

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

DATE: October 2, 2018  
10:00 a.m. – 4:00 p.m.  
Central Office, 1075 9<sup>th</sup> Avenue NW,  
Moose Jaw, Sask

**AGENDA**

- 1. Board Planning Session (10:00 – 12:00 p.m.)**
  - 1.1. Incidents of Concern**
  - 1.2. SSBA Fall General Assembly**
  - 1.3. Holy Trinity Transportation Inquiry**
  - 1.4. SSBA Evaluating School Community Councils**
  - 1.5. Dubinsky Scholarship**
  - 1.6. School Viability Discussion**
  - 1.7. Committee Reports**
    - 1.7.1. Student Outcomes**
    - 1.7.2. Business, Infrastructure, Governance**
    - 1.7.3. Innovation**
    - 1.7.4. Partnerships and Teambuilding**
- 2. Call to Order**
- 3. Adoption of the Agenda**
- 4. Adoption of Minutes**
  - 4.1. Organizational Meeting, Sept. 4, 2018**
  - 4.2. Regular Board Meeting, Sept. 4, 2018**
- 5. Decision and Discussion Items**
  - 5.1. Student Learning Accountability Report**
  - 5.2. Out of Prov. Excursion – Peacock**
  - 5.3. Out of Prov. Excursion – École Gravelbourg**
  - 5.4. Class Size Report**
  - 5.5. Board Policy 3 Revision**
  - 5.6. Board Policy 4 Revision**
  - 5.7. Facility Joint Use Agreement**
  - 5.8. Monthly Reports**
    - 5.8.1. Teacher Absence and Substitute Usage Report**
    - 5.8.2. CUPE Staff Absence and Substitute Usage Report**
    - 5.8.3. Bus Driver Absence and Substitute Usage Report**
    - 5.8.4. Out of Scope Absence and Substitute Usage Report**
    - 5.8.5. Tender Report**
- 6. Delegations and Presentation**

**None**

- 7. Information Items**
  - 7.1.** Trustee Inquiry – Accumulated Surplus
  - 7.2.** Trustee Inquiry – Students with Attendance Concerns
  - 7.3.** Governance, Risk, Communications and Advocacy Workshop
  - 7.4.** 2017.18 Absence Summary
  - 7.5.** Sept. 30 Numbers
  - 7.6.** ESSP Update
  - 7.7.** 4<sup>th</sup> Quarter Forecast
  - 7.8.** Transportation Performance Report
  - 7.9.** Audit Schedule
- 8. Committee Reports**
  - 8.1.** Student Outcomes
  - 8.2.** Business, Infrastructure, Governance
  - 8.3.** Innovation
  - 8.4.** Partnerships and Teambuilding
- 9. Provincial Matters**
- 10. Celebration Items**
- 11. Identification of Items for Next Meeting Agenda**
  - 11.1.** Notice of Motions
  - 11.2.** Inquiries
- 12. Meeting Review**
- 13. Adjournment**

## **PRAIRIE SOUTH SCHOOL DIVISION NO. 210**

### **ORGANIZATIONAL MEETING**

**Date: September 4, 2018**

**Location: Central Office, Moose Jaw**

### **MINUTES**

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

1. Mr. Baldwin, Director of Education took the chair and called the meeting to order at 1:20 p.m.
2. Mr. Baldwin called for nominations for Board Chair.
3. Mr. A. Kessler nominated Mr. T. McLeod as Board Chair.
4. Mr. Baldwin declared Mr. T. McLeod acclaimed as Board Chair.
5. Mr. T. McLeod took the Chair and called for nominations for Vice-Chair.
6. Mr. L. Young nominated Mr. R. Bachmann as Vice-Chair.
7. Mr. T. McLeod declared Mr. R. Bachmann acclaimed as Board Vice-Chair.

#### Motions:

- |               |  |         |
|---------------|--|---------|
| 09/04/18-2967 | That for the 2018/19 fiscal year, the Board revert to 2016/17 rates for trustee remuneration for attendance at Board Meetings and performance of all duties and activities with the School Division as follows payable monthly – <ul style="list-style-type: none"><li>• Member: \$1,325 per month</li><li>• Vice-Chair: \$1,399 per month</li><li>• Chair: \$1,472 per month</li></ul> -Young | Carried |
| 09/04/18-2968 | That for the 2018/19 fiscal year, the Board remunerate trustees for attendance at out-of-division functions, meetings and other activities at the following rates: <ul style="list-style-type: none"><li>• Member: \$200.00 per day</li><li>• Vice-Chair: \$225.00 per day</li><li>• Chair: \$250.00 per day</li></ul> -Jukes  | Carried |
| 09/04/18-2969 | That for the 2018/19 fiscal year, trustee remuneration for travel time be set at \$.20 per kilometer.<br>-Wilson   | Carried |

- 09/04/18-2970 That for the 2018/19 fiscal year, mileage expense be set at \$0.42 per kilometer.  
-Wilson
- 09/04/18-2971 That we amend motion 04/09/18 – 2970 by adjusting ‘\$0.42 to \$0.44 per kilometer’.  
-Davidson Amendment Carried
- 09/04/18-2972 That for the 2018/19 fiscal year, mileage expense be set at \$0.44 per kilometer.  
-Wilson Amended Motion Carried
- 09/04/18-2973 That for the 2018/19 fiscal year, meal reimbursement levels for meal expenses without receipts not covered by registration fees, the school division or otherwise, be set at the following rates: Breakfast, \$10.00; Lunch, \$15.00; Supper, \$20.00.  
-Young Carried
- 09/04/18-2974 That for the 2018/19 fiscal year, reimbursement for parking be set at \$5.00 without receipt.  
-Kessler Carried
- 09/04/18-2975 That for the 2018/19 fiscal year, reimbursement for accommodation expenses be set at actual, reasonable costs, supported by receipts or \$35.00 per night in a private residence outside of home location (no receipt required).  
-Wilson Carried
- 09/04/18-2976 That during the 2018/19 fiscal year, any Trustee may miss one Regular Board Meeting or Committee of the Whole Planning Session day without adjustment to remuneration. Missed meetings in excess of one day will result in a reduction of \$150 for every half day meeting missed thereafter, whether a Board Meeting or Committee of the Whole Planning Session, with the exception of meetings that are rescheduled after Board approval of the yearly continuous agenda.  
-Kessler Carried
- 09/04/18-2977 That an annual allowance for Professional Development and assemblies be provided for the Board of Education in the amount of \$17,500. The funds are to be distributed to cover all Trustee Professional Development and assembly activity expenses, as approved by the Board, with the exception of Public Section Executive meetings, SHSAA meetings aided board chair council expenses. Mileage and travel costs will be calculated on the assumption that the Trustee departs from Moose Jaw or nearer.  
-Davidson Carried



- |               |   |         |
|---------------|---|---------|
| 09/04/18-2978 | That the cheque signing authorities for the board are one of the Chair or Vice-Chair and the Superintendent of Business and Operations.<br>-Jukes | Carried |
| 09/04/18-2979 | That the Board approve the borrowing resolution motion as attached.<br>-Davidson  | Carried |
| 09/04/18-2980 | That the Organizational Meeting be adjourned at 1:58 p.m.<br>-Young   | Carried |

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T. McLeod  
Chair

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S. Robitaille  
Superintendent of Business and Operations

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL  
DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9<sup>th</sup> Avenue  
North West, Moose Jaw, Saskatchewan on SEPTEMBER 4, 2018 at 1:58 p.m.**

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

Regrets:

Delegations: Brandie Shepherd - Transportation Inquiry revisited

Motions:

- |                 |   |         |
|-----------------|---|---------|
| 09/04/18-2981   | That the meeting be called to order at 1:58 p.m.<br>-McLeod   | Carried |
| 09/04/18 – 2982 | That the Board adopt the following items to the agenda:<br>5.6 - Personnel Matter 180904-01<br>AND THAT the Board adopt the agenda as amended.<br>-Wilson | Carried |
| 09/04/18-2983   | That the Board adopt the minutes of the Regular meeting of 20180814.<br>-Jukes  | Carried |
| 09/04/18-2984   | That the Board go into closed session at 2:01 p.m.<br>-Swanson  | Carried |
| 09/04/18-2985   | That the Board reconvene in open session at 2:56 p.m.<br>-Kessler   | Carried |
| 09/04/18-2986   | That the Board adopt the schedule of meetings as presented to reflect the February 2019 meeting date change.<br>-Davidson                                 | Carried |
| 09/04/18-2987   | That the Board approve Board Policy 1 updated 04 September 2018.<br>-Pryor  | Carried |
| 09/04/18-2988   | That the Board approve Board Policy 2 updated 04 September 2018 as provided, with the exception of 9.2 and 9.3 which are to be deleted.<br>-Wilson        | Carried |
| 09/04/18-2989   | That administration be directed to implement the Board engagement plan as presented.<br>-Pryor  | Carried |

- 09/04/18-2990      That the Board receive and file the monthly reports as presented.      Carried  
-Young
- 09/04/18-2991      That the Board rescind motion 2909 dated March 13, 2018 subject      Carried  
to administration resolving the matter as outlined in Briefing Note  
180904-01.  
-Jukes

**Inquiry:**

For the 2017-18 school year with respect to Section 161(1) of the Education Act, 1995, how many instances were there of a principal reporting to the local education counsellor regarding pupil absence of more than four school days in a month where the principal was not satisfied that the absence was unavoidable or justified?

-Swanson

- 09/04/18-2992      That the meeting be adjourned at 3:26 p.m.  
-Pryor

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T. McLeod  
Chair

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S. Robitaille  
Superintendent of Business and Operations

**Next Regular Board Meeting:**

Date:                      October 2, 2018  
Location:                1075-9<sup>th</sup> Avenue NW, Moose Jaw

## AGENDA ITEM

|                      |   |                                     |                                      |
|----------------------|---|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2, 2018                               | <b>Agenda Item #:</b>               | 05.1                                 |
| <b>Topic:</b>        | <b>Student Learning Accountability Report</b> |                                     |                                      |
| <b>Intent:</b>       | <input type="checkbox"/> Decision             | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

**Background:**

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

|                               |                 |  |
|-------------------------------|-----------------|--|
| <b>Prepared By:</b>           | <b>Date:</b>    | <b>Attachments:</b>                    |
| Derrick Huschi and Lori Meyer | October 2, 2018 | Student Learning Accountability Report |

***Recommendation:***

That the board receive and file the Student Learning Accountability Report as presented.

## **2017-2018 Student Learning Accountability Report October 2018**

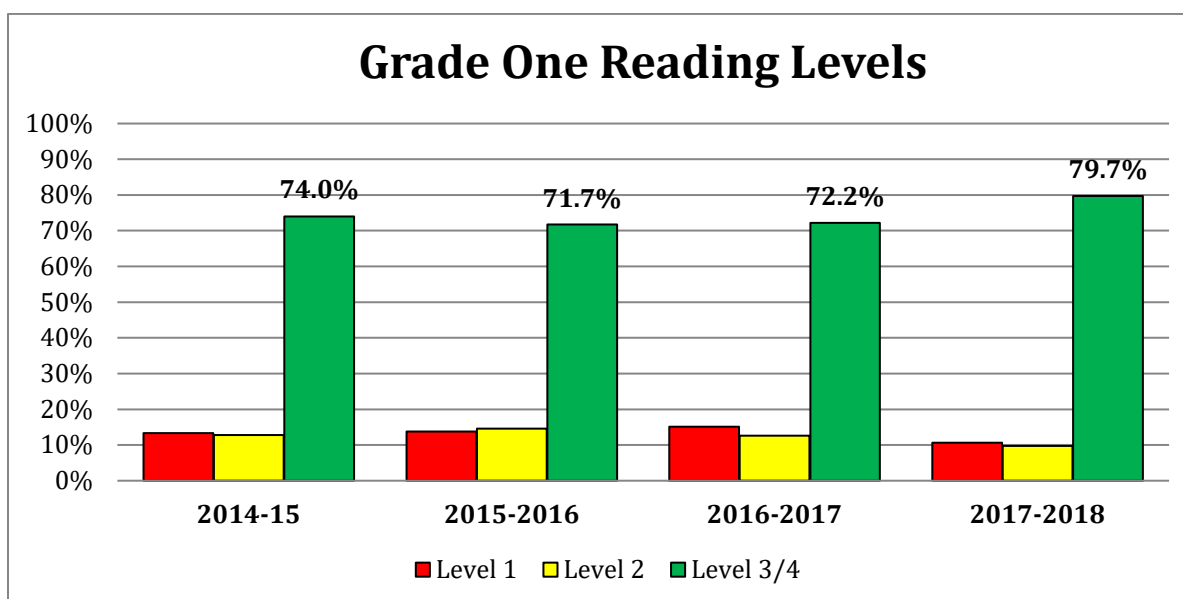
### **1. Source Documents**

- The board's role as outlined in Policy 2:  
Annually review the effectiveness of the School Division in achievement of student learning.
- The director's role description as outlined in Policy 12:
  1. (Learning Leadership 2.2.1) Provides leadership in all matters relating to learning in the Division.
  2. (Learning Leadership 2.2.2) Ensures students in the Division have the opportunity to meet standards of learning set by the Minister
  3. (Personnel Management 4.4.3) Ensures processes and structures are in place to supervise and support the improvement of the performance of all staff.

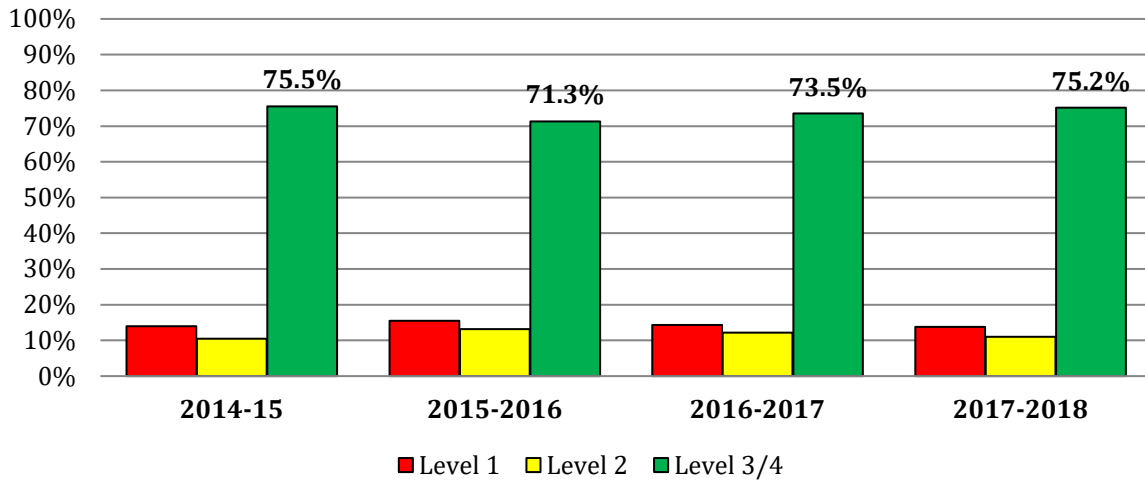
### **2. Evidence**

#### **Reading Assessment Background**

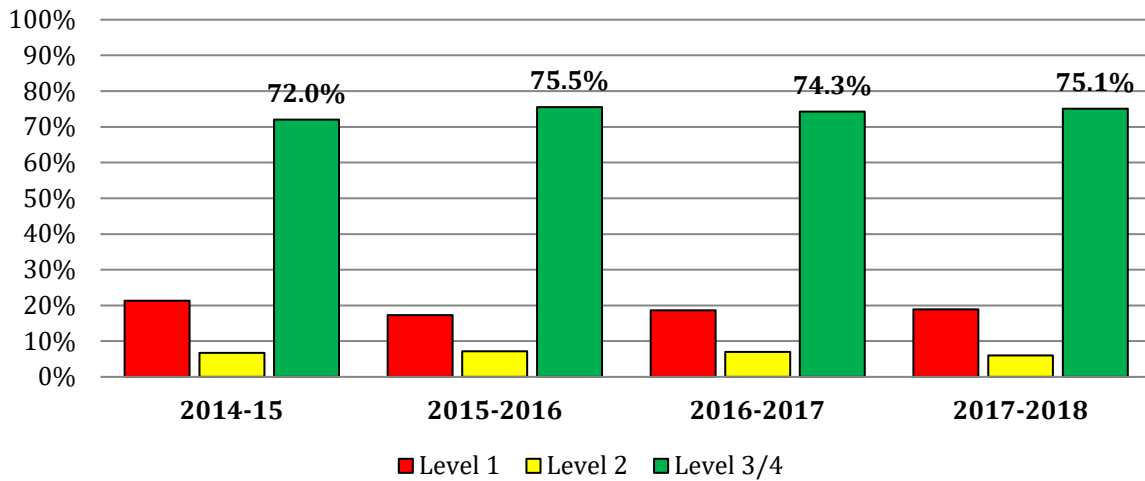
- The division gathers grade 1 to 3 reading data twice per year. These data are used to assess student progress and provide a snapshot of information to guide appropriate interventions and supports.
- Our grade 1 to 3 teachers use the Fountas and Pinnell Reading Benchmark System. Each student is individually assessed and results indicate their performance in fluency and comprehension.
- Ministry of Education Goal 2014-2020:  
80% of students at grade level in reading, writing and math.



