

Prairie South Schools
BOARD OF EDUCATION

September 4, 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. BP 2 Revision**
 - 1.3. Conflict of Interest**
 - 1.4. Board of Ed Knowledge and Competencies**
 - 1.5. Personnel Matters**
 - 1.6. Committee Reports**
 - 1.6.1. Student Outcomes
 - 1.6.2. Business, Infrastructure, Governance
 - 1.6.3. Innovation
 - 1.6.4. Partnerships and Teambuilding
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
- 5. Decision and Discussion Items**
 - 5.1. Board Meeting and Committee of the Whole Meeting Dates**
 - 5.2. Board Policy 1 Revision**
 - 5.3. Board Policy 2 Revision**
 - 5.4. Board Engagement Plan**
 - 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**
 - 5.6. Personnel Matter**
- 6. Delegations and Presentations**
 - 6.1. Brandie Shepherd – Request to Revisit Transportation Decision - 1:45**
- 7. Information Items**

- 7.1. Transportation Performance review**
 - 7.2. SSBA Submission of Bylaw Amendments and Resolution.2018 AGM**
 - 7.3. Staff Satisfaction Improvement Plan**
 - 7.4. Organizational Chart**
 - 7.5. CAC Leadership Porfolios**
- 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 BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 1075 9th Avenue NW, Moose Jaw, Saskatchewan on August 14, 2018 at 1:00 p.m.

Attendance: Dr. S. Davidson; Ms. M. Jukes; Mr. A. Kessler; Mr. T. McLeod; Ms. D. Pryor; Ms. G. Wilson; Mr. B. Swanson; Mr. R. Bachmann; D. Welter, Manager of Human Resources; D. Teneycke, Superintendent of School Operations; T. Baldwin, Director of Education; S. Robitaille; Superintendent of Business & Operations; P. Thomas, Executive Assistant

Regrets: Trustee L. Young and Trustee J. Radwanski

Presentations:

Motions:

- | | | |
|---|--|---------|
| 08/14/18 – 2958 | That the meeting be called to order at 1:04 p.m.
- McLeod | Carried |
| 08/14/18 – 2959 | That the Board adopt the Agenda.
-Davidson | Carried |
| 08/14/18 – 2961 | That the Board adopt the 20180627 Minutes.
-Pryor | Carried |
| 08/14/18 – 2962 | That the board approve the revised agreement with Briercrest College and Seminary for the operation of Briercrest Christian Academy Associate School to reflect the change in wording as pointed out in the Director of Education's comments.
-Bachmann | Carried |
| 08/14/18 - 2963 | That due to the confidential nature of agenda item 4.2, the Board move to Closed Session.
-Wilson | Carried |
| 1:10 p.m. Session Closed
3:52 p.m. Session Reconvened | | |
| Trustee Jukes declared a conflict of interest and recused herself from debate regarding item 4.2. | | |
| 08/14/18 – 2964 | That the Board meeting reconvene in open session.
-Kessler | Carried |
| 08/14/18 – 2965 | That the Board confirm Motion 2953 dated June 27, 2018 related to the recommendation of the Director of Education regarding Briefing Note 180627-01 dated June 27, 2018.
-Davidson | Carried |
| 08/14/18 – 2966 | That the meeting be adjourned at 3:57 p.m.
- Wilson | Carried |

T. McLeod
Chair

S. Robitaille
Superintendent of Business & Operations

Next Regular Board Meeting:

Date: September 4, 2018
Location: Board Office, Moose Jaw, SK

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	05.1
Topic:	Board Meeting and Committee of the Whole Meetings, 2018-2019		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In initial meeting schedule for the 2018-2019 school year was approved by the Board in June, 2018.
Current Status:	The date of one set of provincial meetings (Directors, PLT, Board Chair Teleconference) has been adjusted since June. In order to accommodate these meetings, the February meeting date has been adjusted from February 5 th to February 12 th . All other dates remain as adopted in June, 2018.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	September 4, 2018	<ul style="list-style-type: none"> Board Meetings and Committee of the Whole Planning Meetings, 2018-2019

Recommendation:

That the Board adopt the schedule of meetings as presented.

BOARD MEETINGS AND COMMITTEE OF THE WHOLE PLANNING MEETINGS, 2018-2019

September 2018	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, September 4 • Organizational Meeting, 1:00 pm – 4:00 pm, September 4 • Regular Meeting, Immediately Following Organizational Meeting, September 4
October 2018	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, October 2 • Regular Meeting, 1:00 pm – 4:00 pm, October 2 • Committee of the Whole Planning Meeting, 10:00 am – 4:00 pm, October 23
November 2018	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, November 6 • Regular Meeting, 1:00 pm – 4:00 pm, November 6 • Special Meeting, 10:00 am – 12:00 pm, November 27 • Committee of the Whole Planning Meeting, 1:00 pm – 4:00 pm, November 27
December 2018	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, December 4 • Regular Meeting, 1:00 pm – 4:00 pm, December 4
January 2019	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, January 8 • Regular Meeting, 1:00 pm – 4:00 pm, January 8
February 2019	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, February 12 • Regular Meeting, 1:00 pm – 4:00 pm, February 12
March 2019	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, March 12 • Regular Meeting, 1:00 pm – 4:00 pm, March 12 • Committee of the Whole Planning Meeting, 10:00 am – 4:00 pm, March 26
April 2019	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, April 2 • Regular Meeting, 1:00 pm – 4:00 pm, April 2 • Committee of the Whole Planning Meeting, 10:00 am – 4:00 pm, April 29 • Committee of the Whole Planning Meeting, 10:00 am – 4:00 pm, April 30
May 2019	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, May 7 • Regular Meeting, 1:00 pm – 4:00 pm, May 7 • Committee of the Whole Planning Meeting, 10:00 am – 4:00 pm, May 28
June 2019	<ul style="list-style-type: none"> • Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, June 11 • Regular Meeting, 1:00 pm – 4:00 pm, June 11

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	05.2
Topic:	BP 1 Revision		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>“Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide direction and guidelines for the action of the Board, Director of Education, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.</p> <p>The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.</p> <p>Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Director of Education to exercise professional judgment in the administration of the Division.” -BP 10</p> <p>Changes to The Education Act, 1995 and the establishment of The School Division Administration Regulations, 2017 require an update to Board Policy.</p>
Current Status:	<p>The updated BP1, Division Foundational Statements is attached. Changes to the policy itself include only the legal references. BP1 was extensively revised as part of the strategic planning process in 2016-2017.</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	

Legal Implications:	
Communications:	The Director of Education shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

Prepared By:	Date:	Attachments:
Tony Baldwin	September 4, 2018	<ul style="list-style-type: none"> BP1 04 September 2018

Recommendation:

That the Board approve Board Policy 1 updated 04 September 2018.

