

- c. Some students require specialized lifting, transferring, and repositioning techniques. These are assigned by Wascana Rehabilitation Centre Therapists or other similar service providers.

AP351 Background

The Division believes in providing appropriate levels of supervision for the safety for students, staff and volunteers. Under certain circumstances, video surveillance on Division property, including school buses, may be used for these purposes as well as for the protection of Division property.

Video surveillance may be used to monitor and/or record and is subject to the provisions of the Local Authority Freedom of Information and Protection of Privacy Act.

Procedures

1. Requests for Video Surveillance Installation

- 1.1 A request describing the circumstances that indicate the necessity for the use of video surveillance, are to be electronically submitted to the Facilities/Transportation Supervisor using an "Asset Planner" service request.

Commented [WD1]: Would this be our process or only in the schools would Darren do it?

2. Notice to Students, Parents, Staff and Volunteers

- 2.1 At the beginning of each school year students, parents, staff and volunteers of the Division will be advised that video surveillance may be used on Division property, including school buses (i.e. school newsletter, staff meeting, etc.).
- 2.2 Notification must be prominently displayed indicating areas subject to video surveillance and including to whom questions are to be directed regarding video surveillance.
 - 2.2.1 Any exception to this, such as for a time-limited specific investigation into criminal conduct, must be authorized by the Director or designate on the grounds that covert surveillance is essential to the success of the investigation and the need outweighs the privacy interest of the persons likely to be observed.
 - 2.2.2 Covert surveillance may not be authorized on an ongoing basis.

Commented [SB2R1]: I'm not sure we even need this in here??? We will be installing them on our buses as part of our day-to-day operations... this may have more of an impact on schools. Past practice is that schools make the decision as it is a local budget item. I don't think we should pigeon-hole ourselves to Asset Planner either.

Commented [WD3]: We will have to make sure we have a process in place to remind schools, etc of this

Commented [SB4R3]: I assume this would go out as part of any yearly orientation package. As well, we plan on displaying notices on our buses that they have video surveillance on-board.

Commented [WD5]: We would need to know who the designate is.

3. Installation, Access and Security

- 3.1 The location of video surveillance cameras must be authorized by the Principal in consultation with one or a combination of the following as required: Director, Superintendent of Education with responsibilities for School Operations, Facilities Supervisor, Transportation Supervisor and/or the IT Manager.
- 3.2 Video surveillance is not to be used in locations where appropriate confidential or private activities/functions are routinely carried out (i.e. washrooms, private conference/meeting rooms).
- 3.3 Only designated staff members or agents of the Division shall install or handle video surveillance equipment or have access to recordings.
- 3.4 Video recordings shall be clearly labelled including the date and stored in a secure location.

Commented [SB6R5]: Past practice has been that only the HR Superintendent and/or Manager have requested covert surveillance... I'm speaking as the ex-IT Manager where we have been asked to provide covert/ongoing (limited time... say a month) surveillance using computer equipment and not specifically video surveillance equipment

Commented [WD7]: What does 'ongoing' really mean in this 'may' clause?

Commented [SB8R7]: Not sure what, if any, time frames are legal... privacy act/regulations??

4. Viewing of Video Recordings

- 4.1 Recordings may be initially viewed only by the Principal, Director, Superintendent of Education with responsibilities for School Operations, ~~Facilities Supervisor, Transportation Supervisor and/or Human Resources Supervisor~~ Facilities Manager, Transportation Manager and/or Human Resources Manager or agents responsible for the technical operations of the system (for technical purposes only).
- 4.2 Viewing of recordings shall take place at the Division Office or at the school attended by the student, staff member or volunteer for whom the viewing has been requested.
- 4.3 Video recordings may never be publicly viewed or distributed in any other fashion except as provided by this Administrative Procedure and appropriate legislation.
 - 4.3.1 Monitors used to view video recordings shall not be located in a position that enables public viewing.
- 4.4 All recordings are the property of the Division and will not be made available for public viewing.

Commented [WD9]: We would have to change titles to reflect what we use in PSSD – this is throughout the document

Commented [SB10R9]: Edited

5. ~~Requests to View Video Surveillance Recordings~~

- 5.1 Students, parents/guardians, staff members or volunteers of the Division may request to view segments of recordings relating directly to themselves and according to the Local Authority Freedom of Information and Protection of Privacy Act.
- 5.2 Requests to review must be made within 30 days of the incident.
- 5.3 Depending on the circumstances, requests to view video recordings are to be directed to one of the following:
 - 5.3.1 Principal (student related)
 - 5.3.2 Superintendent with responsibilities for School Operations/Human Resources Supervisor (staff or volunteer related)
 - 5.3.3 Facilities/Transportation Supervisor (Division property related)
 - 5.3.4 Director (if necessary)
- 5.4 Requests to view may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other ground recognized in the Local Authority Freedom of Information and Protection of Privacy Act.
- 5.5 The viewing must be done in the presence of one or a combination of the following: Principal, Director, Superintendent of Education with responsibilities for School Operations, ~~Facilities Supervisor, Transportation Supervisor and/or Human Resources Supervisor~~ Facilities Manager, Transportation Manager and/or Human Resources Manager.
- 5.6 Students, staff or volunteers facing disciplinary action may authorize a union representative or other advocate to view the recording.