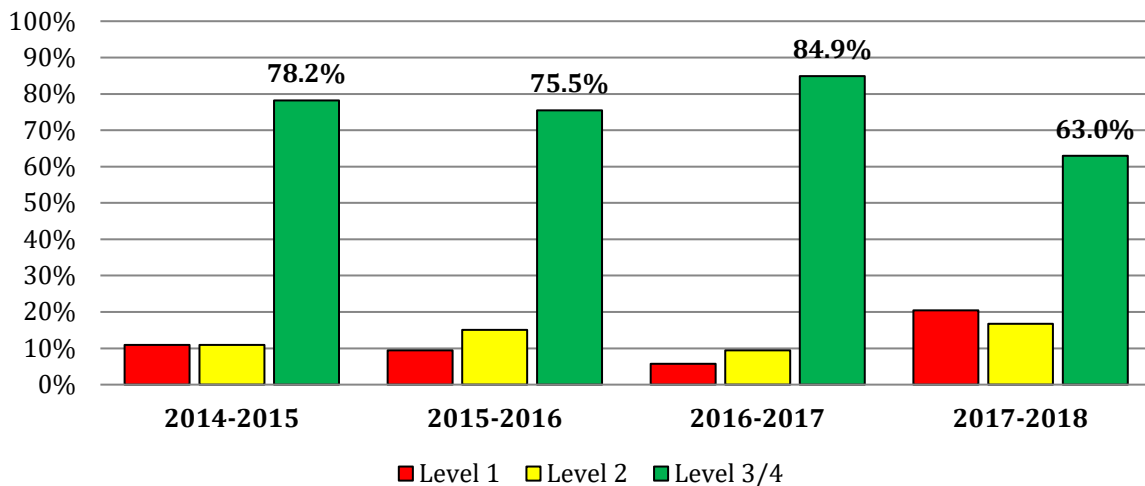
## Grade Two Reading Levels

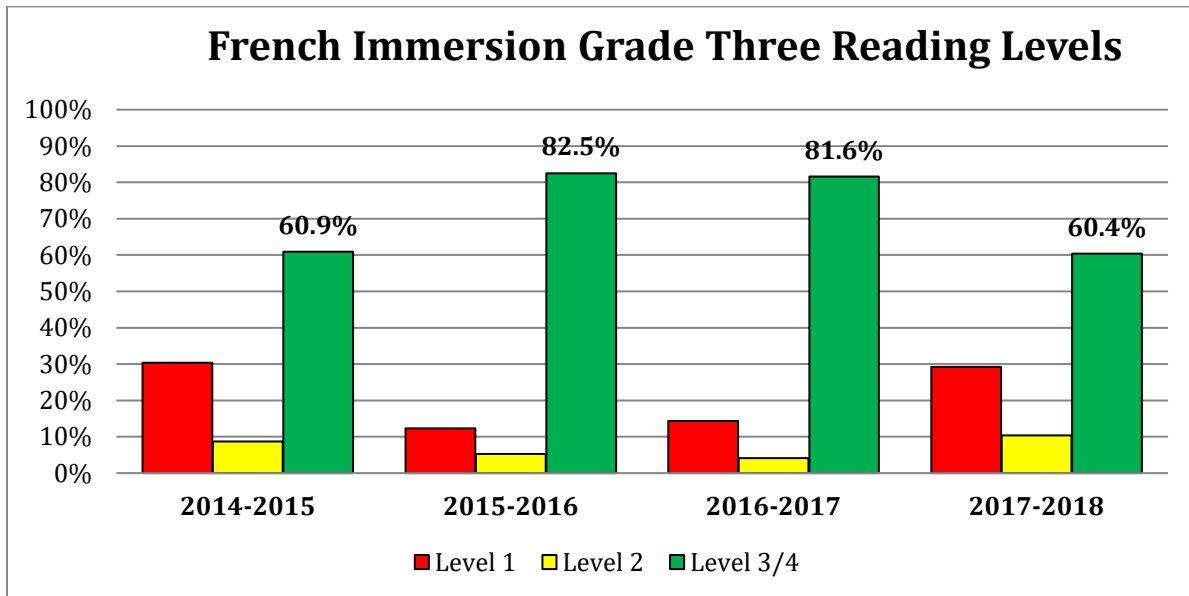


## Grade Three Reading Levels



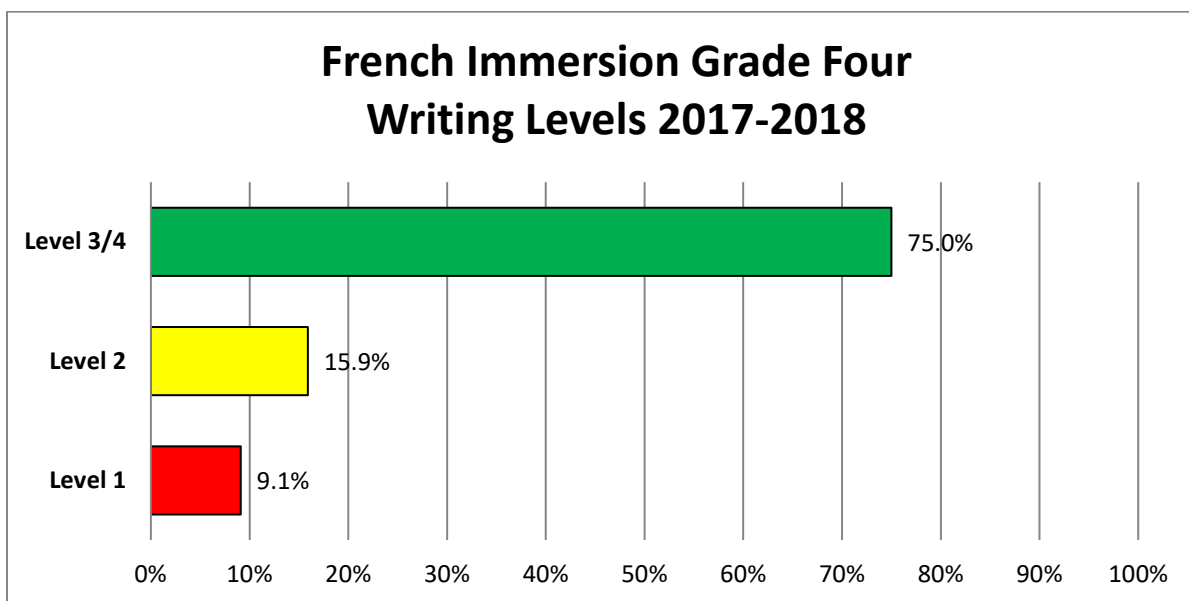
## French Immersion Grade Two Reading Levels



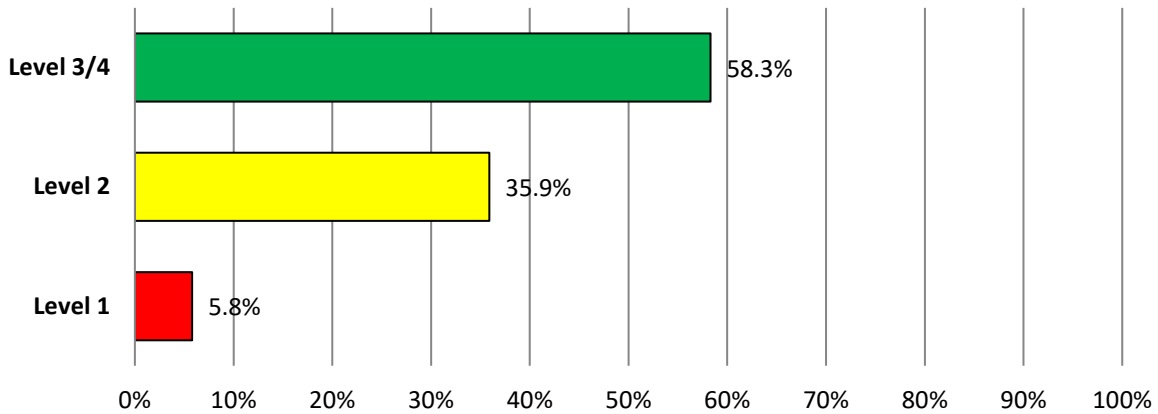


#### Writing Assessment Background

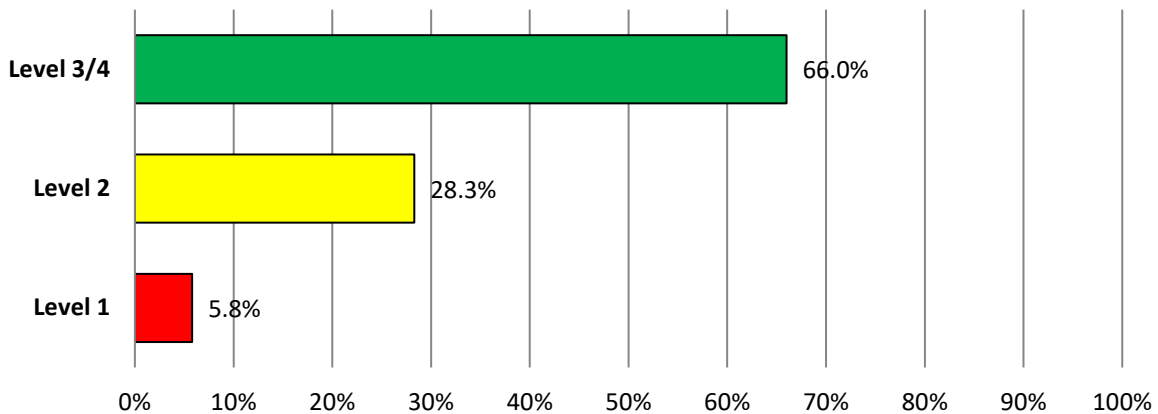
- In June of 2018 teachers used a provincially created rubric to provide a writing assessment level for grades 4, 7 and 9 students
- The assessment was an ongoing process through the school year and not a 'one time event'. The rubric and teacher professional judgment were used to provide the final achievement level.
- Students in grades 4, 7, and 9 were assessed in English and only grade 4 in French Immersion due to new curriculum at the grade 7 and 9 levels. Grade 7 and 9 in French Immersion will be added in June of 2019



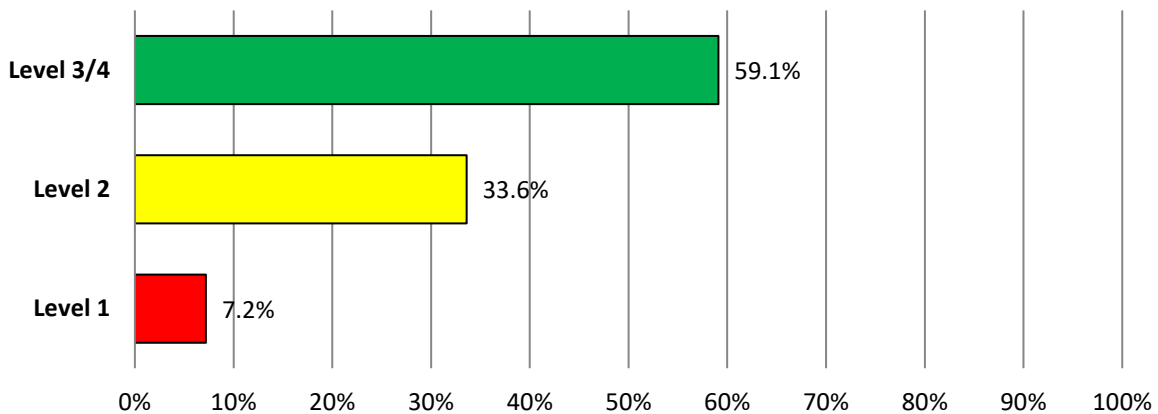
### Grade Four Writing Levels 2017-2018



### Grade Seven Writing Levels 2017-2018



### Grade Nine Writing Levels 2017-2018





### Reading and Writing Strategies

Throughout 2017-2018 year we provided workshops to the grades 1, 2 and 3 teachers and focused on both reading and writing.

- All schools have Levelled Literacy Intervention Kits that are used to support striving readers. Good success is being noted with this intervention tool.
- Grade 4, 7, and 9 teachers were provided with a recorded webinar regarding the assessment process
- Grade 4, 7, and 9 teachers were provided with a half day of assessment time at the end of the year to use whenever they felt they needed it with the provision that they work collaboratively with another teacher from any school they wanted to.
- Respond in a timely way to data (EYE, EDI, reading Levels, writing levels) with inter-professional collaborative teams that identify struggling early learners and enact intervention strategies to address their literacy needs

### Administrative Challenges

- Continuing to ensuring that reading and writing are supported effectively while now adding math assessments in grade 2, 5 and 8 in the spring of 2019.

### Graduation Rates Background

- The ESSP adopted by all school divisions in the spring of 2015 includes the requirement for monitoring, increasing and reporting on student graduation rates.
- Prairie South has developed a local Graduation Rate plan with strategies included for monitoring and increasing graduation rates for all students including those who are First Nations and Metis (FNM)

### PLEASE NOTE:

On-Time Graduation Rates means students completing grade 12 within 3 Years of 'starting' grade 10. Extended means that the student completed grade 12 over an extended period of time (4 or 5 years) after starting grade 10.

| YEAR    |               | On-time | Extended (4 yrs) | Extended (5 yrs) |
|---------|---------------|---------|------------------|------------------|
| 2014-15 | PSSD          | 82.53   | 85.93            | 87.6             |
|         | Province      | 76.04   | 81.14            | 84.0             |
|         | PSSD FNMI     | 53.85   | 61.54            | 65.4             |
|         | Province FNMI | 41.12   | 51.91            | 59.8             |
|         |               |         |                  |                  |
| 2015-16 | PSSD          | 80.44   | 83.67            | 84.68            |
|         | Province      | 76.89   | 81.96            | 84.29            |
|         | PSSD FNMI     | 46.67   | 56.67            | 60.0             |
|         | Province FNMI | 42.97   | 53.15            | 59.12            |
|         |               |         |                  |                  |
| 2016-17 | PSSD          | 86.89   | 89.75            |                  |
|         | Province      | 77.10   | 82.00            |                  |
|         | PSSD FNMI     | 60.61   | 66.67            |                  |

|         |               |       |       |  |
|---------|---------------|-------|-------|--|
|         | Province FNMI | 43.76 | 53.96 |  |
|         |               |       |       |  |
| 2017-18 | PSSD          | 82.47 |       |  |
|         | Province      | 77.14 |       |  |
|         | PSSD FNMI     | 67.86 |       |  |
|         | Province FNMI | 44.15 |       |  |

### **Growth Target:**

By 2020 Prairie South's on time graduation rate will be 90% and the extended graduation rate will be 92%.

### **Attendance Profile Background**

- Attendance is a factor that effects student success in school.
- Attendance rates for students from K to 12 vary between schools with a general increase in absenteeism moving into high school starting with grade 9 students.

### **2017-2018 Attendance Results as determined by the Ministry of Education**

| School                         | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | AVERAGE |
|--------------------------------|---------|---------|---------|---------|---------|---------|
| Assiniboia 7 <sup>th</sup> Ave | 94.30%  | 94.80%  | 94.00%  | 93.30%  | 94.20%  | 94.12%  |
| Assiniboia Comp                | 89.20%  | 88.70%  | 88.70%  | 90.60%  | 91.00%  | 89.64%  |
| Assiniboia Ele                 | 93.20%  | 94.30%  | 93.50%  | 92.90%  | 93.30%  | 93.44%  |
| Avonlea                        | 94.20%  | 94.60%  | 95.10%  | 94.60%  | 94.00%  | 94.50%  |
| Bengough                       | 93.90%  | 94.00%  | 94.20%  | 93.30%  | 94.50%  | 93.98%  |
| Caronport Ele                  | 93.10%  | 94.50%  | 92.60%  | 93.10%  | 92.50%  | 93.16%  |
| Central Butte                  | 88.30%  | 92.00%  | 92.20%  | 92.90%  | 93.00%  | 91.68%  |
| Central Coll                   | 89.80%  | 90.50%  | 89.80%  | 89.40%  | 89.30%  | 89.76%  |
| Chaplin                        | 91.80%  | 92.20%  | 89.60%  | 90.20%  | 92.70%  | 91.30%  |
| Cornerstone                    | 94.70%  | 95.10%  | 93.90%  | 94.10%  | 94.10%  | 94.38%  |
| Coronach                       | 93.60%  | 93.90%  | 93.10%  | 94.80%  | 94.20%  | 93.92%  |
| Craik                          | 93.10%  | 91.50%  | 92.00%  | 93.00%  | 92.00%  | 92.32%  |
| Empire                         | 89.80%  | 90.90%  | 91.60%  | 90.90%  | 89.40%  | 90.52%  |
| Eyebrow                        | 94.40%  | 94.00%  | 93.00%  | 91.20%  | 92.20%  | 92.96%  |
| Glentworth                     | 94.60%  | 93.50%  | 94.30%  | 91.20%  | 90.90%  | 92.90%  |
| Gravelbourg                    | 91.50%  | 89.10%  | 90.50%  | 92.70%  | 93.30%  | 91.42%  |
| Kincaid Central                | 84.80%  | 88.20%  | 88.60%  | 91.70%  | 92.90%  | 89.24%  |
| King George                    | 93.40%  | 93.00%  | 92.90%  | 93.40%  | 92.80%  | 93.10%  |
| Lafleche Central               | 93.10%  | 93.10%  | 93.60%  | 92.70%  | 94.10%  | 93.32%  |
| Lindale                        | 93.60%  | 94.10%  | 94.40%  | 93.50%  | 93.00%  | 93.72%  |
| Mankota                        | 91.10%  | 91.10%  | 91.90%  | 87.70%  | 93%     | 90.96%  |
| Mortlach                       | 91.30%  | 93.40%  | 93.20%  | 92.70%  | 91.00%  | 92.32%  |
| Mossbank                       | 93.40%  | 94.00%  | 93.70%  | 93.30%  | 92.90%  | 93.46%  |
| Palliser Heights               | 93.70%  | 93.60%  | 93.50%  | 93.20%  | 93.10%  | 93.42%  |
| Peacock Coll                   | 87.10%  | 86.60%  | 86.70%  | 89.30%  | 87.60%  | 87.46%  |
| Prince Arthur                  | 91.50%  | 92.70%  | 92.00%  | 89.00%  | 90.30%  | 91.10%  |

|                 |        |        |        |        |        |        |
|-----------------|--------|--------|--------|--------|--------|--------|
| Riverview Coll  | 86.90% | 85.10% | 86.10% | 82.80% | 81.90% | 84.56% |
| Rockglen        | 93.90% | 94.20% | 94.40% | 92.30% | 93.10% | 93.58% |
| Rouleau         | 94.20% | 94.50% | 95.10% | 94.20% | 94.70% | 94.54% |
| Sunningdale     | 93.60% | 93.60% | 94.00% | 93.50% | 93.50% | 93.64% |
| Westmount       | 92.80% | 92.80% | 92.30% | 91.10% | 91.70% | 92.14% |
| William Grayson | 90.60% | 91.20% | 91.00% | 92.50% | 92.60% | 91.58% |
|                 |        |        |        |        |        |        |
| Division Data   | 92.10% | 92.30% | 92.40% | 92.30% | 92.00% | 92.22% |

### Graduation Rates and Attendance Strategies

- Secondary students will develop and maintain a graduation and post-graduation plan.
- Schools will implement *My Student First Classrooms*.
- School will monitor individual student progress toward graduation and each student's story will be understood and consciously supported by several adults in the school.
- The Career Development Consultant provides resources and supports to students, parents and schools to build pathways to successful adulthood and rewarding employment opportunities for our youth. Monthly Career Updates are distributed to high school students, teachers, and parents and well as numerous resources posted on the website.
- The Career Development Consultant provides service to all rural schools to ensure informed decisions are being made for career pathways. Services are delivered through group presentations, face to face upon request and online career counseling sessions.
- A division wide student tracking procedure has been established to track students through grade 10-12's.
- Continue to research possible pathways, schedules or programs that better meet the needs of students.
- Work with SCCs/parents on roles of parents in their child's attendance and education
- Attendance focus group to review best practices and discuss potential improvement suggestions.