DIVISION FOUNDATIONAL STATEMENTS

Mission and Vision

Learning together for our future.

Our motto or positioning statement, “Learning together”, is taken directly from our mission-vision statement. At Prairie South, we learn from one another, from our learning environments, and from our communities. We embrace the opportunity to be life-long learners, and understand the significance of learning how to learn.

Core Values

1. Development of the Whole Child

At school students:

- learn how to learn;
- achieve at their highest levels;
- contribute to their school community; and
- participate in the communities at large.

2. Community Involvement & Engagement

Community involvement is important because:

- our schools connect people with learning and community;
- public participation helps us make better decisions; and
- diverse perspectives create a better understanding of need.

3. Division Transparency

We build trust and credibility with our community members by:

- sharing information that improves the public’s understanding of our decisions and policies;
- showing how we spend our monies to deliver services; and
- maintaining the code of ethics established by the Board.

4. A Collective Common Sense Approach

Our decisions and policies reflect the needs of our communities and are based on:

- careful research;
- accurate data; and
- informed judgment.

Logo

The purpose of the Prairie South logo is to visually represent the school division and effectively communicate who we are.



Commitments:

Prairie South is committed to quality learning through:

1. Students and Families: building blocks for learning.

We work together with caring people in student homes to prepare students for the future. Our decisions and policies reflect the best interest of our students.

2. Learning Environments: places of learning.

Our learning environments encourage 21st Century competencies through responsive instruction and assessment, innovative delivery models, and a student first culture. Our learning environments contribute to physical, mental, and spiritual well-being.

3. Inclusive Communities: partners in learning.

Our communities, their individuals, businesses, public and private agencies are our partners in learning. Our communities are involved in the process of determining needs, identifying resources, and creating solutions for our learning environments.

4. Our People: champions of learning.

Our people have the power to inspire greatness through their attitudes and actions. Prairie South staff are leaders in learning, and share their talents and abilities with one another for the betterment of students, families, learning environments, and communities.

Prairie South School Division Strategic Direction & Decision Making Model



Reference: *The Education Act, 1995, Section 85*

September 4, 2018

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	05.3
Topic:	BP 2 Revision		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>“Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide direction and guidelines for the action of the Board, Director of Education, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division. Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board.</p> <p>The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and provincial as well as federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.</p> <p>Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and the opportunity for the Director of Education to exercise professional judgment in the administration of the Division.” -BP 10</p> <p>Changes to The Education Act, 1995 and the establishment of The School Division Administration Regulations, 2017 require an update to Board Policy.</p>
Current Status:	The updated BP2, Role of the Board is attached. Changes to the policy itself include only typographical edits and legal references while changes to Appendix A, Board Annual Work Plan are related to current practices of the Board of Education.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	

Legal Implications:	
Communications:	The Director of Education shall arrange for all Board policies and administrative procedures and subsequent revisions to be posted on the Division's website, in a timely manner, for staff and public access.

Prepared By:	Date:	Attachments:
Tony Baldwin	September 4, 2018	<ul style="list-style-type: none"> BP2 (including Appendix A) – 04 September 2018

Recommendation:

That the Board approve Board Policy 2 updated 04 September 2018.

BOARD ANNUAL WORK PLAN

SEPTEMBER

Regular Board Meeting Agenda Items

- Consider nomination of a program for the Premier's Award For Innovation
- Organizational Meeting – Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, approve missed meetings resolution, set per diems and trustee honorariums and authorize borrowing resolution
- Approve Board Engagement Plan

Events/Action

- SSBA Board Chairs' Meeting
- Trustee Competencies Self-Assessment
- Chair completes Committee Appointments
- Public Section Executive Meeting

Budget Considerations

- Review operations and priorities
- Review proposed Capital Plan

OCTOBER

Regular Board Meeting Agenda Items

- Approve Resolutions (if any) for SSBA Fall General Assembly
- Review Student Achievement (I) Accountability Report

Events/Action

- Education Week

Budget Considerations

- Review operations and priorities

NOVEMBER

Regular and Special Board Meeting Agenda Items

- Review School and Division Improvement Accountability Report
- Appoint Voting Delegates and allocate votes for the SSBA Fall General Assembly
- Approve Annual Report for submission to Ministry of Education
- Approve Annual Financial Statements
- Review audit report and management letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Review ESSP Outcome Plans

Events/Action

- SSBA Fall General Assembly and AGM
- Public Section General Meeting
- SSBA Board Chairs' Council Meeting

Budget Considerations

- Review operations and priorities

DECEMBER

Regular Board Meeting Agenda Items

- Review Facilities Accountability Report
- Review Strategic Plan

Budget Considerations

- Review operations and priorities

JANUARY

Regular Board Meeting Agenda Items

- Approval of budget assumptions
- Review Progress, Board Advocacy Plan and Board Development Plan
- Review Legal Update of any outstanding cases
- Review Human Resources Accountability Report
- Review First Quarter Financial Accountability Report

Budget Considerations

- Review Budget Work Plan including dates
- Review operations and priorities
- Draft Budget Assumptions/Priorities

FEBRUARY

Regular Board Meeting Agenda Items

- Review initial projected enrollment for next year
- Review draft school year calendar
- Review Transportation Accountability Report

Events/Action

- SSBA Board Chairs' Council Meeting
- Public Section Executive Meeting
- Staff Appreciation Week

Budget Considerations

- Review operations and priorities

MARCH

Regular Board Meeting Agenda Items

- Approve school year calendar
- Review Early Learning Accountability Report
- Engage with VTEC Student Group

Events/Action

- Rural Congress
- Provincial Budget

Budget Considerations

- Review funding from Ministry
- Review operations and priorities

APRIL

Regular Board Meeting Agenda Items

- Review Second Quarter Financial Accountability Report

Events/Actions

- SSBA Spring Assembly Meeting
- Public Section Executive Meeting
- SSBA Board Chairs' Council Meeting
- SCC Elections

- Conduct and approve Director annual evaluation
- Participate in a facilitated Board self-evaluation and approve a positive path forward

Budget Considerations

- Mid-year review and realignment

MAY

Regular Board Meeting Agenda Items

- Budget

Events/Action

- SCC Inservices
- Graduation ceremonies
- Alignment of planning for upcoming year

JUNE

Regular Board Meeting Agenda Items

- Review Third Quarter Financial Accountability Report
- Review Student Achievement (II) Accountability Report
- Approve Board Revisions to Annual Work Plan

Events/Action

- Public Section General Meeting
- Graduation ceremonies

ONGOING

- Consider new developments and directions from Ministry of Education
- Attend meetings as determined by the Board
- Engage in individual trustee development approved by the Board
- Engage in celebration/recognition of students, staff and community
- Attend School Community Council meetings as scheduled and upon invitation
- Attend Board Committee meetings as assigned
- Complete other duties as described in Board Policy

Policy 2

ROLE OF THE BOARD

1. Accountability to Provincial Government

- 1.1. Act in accordance with all statutory requirements to implement provincial educational standards and policies.
- 1.2. Perform Board functions required by governing legislation and existing Board policy.