Commented [WD11]: AP 180 the Privacy Officer has to authorize access – we could argue though, that if it is outlined in this AP specific to video, that access is given

Commented [SB12R11]: Agreed, this AP should cover it if outlined in here

Commented [SB13]: Edited to reflect our titles

6. Retention and Storage of Video Recordings

6.1 Only the Director, Superintendent of Education with responsibilities for School Operations, Principal, ~~Facilities Supervisor, Transportation Supervisor, Human Resources Supervisor and/or the IT Manager~~ Facilities Manager, Transportation Manager, Human Resources Manager and/or the IT staff as required shall have access to the stored recordings.

Commented [SB14]: Edited to reflect our titles

6.2 Recordings are to be kept unedited until erased in their entirety or ~~destroyed~~.

Commented [WD15]: We probably should reference AP 180 LAFOIP as it talks about destroying records

6.3 ~~Recordings will be overwritten as soon as the incident in question has been resolved or within thirty (30) days unless:~~

Commented [SB16R15]: Most systems automatically overwrite recordings and depending on the size of the disks in the systems, it can vary. I know the bus systems run around 30 days.

6.3.1 being retained at the request of the Director, Superintendent of Education with responsibilities for School Operations, Principal, Facilities Supervisor, Transportation Supervisor, Human Resources Supervisor, the IT Manager, parent, student, staff member or volunteer for documentation related to a specific incident.

Commented [WD17]: I think in our schools, this varies. We would want to ensure whatever date we pick (eg. 30 days) is realistic based on the systems used/data gathered

6.3.2 ~~required for making of a decision about an individual,~~ the recording must be kept for a minimum of one (1) year as required by the Local Authority Freedom of Information and Protection of Privacy Act unless earlier erasure is authorized by or on behalf of the individual.

Commented [SB18R17]: Agreed... this could simply be worded "... or as disk space allows."

Commented [WD19]: Not clear what this means

6.4 Where an incident raises a prospect of a legal claim against the Division, the recording, or a copy of it, ~~shall be sent to the Division's insurers for insurance purposes and a copy retained at the Division Office.~~

Commented [SB20R19]: Guessing this has to do with an ongoing investigation and or probation?? Does it even need to be in here?

Commented [WD21]: Do we want shall or may?

7. Review

7.1 The Principal, Facilities Supervisor, Transportation Supervisor or IT Manager is responsible for the proper implementation and control of the video surveillance system.

Commented [SB22R21]: Unless there is some legal obligation (perhaps Ron knows) I think this could say "**may**"

7.2 The Director or ~~designate~~ shall conduct a review at least annually to ensure that this administrative procedure is being adhered to and to make a report on the use of video surveillance in the Division.

Commented [WD23]: Again, who is the designate?

Commented [SB24R23]: Guessing this simply offloads the actual monitoring of systems to others?

8. Improper Use

8.1 Video surveillance is to be restricted to the uses indicated in these administrative procedures.

8.2 The Division will not tolerate improper use of video surveillance and will take appropriate disciplinary or legal action in any case of wrongful use.

Administrative Procedure 440

EMPLOYEE WORKING ALONE

Background

At any given time Prairie South School may have employees who are working alone, whether regularly or on an occasional basis. This includes working without close or direct supervision by themselves, without colleagues or in isolated work areas during non-office / non-school hours.

Commented [TP1]: Diana's submission NEW
Is the numbering correct?

Definition of "Working Alone"

Saskatchewan's Occupational Health and Safety Regulations, 1996 Section 35 defines working alone as an employee who is working at a "worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency."

Where an employee is working alone, the supervisor, in conjunction with the OH&S Committee, shall identify the risks arising from the conditions and circumstances of the work or the isolation of the place the work is to be performed. The employer shall take all reasonably practicable steps to eliminate or reduce the risks that have been identified.

Procedures

1. All staff will be advised of the procedure for working alone through communications from their supervisor.
2. Any area of risks identified by either the employee, employer or the OH&S Committee will be evaluated to ensure worker safety while working alone.
3. If an area of risk is identified an effective communication system must be established. This could be radio communication, phone/cell phone communication or any other means of communication that has been considered in accordance with the risks involved.
4. If the area of risk identified does not have reasonable safety measures in place, the area of risk should be brought to the attention of the supervisor. The supervisor will then assess the risk area to determine whether specific communication methods, safety equipment or additional procedures may be required. If additional training is required the appropriate training will be provided by the employer.
5. In isolated areas where an employee is required to work on an occasional basis, the employee will inform their supervisor when they will be required to work alone and the location in which the work will take place.
6. If an employee is required to travel to another location different from their usual workplace to perform work, it is an expectation the employee travels with a means of radio or phone communication and ensures their vehicle is equipped with emergency supplies.

June 12, 2018

ACKNOWLEDGMENTS TO STAFF

Background

Human Resources, on behalf of Prairie South Schools, shall send an acknowledgement in accordance with the following:

Procedures

1. Flowers or a donation of \$50 for the:
 - 1.1. Death of an employee
 - 1.2. Death of an employee's child or spouse
 - 1.3. Death of a student
2. A card for the:
 - 2.1. Death of an immediate family member other than a spouse or child
 - 2.2. Birth of a child
3. It will be the responsibility of the superintendent, principal or supervisor to notify Human Resources if an acknowledgement is to be sent in accordance with the above procedure.
4. The principal of the school or supervisor of a department may choose to send an additional acknowledgement on behalf of their staff.