### Strategic Plan for First Nations and Métis students

- Respond to individual school needs to develop a more culturally responsive environment
- Track student academic achievement, engagement and interventions using our division student data system in order that effective communication and timely support systems can be created as needed
- Continue support for teachers working with FNM students in regard to treaty teaching, the effect of Indian Residential Schools and curriculum outcomes that address First Nations' and Métis content, perspectives and ways of knowing
- Provide targeted support for FNM early learners through culturally appropriate reading materials and home support for reading.
- Create a network to flow information to and from each school regarding FNM education
- Increase the number of self-declared FNM by:
  - Providing a self-declare brochure to parents to educate students/parents & staff

- Work with SIRS to hold info from year to year
- Each school will host an event celebrating FNM culture at least once before Christmas and once after

### **Administrative Challenges for Graduation Rates and Attendance**

- Extended-time graduation rates are calculated as the percentage of students who complete grade 12 within 5 years of 'starting' grade 10 (and include those who graduate on-time). It also includes students who start in Prairie South in grade 10 but move outside our division. We are tracking our data for students in Prairie South.
- FNM students are those who choose to self-identify as First Nations (Registered/Treaty/Status Indian, Non-Status Indian), Métis. Non-FNM students are those who do not identify themselves to be FNM, and may include FNM students who choose not to self-identify. The difficulty is that some FNM students do not self-identify and therefore we do not have an accurate representation of the FNM numbers and our sample size is too small to make meaningful comparisons.
- Graduation rates were determined as of August 31 but the graduations rates are evergreen.
- School's attendance rates were provided by the Ministry and is different from previous reports. As we move from one data system to another, this will be the most accurate comparable data.

### **Governance Implications**

- That the Board continue to support the work of the Education Sector Plan as it is carried out in Prairie South Schools with respect to Reading, Writing and Math Achievement.
- That the Board continue to support the work of the Education Sector Strategic Plan as it is carried out in Prairie South Schools with respect to Graduation Rates.

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2, 2018                              | <b>Agenda Item #:</b>               | 05.2                                 |
| <b>Topic:</b>        |  |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

**Background:** Peacock's Grade 9-12 Jazz Band trip to Canmore, AB on Nov. 2-4, 2018

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

|                     |                |                           |
|---------------------|----------------|---------------------------|
| <b>Prepared By:</b> | <b>Date:</b>   | <b>Attachments:</b>       |
| Derrick Huschi      | Sept. 14, 2018 | Out-of-Province Excursion |

***Recommendation:***

That the Board approve Peacock's Grade 9-12 Jazz Band trip to Canmore, AB on Nov. 2-4, 2018.

## OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK

### ACTIVITIES APPLICATION FORM

#### Division Office Administration Approval Required

|  |                               |
|--|-------------------------------|
| <b>A. INFORMATION</b>  |                               |
| <b>Name of Teacher:</b> Cameron Church   | <b>School:</b> AE Peacock     |
| <b>Type of Activity:</b> <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____<br><input type="checkbox"/> High Risk Activity _____   |                               |
| <b>Grade Level:</b> 9-12   | <b>Number of Students:</b> 15 |
| <b>Destination:</b> Canmore, AB  | <b>Trip Date:</b> Nov. 2-4    |
| <b>Number of School Days (Partial/Full):</b> 0   |                               |
| <b>Transportation:</b> <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: Coach Bus-sharing travel costs with LeBoldus Catholic High School   |                               |
| <b>Number of Teachers, Parents, Chaperones:</b> 2  |                               |
| <b>Qualifications/Certifications of Teachers, Parents, Chaperones:</b><br><input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____ |                               |

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

|  |
|--|
| <b>C. BUDGET</b>   |
| ❖ Anticipated Budget ____ \$4000 (hotel, travel, clinic) _____<br>- Budget breakdown (be sure to include cost of substitute staff)<br>❖ Description of Funding Sources ____ Fundraising <i>/some Dece</i> _____<br>❖ Out of Pocket Cost per Participant ____ Personal Meal cost approx. \$70 _____ |

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

### D. LEARNING OBJECTIVES

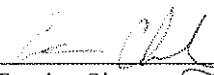
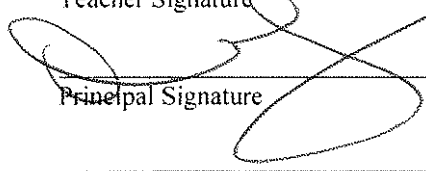
- CP30.1 Improve in a jazz style on an instrument showing understanding of applicable jazz theory.
- CP30.2 Infuse, independently, the understanding of jazz theory into personal musical performance.
- CP30.3 Show growth in individual instrumental techniques and knowledge of the elements of music and apply these to create or show a musical product.
- CR30.1 Listen and respond as a jazz performer when playing jazz.
- CR30.2 Listen to jazz as a jazz performer when not personally playing the music.
- CR30.3 Independently analyze jazz music in real time while making or listening to the music.
- CR30.4 Listen to performances of jazz music and individually develop and apply criteria to use in critical evaluation of one's own and other's work.
- CR30.5 Demonstrate knowledge of, and personal implementation of, the skills, techniques and attitudes necessary for successful ensemble performance.
- CH20.3 Explore the relationship between jazz and "classical" music.
- CH30.2 Explore jazz music and its performers and educators and their influence in the world.

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

- a) Pre-Excursion Learning:** Listening to recorded examples, understand how selected repertoire fits in the jazz continuum, rehearse and prepare music for performance, develop improvisation skill which include the music theory necessary to successfully navigate a solo
- b) Excursion Learning:** As part of the festival we will hear two separate concerts, will perform for another high school group and listen to their performance, Receive a full band clinic offering ensemble direction and suggestions for improving our performance, sectionals with a clinician offering direction and suggestions for playing within a section and developing instrument specific technique, private lessons for drummer, bass, guitar, piano,
- c) Post-Excursion Learning:** Review of information learned and application to next performance (with Saskatoon Jazz Orchestra Dec. 14<sup>th</sup>), written/verbal response to concerts and clinics, develop goals as a group for future development, continue working and developing ideas for further learning

### F. SCHEDULE OF ACTIVITIES

- Friday Nov. 2: Travel to Canmore AB, attend concert
- Saturday Nov 3: Performance, clinics and listening to other groups, attend concert
- Sunday Nov 4: Final performances and travel home

  
\_\_\_\_\_  
Teacher Signature  
  
\_\_\_\_\_  
Principal Signature  
\_\_\_\_\_  
Director/Superintendent Signature

☐ Request Approved

Sep. 13, 2018  
\_\_\_\_\_  
Date  
Sep 13/18  
\_\_\_\_\_  
Date

☐ Request Denied



# AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2, 2018                              | <b>Agenda Item #:</b>               | 05.3                                 |
| <b>Topic:</b>        |  |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

**Background:** École Gravelbourg's Grade 10-12 French Immersion trip to Carnaval Québec & Montréal on Jan. 31 – Feb. 5, 2020

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

|                     |                |                           |
|---------------------|----------------|---------------------------|
| <b>Prepared By:</b> | <b>Date:</b>   | <b>Attachments:</b>       |
| Derrick Huschi      | Sept. 24, 2018 | Out-of-Province Excursion |

## ***Recommendation:***

That the Board approve École Gravelbourg's Grade 10-12 French Immersion trip to Carnaval Québec & Montréal on Jan. 31 – Feb. 5, 2020.

## OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

### Division Office Administration Approval Required

|   |  |
|---|--|
| <b>A. INFORMATION</b>   |  |
| Name of Teacher: <i>Francine Gauthier</i>   | School: <i>École Gravelbourg School</i>  |
| Type of Activity: <input checked="" type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <i>Carnaval Québec &amp; Montréal Trip</i><br><input type="checkbox"/> High Risk Activity _____   |  |
| Grade Level: <i>10-12 (Fr. Imm.)</i>  | Number of Students: <i>19</i>            |
| Destination: <i>Québec City &amp; Montréal</i>  | Trip Date: <i>Jan. 31 – Feb. 5, 2020</i> |
| Number of School Days (Partial/Full): <i>3 (possibly 4 depending on alternate school calendar)</i>  |  |
| Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: <i>plane and EF approved bus in Qué.</i><br><input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers):<br><i>Drivers for trip to/from Regina: PSSD approved drivers – will provide names closer to the date</i> |  |
| Number of Teachers, Parents, Chaperones:<br><i>2 minimum (FG &amp; male chaperone for sure, perhaps a 3<sup>rd</sup>)</i>   |  |
| Qualifications/Certifications of Teachers, Parents, Chaperones:<br><input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____   |  |

|   |
|---|
| <b>B. SAFETY GUIDELINES</b>   |
| <ul style="list-style-type: none"> <li>✓ Parent consent forms and medical information including the Health Card Number will be obtained.</li> <li>✓ Evacuation Plan is in place and will be communicated to appropriate individuals.</li> <li>✓ Designated supervisor has access to emergency vehicles at all times.</li> <li>✓ Access to cellular or satellite phone or other communication device.</li> <li>✓ A list of emergency telephone numbers will be formulated.</li> <li>✓ Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.</li> <li>✓ Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines.</li> <li>✓ Male and Female Chaperones for a co-ed activity.</li> <li>✓ If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.</li> </ul> |

|   |
|---|
| <b>C. BUDGET</b>  |
| <ul style="list-style-type: none"> <li>❖ Anticipated Budget <i>approx \$2100.00 per student. Usually 1 day sub costs (internal coverage)</i><br/>               - Budget breakdown (be sure to include cost of substitute staff)</li> <li>❖ Description of Funding Sources <i>fundraising activities, hot lunches, etc</i></li> <li>❖ Out of Pocket Cost per Participant <i>approx \$1700 of the \$2100 per student (family)</i></li> </ul> |

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

**D. LEARNING OBJECTIVES**

**Grade 10 – 12 (Français) (FLA)**

- to encourage an interest for the Fr written and spoken language
- to develop language competencies that allow to understand, produce and utilize various messages or conversations (written, oral,)
- to promote real life situations where the Fr language is utilized
- to develop a positive attitude towards the Fr language and the Fr culture

**Grade 8 and 12(Sciences humaines et Sciences sociales)**

**Grade 8 :**

**8IN.1** Outline influences from First Nations, French, British and other newcomers on the diversity of Canadian culture.

**8IN.2** Propose favorable actions to the vitality of First Nations, Inuits, Métis, Francophones and other cultural groups in Canada.

**8IN.3** Justify a personal representation of Canada's identity today.

**Grade 12 :**

**La Nouvelle-France**

1534 Jacques Cartier explore le golfe du Saint-Laurent et le fleuve

1608 Champlain fonde la ville de Québec

1639 Les Jésuites établissent la mission de Sainte-Marie au pays des Hurons

1642 Fondation de Montréal

1649 Destruction de la Huronie par les Iroquois

1659 Arrivée à Québec de monseigneur Laval

1663 La Nouvelle-France devient colonie royale

**La conquête britannique**

1756 Début de la guerre de Sept Ans entre l'Angleterre et la France

1759 Les forces anglaises, sous la direction de Wolfe, battent les Français à la bataille des Plaines d'Abraham et prennent Québec

1763 Le *traité de Paris* fait du Québec une colonie britannique. Une proclamation royale établit, à l'ouest des Appalaches, un « territoire indien » qui empêche la poursuite de la colonisation européenne à l'intérieur des terres

**Grade 12 recap:**

Historical events: the establishment of Québec City and Montréal, the importance of colonization,...

Historical characters: Jacques Cartier, Montcalm, General Wolfe, Monseigneur Laval, Jesuits, Hurons,...

Important historical landmarks: the Saint Lawrence River, the Plaines of Abraham,...

***Éducation physique and Mieux-être (Wellness) :***

W1 Evaluate one's understanding of wellness while participating in various learning opportunities that balance the dimensions of wellness

W3 Engage in movement activity to increase confidence, competence, and sustainability in self-selected individual movement activities or environment activities (cultural dance, snowshoeing, cross-country skiing, walking, skating, )

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

### **a) Pre-Excursion Learning**

- French Language Arts, Social Studies and History Curricula
- Math – financial skills, saving, budgeting prior to trip, organizing and working at fundraising events, planning fundraisers and trip details, budgeting during trip, following itineraries, etc.

### **b) Excursion Learning**

- They will completely immersed in the French language and will truly live the French culture. A great opportunity to use their second (some their first) language 100% of the time during the trip!
- ☺ Very enriching for students who have studied the language for years!
- They will visit many historical sites and learn much about historical Canadian events. They will re-enact historical events through skits, narrations, tours, etc.

### **c) Post-Excursion Learning**

- The wealth of knowledge (history, etc.), the importance of considering other parts of OUR country as winter destinations, the enriching language experience (ordering meals, asking for directions, making purchases, etc. in French) and overall travel/tour experience (the importance of punctuality, itineraries, organization,...) all help develop great life-long skills.

## **F. SCHEDULE OF ACTIVITIES**

Thursday evening – drive to Regina to stay with parents and Regina relatives with a parent or teacher chaperone – to be able to be at the airport for a very early departure.

### **DAY 1: TRAVEL TO QUÉBEC CITY**

- Experience Carnaval

### **DAY 2: QUÉBEC CITY**

- Take a guided tour of Québec City: Streets of the Old City; Quartier Petit Champlain; Château Frontenac; Place Royale; National Assembly; Grande Allée; Upper Town
- Visit the Observatoire de la Capitale
- Visit Musée du Fort
- Experience Carnaval
- Participate in an evening activity at Carnaval: Go skating, explore the ice sculptures, or watch the night parade

(over...)

### **DAY 3: QUÉBEC CITY**

- Take a tour of the Québec City Ice Hotel
- ☺ *Optional: Dog sledding*
- ☺ *Optional: Village Valcartier Snow Park*
- Enjoy dinner at a traditional sugar shack

### **DAY 4: MONTRÉAL**

- Travel to Montréal
- Visit the Biôme
- Visit the Montréal Planetarium
- Take a walking tour of Old Montréal: Old Port; Jacques-Cartier Square; Underground City; Chinatown

**DAY 5: MONTRÉAL**

- Take a guided tour of Montréal: Mount Royal Park; City Hall; Montréal Harbour; McGill University; Place des Arts; Place Ville Marie
- Visit Notre-Dame Basilica
- Visit the Archaeology Museum
- Enjoy a New France-themed dinner
- Participate in an evening activity

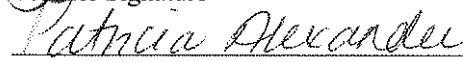
**DAY 6: MONTRÉAL | DEPART FOR HOME**

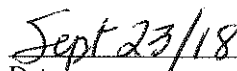
- Enjoy free time in Montréal
- Depart for home

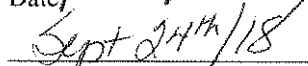
Pick up from airport Wednesday night by PSSD approved parent drivers, trip home, quick sleep and back in class early Thursday morning!

*Please note that I have taken such a group of students on this tour in 2010, 2013 and 2016.  
A truly enriching experience for our older French Immersion students!  
Complètement merveilleux!*

  
Teacher Signature

  
Principal Signature

  
Date

  
Date

\_\_\_\_\_  
Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2, 2018                              | <b>Agenda Item #:</b>               | 05.4                                 |
| <b>Topic:</b>        | <b>Class Size Report</b>                     |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

**Background:**

At the December 11, 2012 Board Meeting, the following motion passed:  
"That on an ongoing basis, the Board receive reports at the October and February regular Board meetings detailing Prairie South School Division classes that have in excess of 28 students."

At the February 10, 2015 Board Meeting, the following motion was passed:  
"That the second reporting period for the Class Size Report be received at the regular March Board meeting rather than the regular February Board Meeting."

**Current Status:**

Information related to class sizes is attached.

**Pros and Cons:**

This reporting is challenging for school based administrators and division staff. Principals continue to be challenged by the volume of managerial activity that takes away from time that could be better spent in classrooms with children and teachers. Although there may be some accountability value to having this information in the public record, this is a limited benefit as each situation is contextual to the reporting school at the time of the report. The thresholds of 28 students and 10 students are arbitrary and tend to be confusing for school based administrators who sometimes mistakenly see them as directive. The practical reality of school organization is that there will be some large classes and some small ones; principals with support from Superintendents of Operations manage these class size numbers on an ongoing basis.

**Financial Implications:**

**Governance/Policy  
Implications:**

**Legal Implications:**

**Communications:**

| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>   |
|---------------------|-----------------|---|
| Tony Baldwin        | October 2, 2018 | 1) Classes with More Than 28 Students-<br>September 14, 2018<br>2) Summary Class Size over 28 Students-<br>September 14, 2018<br>3) Classes with 10 or Fewer Students-<br>September 14, 2018<br>4) Summary of Classes with 10 or Fewer<br>Students by School- September 14,<br>2018 |

***Recommendation:***

1. That the Board review the information provided.
2. That the Board direct administration to discontinue twice yearly class size reporting and continue to monitor class size challenges as part of regular administrative work.