2. Accountability to Community

- 2.1. Make decisions that reflect Prairie South Schools' Vision, Mission, Values and Commitments and that represent the interests of the entire School Division.
- 2.2. Establish processes and provide opportunities for information sharing with and engagement of the community and for community input.
- 2.3. Report Division results at least annually.
- 2.4. Develop procedures for and hear appeals as required by statute and/or Board policy.
- 2.5. Model a culture that reflects the Board's Code of Conduct.
- 2.6. Provide for two-way communications between the Board and the School Community Councils.

3. Strategic Plan

- 3.1. Provide overall direction for the School Division by establishing mission, vision, values and commitments.
- 3.2. Annually approve priorities and key results.
- 3.3. Approve annual report for distribution to the public.
- 3.4. Annually approve budget (driven by the Strategic Plan).
- 3.5. Annually review the effectiveness of the School Division in achievement of student learning (student learning accountability reports).
- 3.6. Monitor progress toward the achievement of key results.

4. Policy

- 4.1. Identify the purpose to be achieved before creating a new policy.
- 4.2. Annually review policy statements.

5. Director of Education / Board Relations

- 5.1. Select the Director of Education and approve the contract.
- 5.2. Provide the Director of Education with clear corporate direction.

- 5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 5.4. Make provision for the regular evaluation of the Director of Education.
- 5.5. Make provision for the regular review of the Director of Education's compensation.

6. Political / Advocacy

- 6.1. Annually approve a plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms.

7. Board Development

- 7.1. Ensure a facilitated Board Self Assessment is conducted annually, a positive path forward is developed as a result of this assessment and the direction identified in the positive path forward are addressed in the following year.
- 7.2. Determine knowledge and competencies necessary for effective governance and ensure gaps in knowledge and competencies are addressed.
- 7.3. Develop yearly plan for board development.
- 7.4. Consider Saskatchewan School Boards Association and CSBA resources.
- 7.5. Time activate the board development plan in the board annual work plan.

8. Fiscal

- 8.1. Annually approve budget and ensure resources are allocated to achieve desired results.
- 8.2. Annually approve the five-year capital plan and review facilities master plan. Submit the five-year capital plan to Ministry of Education by the due date.
- 8.3. Provide budget information to the Ministry of Education as per Ministry deadlines.
- 8.4. Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
- 8.5. The Board of Education has delegated authority 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 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 by the Education Act 1995 exceeding \$200,000.
- 8.6. Approve the submission of PMR projects to Ministry of Education.
- 8.7. Approve unanticipated expenditures of over \$100,000, which cannot be covered within the current budget.
- 8.8. Appoint the auditor and approve the terms of engagement for the auditor.

- 8.9. Receive the audit report and the management letter and ensure quality indicators are met and any identified deficiencies are remediated in a timely manner.
- 8.10. Set the mandate for employee group negotiations.
- 8.11. Ratify memoranda of agreement with bargaining units and approve conditions of employment changes for out-of-scope employees.
- 8.12. Approve the teaching/staffing formula basis annually.
- 8.13. Review financial accountability reports on a quarterly basis.
- 8.14. Dispose of lands and buildings, and approve lease, transfer or exchange of lands or buildings.
- 8.15. Authorize contributions to and expenditures from internally restricted surplus.

9. Recognition/celebration

- 9.1. Host annual partnership luncheon.
- 9.2. Make provision for annual service recognition.
- 9.3. Host annual meeting of electors.

Selected Responsibilities

1. Name schools, rooms and other Board-owned properties.
2. Approve School Division sponsorships in excess of \$2500.
3. Approve the purchase of Board memberships in non-educational associations.
4. Approve school catchment areas.
5. Approve school calendar.
6. Approve non-funded pre-k programs.
7. Approve in principle applications for associate school status and approve the MOU's with associate schools.
8. Approve Division Partnerships.
9. Hearing of unresolved student and staff complaints of discrimination or harassment.
10. Serve as the final level of internal appeal.
11. Approve changes to the organizational structure.
12. Approve joint facility use agreements.
13. Provide final approval for School Community Development funding.
14. Approve student out of province travel.
15. Approve the location and grade levels for language learning offerings.

Reference: *The Education Act, 1995*, Sections 61, 85, 87, 277, 280, 282, 283, 286, 344, 355
The Education Regulations, 2015, Section 83
The School Division Administration Regulations, 2017, Sections 51, 52, 53, 54, 55, 57, 59, 61, 63, 64, 65, 66, 68, 69

September 4, 2018

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	05.4
Topic:	Board Engagement Plan 2018-2019		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In 2014-2015, the Board embarked on an engagement plan designed to bolster relations between the Board and the three employee groups in Prairie South Schools. As part of the strategic planning process completed in 2017, the Board expanded their engagement strategies to include Prairie South communities and other governance entities.
Current Status:	A recommended Board engagement plan for the upcoming school year is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	Communication as determined by the Partnerships and Teambuilding Committee.

Prepared By:	Date:	Attachments:
Tony Baldwin	04 September 2018	Board Engagement Plan 2018-2019

Recommendation:

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

Prairie South Schools Board of Education
Community Engagement Plan 2018-2019
04 September 2018

Preamble

The Board is interested in building relationships with Prairie South communities through an open communication process with School Community Council volunteers and other community leaders. The Board is eager to explore opportunities to discuss educational and community issues in a forum that is solution-focused and specific to the realities in different communities in Prairie South. This plan focuses on community engagement in 2018-2019.

In previous years, Trustees have focused on staff engagement, meeting with representatives from CUPE and the PSTA in isolation and in their context as members of a regular school staff. During a strategic planning process completed in Fall 2017, the Board determined that it was appropriate to expand the scope of their engagement work to communities, with the understanding that they are as unique as the schools found within them.

Community/Board Engagement

The Community/Board Engagement Forum is independent of administrative structures in place to support teaching and learning in Prairie South Schools. The mandate of the Community/Board Engagement Forum is to provide an open communication opportunity between communities and the Trustees who are elected to represent the public in Prairie South. Community/Board Engagement Forum meetings will be held in four communities in October, November, March, and June. Trustees who are part of the Partnerships and Teambuilding committee of the Board will select which communities they want to visit, and will work in collaboration with local SCCs to determine who will be invited to attend in each case.