# Classes with more than 28 students September 14, 2018

| School                    | Grade    | Individual Classes            | Students | Total |
|---------------------------|----------|-------------------------------|----------|-------|
| Assiniboia Elementary     | 7        | Social                        | 29       | 6     |
| Assiniboia Elementary     | 7        | ELA/Art/Health/Car Ed         | 29       |       |
| Assiniboia Elementary     | 7/8      | Christian Ethics              | 29       |       |
| Assiniboia Elementary     | 7/8      | Career Ed/Health              | 30       |       |
| Assiniboia Elementary     | 7/8      | Math, ELA, Art, PE            | 30       |       |
| Assiniboia Elementary     | 8        | PAA                           | 31       |       |
| Assiniboia Composite High | 11       | PreCalculus 20                | 29       | 1     |
| Avonlea                   | K, 4, 5  | Reading/Keyboarding           | 32       | 2     |
| Avonlea                   | 1, 2, 3  | Art/Keyboarding               | 36       |       |
| Briercrest Christian      | 10       | Christian Education 10        | 29       | 3     |
| Briercrest Christian      | 10       | English A10                   | 30       |       |
| Briercrest Christian      | 10       | Math 10 FC                    | 32       |       |
| Caronport Elementary      | 7 & 8    | All subjects                  | 29       | 1     |
| Cornerstone Christian     | 5/6      | Band                          | 42       | 2     |
| Cornerstone Christian     | 12       | Law 30                        | 30       |       |
| Central Collegiate        | 9        | Health 90                     | 30       | 14    |
| Central Collegiate        | 10       | ELA A10                       | 29       |       |
| Central Collegiate        | 10       | ELA B10                       | 29       |       |
| Central Collegiate        | 10       | Math 10 Foundations           | 30       |       |
| Central Collegiate        | 10       | Math 10 Foundations           | 30       |       |
| Central Collegiate        | 10       | Science 10                    | 29       |       |
| Central Collegiate        | 10       | Wellness                      | 30       |       |
| Central Collegiate        | 11       | ELA 20                        | 29       |       |
| Central Collegiate        | 11       | History 20                    | 31       |       |
| Central Collegiate        | 11       | Math 20 Foundations           | 30       |       |
| Central Collegiate        | 11       | Math 20 PC                    | 30       |       |
| Central Collegiate        | 11-12    | Band 20/30                    | 56       |       |
| Central Collegiate        | 12       | History 30                    | 30       |       |
| Central Collegiate        | 12       | History 30                    | 29       |       |
| Ecole Gravelbourg         | 3, 4     | All classes                   | 30       | 3     |
| Ecole Gravelbourg         | 3, 4, 5  | Physical Education            | 32       |       |
| Ecole Gravelbourg         | 8, 9, 10 | Physical Education            | 29       |       |
| Ecole Palliser Heights    | 8        | French Immersion All Subjects | 30       | 1     |
| Lafleche Central          | K, 1, 2  | Physical Education            | 34       | 1     |
| Lindale School            | 8        | All subjects                  | 29       | 1     |
| Peacock Collegiate        | 9        | Arts Education 90             | 31       |       |
| Peacock Collegiate        | 9        | Comm Media 90                 | 29       |       |
| Peacock Collegiate        | 9        | Physical Education 90         | 31       |       |
| Peacock Collegiate        | 9, 10    | Band                          | 38       |       |
| Peacock Collegiate        | 10       | Math 10 PC                    | 29       |       |
| Peacock Collegiate        | 10       | Math 10 PC                    | 30       |       |
| Peacock Collegiate        | 10       | Science 10                    | 32       |       |
| Peacock Collegiate        | 10       | Science 10                    | 31       |       |
| Peacock Collegiate        | 10,11,12 | Musical Theatre               | 32       |       |



|                      |                 |                          |     |                             |
|----------------------|-----------------|--------------------------|-----|-----------------------------|
| Peacock Collegiate   | 11              | ELA 20                   | 31  | 13<br>1<br>1<br>2<br>9<br>7 |
| Peacock Collegiate   | 12              | ELA A30                  | 32  |                             |
| Peacock Collegiate   | 12              | Math 30 PC               | 30  |                             |
| Peacock Collegiate   | 12              | Social 30                | 31  |                             |
| Riverview Collegiate | 10              | Science 10               | 32  |                             |
| Rouleau              | 5/6             | All subjects except Math | 29  |                             |
| Sunningdale          | 1, 2            | Arts Ed: Choir           | 82  |                             |
| Sunningdale          | 2, 3, 4         | Arts Ed: Choir           | 101 |                             |
| Westmount            | 1               | Physical Education       | 37  |                             |
| Westmount            | 2               | Science                  | 32  |                             |
| Westmount            | 2               | Social                   | 32  |                             |
| Westmount            | 2               | Arts Education           | 32  |                             |
| Westmount            | 2               | Physical Education       | 32  |                             |
| Westmount            | 2               | Health                   | 32  | 9                           |
| Westmount            | 5               | Arts Education           | 37  |                             |
| Westmount            | 8               | Physical Education       | 32  |                             |
| Westmount            | 8               | Arts Education           | 32  |                             |
| William Grayson      | K - 4/5         | STAR reading ELA         | 39  |                             |
| William Grayson      | 1 - 2/3 - 3/4   | PE-- In-Motion           | 60  |                             |
| William Grayson      | 2/3 - 5/6       | STAR reading ELA         | 45  |                             |
| William Grayson      | 2/3 - 4/5       | STAR reading ELA         | 46  |                             |
| William Grayson      | 4/5 - 5/6 - 7/8 | PE-- In-Motion           | 68  |                             |
| William Grayson      | 4/5 & 5 of 5/6  | Art with 4/5 teacher     | 29  | 7                           |
| William Grayson      | 4/5 & 5 of 5/6  | Music                    | 29  |                             |

**Total Classes with more than 28 students**

**68**

### Summary of classes with more than 28 students September 14, 2018

| School                    | Grade(s)                  | # of Classes |
|---------------------------|---------------------------|--------------|
| Assiniboia Elementary     | 7, 8                      | 6            |
| Assiniboia Composite High | 11                        | 1            |
| Avonlea                   | K, 1, 2, 3, 4, 5          | 2            |
| Briercrest Christian      | 10                        | 3            |
| Caronport Elementary      | 7, 8                      | 1            |
| Cornerstone Christian     | 5, 6, 12                  | 2            |
| Central Collegiate        | 9, 10, 11, 12             | 15           |
| Ecole Gravelbourg         | 3, 4, 5, 8, 9, 10         | 3            |
| Ecole Palliser Heights    | 8                         | 1            |
| Lafleche Central          | K, 1, 2                   | 1            |
| Lindale                   | 8                         | 1            |
| Peacock Collegiate        | 9, 10, 11, 12             | 13           |
| Rouleau                   | 5, 6                      | 1            |
| Sunningdale               | 1, 2, 3, 4                | 2            |
| Westmount                 | 1, 2, 5, 8                | 9            |
| William Grayson           | K, 1, 2, 3, 4, 5, 6, 7, 8 | 7            |

|   |           |
|---|-----------|
| <b>Total Classes with more than 28 students</b> | <b>68</b> |
|---|-----------|

# Classes with 10 or fewer students September 14, 2018

| School                | Grade        | Individual Classes  | Students | Total |
|-----------------------|--------------|---------------------|----------|-------|
| Assinboia Composite   | 12           | Construction 30     | 9        | 2     |
| Assinboia Composite   | 12           | Mechanics 30        | 9        |       |
| Avonlea               | Kindergarten | ELA                 | 9        | 9     |
| Avonlea               | Kindergarten | Social              | 9        |       |
| Avonlea               | 2            | ELA                 | 7        |       |
| Avonlea               | 2            | Math                | 7        |       |
| Avonlea               | 5            | Math                | 7        |       |
| Avonlea               | 8            | Social              | 6        |       |
| Avonlea               | 9            | Math 9              | 10       |       |
| Avonlea               | 9            | CG/Health           | 10       |       |
| Avonlea               | 10           | Workplace 10        | 7        |       |
| Bengough              | Kindergarten | Kindergarten        | 6        | 3     |
| Bengough              | 3, 4, 5      | All subjects        | 10       |       |
| Bengough              | 6            | ELA                 | 7        |       |
| Briercrest Christian  | 11           | Environmental Sc 20 | 9        | 4     |
| Briercrest Christian  | 11           | Ma WA 20            | 2        |       |
| Briercrest Christian  | 11           | Photography 20      | 4        |       |
| Briercrest Christian  | 12           | English A 30        | 9        |       |
| Cornerstone Christian | 12           | ELA B30             | 3        | 1     |
| Central Butte         | 9/10         | ELA                 | 7        | 6     |
| Central Butte         | 9/10         | Math                | 7        |       |
| Central Butte         | 9/10         | Science             | 7        |       |
| Central Butte         | 9/10         | Social Studies      | 7        |       |
| Central Butte         | 9/10         | Art                 | 7        |       |
| Central Butte         | 9/10         | PAA                 | 7        |       |
| Central Collegiate    | 10, 11, 12   | EAL                 | 7        | 3     |
| Central Collegiate    | 10-12        | EAL                 | 6        |       |
| Central Collegiate    | 10-12        | Extensions          | 7        |       |
| Chaplin               | 1,2          | All classes         | 3        | 14    |
| Chaplin               | 3,4          | All classes         | 8        |       |
| Chaplin               | 5, 6, 7, 8   | All classes         | 10       |       |
| Chaplin               | 10           | Arts Education      | 2        |       |
| Chaplin               | 10           | ELA 10A             | 7        |       |
| Chaplin               | 10           | Foundations PreCal  | 2        |       |
| Chaplin               | 10           | Welding 10          | 6        |       |
| Chaplin               | 10           | Wellness 10         | 2        |       |
| Chaplin               | 11           | Arts Education 20   | 1        |       |
| Chaplin               | 11           | Phys Ed 20          | 1        |       |
| Chaplin               | 11           | Welding 20          | 7        |       |
| Chaplin               | 11           | Social Studies 20   | 1        |       |
| Chaplin               | 12           | Arts Ed 30          | 2        |       |
| Chaplin               | 12           | Phys Ed 30          | 2        |       |
| Craik                 | K            | Homeroom            | 10       |       |
| Craik                 | 1            | Homeroom            | 2        |       |

|                   |                   |                                      |    |
|-------------------|-------------------|--------------------------------------|----|
| Craik             | 2                 | Homeroom                             | 8  |
| Craik             | 3                 | Homeroom                             | 5  |
| Craik             | 4                 | Homeroom                             | 6  |
| Craik             | 5                 | Homeroom                             | 4  |
| Craik             | 6                 | Homeroom                             | 2  |
| Craik             | 7                 | Homeroom                             | 3  |
| Craik             | 8                 | Homeroom                             | 2  |
| Craik             | 9                 | Homeroom                             | 6  |
| Craik             | 10                | Homeroom                             | 7  |
| Craik             | 11                | Homeroom                             | 9  |
| Craik             | 12                | Homeroom                             | 9  |
| Craik             | 9                 | ELA 90                               | 6  |
| Craik             | 9                 | Math 90                              | 6  |
| Craik             | 9                 | Social 90                            | 6  |
| Craik             | 10                | ELA B10                              | 7  |
| Craik             | 10                | Math F 10                            | 7  |
| Craik             | 11                | ELA 20                               | 9  |
| Ecole Gravelbourg | 10                | Core French                          | 1  |
| Ecole Gravelbourg | 12                | FI Math 30                           | 2  |
| Eye brow          | K, 1, 2           | All classes                          | 8  |
| Eye brow          | 3                 | All classes                          | 5  |
| Eye brow          | 4                 | All classes                          | 2  |
| Eye brow          | 5                 | All classes                          | 3  |
| Eye brow          | 6                 | All classes                          | 2  |
| Eye brow          | 7 & 8             | All classes                          | 9  |
| Eye brow          | 9                 | Math                                 | 5  |
| Eye brow          | 9                 | Science                              | 5  |
| Eye brow          | 10                | ELA A 10                             | 6  |
| Eye brow          | 10                | Wellness 10                          | 6  |
| Eye brow          | 10                | Science 10                           | 6  |
| Eye brow          | 10                | Math 10                              | 6  |
| Eye brow          | 11                | ELA 20                               | 6  |
| Eye brow          | 11                | Math                                 | 6  |
| Eye brow          | 11                | PAA                                  | 6  |
| Eye brow          | 12                | Math 30                              | 5  |
| Eye brow          | 12                | ELA 30                               | 5  |
| Eye brow          | 12                | PAA                                  | 5  |
| Glentworth        | Prek/Kindergarten | Prek/Kindergarten                    | 9  |
| Glentworth        | 11/12             | Enviromental Science 20/30           | 9  |
| Glentworth        | 11/12             | ELA 20/30                            | 9  |
| Kincaid Central   | Kindergarten      | All subjects                         | 8  |
| Kincaid Central   | 9 & 10            | ELA, Math, Science, Social/History   | 9  |
| Lafleche Central  | 11 & 12           | Math 20/30 & 21                      | 8  |
| Lafleche Central  | 11 & 12           | ELA 30, 31 & Com 20                  | 8  |
| Lafleche Central  | 11 & 12           | Health Science 20 & 21               | 7  |
| Mankota           | 1-3               | All classes on non-Kindergarten days | 10 |
| Mankota           | 4-6               | Math                                 | 6  |

19

2

18

3

2

3

|                      |              |                                   |    |
|----------------------|--------------|-----------------------------------|----|
| Mankota              | 4-6          | ELA                               | 6  |
| Mankota              | 4-6          | Social                            | 6  |
| Mankota              | 4-6          | Science                           | 6  |
| Mankota              | 9-10         | ELA                               | 7  |
| Mankota              | 9-10         | Science                           | 7  |
| Mankota              | 9-10         | Social Studies                    | 7  |
| Mankota              | 9-10         | Math                              | 7  |
| Mankota              | 11-12        | ELA                               | 9  |
| Mankota              | 11-12        | Physical Science                  | 8  |
| Mankota              | 11-12        | History                           | 9  |
| Mankota              | 11-12        | Math                              | 8  |
| Mortlach             | K            | All subjects                      | 6  |
| Mortlach             | 1            | All subjects                      | 6  |
| Mortlach             | 2            | All subjects                      | 9  |
| Mortlach             | 3            | All subjects                      | 4  |
| Mortlach             | 5            | All subjects                      | 7  |
| Mortlach             | 6            | All subjects                      | 4  |
| Mortlach             | 7            | All subjects                      | 6  |
| Mortlach             | 8            | All subjects                      | 4  |
| Mortlach             | 9            | All subjects                      | 6  |
| Mortlach             | 10, 11, 12   | Workplace / Foundations           | 5  |
| Mortlach             | 10, 11, 12   | PreCal 20/PreCal 30               | 7  |
| Mortlach             | 10, 11, 12   | Photography 10/20                 | 1  |
| Mortlach             | 10, 11, 12   | Ag Tech                           | 3  |
| Mortlach             | 10, 11, 12   | Computer Sci 30                   | 1  |
| Mortlach             | 10, 11, 12   | Cosmetology 20                    | 2  |
| Mortlach             | 10, 11, 12   | Accounting 10                     | 1  |
| Mortlach             | 10, 11, 12   | Physics 30                        | 1  |
| Mortlach             | 10, 11, 12   | CWEX 20                           | 2  |
| Mossbank             | 1            | Some subjects on even days        | 5  |
| Mossbank             | 2            | All subjects                      | 9  |
| Mossbank             | 3            | All subjects                      | 8  |
| Mossbank             | 6            | Math                              | 8  |
| Mossbank             | 11/12        | History 30/38                     | 10 |
| Mossbank             | 11/12        | Math Foundations 20/Lifeskills 28 | 10 |
| Mossbank             | 11/12        | ELA 20/ELA A38                    | 10 |
| Mossbank             | 11/12        | Physical S 20                     | 9  |
| Mossbank             | 11/12        | PAA 20/30                         | 7  |
| Peacock Collegiate   | 9            | Health 90                         | 9  |
| Riverview Collegiate | 10           | Math 11                           | 6  |
| Riverview Collegiate | 10/11/12     | Life Skills Career Transtions     | 6  |
| Riverview Collegiate | 11           | Foundations 20                    | 7  |
| Riverview Collegiate | 11           | Physical Science                  | 7  |
| Riverview Collegiate | 11,12        | Workplace 20/30                   | 9  |
| Rockglen             | Kindergarten | core subjects                     | 8  |
| Rockglen             | 7/8          | Core subjects                     | 10 |
| Rockglen             | 11           | Enviromental Science 20           | 10 |

13

18

9

1

5

|                 |     |                   |    |   |
|-----------------|-----|-------------------|----|---|
| Rockglen        | 11  | Health Science 20 | 10 | 4 |
| Rouleau         | K   | All subjects      | 7  |   |
| Rouleau         | 4   | Math 4            | 8  |   |
| Rouleau         | 6   | Math 6            | 10 |   |
| Rouleau         | 7   | Math 7            | 4  |   |
| Rouleau         | 8   | Math 8            | 9  |   |
| Rouleau         | 9   | Math 9            | 9  |   |
| Rouleau         | 9   | Health            | 9  |   |
| Rouleau         | 10  | Math 10           | 10 | 8 |
| William Grayson | 7/8 | Band              | 9  | 1 |

|  |            |
|--|------------|
| <b>Total Classes with 10 or fewer students</b> | <b>148</b> |
|--|------------|

## Summary of classes with 10 or fewer students September 14, 2018

| School                       | Grade(s)                              | # of Classes |
|------------------------------|---------------------------------------|--------------|
| Assinboia Composite          | 12                                    | 2            |
| Avonlea                      | K, 2, 5, 8, 9, 10                     | 9            |
| Bengough                     | K, 3, 4, 5, 6                         | 3            |
| Briercrest Christian Academy | 11, 12                                | 4            |
| Cornerstone Christian        | 12                                    | 1            |
| Central Butte                | 9/10                                  | 6            |
| Central Collegiate           | 6, 7                                  | 3            |
| Chaplin                      | 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12    | 14           |
| Craik                        | All Grades                            | 19           |
| Ecole Gravelbourg            | 10, 12                                | 2            |
| Eyebrow                      | All Grades                            | 18           |
| Glentworth                   | Prek, K, 11, 12                       | 3            |
| Kincaid Central              | K, 9, 10                              | 2            |
| Lafleche Central             | 11, 12                                | 3            |
| Mankota                      | 1, 2, 3, 4, 5, 6, 9, 10, 11, 12       | 13           |
| Mortlach                     | K, 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12 | 18           |
| Mossbank                     | 1, 2, 3, 6, 11, 12                    | 9            |
| Peacock Collegiate           | 9                                     | 1            |
| Riverview Collegiate         | 10, 11, 12                            | 5            |
| Rockglen                     | K, 7, 8, 11                           | 4            |
| Rouleau                      | K, 4, 6, 7, 8, 9                      | 8            |
| William Grayson              | 7, 8                                  | 1            |

**Total Classes with 10 or fewer students**

**148**

# AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2, 2018                              | <b>Agenda Item #:</b>               | 05.5                                 |
| <b>Topic:</b>        | <b>BP 3 Revision</b>                         |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|                                |   |
|--------------------------------|---|
| <b>Background:</b>             | <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 <i>The Education Act, 1995</i> and the establishment of <i>The School Division Administration Regulations, 2017</i> require an update to Board Policy.</p> |
| <b>Current Status:</b>         | The updated BP3, Role of the Trustee is attached. Changes to the policy itself include only the legal references. In Appendix A, the first bulleted item in section 1 was edited to update wording and one reference to the CIAF was removed in the third bulleted item in section 1.   |
| <b>Pros and Cons:</b>          |   |
| <b>Financial Implications:</b> |   |



|  |  |
|--|--|
| <b>Governance/Policy Implications:</b> |  |
|  |  |
| <b>Legal Implications:</b>             |  |
|  |  |
| <b>Communications:</b>                 | 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. |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Tony Baldwin        | October 2, 2018 | <ul style="list-style-type: none"> <li>• BP3, 02 October 2018</li> <li>• BP3, Appendix A, 02 October 2018</li> </ul> |

***Recommendation:***

That the Board approve Board Policy 3 updated 02 October 2018.

### ROLE OF THE TRUSTEE

Trustees are elected in accordance with the Local Government Election Act.

The role of the trustee is to contribute to the Board as it carries out its role in order to achieve its mission, vision, values and commitments. The Board believes that its ability to fulfill its obligations is enhanced when leadership and guidance are forthcoming from within its membership.

The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. A trustee who is given corporate authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the Division.

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans. The Board believes an orientation program is necessary for effective trusteeship. The Chair will write a letter to accompany the nomination package which outlines the dates and times for orientation sessions, organizational meetings and subsequent meetings in the first month.