Staff Satisfaction Survey

While the focus of the Board's engagement work will be on community engagement in 2018-2019, a secondary focus will be the implementation of the Staff Satisfaction Improvement Plan, based on the feedback received from all Prairie South staff in January, 2018. A follow-up survey will be completed in January 2020.

MLA Engagement

The Prairie South Schools Strategic Plan commits to a minimum of one contact between the Board and members of local government, including Reeves and Mayors, and the Board and MLAs who represent part of Prairie South. The Partnerships and Teambuilding Committee will review strategies related to outreach in this area for 2018-2019.

Teacher Absences & Substitute Usage

Date Range: May 30, 2018 - June 30, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	15.81	1.40%	7.8	49.34%	0.16%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	12.88	1.14%	8.9	69.10%	0.13%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	5.66	0.50%	0	0.00%	0.06%
Prep Time	390.52	34.62%	383.62	98.23%	3.97%
Pressing Leave	19.57	1.74%	16.8	85.85%	0.20%
PSTA	10.08	0.89%	9.5	94.25%	0.10%
Rec. Of Service	92.99	8.24%	76.2	81.94%	0.95%
Leave Without Pay	6.35	0.56%	4.87	76.69%	0.06%
SUB TOTAL	553.86	49.10%	507.69	91.66%	5.63%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	164.25	14.56%	131.47	80.04%	1.67%
Illness - Long Term	110.50	9.80%	0	0.00%	1.12%
Medical/Dental Appt	89.73	7.96%	72.1	80.35%	0.91%
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	2	0.18%	1	50.00%	0.02%
SUB TOTAL	366.48	32.49%	204.57	55.82%	3.72%
Prairie South					
Extra/Co-curr Teach	46.83	4.15%	34.2	73.03%	0.48%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	40.21	3.56%	34	84.56%	0.41%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	45.34	4.02%	37.2	82.05%	0.46%
Noon Supervision Day	31	2.75%	26.6	85.81%	0.32%
PD DEC Teachers	10.16	0.90%	6.8	66.93%	0.10%
School Operations Meet/PD	30.06	2.67%	24.72	82.24%	0.31%
STF Business - Invoice	4	0.35%	4	100.00%	0.04%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	207.60	18.41%	167.52	80.69%	2.11%
Total Absences	1127.94	100.00%	879.78	78.00%	11.46%

Teachers (FTE)
427.76

of teaching Days
23

Possible Days
9838.48

Bus Driver Staff Absences & Casual Usage 2017-2018

Date: June 1 - 30, 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	0.50	0.34%	0.50	0.00%	0.02%
Community Service		0.00%	0.00	0.00%	0.00%
Compassionate Care	2.00	1.36%	2.00	0.00%	0.09%
Competition Leave		0.00%	0.00	0.00%	0.00%
Convocation Leave	0.50	0.34%	0.50	0.00%	0.02%
Family Responsibilities	2.00	1.36%	2.00	0.00%	0.09%
Illness - Support	59.50	40.56%	37.00	62.18%	2.77%
Med/Den Appt Support	29.20	19.90%	23.00	78.77%	1.36%
Parenting/Caregiver	3.00	2.04%	3.00	0.00%	0.14%
Pressing Leave	3.50	2.39%	3.50	100.00%	0.16%
Without Pay Support	46.50	31.70%	46.00	98.92%	2.17%
SUB TOTAL	146.70	100.00%	117.50	80.10%	6.83%
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	146.70	100.00%	117.50	80.10%	6.83%

0

Possible Days	Days	Staff	Total Days
June 1 - 30, 2018	19.00	113.00	2147.00

* 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: June 1 - 30, 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	16.83	3.54%	12.56	0.00%	0.30%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	6.46	1.36%	1.5	0.00%	0.12%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	4.93	1.04%	2.43	0.00%	0.09%
CUPE Business - Invo	8.81	1.85%	8.56	0.00%	0.00%
Earned Day Off	6.7	1.41%	6.56	0.00%	0.12%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	18.83	3.96%	12	0.00%	0.34%
Illness - Support	195.38	41.13%	75.19	38.48%	3.48%
Med/Den Appt Support	27.74	5.84%	14.97	53.97%	0.49%
Noon Supervision	2	0.42%	2	0.00%	0.04%
Parenting/Caregiver	16.58	3.49%	8.89	53.62%	0.30%
Pressing Leave	10.12	2.13%	8.66	0.00%	0.18%
Rec. of Service	4.28	0.90%	3.87	0.00%	0.08%
TIL Support	5.03	1.06%	0	0.00%	0.09%
Without Pay Support	7.43	1.56%	5.97	0.00%	0.13%
SUB TOTAL	331.12	69.70%	163.16	49.28%	5.90%
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	125.46	26.41%	34.81	27.75%	2.24%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	125.46	26.41%	34.81	27.75%	2.24%
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	2.48	0.52%	0.59	0.00%	0.04%
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	8.01	1.69%	4.58	0.00%	0.14%
PD DEC In Province Support Staff	8	1.68%	2	0.00%	0.14%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	18.49	3.89%	7.17	0.00%	0.33%
Total Absences	475.07	100.00%	205.14	43.18%	8.46%

Possible Days

June 1 - 30, 2018

Days

21.00

FTE

267.29

Total Days

5613.09

** 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: June 1 - 30, 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	2	2.35%	0	0	0.20%
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	1	1.18%	0	0	0.10%
Family Responsibilities	0	0.00%	0	0	0.00%
Illness - Support	27.5	32.38%	0	0	2.77%
Med/Den Appt Support	7.8	9.18%	0	0	0.78%
Parenting/Caregiver	1.44	1.70%	0	0	0.14%
Pressing Leave	3.86	4.54%	0	0	0.39%
Without Pay Support	0	0.00%	0	0	0.00%
SUB TOTAL	43.6	51.33%	0	0.00%	4.39%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	41.34	48.67%	0	0	4.16%
Workers Compensation	0	0.00%	0	0	0.00%
SUB TOTAL	41.34	48.67%	0	0.00%	4.16%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0	0.00%
BUSI Meet/PD	0	0.00%	0	0	0.00%
FACI Meet/PD	0	0.00%	0	0	0.00%
HUMA Meet/PD	0	0.00%	0	0	0.00%
LRNG Meet/PD	0	0.00%	0	0	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0	0.00%
TRAN Meet/PD	0	0.00%	0	0	0.00%
PD Out of Province	0	0.00%	0	0	0.00%
SUB TOTAL	0	0.00%	0	0	0.00%
Total Absences	84.94	100.00%	0	0.00%	8.55%

Possible Days

June 1 - 30, 2018

Days

21.00

FTE

47.324

Total Days

993.80

** 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: July 1 - 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	0.75	0.32%	0	0.00%	0.06%
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%
CUPE Business - Invo	0.16	0.07%	0	0.00%	0.00%
Earned Day Off	0	0.00%	0	0.00%	0.00%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	61.28	26.08%	0	0.00%	4.98%
Med/Den Appt Support	2.25	0.96%	0	0.00%	0.18%
Noon Supervision	0	0.00%	0	0.00%	0.00%
Parenting/Caregiver	3.5	1.49%	0	0.00%	0.28%
Pressing Leave	0.38	0.16%	0	0.00%	0.03%
Rec. of Service	0	0.00%	0	0.00%	0.00%
TIL Support	5.94	2.53%	0	0.00%	0.48%
Without Pay Support	9	3.83%	0	0.00%	0.73%
SUB TOTAL	83.26	35.43%	0	0.00%	6.77%
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	151.72	64.57%	22.44	14.79%	12.34%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	151.72	64.57%	22.44	14.79%	12.34%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	0	0.00%	0	0.00%	0.00%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	0	0.00%	0	0.00%	0.00%
Total Absences	234.98	100.00%	22.44	9.55%	19.11%

Possible Days

July 1 - 31, 2018

Days

21.00

FTE

58.543

Total Days

1229.40

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

** This month includes 12 month staff only.

Out of Scope Staff Absences & Casual Usage 2017-2018

Date: July 1 - 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	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	10.91	4.54%	0	0	1.20%
Med/Den Appt Support	9.29	3.87%	0	0	1.02%
Parenting/Caregiver	0	0.00%	0	0	0.00%
Pressing Leave	0.33	0.14%	0	0	0.04%
Without Pay Support	1.88	0.78%	0	0	0.21%
SUB TOTAL	22.41	9.33%	0	0.00%	2.46%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	217.71	90.67%	0	0	23.93%
Workers Compensation	0	0.00%	0	0	0.00%
SUB TOTAL	217.71	90.67%	0	0.00%	23.93%
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	240.12	100.00%	0	0.00%	26.39%

Possible Days

July 1 - 31, 2018

Days

21.00

FTE

43.324

Total Days

909.80

** 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 June 5, 2018 to August 28, 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 section 7 of the Rockglen Roof. The tender was awarded to Optimum Roofing of Regina for a cost of \$102,408.53 plus taxes.
- A tender was issued for the purchase of 11 school buses. The tender was awarded to Legacy Bus Sales of Saskatoon for a cost of \$1,235,000.
- A tender was issued for Network Access Points. The tender was awarded to Horizon Computer Solutions for \$80,988.96.
- A tender was issued for the upgrade of the Building Management System at Mossbank School. The tender was awarded to C&E Mechanical of Moose Jaw for a cost of \$119,800.
- A tender was issued for the upgrade of the Building Management System at Palliser Heights School. The tender was awarded to C&E Mechanical of Moose Jaw for a cost of \$178,500.
- A tender was issued for the upgrade of the Building Management System at Sunningdale School. The tender was awarded to C&E Mechanical of Moose Jaw for a cost of \$171,900.
- A tender was issued for the upgrade of the Building Management System at Craik School. The tender was not awarded as bids exceeded budget.
- A request for proposals was issued for the supply of caretaking supplies. The competition was awarded to Veritiv of Regina. Annual cost of caretaking supplies is in the range of \$275,000.
- A tender was issued to link the portable to Palliser Heights school. The tender was awarded to Leeville Construction Ltd. Of Moose Jaw for a cost of \$135,758.
- A request for quotes was issued for a 1 ton box van for maintenance. The quote was awarded to Saskatoon Truck Center for a bid of \$34,949.

- The driver education tender for our North schools was issued. No responses were received. We have been able to find a contractor to provide that coverage through a contact from SGI.
- A tender was issued for a contracted caretaker for Assiniboia 7th Ave School. The tender was awarded to Darren Jones of Assiniboia. Quoted cost was \$3500 per month plus call-out and grass cutting fees.
- A tender was issued to replace windows in the dome at Caronport School. The quote was awarded to Southern Design and Build Inc. for a cost of \$16831.49.
- A tender was issued for a washroom upgrade at Peacock Collegiate. The tender was awarded to C+S Builders for a cost of \$32,304.

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	05.5-05.5.5
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:	Current Information is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	September 4, 2018	<ul style="list-style-type: none"> • Staff Absence Summaries • Tender Summary

Recommendation:

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

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	5.6
Topic:	Personnel Matter 180904-01		
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 180904-01
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	September 4, 2018	

Recommendation:

That the Board rescind motion 2909 dated March 13, 2018 subject to administration resolving the matter as outlined in Briefing Note 180904-01.

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	07.1
Topic:	Transportation Performance review		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Annual transportation performance review
Current Status:	
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Board annual requirement
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Stephen Robitaille	September 4, 2018	<ul style="list-style-type: none"> 2017-2018 Transportation review

Recommendation:

That the Board review the information

**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	2611
Number of transportation routes	114	114	114	114
Number of unfilled routes	0	0	0	0
Number of cancelations:	9	132	199.5	1
Mechanical	2	11	2	0
Weather	2	114	189	0
No substitute driver	2	4	8.5	1
Other	3	3	0	0
Average age of bus fleet	7.84	8.09	8.25	8.33
Capacity utilized on bus (average)	62.3	62.8	62.6	62.6
Average one-way ride time (in minutes)	31	30	28	28
Longest one-way ride time (in minutes)	105	91	90	90

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

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

3rd Quarter: Mar. 1st, 2018 - May. 31st, 2018

4th 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:	September 4, 2018	Agenda Item #:	07.2
Topic:	SSBA Submission of Bylaw Amendments and Resolutions - 2018 AGM		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The 2018 SSBA Fall General Assembly will be held on November 15-17, 2018. The SSBA has forwarded guidelines for Bylaw Amendments and Resolutions in order to provide notice for member boards who wish to submit material.
Current Status:	Deadline for submission of Bylaw Amendments is October 1 st , 2018. Deadline for submission of Resolutions is October 15 th , 2018
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	04 September 2018	21 August 2018 Memorandum

Recommendation:

That the Board review the information provided.