1. The Division will offer an orientation program for all newly elected trustees that provides information on:
  - 1.1 Role of the trustee, the Board and the Director of Education;
  - 1.2 Delegation of authority to the Director of Education and related accountability mechanisms including CEO evaluation process criteria and timelines;
  - 1.3 Organizational structures and procedures of the Division, and governance tools used by the Board;
  - 1.4 The Board Policy Handbook, agendas and minutes;
  - 1.5 Existing Division initiatives, annual reports, budgets, financial statements and long-range plans;
  - 1.6 Division programs and services;
  - 1.7 Board's function as an appeal body; and
  - 1.8 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest.
  - 1.9 The legacy document and board annual work plan.

2. New trustees are required to attend the orientation session(s).
3. The Division will provide financial support for trustees to attend Saskatchewan School Boards Association sponsored orientation seminars.
4. The Board Vice-Chair in consultation with the Director of Education will ensure the development and implementation of the Division's orientation program for newly elected trustees.
5. Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures and issues.

### **Specific Responsibilities of Individual Trustees**

The trustee shall:

1. Become familiar with Division policies and procedures, meeting agendas, and reports in order to participate in Board business.
2. Refer governance queries, issues and problems not covered by Board policy to the Board for corporate discussion and decision.
3. Refer administrative matters to the Director of Education. The trustee, upon receiving a complaint from a parent or community member about school operations, will refer the parent or community member back to the school and will inform the Director of Education of this action if administrative action is desired.
4. Keep the Board and the Director of Education informed in a timely manner of all matters coming to his/her attention that might affect the Division.
5. When requested, provide the Director of Education with counsel and advice, giving the benefit of the trustee's judgment, experience and familiarity with the community.
6. Attend meetings of the Board; participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for the education of children within the Division.
7. Respectfully bring forward and advocate for local issues and concerns.
8. Accurately communicate the decisions of the Board and refrain from making any statements that may give the impression that such a statement reflects the majority decision of the Board when it does not.
9. When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
10. Participate in Board/trustee development sessions so that the quality of leadership and service in the Division can be enhanced.
11. Share the materials and ideas gained from a trustee development activity with fellow trustees at the next available opportunity.

12. Strive to develop a positive learning and working culture both within the Board and the Division.
13. Attend School Community Council meetings as requested and/or when possible.
14. Attend significant Division or school functions when possible.
15. Become familiar with, and adhere to, the Trustee Code of Conduct.
16. Report any violation of the Trustee Code of Conduct to the Board during a closed session following the prescribed process for adding items to the agenda.

Reference: *The Education Act, 1995*, Section 85  
*The Local Government Election Act, 2015*

October 2, 2018

## **SERVICES, MATERIALS AND EQUIPMENT PROVIDED TO TRUSTEES**

Trustees shall be provided with the following services, materials and equipment while in office:

### **1. Access to the following:**

- Current versions of *The Education Act, 1995*, *The Education Regulations, 1986*, *The School Division Administration Regulations, 2017* and related documents.
- Board Policy Handbook and Administrative Procedures Manual.
- Current Division reports and resource binders.
- Robert's Rules of Order, Newly Revised, In Brief.
- School year and meeting calendars.
- List of School Community Council officials.
- Saskatchewan School Boards Association (SSBA) and Canadian School Board Association membership services.

### **2. Communications/Public Relations:**

- Notification of significant media events, reminders of special meetings.
- Speaker's notes/talking points as required or when requested.
- Individual and Board photographs.
- SSBA Trustee's date book.

### **3. Administrative/Secretarial Services:**

- Conference registration and accommodation arrangements.
- Information Technology service support.
- Trustee business cards.

### **4. Equipment:**

- A Division approved and supported laptop computer or mobile device and printer, with appropriate software and access. The equipment shall be returned to the Board upon completion of the term in office.

# AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2, 2018                              | <b>Agenda Item #:</b>               | 05.6                                 |
| <b>Topic:</b>        | <b>BP 4 Revision</b>                         |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | <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 <i>The Education Act, 1995</i> and the establishment of <i>The School Division Administration Regulations, 2017</i> require an update to Board Policy.</p> |
| <b>Current Status:</b>                 | The updated BP4, Trustee Code of Conduct is attached. Changes to the policy and appendix include only the legal references.   |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |

|                        |  |
|------------------------|--|
|                        |  |
| <b>Communications:</b> | 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. |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Tony Baldwin        | October 2, 2018 | <ul style="list-style-type: none"> <li>• BP4, 02 October 2018</li> <li>• BP4, Appendix A, 02 October 2018</li> </ul> |

***Recommendation:***

That the Board approve Board Policy 4 updated 02 October 2018.

## Policy 4

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### TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum, and demonstrating respect when acting as members of the Board.

Specifically, trustees shall:

1. Serve Prairie South School Division to the best of their abilities, and shall be accountable for making decisions in an effort to meet the educational needs of all students. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards. It also supersedes the personal interest of any member of the Board acting as a consumer of the Prairie South School Board of Education services.
2. Devote time, thought and study to the duties of a trustee so that they may render effective and creditable service.
3. Work with their fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
4. Express any contrary opinion respectfully and honestly, and without making disparaging remarks.
5. Work to communicate accurately to the electorate all the facts about our schools.
6. Ensure the Division is fiscally secure and its assets are well maintained.
7. Respect and maintain the confidentiality of in-camera information.
8. Avoid conflict of interest with respect to their trusteeship responsibilities:
  - 8.1. There shall be no conduct of private business or personal services between any member of the Board and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "insider" information;
  - 8.2. When the Board is to decide upon an issue about which a member has declared an avoidable conflict of interest, that member shall absent him/herself without comment from not only the vote, but also from the deliberation;
  - 8.3. Trustees shall not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a trustee desire employment in the organization, (s)he shall first resign;
  - 8.4. Trustees shall disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict; and
  - 8.5. Trustees shall not accept a pecuniary benefit or gift which exceeds \$100 in value from any person, group or vendor having an association with the Board and shall disclose, to the board, all gifts that have been offered.



In addition;

9. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in policies of the Board.
10. Trustees absent from the Division for a period of 1 month or more shall, for emergency contact purposes, ensure that the office of the Director of Education is made aware of their whereabouts.
11. Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Policy 4, Appendix A.

Reference: *The Education Act, 1995*, Section 85  
*The School Division Administration Regulations, 2017*, Sections 11, 12, 13

October 2, 2018

## **TRUSTEE CODE OF CONDUCT SANCTIONS**

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. Failure of a trustee to conduct him/herself in compliance with this policy may result in the Board instituting sanctions.
2. In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
3. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
  - 3.1 The Board Chair shall request that the Director of Education for the Prairie South School Board of Education (as head of the Prairie South School Board of Education under The Local Authority Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
  - 3.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Director of Education.
  - 3.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
  - 3.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
  - 3.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.

4. For a violation of all other sections of the Code of Conduct corrective measures may include:
- An aggrieved trustee going to the offending trustee to seek resolution if the matter is between those trustees;
  - The Chair and Vice-Chair meeting with the offending trustee to seek resolution, having the matter discussed in an in-camera session of the board to seek resolution;
  - The board authorizing the Chair to send a letter of clarification or direction to the trustee:
- 1.1 If the matter is not resolved through such means or if the Board deems the offence to be of such magnitude to warrant, the Board Chair shall write a letter of censure marked "Personal and Confidential" to the trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at a closed meeting of the Board. A majority of trustees at a public meeting of the Board shall immediately approve this decision. A motion to remove the trustee in question from one, or more, of all Board appointments also may be presented.

Reference: *The Education Act, 1995*, Section 85  
*The School Division Administration Regulations, 2017*, Sections 11, 12, 13

October 2, 2018

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018                         | <b>Agenda Item #:</b>               | 05.7                                 |
| <b>Topic:</b>        | <b>Community Joint Use Agreement City of Moose Jaw</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision           | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | PSSD and the City of Moose Jaw does not have a current "Facility joint use agreement"                       |
|  |   |
| <b>Current Status:</b>                 | The administration has worked with city to create an updated agreement to the satisfaction of both parties. |
|  |   |
| <b>Pros and Cons:</b>                  |   |
|  |   |
| <b>Financial Implications:</b>         |   |
|  |   |
| <b>Governance/Policy Implications:</b> |   |
|  |   |
| <b>Legal Implications:</b>             |   |
|  |   |
| <b>Communications:</b>                 |   |

|                     |                 |                        |
|---------------------|-----------------|------------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>    |
| Stephen Robitaille  | October 2, 2018 | Updated city agreement |

**Recommendation:** That the Board pass the following motion directing administration to execute the joint use agreement.

Motion: "That the administration proceed with the execution of the joint use agreement as presented"



## JOINT USE AGREEMENT

Agreement dated \_\_\_\_\_, 2018

Between:

**THE BOARD OF EDUCATION OF THE PRAIRIE SOUTH SCHOOL DIVISION NO 210**, a corporation incorporated pursuant to the laws of Saskatchewan (the "**Board**")

- and -

**CITY OF MOOSE JAW**, a municipal corporation continued under *The Cities Act* (the "**City**")

WHEREAS it is the responsibility of the City through the Parks and Recreation Department to plan, develop, construct, operate, and maintain parks and recreational land and facilities for recreational purposes, and to organize and administer public recreation programs;

AND WHEREAS it is the responsibility of the Board to develop and provide education programs and provide the necessary facilities and sites for programs;

AND WHEREAS the parties hereto support, wherever possible, the use of their facilities by the total community, and encourage co-operation with community agencies to meet their educational and recreational needs;

AND WHEREAS it is the desire of the parties hereto to use their resources for use and development of facilities in the most efficient manner for the maximum benefit of the community;

AND WHEREAS in order to make available to all citizens of Moose Jaw a high standard and varied range of recreational facilities and to encourage their year round use in the most economical manner;

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS AND AGREEMENTS HEREINAFTER EXPRESSED, THESE PARTIES HERETO AGREE AS FOLLOWS:

### PART I JOINT USE AGREEMENT

1. The parties hereto agree to embark upon a program for the joint use of their respective facilities for recreational purposes and the joint planning of future recreation facilities according to the terms, conditions and regulations hereinafter set forth.
2. Notwithstanding any of the terms of this Agreement, the parties hereto shall be and remain the sole and exclusive owners of their respective lands, buildings, and equipment, except where specifically otherwise agreed to herein.

3. This Agreement shall remain in force and effect from the date of its execution by the parties involved, until and unless terminated by either party to this Agreement at the sole discretion of either party giving a minimum of ninety (90) days prior written notice of termination to the other party.

## PART II REGULATIONS

4. It is understood and agreed that specific, mutually agreeable arrangements may be necessary from time to time and may be dependent upon the type of facility, and the existence of present or future statutory or organizational regulations which may relate to the operation of that specific facility.
5. The City agrees to make available for use by the Board, all facilities under the control of the Parks and Recreation Department. These facilities shall include, but not be limited to, the following: Kinsmen Sportsplex Pool; Phyllis Dewar Outdoor Pool; Water Parks; Optimist Park, Canada Games Soccer Fields, Smith Park, Westheath, Veterans Peace Park (VLA) and outdoor skating rinks/pads.
6. The Board agrees to make available for use by the City and City recognized Community Associations, all the Board facilities and grounds under their jurisdiction within operating hours in the City of Moose Jaw, namely, Palliser Heights, Prince Arthur, Sunningdale, Westmount, Riverview Collegiate. It is understood that Riverview Collegiate will be available Monday to Thursday 8:30am – 4:00pm for summer programs only.
7. Equipment may be made available to each party by the other party and availability and use thereof shall be determined by the owner of such equipment and pursuant to the owner's rules and regulations.
8. The priority of the use of each party's facilities shall be as follows:
  - (a) City owned facilities shall be used in accordance with the following priority list:
    - i) City sponsored and co-sponsored programs;
    - ii) City officially recognized programs (i.e. Minor Hockey, Speed Swimming, and Community Associations);
    - iii) Board sponsored and co-sponsored programs;
    - iv) Other organized programs depending upon availability of space, pursuant to City policies.
  - (b) Board owned facilities shall be used in accordance with the following priority list:
    - i) Board sponsored and co-sponsored programs;
    - ii) Board officially recognized programs;
    - iii) City sponsored and co-sponsored programs;
    - iv) City officially recognized Community Association programs;
    - v) Other organized programs depending upon availability of space, pursuant to Board policies.

9. For the purpose of discussing this Agreement, it is agreed that meetings will be held once a year, and/or upon the request of either party, and shall be attended by representatives of the parties to this Agreement.
10. Booking deadlines for the use of the facilities covered by this Agreement respecting the use of same shall be as stipulated below. Booking deadlines apply to both parties with the intent being that once a facility is confirmed to be booked it should not be cancelled by the Board or City for one of their own programs.

(a) BOARD FACILITIES:

- ii) All applications for use of Board facilities shall be made through the Board Office.
- iii) All bookings shall be submitted prior to June 30<sup>th</sup> for the period September 1<sup>th</sup> to December 31<sup>st</sup>; all bookings shall be submitted prior to December 1<sup>st</sup> for the period January 1<sup>st</sup> to June 30<sup>th</sup>;
- iv) Use of facilities during school holidays shall be at the discretion of the Board Administration. During certain times, the facilities will be closed to permit seasonal maintenance;
- v) All late requests for the use of Board facilities shall be considered on availability of space on a first come, first serve basis.

(b) CITY FACILITIES:

All bookings for City facilities shall be submitted to the Parks and Recreation Department as follows:

- i) Swimming facilities shall be booked by May 30<sup>th</sup> and confirmed by June 15<sup>th</sup> for the next school term.
- ii) Athletic fields shall be booked by April 1<sup>st</sup> for spring activities, and by June 30<sup>th</sup> for fall activities.
- iii) All late requests for the use of City facilities shall be considered on availability of space on a first come, first serve basis.

11. The nature and scope of programs offered shall fall within the following regulations:
  - (a) The activities conducted as a part of the school program must be a recognized and accepted activity by the Board and shall be deemed acceptable and appropriate relative to the structure and design of the facility owned by the City;
  - (b) Programs conducted by the City or by officially recognized Community Associations shall be deemed acceptable and appropriate relative to the structure and design of the facility owned by the Board;
  - (c) Notwithstanding the terms and conditions of any Agreement, it is understood and agreed that the use of City areas and facilities shall be

- subject to their policies and/or specific conditions relative to the area or facility used;
- (d) Notwithstanding the terms and conditions of any agreement, it is understood and agreed that the use of the Board areas and facilities shall be subject to the policies and specific conditions relative to the area or facility used.

### PART III CARE OF FACILITIES AND USER CLIENTELE

12. The regulations governing the care of properties and facilities shall be as follows:
- (a) Each party to this Agreement shall be responsible for the maintenance of good order and discipline amongst the persons making use of the facilities.
  - (b) Each party shall indemnify and save the other harmless from and against all actions, claims, demands and damages that may be brought or arise by reasons of the use of the properties and facilities by such party or by any of its agents, employees, servants, or other persons under its control or by students, children, or other persons making use of the shared facilities with the permission of such party, its officers, or servants, expressed or implied.
  - (c) The Board shall not damage nor permit any damage be done to any portion of the City facilities listed herein by any act, default or negligence of any of the Board employees, students, agents or anyone permitted to be at the facility by the Board. Should any damage to the City facilities occur during the use of the City facility by the Board, the City shall be permitted to repair the facility to its previous condition prior to the damage. The Board shall reimburse the City for all costs incurred by the City (including reimbursement of staff time) as a result of any clean-up, maintenance, repairs or replacement necessitated by the Board's use of the City facilities upon fifteen (15) days of receiving an invoice from the City.
  - (d) Upon each time the Board uses the City facilities, the Board shall ensure the City facilities are restored back into the condition they were in prior to their use, which includes, but is not limited to, cleaning of any garbage or debris left by the Board user groups.
  - (e) The City shall not damage nor permit any damage be done to any portion of the Board facilities listed herein by any act, default or negligence of any of the City employees, agents, Community Associations or anyone permitted to be at the facility by the City. Should any damage to the Board facilities occur during the use of the Board facility by the City, the Board shall be permitted to repair the facility to its previous condition prior to the damage. The City shall reimburse the Board for all costs incurred by the Board (including reimbursement of staff time) as a result of any clean-up, maintenance, repairs or replacement



necessitated by the City's use of the Board facilities upon fifteen (15) days of receiving an invoice from the Board.

- (f) Upon each time the City uses the Board facilities, the City shall ensure the Board facilities are restored back into the condition they were in prior to their use, which includes, but is not limited to, cleaning of any garbage or debris left by the City user groups.

#### PART IV PRE-EXISTING AGREEMENTS

- 13. The parties hereto acknowledge that the within Agreement shall supersede all prior agreements and that said prior agreements shall no longer be of force and affect where inconsistent with this present Agreement.

#### PART V COST RECONCILIATION

- 14. To reduce the exchange of funds between the parties to this Agreement, it is hereto agreed that:
  - (a) The Board shall not levy a rental rate for the use of school facilities and grounds when in use for the following programs:
    - i) City sponsored programs;
    - ii) City co-sponsored programs; and
    - iii) City officially recognized Community Association sponsored programs.
  - (b) The City shall not levy a rental rate for the use of recreation facilities under the jurisdiction of the City when in use for the following programs:
    - i) Board sponsored programs;
    - ii) Board co-sponsored programs; and
    - iii) Board officially recognized sponsored programs.
  - (c) Expenses other than rental rates may be charged by either party.

IN WITNESS WHEREOF the Board has hereunto affixed its corporate seals, duly attested to by the hands of its proper officers in that behalf on the date identified above.

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

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

(Seal)

\_\_\_\_\_  
MANAGER OF FACILITIES

IN WITNESS WHEREOF the City has hereunto affixed its corporate seals, duly attested to by the hands of its proper officers in that behalf on the date identified above.

**THE MUNICIPAL CORPORATION OF THE  
CITY OF MOOSE JAW**

\_\_\_\_\_  
MAYOR

(Seal)

\_\_\_\_\_  
CITY CLERK

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | October 2, 2018                              | <b>Agenda Item #:</b>               | 05.8                                 |
| <b>Topic:</b>        | <b>Monthly Reports</b>                       |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The Board has requested monthly updates regarding staff absences and tenders awarded. |
|  |   |
| <b>Current Status:</b>                 | Current Information is attached.  |
|  |   |
| <b>Pros and Cons:</b>                  |   |
|  |   |
| <b>Financial Implications:</b>         |   |
|  |   |
| <b>Governance/Policy Implications:</b> |   |
|  |   |
| <b>Legal Implications:</b>             |   |
|  |   |
| <b>Communications:</b>                 |   |

|                     |              |   |
|---------------------|--------------|---|
| <b>Prepared By:</b> | <b>Date:</b> | <b>Attachments:</b>   |
| Tony Baldwin        | Oct. 2, 2018 | <ul style="list-style-type: none"> <li>• Staff Absence Summaries</li> <li>• Tender Summary</li> </ul> |

***Recommendation:***

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

## Teacher Absences & Substitute Usage

**Date Range:** August 28, 2018 - September 21, 2018

| Absence Reason   | Days          | % of Total Absences | Sub Days      | % Needed Sub  | % of possible days |
|--|---------------|---------------------|---------------|---------------|--------------------|
| <b>LINC Agreement</b>                                      |               |                     |               |               |                    |
| Compassionate Leave  | 38.74         | 8.79%               | 32.26         | 83.27%        | 0.50%              |
| Competition Leave  | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| Convocation Leave  | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| Education Leave  | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| Emergency Leave  | 1.74          | 0.39%               | 1.6           | 91.95%        | 0.02%              |
| Executive Leave  | 1             | 0.23%               | 0.8           | 80.00%        | 0.01%              |
| Prep Time  | 15.31         | 3.47%               | 14.76         | 96.41%        | 0.20%              |
| Pressing Leave   | 20.96         | 4.75%               | 16.4          | 78.24%        | 0.27%              |
| PSTA   | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| Rec. Of Service  | 11.11         | 2.52%               | 7.18          | 64.63%        | 0.14%              |
| Leave Without Pay  | 5.04          | 1.14%               | 3.04          | 60.32%        | 0.06%              |
| <b>SUB TOTAL</b>   | <b>93.90</b>  | <b>21.30%</b>       | <b>76.04</b>  | <b>80.98%</b> | <b>1.20%</b>       |
| <b>Provincial Agreement/ Education Act/ Employment Act</b> |               |                     |               |               |                    |
| Court/Jury   | 1.08          | 0.24%               | 1             | 0.00%         | 0.01%              |
| Illness - Teacher  | 82.35         | 18.68%              | 67.7          | 82.21%        | 1.05%              |
| Illness - Long Term  | 85.28         | 19.35%              | 0             | 0.00%         | 1.09%              |
| Medical/Dental Appt  | 57.24         | 12.98%              | 43            | 75.12%        | 0.73%              |
| Internship Seminar   | 11.4          | 2.59%               | 11.4          | 100.00%       | 0.15%              |
| Paternity/Adoption Leave                                   | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| Secondment   | 1             | 0.23%               | 1             | 100.00%       | 0.01%              |
| Unpaid Sick Leave  | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| <b>SUB TOTAL</b>   | <b>238.35</b> | <b>54.07%</b>       | <b>124.10</b> | <b>52.07%</b> | <b>3.05%</b>       |
| <b>Prairie South</b>                                       |               |                     |               |               |                    |
| Extra/Co-curr Teach  | 37.83         | 8.58%               | 31.28         | 82.69%        | 0.48%              |
| FACI Meet/PD   | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| HUMA Meet/PD   | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| IT Meet/PD   | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| LRNG Meet/PD   | 27.41         | 26.12%              | 26.12         | 95.29%        | 0.35%              |
| Noon Supervision Day                                       | 2.62          | 0.59%               | 2.58          | 98.47%        | 0.03%              |
| PD DEC Teachers  | 20.15         | 4.57%               | 11.79         | 58.51%        | 0.26%              |
| School Operations Meet/PD                                  | 17.98         | 4.08%               | 15.44         | 85.87%        | 0.23%              |
| STF Business - Invoice                                     | 2.58          | 0.59%               | 2.5           | 96.90%        | 0.03%              |
| TRAN Meet/PD   | 0             | 0.00%               | 0             | 0.00%         | 0.00%              |
| <b>SUB TOTAL</b>   | <b>108.57</b> | <b>44.53%</b>       | <b>89.71</b>  | <b>82.63%</b> | <b>1.39%</b>       |
| <b>Total Absences</b>                                      | <b>440.82</b> | <b>119.90%</b>      | <b>289.85</b> | <b>65.75%</b> | <b>5.65%</b>       |

Teachers (FTE)  
433.66

# of teaching Days  
18

Possible Days  
7805.88

## CUPE Staff Absences & Casual Usage 2017-2018

Date: August 1 - 31, 2018

| Absence Reason                   | Days          | % of Total Absences | Sub Days     | % Received Sub | % of possible days |
|----------------------------------|---------------|---------------------|--------------|----------------|--------------------|
| <b>CUPE Agreement</b>            |               |                     |              |                |                    |
| Act of God                       | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| Bereavement Leave                | 3             | 0.91%               | 3            | 0.00%          | 0.23%              |
| 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             | 0.5           | 0.15%               | 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                | 49.91         | 15.15%              | 1            | 2.00%          | 3.88%              |
| Med/Den Appt Support             | 3.79          | 1.15%               | 0            | 0.00%          | 0.29%              |
| Noon Supervision                 | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| Parenting/Caregiver              | 1.78          | 0.54%               | 0            | 0.00%          | 0.14%              |
| Pressing Leave                   | 0.5           | 0.15%               | 0            | 0.00%          | 0.04%              |
| Rec. of Service                  | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| TIL Support                      | 1.75          | 0.53%               | 0            | 0.00%          | 0.14%              |
| Without Pay Support              | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                 | <b>61.23</b>  | <b>18.59%</b>       | <b>4</b>     | <b>6.53%</b>   | <b>4.75%</b>       |
| <b>Employment Act</b>            |               |                     |              |                |                    |
| Court/Jury Duty                  | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| Paternity Leave                  | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| Vacation Support                 | 268.17        | 81.41%              | 44.63        | 16.64%         | 20.82%             |
| Workers Compensation             | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                 | <b>268.17</b> | <b>81.41%</b>       | <b>44.63</b> | <b>16.64%</b>  | <b>20.82%</b>      |
| <b>Prairie South</b>             |               |                     |              |                |                    |
| ACCT Meet/PD                     | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| BUSI Meet/PD                     | 0             | 0.00%               | 0            | 0.00%          | 0.00%              |
| Extra/Co-curr Sup                | 0             | 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%              |
| <b>SUB TOTAL</b>                 | <b>0</b>      | <b>0.00%</b>        | <b>0</b>     | <b>0.00%</b>   | <b>0.00%</b>       |
| <b>Total Absences</b>            | <b>329.4</b>  | <b>100.00%</b>      | <b>48.63</b> | <b>14.76%</b>  | <b>25.58%</b>      |

### Possible Days

August 1 - 31, 2018

### Days

22.00

### FTE

58.543

### Total Days

1287.95

\*\* 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: August 1 - 31, 2018

| Absence Reason                  | Days          | % of Total Absences | Sub Days | % Received Sub | % of possible days |
|---------------------------------|---------------|---------------------|----------|----------------|--------------------|
| <b>Conditions of Employment</b> |               |                     |          |                |                    |
| Act of God                      | 0             | 0.00%               | 0        | 0              | 0.00%              |
| Bereavement Leave               | 7             | 3.19%               | 0        | 0              | 0.73%              |
| 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               | 7.38          | 3.36%               | 0        | 0              | 0.77%              |
| Med/Den Appt Support            | 3.03          | 1.38%               | 0        | 0              | 0.32%              |
| Parenting/Caregiver             | 0             | 0.00%               | 0        | 0              | 0.00%              |
| Pressing Leave                  | 2.44          | 1.11%               | 0        | 0              | 0.26%              |
| Without Pay Support             | 2             | 0.91%               | 0        | 0              | 0.21%              |
| <b>SUB TOTAL</b>                | <b>21.85</b>  | <b>9.94%</b>        | <b>0</b> | <b>0.00%</b>   | <b>2.29%</b>       |
| <b>Employment Act</b>           |               |                     |          |                |                    |
| Court/Jury Duty                 | 0             | 0.00%               | 0        | 0              | 0.00%              |
| Paternity Leave                 | 0             | 0.00%               | 0        | 0              | 0.00%              |
| Vacation Support                | 197.87        | 90.06%              | 0        | 0              | 20.76%             |
| Workers Compensation            | 0             | 0.00%               | 0        | 0              | 0.00%              |
| <b>SUB TOTAL</b>                | <b>197.87</b> | <b>90.06%</b>       | <b>0</b> | <b>0.00%</b>   | <b>20.76%</b>      |
| <b>Prairie South</b>            |               |                     |          |                |                    |
| ACCT Meet/PD                    | 0             | 0.00%               | 0        | 0              | 0.00%              |
| BUSI Meet/PD                    | 0             | 0.00%               | 0        | 0              | 0.00%              |
| FACI Meet/PD                    | 0             | 0.00%               | 0        | 0              | 0.00%              |
| HUMA Meet/PD                    | 0             | 0.00%               | 0        | 0              | 0.00%              |
| LRNG Meet/PD                    | 0             | 0.00%               | 0        | 0              | 0.00%              |
| SCHOOL OPERATIONS MEET/PD       | 0             | 0.00%               | 0        | 0              | 0.00%              |
| TRAN Meet/PD                    | 0             | 0.00%               | 0        | 0              | 0.00%              |
| PD Out of Province              | 0             | 0.00%               | 0        | 0              | 0.00%              |
| <b>SUB TOTAL</b>                | <b>0</b>      | <b>0.00%</b>        | <b>0</b> | <b>0</b>       | <b>0.00%</b>       |
| <b>Total Absences</b>           | <b>219.72</b> | <b>100.00%</b>      | <b>0</b> | <b>0.00%</b>   | <b>23.05%</b>      |

### Possible Days

August 1 - 31, 2018

### Days

22.00

### FTE

43.324

### Total Days

953.13

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

## Bus Driver Staff Absences & Casual Usage 2018 - 2019

Date: September 1 - 21, 2018

| Absence Reason                  | Days         | % of<br>Total<br>Absences | Sub Days     | %<br>Received<br>Sub | % of<br>possible<br>days |
|---------------------------------|--------------|---------------------------|--------------|----------------------|--------------------------|
| <b>Conditions of Employment</b> |              |                           |              |                      |                          |
| Act of God                      | 0.00         | 0.00%                     | 0.00         | 0.00%                | 0.00%                    |
| Bereavement Leave               | 0.00         | 0.00%                     | 0.00         | 0.00%                | 0.00%                    |
| Community Service               | 0.00         | 0.00%                     | 0.00         | 0.00%                | 0.00%                    |
| Compassionate Care              | 2.50         | 3.13%                     | 2.50         | 0.00%                | 0.17%                    |
| Competition Leave               | 0.00         | 0.00%                     | 0.00         | 0.00%                | 0.00%                    |
| Convocation Leave               | 0.00         | 0.00%                     | 0.00         | 0.00%                | 0.00%                    |
| Family Responsibilities         | 10.00        | 12.50%                    | 10.00        | 0.00%                | 0.68%                    |
| Illness - Support               | 29.50        | 36.88%                    | 24.50        | 0.00%                | 2.01%                    |
| Med/Den Appt Support            | 7.50         | 9.38%                     | 7.50         | 0.00%                | 0.51%                    |
| Parenting/Caregiver             | 0.00         | 0.00%                     | 0.00         | 0.00%                | 0.00%                    |
| Pressing Leave                  | 5.50         | 6.88%                     | 5.50         | 0.00%                | 0.37%                    |
| Without Pay Support             | 25.00        | 31.25%                    | 25.00        | 0.00%                | 1.70%                    |
| <b>SUB TOTAL</b>                | <b>80.00</b> | <b>100.00%</b>            | <b>75.00</b> | <b>93.75%</b>        | <b>5.44%</b>             |
| <b>Employment Act</b>           |              |                           |              |                      |                          |
| 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%                    |
| <b>SUB TOTAL</b>                | <b>0.00</b>  | <b>0.00%</b>              | <b>0.00</b>  | <b>0.00%</b>         | <b>0.00%</b>             |
| <b>Prairie South</b>            |              |                           |              |                      |                          |
| 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%                    |
| <b>SUB TOTAL</b>                | <b>0.00</b>  | <b>0.00%</b>              | <b>0.00</b>  | <b>0.00%</b>         | <b>0.00%</b>             |
| <b>Total Absences</b>           | <b>80.00</b> | <b>100.00%</b>            | <b>75.00</b> | <b>93.75%</b>        | <b>5.44%</b>             |

### Possible Days

September 1 - 21, 2018

### Days

14.00

### Staff

105.00

### Total Days

1470.00

\*\* 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 2018 - 2019

Date: September 1 - 21, 2018

| Absence Reason                   | Days          | % of Total Absences | Sub Days      | % Received Sub | % of possible days |
|----------------------------------|---------------|---------------------|---------------|----------------|--------------------|
| <b>CUPE Agreement</b>            |               |                     |               |                |                    |
| Act of God                       | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Bereavement Leave                | 13            | 3.83%               | 7             | 0.00%          | 0.36%              |
| Community Service                | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Compassionate Care               | 10.84         | 3.20%               | 6.5           | 0.00%          | 0.30%              |
| Competition Leave                | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Convocation Leave                | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| CUPE Business - Invo             | 3.64          | 1.07%               | 3.5           | 0.00%          | 0.00%              |
| Earned Day Off                   | 0.5           | 0.15%               | 0.5           | 0.00%          | 0.01%              |
| Executive Position               | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Family Responsibilities          | 21.71         | 6.40%               | 21.71         | 0.00%          | 0.60%              |
| Illness - Support                | 134.53        | 39.67%              | 73.55         | 54.67%         | 3.71%              |
| Med/Den Appt Support             | 26.06         | 7.69%               | 18.4          | 70.61%         | 0.72%              |
| Noon Supervision                 | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Parenting/Caregiver              | 19.6          | 5.78%               | 8.63          | 44.03%         | 0.54%              |
| Pressing Leave                   | 19.43         | 5.73%               | 12.89         | 0.00%          | 0.54%              |
| Rec. of Service                  | 0.93          | 0.27%               | 0.93          | 0.00%          | 0.03%              |
| TIL Support                      | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Without Pay Support              | 2.48          | 0.73%               | 2.48          | 0.00%          | 0.07%              |
| <b>SUB TOTAL</b>                 | <b>252.72</b> | <b>74.53%</b>       | <b>156.09</b> | <b>61.76%</b>  | <b>6.96%</b>       |
| <b>Employment Act</b>            |               |                     |               |                |                    |
| Court/Jury Duty                  | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Paternity Leave                  | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Vacation Support                 | 82.43         | 24.31%              | 44.45         | 53.92%         | 2.27%              |
| Workers Compensation             | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                 | <b>82.43</b>  | <b>24.31%</b>       | <b>44.45</b>  | <b>53.92%</b>  | <b>2.27%</b>       |
| <b>Prairie South</b>             |               |                     |               |                |                    |
| ACCT Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| BUSI Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| Extra/Co-curr Sup                | 1.78          | 0.52%               | 0.86          | 0.00%          | 0.05%              |
| FACI Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| HUMA Meet/PD                     | 0.21          | 0.06%               | 0             | 0.00%          | 0.01%              |
| 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        | 1.96          | 0.58%               | 1             | 0.00%          | 0.05%              |
| TRAN Meet/PD                     | 0             | 0.00%               | 0             | 0.00%          | 0.00%              |
| <b>SUB TOTAL</b>                 | <b>3.95</b>   | <b>1.16%</b>        | <b>1.86</b>   | <b>0.00%</b>   | <b>0.11%</b>       |
| <b>Total Absences</b>            | <b>339.1</b>  | <b>100.00%</b>      | <b>202.4</b>  | <b>59.69%</b>  | <b>9.34%</b>       |

### Possible Days

September 1 - 21, 2018

### Days

14.00

### FTE

259.2

### Total Days

3628.80

\*\* 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 2018 - 2019

Date: September 1 - 21, 2018

| Absence Reason                  | Days         | % of Total Absences | Sub Days | % Received Sub | % of possible days |
|---------------------------------|--------------|---------------------|----------|----------------|--------------------|
| <b>Conditions of Employment</b> |              |                     |          |                |                    |
| Act of God                      | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Bereavement Leave               | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Community Service               | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Compassionate Care              | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Competition Leave               | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Convocation Leave               | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Family Responsibilities         | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Illness - Support               | 5.72         | 16.93%              | 0        | 0              | 0.90%              |
| Med/Den Appt Support            | 4.75         | 14.06%              | 0        | 0              | 0.75%              |
| Parenting/Caregiver             | 1.95         | 5.77%               | 0        | 0              | 0.31%              |
| Pressing Leave                  | 1.7          | 5.03%               | 0        | 0              | 0.27%              |
| Without Pay Support             | 0            | 0.00%               | 0        | 0              | 0.00%              |
| <b>SUB TOTAL</b>                | <b>14.12</b> | <b>41.80%</b>       | <b>0</b> | <b>0.00%</b>   | <b>2.23%</b>       |
| <b>Employment Act</b>           |              |                     |          |                |                    |
| Court/Jury Duty                 | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Paternity Leave                 | 0            | 0.00%               | 0        | 0              | 0.00%              |
| Vacation Support                | 19.19        | 56.81%              | 0        | 0              | 3.02%              |
| Workers Compensation            | 0            | 0.00%               | 0        | 0              | 0.00%              |
| <b>SUB TOTAL</b>                | <b>19.19</b> | <b>56.81%</b>       | <b>0</b> | <b>0.00%</b>   | <b>3.02%</b>       |
| <b>Prairie South</b>            |              |                     |          |                |                    |
| ACCT Meet/PD                    | 0            | 0.00%               | 0        | 0              | 0.00%              |
| BUSI Meet/PD                    | 0            | 0.00%               | 0        | 0              | 0.00%              |
| FACI Meet/PD                    | 0            | 0.00%               | 0        | 0              | 0.00%              |
| HUMA Meet/PD                    | 0.47         | 1.39%               | 0        | 0              | 0.07%              |
| 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%              |
| <b>SUB TOTAL</b>                | <b>0.47</b>  | <b>1.39%</b>        | <b>0</b> | <b>0</b>       | <b>0.07%</b>       |
| <b>Total Absences</b>           | <b>33.78</b> | <b>100.00%</b>      | <b>0</b> | <b>0.00%</b>   | <b>5.32%</b>       |

### Possible Days

September 1 - 21, 2018

### Days

14.00

### FTE

45.324

### Total Days

634.54

\*\* 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 August 28, 2018 to September 25, 2018**

### Background:

- Board has requested a monthly report of tenders awarded.
- Administrative procedure 513, which details limits where formal competitive bids are required.

The procedure is as follows:

- The Board of Education has delegated responsibility for the award of tenders to administration except where bids received for capital projects exceed budget. In this case the Board reserves the authority to accept/reject those tenders. A report of tenders awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting as an information item.
- Competitive bids will be required for the purchase, lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized under the Education Act 1995 exceeding \$200,000.

### Current Status:

There are the following tenders to report for this period. Bids do not include sales taxes.