MEMORANDUM

August 21, 2018

TO: Chairs, Boards of Education, Conseil scolaire fransaskois,
Directors of Education and Chief Financial Officers
cc. Resolutions and Policy Development Committee, Darren McKee, Executive
Tom Fortosky, Catholic Section
Norm Dray, Public Section

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2018 AGM

The 2018 Fall General Assembly will be held in Regina at the DoubleTree by Hilton on November 15-17, 2018. Bylaw Amendments and Resolutions are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is scheduled for November 16, 2018. The purpose of this memorandum is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

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

Bylaw Amendments:

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

This year the **deadline for submission of bylaw amendments** is 4:30 p.m., **October 1, 2018.**

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

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than October 24, 2018.

Resolutions:

1. Bylaw No. 12, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 15, 2018**. Resolutions received by the deadline will be presented by the Committee at the AGM.

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

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

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

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

The Resolutions and Policy Development Committee have developed an SSBA Resolutions Costing Rubric to assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing. A copy of the SSBA Resolutions Costing Rubric is attached to this letter.

Boards of Education will need to identify the position statement that the proposed resolution relates to and how the resolution relates to the SSBA Strategic Plan or ESSP.

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than October 24, 2018 and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards of education or the Association will do, rather than directing others, over whom the Association has no control, to act.

6. Resolutions received by the deadline will be presented at the AGM by the Committee. Any board that wishes to present a resolution after the deadline for submission will have to obtain the consent of the delegates at the annual general meeting after all reported resolutions have been disposed of. (Bylaw No. 12, paragraph 6).

Bylaw amendments and resolutions must be submitted by email to Krista Lenius, Administrative Paralegal: klenius@saskschoolboards.ca. You will receive an email confirmation that your submission has been received.

SSBA Resolutions Costing Rubric

Purpose: To assist Boards of Education to more effectively identify costs associated with proposed resolutions. Boards of Education are encouraged to review the rubric below to determine the activity and costs most closely associated with the resolution they are proposing.

Low Cost <\$1,000	Medium Cost \$1,000-\$10,000	High Cost >\$10,000
<ul style="list-style-type: none"> Minimal advocacy, potentially a letter to a government official or Ministry. 1-2 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). The communication strategy requires minimal tools and tactics for implementation and utilizes existing SSBA resources. There is minimal risk and likelihood of the resolution action resulting in unanticipated costs for Boards of Education and/or the SSBA. 	<ul style="list-style-type: none"> Moderate advocacy which may include letters to government officials or Ministries, and follow up. 2-4 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). The communication strategy includes elements that will significantly draw upon SSBA staff and existing budget. There is low to acceptable levels of risk that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA, however the likelihood of this is low. 	<ul style="list-style-type: none"> Ongoing advocacy throughout the year. > 5 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s). A working advisory group may be formed as a result of the resolution. The communication strategy includes elements that require resources outside of existing SSBA staff and budget. There is an acceptable to extreme level of risk that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA, and the likelihood of this is medium to probable.

AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	07.3
Topic:	Staff Satisfaction Improvement Plan		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	<p>The Prairie South Schools Board of Education began a staff engagement process in 2014-2015 after a needs assessment during a facilitated Board self-evaluation in April, 2014. In September 2014, the Board directed school division staff to develop a staff engagement plan, and subsequently, in November 2014, an initial plan was approved by the Board. Subsequent staff engagement plans have been implemented each year since 2014.</p> <p>The Prairie South Schools staff engagement plan includes a component where the Partnerships and Teambuilding Committee of the Board meets with staff groups to discuss matters of interest to employees and the Board. In order to develop a data set to inform these discussions, a second component of the plan involves the development of a Staff Satisfaction Survey, where different employee groups can provide information to the Board related to their work.</p>
Current Status:	<p>The third Prairie South Schools Staff Satisfaction Survey was jointly developed by representatives from the Canadian Union of Public Employees, the Prairie South Teachers' Association, non-unionized Prairie South employees and the Board of Education in December 2017. The survey was administered for two weeks beginning on January 2nd, 2018, and data was collated in late January. Discussions in a variety of forums occurred from February to June 2018, and resulted in the development of this improvement plan.</p>
Pros and Cons:	<p>Pros: -the Board continues its work on staff engagement in a responsive manner</p> <p>Cons: -Not all concerns can be addressed in an improvement plan format</p>
Financial Implications:	N/A All survey improvement work will occur within current budget
Governance/Policy Implications:	
Legal Implications:	

Communications:	Once the Board has reviewed the plan, it will be made available to all Prairie South staff members.
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Prepared By:	Date:	Attachments:
Tony Baldwin	04 September 2018	Staff Satisfaction Improvement Plan 04 September 2018

Recommendation:

That the Board review the information provided.

Staff Satisfaction Improvement Plan September, 2018

Preamble

The Prairie South Schools Board of Education began a staff engagement process in 2014-2015 after a needs assessment during a facilitated Board self-evaluation in April, 2014. In September 2014, the Board directed school division staff to develop a staff engagement plan, and subsequently, in November 2014, an initial plan was approved by the Board. Subsequent staff engagement plans have been implemented each year since 2014.

The Prairie South Schools staff engagement plan includes a component where the Partnerships and Teambuilding Committee of the Board meets with staff groups to discuss matters of interest to employees and the Board. In order to develop a data set to inform these discussions, a second component of the plan involves the development of a Staff Satisfaction Survey, where different employee groups can provide information to the Board related to their work.

The third Prairie South Schools Staff Satisfaction Survey was jointly developed by representatives from the Canadian Union of Public Employees, the Prairie South Teachers' Association, non-unionized Prairie South employees, and the Board of Education in December 2017. The survey was administered for two weeks beginning on January 2nd, 2018, and data was collated in late January. Discussions in a variety of forums occurred from February to June 2018, and resulted in the development of this improvement plan, which was approved by the Board of Education on September 4th, 2018.

Data Interpretation and Improvement Plan Development

Response to the Prairie South Schools Staff Satisfaction Survey was excellent, with 497 staff members responding to survey questions. 410 pages of Likert Scale and open ended response data was generated through the survey process. Complete data sets were reviewed by the Director of Education, the Board Chair, and the Chair of the Partnerships and Teambuilding Committee of the Board.

In order to ensure an appropriate response related to each employee group, the data was subdivided into responses from non-unionized staff, CUPE staff, and PSTA staff. Each data set was analyzed by one group using a standard process led by the Director of Education, with a second round of validity check discussions with representatives of each employee group. Through these discussions, the improvement plan was developed.