- The tender to link the portable was reported incorrectly on the last report as being for Palliser Heights school. The correct school is Sunningdale. The cost of \$135,758 is correct.

The following two items were missed on the July/August report.

- A tender was issued to renovate the Lafleche School Home-Ec room, The tender was awarded to Independent Construction Management for a cost of \$114,000 plus taxes.
- Quotes were requested for a asphalt crack sealing/repair/replacement at various schools. They are detailed in the attachment. All items were awarded to Westside Paving for a total cost of \$105,394.91 before tax. Peacock and Central Area 1 were cancelled after the award because they would not be done the work before people were back at school.

## Asphalt 2018

| School                              | Area                        | Repair (cap)       | Crack Seal        | Replace             | Comments |
|-------------------------------------|-----------------------------|--------------------|-------------------|---------------------|----------|
| <b>Vendor: Westside Paving Inc.</b> |                             |                    |                   |                     |          |
| Lindale                             | #1                          |                    |                   | \$2,642.75          |          |
|                                     | #2                          |                    |                   | \$9,125.16          |          |
|                                     | #3                          |                    |                   | \$3,819.20          |          |
|                                     | complete crack seal         |                    | \$600.00          |                     |          |
| William Grayson                     | crack seal Complete         |                    | \$281.25          |                     |          |
|                                     | #1                          |                    |                   | \$2,376.77          |          |
| Palliser Heights                    | crack seal bus lane         |                    |                   | \$965.03            |          |
| King George                         | crack seal complete         |                    |                   | \$893.42            |          |
| Westmount                           | crack seal east parking lot |                    | \$3,219.38        |                     |          |
|                                     | #1                          | \$2,236.96         |                   |                     |          |
| Riverview                           | crack seal complete         |                    | \$1,320.00        |                     |          |
|                                     | #1                          |                    |                   | \$9,763.51          |          |
| Empire                              | #1                          |                    |                   | \$38,967.43         |          |
|                                     | crack seal west staff lot   |                    | \$218.75          |                     |          |
| Peacock                             | #1                          | \$7,311.04         |                   |                     |          |
|                                     | crack seal east parking lot |                    | \$425.00          |                     |          |
| Central Collegiate                  | #1                          |                    |                   | \$4,774.00          |          |
|                                     | #2                          | \$4,763.09         |                   |                     |          |
|                                     | crack seal parking lots     |                    | \$1,000.00        |                     |          |
| Sunningdale                         | #1                          | \$84,799.88        |                   |                     |          |
| 9th office                          | #1                          |                    |                   | \$3,669.16          |          |
|                                     | #2                          |                    |                   | \$12,173.70         |          |
|                                     | #3                          |                    |                   | \$16,224.78         |          |
| <b>Total</b>                        |                             | <b>\$99,110.97</b> | <b>\$7,064.38</b> | <b>\$105,394.91</b> |          |

# AGENDA ITEM

|                      |  |                                     |   |
|----------------------|--|-------------------------------------|---|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018               | <b>Agenda Item #:</b>               | 07.1  |
| <b>Topic:</b>        | <b>Trustee Inquiry – Accumulated Surplus</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision            | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | <p>At the May meeting of the Board of Education of Prairie South Schools, Trustee Swanson made the following Inquiry:</p> <ul style="list-style-type: none"> <li>• “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?</li> <li>• What expenditures have there been from Accumulated Surplus funds the past five years?”</li> </ul>   |
| <b>Current Status:</b>                 | <p>Accumulated surplus funds, exclusive of non-financial assets, have grown over the past 5 years from \$20.5 million to \$30.5 million for an average annual increase of \$2 million. During this time, the Board has targeted (through restriction) funds for facility improvement, bus replacement, South Hill revitalization, future elections, support staff professional development, and prekindergarten programming as detailed in the excerpts from the audited financial statements provided. In the last budget (which is not represented in the materials provided), the Board restricted additional funds for school bus replacement and innovation funding.</p> |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Tony Baldwin        | October 2, 2018 | Excerpts from Prairie South Schools Audited Financial Statements 2013, 2014, 2015, 2016, and 2017. |

**Recommendation:** That the Board review the information provided.



**Prairie South School Division No. 210**  
**Statement of Financial Position**  
**as at August 31, 2013**

... page 1

|   | 2013              | 2012              |
|---|-------------------|-------------------|
| <b>Financial Assets</b>                           |                   | (Note 20)         |
| Cash and Cash Equivalents                         | 18,755,140        | 23,447,542        |
| Accounts Receivable (Note 8)                      | 13,333,342        | 13,283,009        |
| Portfolio Investments (Note 4)                    | 75,176            | 273,080           |
| <b>Total Financial Assets</b>                     | <b>32,163,658</b> | <b>37,003,631</b> |
| <b>Liabilities</b>                                |                   |                   |
| Provincial Grant Overpayment                      | -                 | 1,747,384         |
| Accounts Payable and Accrued Liabilities (Note 9) | 5,073,928         | 6,871,788         |
| Long Term Debt (Note 10)                          | 1,847,476         | 2,166,579         |
| Liability for Employee Future Benefits (Note 6)   | 1,971,200         | 1,979,000         |
| Deferred Revenue (Note 11)                        | 2,779,186         | 2,563,307         |
| <b>Total Liabilities</b>                          | <b>11,671,790</b> | <b>15,328,058</b> |
| <b>Net Financial Assets</b>                       | <b>20,491,868</b> | <b>21,675,573</b> |
| <b>Non-Financial Assets</b>                       |                   |                   |
| Tangible Capital Assets (Schedule C)              | 54,364,598        | 54,086,464        |
| Inventory of Supplies for Consumption             | 184,530           | 314,051           |
| Prepaid Expenses                                  | 447,825           | 449,317           |
| <b>Total Non-Financial Assets</b>                 | <b>54,996,953</b> | <b>54,849,832</b> |
| <b>Accumulated Surplus (Note 14)</b>              | <b>75,488,821</b> | <b>76,525,405</b> |
| <b>Accumulated Surplus is comprised of:</b>       |                   |                   |
| Accumulated surplus from operations               | 75,488,821        | 76,525,405        |
| Accumulated remeasurement gains and losses        | -                 | -                 |
| <b>Total Accumulated Surplus (Note 14)</b>        | <b>75,488,821</b> | <b>76,525,405</b> |

Contingent Liabilities (Note 18)

*The accompanying notes and schedules are an integral part of these statements*

**Approved by the Board:**



Chairperson



Chief Financial Officer

**Prairie South School Division No. 210**  
**Statement of Financial Position**  
**as at August 31, 2014**

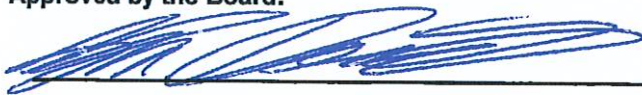
... page 1

|   | 2014              | 2013              |
|---|-------------------|-------------------|
| <b>Financial Assets</b>                           |                   |                   |
| Cash and Cash Equivalents                         | 17,000,562        | 18,755,140        |
| Accounts Receivable (Note 8)                      | 13,415,420        | 13,333,342        |
| Portfolio Investments (Note 4)                    | 72,989            | 75,176            |
| <b>Total Financial Assets</b>                     | <b>30,488,971</b> | <b>32,163,658</b> |
| <b>Liabilities</b>                                |                   |                   |
| Accounts Payable and Accrued Liabilities (Note 9) | 5,527,712         | 5,073,928         |
| Long Term Debt (Note 10)                          | 1,512,647         | 1,847,476         |
| Liability for Employee Future Benefits (Note 6)   | 2,100,200         | 1,971,200         |
| Deferred Revenue (Note 11)                        | 2,208,930         | 2,779,186         |
| <b>Total Liabilities</b>                          | <b>11,349,489</b> | <b>11,671,790</b> |
| <b>Net Financial Assets</b>                       | <b>19,139,482</b> | <b>20,491,868</b> |
| <b>Non-Financial Assets</b>                       |                   |                   |
| Tangible Capital Assets (Schedule C)              | 52,749,252        | 54,364,598        |
| Inventory of Supplies for Consumption             | 166,136           | 184,530           |
| Prepaid Expenses                                  | 625,927           | 447,825           |
| <b>Total Non-Financial Assets</b>                 | <b>53,541,315</b> | <b>54,996,953</b> |
| <b>Accumulated Surplus (Note 14)</b>              | <b>72,680,797</b> | <b>75,488,821</b> |

Contingent Liabilities (Note 18)

*The accompanying notes and schedules are an integral part of these statements*

**Approved by the Board:**



Chairperson



Chief Financial Officer

Prairie South School Division No. 210  
Statement of Financial Position  
as at August 31, 2015

... page 1

|   | 2015              | 2014              |
|---|-------------------|-------------------|
| <b>Financial Assets</b>                           |                   |                   |
| Cash and Cash Equivalents                         | 16,110,549        | 17,000,562        |
| Accounts Receivable (Note 8)                      | 14,323,714        | 13,415,420        |
| Portfolio Investments (Note 4)                    | 55,736            | 72,989            |
| <b>Total Financial Assets</b>                     | <b>30,489,999</b> | <b>30,488,971</b> |
| <b>Liabilities</b>                                |                   |                   |
| Accounts Payable and Accrued Liabilities (Note 9) | 4,493,446         | 5,527,712         |
| Long-Term Debt (Note 10)                          | 1,161,319         | 1,512,647         |
| Liability for Employee Future Benefits (Note 6)   | 2,248,400         | 2,100,200         |
| Deferred Revenue (Note 11)                        | 2,499,948         | 2,208,930         |
| <b>Total Liabilities</b>                          | <b>10,403,113</b> | <b>11,349,489</b> |
| <b>Net Financial Assets</b>                       | <b>20,086,886</b> | <b>19,139,482</b> |
| <b>Non-Financial Assets</b>                       |                   |                   |
| Tangible Capital Assets (Schedule C)              | 52,026,754        | 52,749,252        |
| Inventory of Supplies for Consumption             | 36,890            | 166,136           |
| Prepaid Expenses                                  | 591,654           | 625,927           |
| <b>Total Non-Financial Assets</b>                 | <b>52,655,298</b> | <b>53,541,315</b> |
| <b>Accumulated Surplus (Note 14)</b>              | <b>72,742,184</b> | <b>72,680,797</b> |

Contingent Liabilities (Note 18)

*The accompanying notes and schedules are an integral part of these statements.*

**Approved by the Board:**



Chairperson



Chief Financial Officer



**Prairie South School Division No. 210**  
**Statement of Financial Position**  
**as at August 31, 2016**

... page 1

|   | 2016              | 2015              |
|---|-------------------|-------------------|
| <b>Financial Assets</b>                           |                   |                   |
| Cash and Cash Equivalents                         | 18,772,689        | 16,110,549        |
| Accounts Receivable (Note 8)                      | 14,879,855        | 14,323,714        |
| Portfolio Investments (Note 4)                    | 56,316            | 55,736            |
| <b>Total Financial Assets</b>                     | <b>33,708,860</b> | <b>30,489,999</b> |
| <b>Liabilities</b>                                |                   |                   |
| Accounts Payable and Accrued Liabilities (Note 9) | 5,740,521         | 4,493,446         |
| Long-Term Debt (Note 10)                          | 792,678           | 1,161,319         |
| Liability for Employee Future Benefits (Note 6)   | 2,363,100         | 2,248,400         |
| Deferred Revenue (Note 11)                        | 2,472,768         | 2,499,948         |
| <b>Total Liabilities</b>                          | <b>11,369,067</b> | <b>10,403,113</b> |
| <b>Net Financial Assets</b>                       | <b>22,339,793</b> | <b>20,086,886</b> |
| <b>Non-Financial Assets</b>                       |                   |                   |
| Tangible Capital Assets (Schedule C)              | 57,343,672        | 52,026,754        |
| Inventory of Supplies for Consumption             | 197,956           | 36,890            |
| Prepaid Expenses                                  | 701,597           | 591,654           |
| <b>Total Non-Financial Assets</b>                 | <b>58,243,225</b> | <b>52,655,298</b> |
| <b>Accumulated Surplus (Note 14)</b>              | <b>80,583,018</b> | <b>72,742,184</b> |

Contingent Liabilities (Note 18)  
Contractual Obligations and Commitments (Note 19)

*The accompanying notes and schedules are an integral part of these statements.*

**Approved by the Board:**



Chairperson



Chief Financial Officer



**Prairie South School Division No. 210**

... page 1

**Statement of Financial Position  
as at August 31, 2017**

|   | 2017              | 2016              |
|---|-------------------|-------------------|
|   | \$                | \$                |
| <b>Financial Assets</b>                           |                   |                   |
| Cash and Cash Equivalents                         | 23,797,374        | 18,772,689        |
| Accounts Receivable (Note 8)                      | 14,971,792        | 14,879,855        |
| Portfolio Investments (Note 4)                    | 56,782            | 56,316            |
| <b>Total Financial Assets</b>                     | <b>38,825,948</b> | <b>33,708,860</b> |
| <b>Liabilities</b>                                |                   |                   |
| Accounts Payable and Accrued Liabilities (Note 9) | 3,417,632         | 5,740,521         |
| Long-Term Debt (Note 10)                          | 405,870           | 792,678           |
| Liability for Employee Future Benefits (Note 6)   | 2,531,200         | 2,363,100         |
| Deferred Revenue (Note 11)                        | 1,916,354         | 2,472,768         |
| <b>Total Liabilities</b>                          | <b>8,271,056</b>  | <b>11,369,067</b> |
| <b>Net Financial Assets</b>                       | <b>30,554,892</b> | <b>22,339,793</b> |
| <b>Non-Financial Assets</b>                       |                   |                   |
| Tangible Capital Assets (Schedule C)              | 54,589,217        | 57,343,672        |
| Inventory of Supplies for Consumption             | 87,446            | 197,956           |
| Prepaid Expenses                                  | 569,572           | 701,597           |
| <b>Total Non-Financial Assets</b>                 | <b>55,246,235</b> | <b>58,243,225</b> |
| <b>Total Accumulated Surplus (Note 14)</b>        | <b>85,801,127</b> | <b>80,583,018</b> |

Contingent Liabilities (Note 18)

Contractual Obligations and Commitments (Note 19)

*The accompanying notes and schedules are an integral part of these statements.*

**Approved by the Board:**

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Chief Financial Officer

As at August 31, 2013

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## Other

The school division operates a small number of rental housing units (i.e. teacherages). The units are rented at market rates to staff. The school division has employees that are seconded to other organizations such as Saskatchewan High School Athletics Association (SHSAA), Prairie South Teachers' Association and the Saskatchewan Ministry of Education.

## 14. ACCUMULATED SURPLUS

Accumulated Surplus represents the financial assets and non-financial assets of the school division less liabilities. This represents the accumulated balance of net surplus arising from the operations of the school division and school generated funds.

Accumulated surplus is comprised of the following two amounts:

- Accumulated surplus (deficit) from operations, which represents the accumulated balance of net surplus arising from the operations of the school division and school generated funds as detailed in the table below; and
- Accumulated remeasurement gains and losses, which represents the unrealized gains and losses associated with foreign exchange and changes in value for financial instruments recorded at fair value as detailed in the Statement of Remeasurement Gains and Losses. The school division shows no remeasurement gains and losses.

Details of accumulated surplus are as follows:

|   | August 31, 2012      | Additions during the Year | Reductions during the Year | August 31, 2013      |
|---|----------------------|---------------------------|----------------------------|----------------------|
| <b>Invested in Tangible Capital Assets:</b>                 |                      |                           |                            |                      |
| Net Book Value of Tangible Capital Assets                   | \$ 54,086,464        | 278,134                   | -                          | \$ 54,364,598        |
| Less: Debt owing on Tangible Capital Assets                 | 2,166,579            | -                         | (319,103)                  | 1,847,476            |
|   | <b>51,919,885</b>    | <b>278,134</b>            | <b>(319,103)</b>           | <b>52,517,122</b>    |
| PMR maintenance project allocation (i)                      | -                    | 857,465                   | -                          | 857,465              |
| <b>Internally Restricted Surplus:</b>                       |                      |                           |                            |                      |
| <b>Capital Projects:</b>                                    |                      |                           |                            |                      |
| Incomplete Board approved tangible capital asset projects   | 1,744,805            | -                         | (590,035)                  | 1,154,770            |
| <b>Other:</b>   |                      |                           |                            |                      |
| Incomplete Board approved practical applied arts program    | 3,000,000            | -                         | (403,328)                  | 2,596,672            |
| Incomplete Board approved South Hill revitalization program | -                    | 240,000                   | -                          | 240,000              |
| School Community Council carry forwards                     | 63,150               | 31,949                    | -                          | 95,099               |
| School generated funds                                      | 901,196              | 71,248                    | -                          | 972,444              |
| School budget carry forwards                                | 402,408              | 475,002                   | -                          | 877,410              |
| Cognitive Disabilities Program Grant                        | -                    | 59,967                    | -                          | 59,967               |
| Creative Partnerships Innovation Grant                      | -                    | 35,000                    | -                          | 35,000               |
| Child Nutrition & Development Grant                         | -                    | 17,897                    | -                          | 17,897               |
| Community Initiative Grant                                  | -                    | 2,082                     | -                          | 2,082                |
|   | <b>6,111,559</b>     | <b>933,145</b>            | <b>(993,363)</b>           | <b>6,051,341</b>     |
| <b>Unrestricted Surplus</b>                                 | <b>18,493,961</b>    | <b>-</b>                  | <b>(2,431,068)</b>         | <b>16,062,893</b>    |
| <b>Total Accumulated Surplus</b>                            | <b>\$ 76,525,405</b> | <b>\$ 2,068,744</b>       | <b>\$ (3,743,534)</b>      | <b>\$ 75,488,821</b> |

- PMR Maintenance Project Allocations** represent transfers received from the Ministry of Education as funding support for maintenance projects on the school division's approved 3 year capital maintenance plans. Unspent funds at the end of a fiscal year are designated for future approved capital plan maintenance project expenditures.



The purpose and nature of each Internally Restricted Surplus amount is as follows:

- 1) Capital projects – Board motions for capital projects that have not been completed.
- 2) The Board has approved a three year project for the enhancement of practical applied arts programming and the 12/13 year was the first of three years for this program.
- 3) The Board has approved an allocation for a one year project for the revitalization of program within the following schools: Empire, Riverview, Westmount of Moose Jaw.
- 4) School budget and school community council budget carry forwards – Board motions have provided authority for schools and School Community councils to carry forward 100% of unspent budgetary allocations for both operating and professional development budgeted amounts over expenditures.
- 5) School generated funds – funds held at the school level and decisions are made with respect to the criteria for the collecting and expensing of such funds. Division guidelines are provided for each criteria.
- 6) Cognitive disabilities program grant – funding for a staff member and supplies and services for students in need.
- 7) Creative Partnerships Program Innovations Grant – funding received from Saskatchewan Arts Board to create an anthology of students' work relating to First Nations world view, treaties as living documents and other topics in collaborations with a writer in residence.
- 8) Child Nutrition & Development Grant - The Ministry of Education provides a grant for students' nutrition and development.