Data Source	Data Analysis	Validity Check
OOS Staff	Managers and Superintendents	OOS Staff (Full Group)
PSTA	Partnerships and Teambuilding Board Committee	PSTA SSL Forum
CUPE	School-Based Administrator Leadership Team	CUPE Satisfaction Focus Group

CUPE Employees Improvement Plan

Broad Target Area Identified	<p>In the Division, I feel included.</p> <ul style="list-style-type: none"> • Respondents (n): 138 • Four: 16.7% • Three: 58.7% • Two: 21.0% • One: 3.6% <p>In the Division, I feel valued.</p> <ul style="list-style-type: none"> • Respondents (n): 136 • Four: 29.4% • Three: 55.1% • Two: 11.8% • One: 4.4%
Generalizations from Granular Data	<ul style="list-style-type: none"> ✓ A significant majority of CUPE staff are satisfied in all areas - 70% or higher in all but one category; 80% or higher in 7 of 15 categories. ✓ Made significant gains in 2016 only to lose them in some categories in 2018. ✓ CUPE understands expectations better than ever. ✓ Relationships with co-workers was the highest ranked category at 93%; Included in the Division continues to be ranked lowest at 68%. ✓ CUPE staff feel better about the workplace than they do about the division overall. Data indicates that relationships within schools are good (positive relationships with co-workers) but staff feel devalued as they respond about role within division (included and valued in division) and budget measures. ✓ Significant dip in Work/Life Balance in 2018. ✓ Anecdotal evidence of communication challenges and lack of voice. ✓ Evidence exists of a Rural/Urban divide. ✓ Negative impact of change and cuts on satisfaction. ✓ Role change concerns last few years: ie: dealing with more student behaviours than academic support. ✓ Rural CUPE resents questioning of medical leaves. ✓ Concerns over job security (EAs).
Improvement Action One (Responsibility)	Ensure purposeful use of additional hours for CUPE staff (Superintendents of Operations).
Improvement Action Two (Responsibility)	Focus on recruitment efforts for casual CUPE staff (Diana Welter).
Improvement Action Three (Responsibility)	Establish regular and direct communication between the Division and CUPE staff (Tony Baldwin).
Measurement Target	The number of CUPE Staff who report their sense of inclusion and being valued at the Division level (2 measures) at levels three or four will be 90% or higher.

Out of Scope (OOS) Employees Improvement Plan

Broad Target Area Identified	<p>In the Division, I feel included.</p> <ul style="list-style-type: none"> • Respondents (n): 41 • Four: 14.6% • Three 51.2% • Two: 26.8% • One: 7.3% <p>Communication is effective in the Division.</p> <ul style="list-style-type: none"> • Respondents (n): 43 • Four: 16.3% • Three 58.1% • Two: 20.9% • One: 4.7%
Generalizations from Granular Data	<ul style="list-style-type: none"> ✓ A significant majority of OOS staff are satisfied in all areas - 70% or higher in all but one category; 80% or higher in 11 of 15 categories. ✓ Understanding of role expectations was the highest ranked category at 93%; Included in the Division experienced a significant decline and was ranked lowest at 66%. ✓ Communication is a challenge <ul style="list-style-type: none"> • Inconsistency • Source of information • Being included ✓ Fewer OOS staff feel included than valued and respected. ✓ Communication and sense of inclusion may be linked. ✓ Very high numbers (96%) report positive relations with co-workers and supervisors ✓ Job security is a concern ✓ Workload and job assignments have changed as staffing has been reduced. ✓ Satisfaction levels have weathered difficult budget times well. ✓ Fewer respondents this year than in past surveys.
Improvement Action One (Responsibility)	<p>Establish OOS staff meeting schedule following school-based administrator meetings (Tony Baldwin, Steve Robitaille).</p>
Improvement Action Two (Responsibility)	<p>Ensure OOS Communications is a standing item on CAC, Manager, and Sr. Administration meetings (Tony Baldwin).</p>
Measurement Target	<p>The number of OOS Staff who report their sense of inclusion at levels three or four will be 90% or higher.</p> <p>The number of OOS Staff who report effective communication in the Division at levels three or four will be 90% or higher.</p>

PSTA Employees Improvement Plan

Broad Target Area Identified	<p>In the Division, I feel included.</p> <ul style="list-style-type: none"> • Respondents (n): 219 • Four: 6.8% • Three: 54.8% • Two: 30.1% • One: 8.2% <p>In the Division, I feel valued.</p> <ul style="list-style-type: none"> • Respondents (n): 222 • Four: 7.2% • Three: 59.0% • Two: 24.8% • One: 9.0%
Generalizations from Granular Data	<ul style="list-style-type: none"> ✓ A significant majority of PSTA staff are satisfied in all areas - 70% or higher in 11 of 15 categories; 80% or higher in 7 of 15 categories. ✓ Satisfaction levels have dropped since the last survey. ✓ Most significant drop in satisfaction is connected to respondents' sense of being included and valued in the Division. ✓ Teachers feel a higher sense of satisfaction in the workplace than they do in the division ✓ Several specific areas are challenging in terms of their impact on staff satisfaction: report cards, rural/urban issues, calendar, attendance support conversations, SB Administrator communication, workload.
Improvement Action One (Responsibility)	Adjust start-up inservice agenda to include a day for all teachers to participate in a PD event with a keynote speaker, and solicit feedback from teachers related to this format for future years (Tony Baldwin /Lori Meyer).
Improvement Action Two (Responsibility)	Evaluate calendar and LIT challenges in the context of a larger review of the Comprehensive Learning Framework (Board Committee, Lori Meyer, Tony Baldwin).
Improvement Action Three (Responsibility)	Provide a direct staff/Director forum in each Prairie South school on a yearly basis (Tony Baldwin).
Measurement Target	The number of PSTA Staff who report their sense of inclusion and being valued at the Division level (2 measures) at levels three or four will be 90% or higher.

AGENDA ITEM

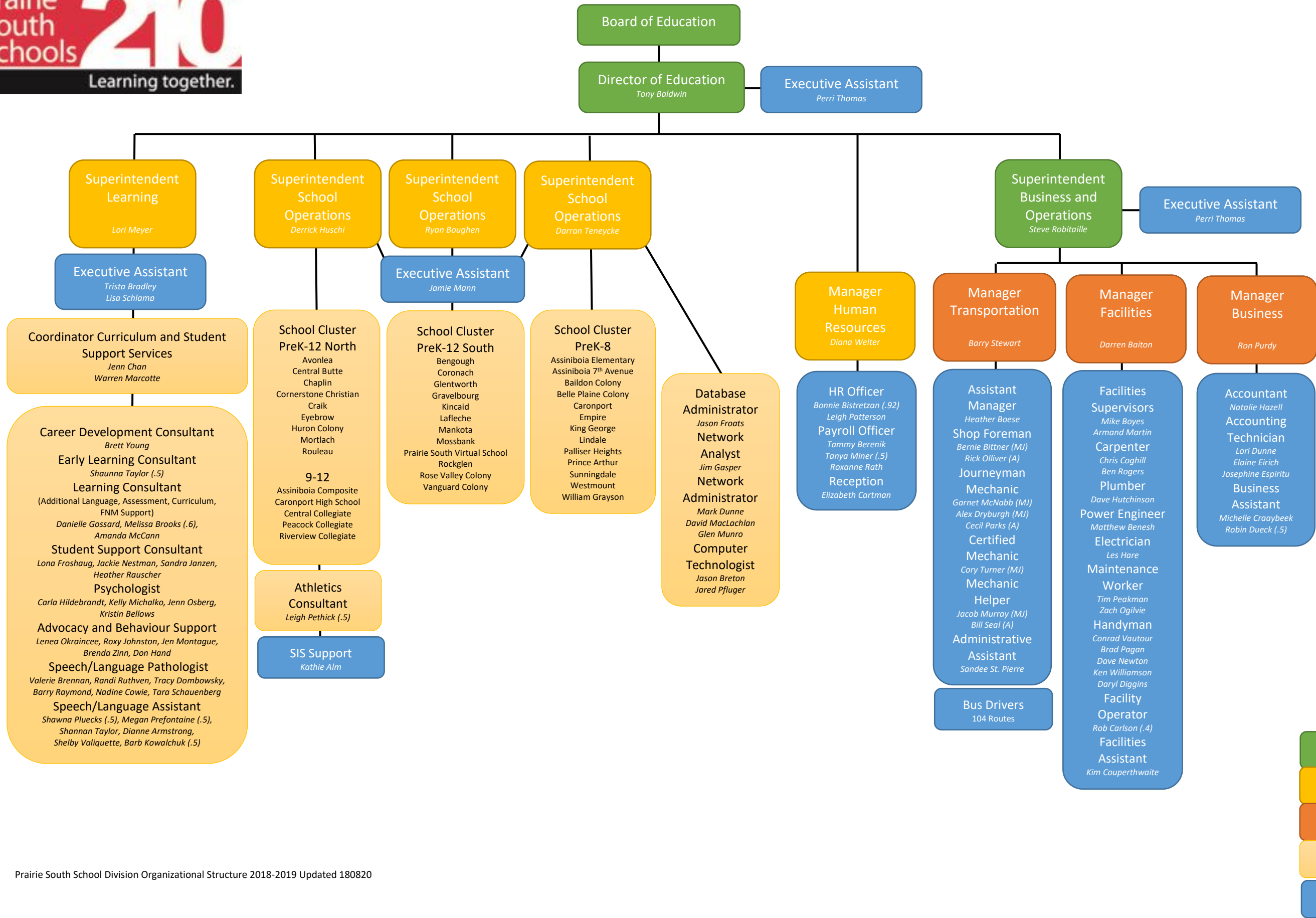
Meeting Date:	September 4, 2018	Agenda Item #:	07.4
Topic:	Organizational Chart		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The organizational chart is a shared responsibility between the Director and the Board, and is determined on a yearly basis during the budgeting process.
Current Status:	A draft organizational chart was previewed by the Board of Education in May, and agreement in principle was received related to the organizational structure for 2017-2018. The final organizational chart is provided for Board review.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	September 4 th , 2018	• 2018-2019 Organizational Chart

Recommendation:

That the Board review the information attached.



AGENDA ITEM

Meeting Date:	September 4, 2018	Agenda Item #:	07.5
Topic:	CAC Leadership Portfolios for 2018-2019		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	CAC Leadership Portfolios are adjusted yearly to align with the goals of the Board and administrative requirements.
Current Status:	The 2018-2019 CAC Leadership Portfolios are provided.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	September 4 th , 2018	<ul style="list-style-type: none"> 2018-2019 CAC Leadership Portfolios

Recommendation:

That the Board review the information provided.

Prairie South Schools CAC Leadership Portfolios – 2018/2019

Baldwin, Anthony	Director of Education
<i>Strategic and Operational Support: All Areas.</i> Governance Support; Communications; School Community Councils; Strategic Plan Implementation; School-Based Administrator Professional Learning; Staff Satisfaction Data Synthesis, Reporting and Improvement Planning; School Year Calendar Board Committee Support: All Committees	
Boughen, Ryan	Superintendent of School Operations
<i>Direct Operational Support: Bengough, Coronach, Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota, Mossbank, Prairie South Virtual School, Rockglen, Rose Valley Colony, Vanguard Colony.</i> School Staffing; Staff Orientation and Preservice Placements; Performance Management; Enrolment Data; Synchronous Learning Support Board Committee Support: Innovation	
Huschi, Derrick	Superintendent of School Operations
<i>Direct Operational Support: Assiniboia Composite, Avonlea, Caronport High, Central Butte, Central Collegiate, Chaplin, Cornerstone Christian, Craik, Eyebrow, Huron Colony, Mortlach, Peacock Collegiate, Riverview Collegiate, Rouleau.</i> School Staffing; Driver Education; Teacher Accreditation; Extra-Curricular Programming; VTEC Support; Student Attendance; Student Information System; Safety; Graduation Coach Programming; Home-Based Education Board Committee Support: Student Outcomes	
Meyer, Lori	Superintendent of Learning
<i>Direct Operational Support: Curriculum, Instruction, Assessment, Student Services.</i> Professional Learning Coordination; Early Learning; Nutrition; Second Language Coordination; FNM Coordination; Career Development; Partnerships; Scholarships; RIC and HUB Support; Student Outcome and Perceptual Data Synthesis, Reporting and Improvement Planning Board Committee Support: Student Outcomes	
Robitaille, Steve	Superintendent of Business
<i>Direct Operational Support: Transportation, Facilities, Business.</i> Budget Planning and Implementation; Governance Support; Ministry Reporting and Coordination Board Committee Support: Business, Infrastructure, and Governance	
Teneycke, Darran	Superintendent of School Operations
<i>Direct Operational Support: Assiniboia Elementary, Assiniboia 7th Avenue, Baidon Colony, Belle Plaine Colony, Caronport, Empire, King George, Lindale, Palliser Heights, Prince Arthur, Sunningdale, Westmount, William Grayson.</i> School Staffing; Innovation and IT Standards; Technology Management Oversight; Libraries; Band Board Committee Support: Innovation	
Welter, Diana	Human Resources Manager
<i>Direct Operational Support: Human Resources.</i> Staff Attendance Support; School and Division Staffing Level Management; Staff Evaluation Leadership; Collective Agreement Interpretation; Labour Relations; Projection Data; Staff Recruitment and Recognition; Workplace Safety (WCB) Board Committee Support: Partnerships and Teambuilding	