These internally restricted amounts are included in the Accumulated Surplus presented in the Statement of Financial Position. The School Division does not maintain separate bank accounts for the internally restricted amounts.

#### **15. BUDGET FIGURES**

Budget figures included in the financial statements have been derived from the budget approved by the board of education on May 1, 2012 and the Minister of Education on August 10, 2012.

#### **16. RELATED PARTIES**

These financial statements include transactions with related parties. The school division is related to all Government of Saskatchewan ministries, agencies, boards, school divisions, health authorities, colleges, and crown corporations under the common control of the Government of Saskatchewan. The school division is also related to non-Crown enterprises that the Government jointly controls or significantly influences. In addition, the school division is related to other non-Government organizations by virtue of its economic interest in these organizations.

**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**  
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Certain amounts of the accumulated surplus from operations, as approved by the board of education, have been designated for specific future purposes, for example, school generated funds and capital reserves. These internally restricted amounts are included in the accumulated surplus from operations presented in the statement of financial position. The school division does not maintain separate bank accounts for the internally restricted amounts.

Details of accumulated surplus are as follows:

|   | August 31,<br>2013 | Additions<br>during the<br>Year | Reductions<br>during the<br>Year | August 31,<br>2014 |
|---|--------------------|---------------------------------|----------------------------------|--------------------|
| <b>Invested in Tangible Capital Assets:</b>                 |                    |                                 |                                  |                    |
| Net Book Value of Tangible Capital Assets                   | \$ 54,364,598      | \$ -                            | \$ (1,615,346)                   | \$ 52,749,252      |
| Less: Debt owing on Tangible Capital Assets                 | 1,847,476          | -                               | (334,829)                        | 1,512,647          |
|   | 52,517,122         | -                               | (1,280,517)                      | 51,236,605         |
| <b>PMR maintenance project allocation</b>                   | 857,465            | 1,094,584                       | (389,023)                        | 1,563,026          |
| <b>Internally Restricted Surplus:</b>                       |                    |                                 |                                  |                    |
| <b>Capital Projects:</b>                                    |                    |                                 |                                  |                    |
| Incomplete Board approved tangible capital asset projects   | 993,058            | 3,000,000                       | (2,523,142)                      | 1,469,916          |
| Gravelbourg School consolidation                            | 161,712            | 750,000                         | (257,866)                        | 653,846            |
| <b>Other:</b>   |                    |                                 |                                  |                    |
| Incomplete Board approved practical applied arts program    | 2,596,672          | -                               | (1,986,672)                      | 610,000            |
| Incomplete Board approved South Hill revitalization program | 240,000            | -                               | (240,000)                        | -                  |
| Board approved allocation for future elections              | -                  | 12,000                          | -                                | 12,000             |
| School generated funds                                      | 972,444            | 114,869                         | -                                | 1,087,313          |
| School Community Council carry forwards                     | 95,099             | 34,145                          | -                                | 129,244            |
| School budget carry forwards                                | 877,410            | 85,045                          | -                                | 962,455            |
| Cognitive Disabilities Program Grant                        | 59,967             | 62,045                          | (40,766)                         | 81,246             |
| Creative Partnerships Innovation Grant                      | 35,000             | -                               | (35,000)                         | -                  |
| Child Nutrition & Development Grant                         | 17,897             | 29,800                          | (17,436)                         | 30,261             |
| Community Initiative Grant                                  | 2,082              | -                               | (2,082)                          | -                  |
|   | 6,051,341          | 4,087,904                       | (5,102,964)                      | 5,036,281          |
| <b>Unrestricted Surplus</b>                                 | 16,062,893         | -                               | (1,218,008)                      | 14,844,885         |
| <b>Total Accumulated Surplus</b>                            | \$ 75,488,821      | \$ 5,182,488                    | \$ (7,990,512)                   | \$ 72,680,797      |

- (i) **PMR Maintenance Project Allocations** represent transfers received from the Ministry of Education as funding support for maintenance projects on the school division's approved 3 year capital maintenance plans. Unspent funds at the end of a fiscal year are designated for future approved capital plan maintenance project expenditures.

The purpose and nature of each Internally Restricted Surplus amount is as follows:

- 1) Capital projects – Board motions for capital projects that have not been completed.



- 2) The Board has approved a three year project for the enhancement of practical applied arts programming and the 12/13 year was the first of three years for this program.
- 3) The Board has approved the allocation for \$12,000 in each year for the costs of elections held every four years for the Board of Education.
- 4) School generated funds – funds held at the school level and decisions are made with respect to the criteria for the collecting and expensing of such funds. Division guidelines are provided for each criteria.
- 5) School budget and school community council budget carry forwards – Board motions have provided authority for schools and School Community councils to carry forward 100% of unspent budgetary allocations for both operating and professional development budgeted amounts over expenditures.
- 6) Cognitive disabilities program grant – funding for a staff member and supplies and services for students in need.
- 7) Child Nutrition & Development Grant - The Ministry of Education provides a grant for students' nutrition and development.

**15. BUDGET FIGURES**

Budget figures included in the financial statements have been derived from the budget approved by the board of education on May 7, 2013 and the Minister of Education on August 23, 2013.

**16. RELATED PARTIES**

These financial statements include transactions with related parties. The school division is related to all Government of Saskatchewan ministries, agencies, boards, school divisions, health authorities, colleges, and crown corporations under the common control of the Government of Saskatchewan. The school division is also related to non-Crown enterprises that the Government jointly controls or significantly influences. In addition, the school division is related to other non-Government organizations by virtue of its economic interest in these organizations.

**Related Party Transactions**

Transactions with these related parties are in the normal course of operations. Amounts due to or from and the recorded amounts of transactions resulting from these transactions are included in the financial statements and the table below. They are recorded at exchange amounts which approximate prevailing market rates charged by those organizations and are settled on normal trade terms.

**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**As at August 31, 2015**

#### 14. ACCUMULATED SURPLUS

Accumulated surplus represents the financial assets and non-financial assets of the school division less liabilities. This represents the accumulated balance of net surplus arising from the operations of the school division including school generated funds.

Certain amounts of the accumulated surplus, as approved by the board of education, have been designated for specific future purposes, for example, school generated funds, capital and school division projects. These internally restricted amounts are included in the accumulated surplus presented in the statement of financial position. The school division does not maintain separate bank accounts for the internally restricted amounts.

Details of accumulated surplus are as follows:

|   | August 31,<br>2014 | Additions<br>during the<br>Year | Reductions<br>during the<br>Year | August 31,<br>2015 |
|---|--------------------|---------------------------------|----------------------------------|--------------------|
| <b>Invested in Tangible Capital Assets:</b>               |                    |                                 |                                  |                    |
| Net Book Value of Tangible Capital Assets                 | \$ 52,749,252      | \$ -                            | \$ (722,498)                     | \$ 52,026,754      |
| Less: Debt owing on Tangible Capital Assets               | 1,512,647          | -                               | (351,328)                        | 1,161,319          |
|   | 51,236,605         | -                               | (371,170)                        | 50,865,435         |
| <b>PMR maintenance project allocation (1)</b>             | 1,563,026          | 1,383,650                       | (134,146)                        | 2,812,530          |
| <b>Internally Restricted Surplus:</b>                     |                    |                                 |                                  |                    |
| <b>Capital Projects:</b>                                  |                    |                                 |                                  |                    |
| Incomplete Board approved tangible capital asset projects | 1,469,916          | 1,774,500                       | (2,047,825)                      | 1,196,591          |
| Gravelbourg School consolidation                          | 653,846            | 1,000,000                       | (1,495,775)                      | 158,071            |
| Gravelbourg Elementary replace sewer line                 | -                  | 39,775                          | -                                | 39,775             |
| <b>Other:</b>   |                    |                                 |                                  |                    |
| Incomplete Board approved practical applied arts program  | 610,000            | -                               | (222,884)                        | 387,116            |
| Board approved allocation for school bus purchases        | -                  | 57,858                          | -                                | 57,858             |
| Board approved allocation for future elections            | 12,000             | 18,000                          | -                                | 30,000             |
| Saskatchewan Government Insurance Driver Training Grant   | -                  | 707,691                         | (458,693)                        | 248,998            |
| School generated funds                                    | 1,087,313          | 71,471                          | -                                | 1,158,784          |
| School Community Council carry forwards                   | 129,244            | -                               | (212)                            | 129,032            |
| School budget carry forwards                              | 962,455            | -                               | (446,940)                        | 515,515            |
| Cognitive Disabilities Program Grant                      | 81,246             | 36,334                          | (23,698)                         | 93,882             |
| Child Nutrition & Development Grant                       | 30,261             | 30,098                          | (25,598)                         | 34,761             |
| <b>Total Internally Restricted Surplus:</b>               | 5,036,281          | 3,735,727                       | (4,721,625)                      | 4,050,383          |
| <b>Unrestricted Surplus</b>                               | 14,844,885         | 168,951                         | -                                | 15,013,836         |
| <b>Total Accumulated Surplus</b>                          | \$ 72,680,797      | \$ 5,288,328                    | \$ (5,226,941)                   | \$ 72,742,184      |



**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**  
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- (1) **PMR Maintenance Project Allocations** represent transfers received from the Ministry of Education as funding support for maintenance projects on the school division's approved 3 year capital maintenance plans. Unspent funds at the end of a fiscal year are designated for future approved capital plan maintenance project expenditures.

The purpose and nature of each Internally Restricted Surplus amount is as follows:

- Capital projects – Board motions for capital projects that have not been completed.
- The Board has approved a three year project for the enhancement of practical applied arts programming and the 14/15 year was the second of three years for this program.
- The Board has approved an allocation in each year for the costs of elections held every four years for the Board of Education.
- Saskatchewan Government Insurance (SGI) pays the school division the costs of student driver training and has paid more than required at the date of these statements.
- School generated funds – funds held at the school level and decisions are made with respect to the criteria for the collecting and expensing of such funds. School division guidelines are provided for each criteria.
- School budget and School Community Council budget carry forwards – Board motions have provided authority for schools and School Community Councils to carry forward 100% of unspent budgetary allocations for both operating and professional development budgeted amounts over expenditures.
- Cognitive disabilities program grant – funding for a staff member and supplies and services for students in need.
- Child Nutrition & Development Grant - The Ministry of Education provides a grant for students' nutrition and development.

## **15. BUDGET FIGURES**

Budget figures included in the financial statements were approved by the board of education on May 6, 2014 and the Minister of Education on August 12, 2014.

## **16. RELATED PARTIES**

These financial statements include transactions with related parties. The school division is related to all Government of Saskatchewan ministries,

**PRAIRIE SOUTH SCHOOL DIVISION #210**  
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**Other**

The school division operates a single rental housing unit (i.e. teacherage). The unit is rented at market rate to staff. The school division has employees that are seconded to other organizations such as Prairie South Teachers' Association.

**14. ACCUMULATED SURPLUS**

Accumulated surplus represents the financial assets and non-financial assets of the school division less liabilities. This represents the accumulated balance of net surplus arising from the operations of the school division including school generated funds.

Certain amounts of the accumulated surplus, as approved by the board of education, have been designated for specific future purposes. These internally restricted amounts are included in the accumulated surplus presented in the statement of financial position. The school division does not maintain separate bank accounts for the internally restricted amounts.

|   | August 31<br>2015    | Additions<br>during the<br>year | Reductions<br>during the<br>year | August 31<br>2016    |
|---|----------------------|---------------------------------|----------------------------------|----------------------|
| <b>Invested in Tangible Capital Assets:</b>             |                      |                                 |                                  |                      |
| Net Book Value of Tangible Capital Assets               | \$ 52,026,754        | \$ 10,480,449                   | \$ 5,163,531                     | \$ 57,343,672        |
| Less: Debt owing on Tangible Capital Assets             | (1,161,319)          | -                               | (368,641)                        | (792,678)            |
|   | <b>50,865,435</b>    | <b>10,480,449</b>               | <b>4,794,890</b>                 | <b>56,550,994</b>    |
| <b>PMR maintenance project allocations (1)</b>          | <b>2,812,530</b>     | <b>1,713,066</b>                | <b>1,175,143</b>                 | <b>3,350,453</b>     |
| <b>Internally Restricted Surplus:</b>                   |                      |                                 |                                  |                      |
| <b>Capital projects:</b>                                |                      |                                 |                                  |                      |
| Designated for tangible capital asset expenditures      | 1,196,591            | 2,146,637                       | 1,724,024                        | 1,619,204            |
| Gravelbourg School Consolidation                        | 158,071              | 8,801,619                       | 8,342,138                        | 617,552              |
| Gravelbourg Elementary replace sewer line               | 39,775               | -                               | 39,775                           | -                    |
|   | <b>1,394,437</b>     | <b>10,948,256</b>               | <b>10,105,937</b>                | <b>2,236,756</b>     |
| <b>Other:</b>   |                      |                                 |                                  |                      |
| School generated funds                                  | 1,158,784            | 71,471                          | -                                | 1,230,255            |
| School budget carryovers                                | 515,515              | -                               | 125,499                          | 390,016              |
| Support staff professional development                  | -                    | 183,645                         | 38,906                           | 144,739              |
| Board approved practical applied arts program           | 387,116              | -                               | 387,116                          | -                    |
| Board approved allocation for School Buses              | 57,858               | 707,057                         | -                                | 764,915              |
| Board approved allocation for future elections          | 30,000               | 15,569                          | -                                | 45,569               |
| Saskatchewan Government Insurance Driver Training Grant | 248,998              | 152,926                         | 247,331                          | 154,593              |
| School Community Council carry forwards                 | 129,032              | -                               | 342                              | 128,690              |
| Cognitive Disabilities Program Grant                    | 93,882               | -                               | -                                | 93,882               |
| Child Nutrition & Development Grant                     | 34,761               | 60,798                          | 35,947                           | 59,612               |
|   | <b>2,655,946</b>     | <b>1,191,466</b>                | <b>835,141</b>                   | <b>3,012,271</b>     |
| <b>Unrestricted Surplus</b>                             | <b>15,013,836</b>    | <b>418,708</b>                  | <b>-</b>                         | <b>15,432,544</b>    |
| <b>Total Accumulated Surplus</b>                        | <b>\$ 72,742,184</b> | <b>\$ 24,751,945</b>            | <b>\$ 16,911,111</b>             | <b>\$ 80,583,018</b> |



**PRAIRIE SOUTH SCHOOL DIVISION #210**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**As at August 31, 2016**

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- (1) **PMR Maintenance Project Allocations** represent transfers received from the Ministry of Education as funding support for maintenance projects on the school division's approved three-year capital maintenance plans. Unspent funds at the end of a fiscal year are designated for future approved capital plan maintenance project expenditures.

The purpose and nature of each Internally Restricted Surplus amount is as follows:

- Capital projects – Board motions to set aside money for capital projects.
- The Board has approved a three-year project for the enhancement of practical applied arts programming which was completed in 2015/16.
- The Board has approved an allocation in each year for the costs of elections held every four years for the Board of Education.
- The Board has approved an allocation for school buses from unspent bus purchase funds.
- Saskatchewan Government Insurance (SGI) pays the school division the costs of student driver training and has paid more than required at the date of these statements.
- School generated funds – funds held at the school level and decisions are made with respect to the criteria for the collecting and expensing of such funds. School division guidelines are provided for each criteria.
- School budget and School Community Council budget carry forwards – Board motions have provided authority for schools and School Community Councils to carry forward 100% of unspent budgetary allocations for both operating and professional development budgeted amounts over expenditures.
- Support Staff Professional Development – unspent professional development funds for support staff.
- Cognitive disabilities program grant – funding for a staff member and supplies and services for students in need.
- Child Nutrition & Development Grant - The Ministry of Education provides a grant for students' nutrition and development.

## **15. BUDGET FIGURES**

Budget figures included in the financial statements were approved by the board of education on April 14, 2015 and the Minister of Education on August 20, 2015.

## **16. RELATED PARTIES**

These financial statements include transactions with related parties. The school division is related to all Government of Saskatchewan ministries, agencies, boards, school divisions, health authorities, colleges, and crown corporations under the common control of the Government of Saskatchewan. The school division is also related to non-crown enterprises that the Government jointly controls or significantly influences. In addition, the school division is related to other non-government organizations by virtue of its economic interest in these organizations.

**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**As at August 31, 2017**

Details of accumulated surplus are as follows:

|   | August 31<br>2016    | Additions<br>during the<br>year | Reductions<br>during the<br>year | August 31<br>2017    |
|---|----------------------|---------------------------------|----------------------------------|----------------------|
| <b>Invested in Tangible Capital Assets:</b>             |                      |                                 |                                  |                      |
| Net Book Value of Tangible Capital Assets               | \$ 57,343,672        | \$ 2,765,185                    | \$ 5,519,640                     | \$ 54,589,217        |
| Less: Debt owing on Tangible Capital Assets             | (792,678)            | -                               | (386,808)                        | (405,870)            |
|   | <b>56,550,994</b>    | <b>2,765,185</b>                | <b>5,132,832</b>                 | <b>54,183,347</b>    |
| <b>PMR maintenance project allocations (1)</b>          | <b>3,350,453</b>     | <b>1,865,625</b>                | <b>1,607,366</b>                 | <b>3,608,712</b>     |
| <b>Internally Restricted Surplus:</b>                   |                      |                                 |                                  |                      |
| <b>Capital projects:</b>                                |                      |                                 |                                  |                      |
| Designated for tangible capital asset expenditures      | 1,619,204            | -                               | -                                | 1,619,204            |
| Gravelbourg School Consolidation                        | 617,552              | -                               | 617,552                          | -                    |
|   | <b>2,236,756</b>     | <b>-</b>                        | <b>617,552</b>                   | <b>1,619,204</b>     |
| <b>Other:</b>   |                      |                                 |                                  |                      |
| School generated funds                                  | 1,230,255            | 1,774,832                       | 1,562,306                        | 1,442,781            |
| School budget carryovers                                | 390,016              | 556,232                         | -                                | 946,248              |
| Support staff professional development                  | 144,739              | -                               | 13,156                           | 131,583              |
| Allocation for School Buses                             | 764,915              | 579,412                         | -                                | 1,344,327            |
| Board approved allocation for future elections          | 45,569               | -                               | 45,569                           | -                    |
| Saskatchewan Government Insurance Driver Training Grant | 154,593              | -                               | 154,593                          | -                    |
| School Community Council carry forwards                 | 128,690              | -                               | 106,080                          | 22,610               |
| Cognitive Disabilities Program Grant                    | 93,882               | -                               | 93,882                           | -                    |
| Child Nutrition & Development Grant                     | 59,612               | -                               | 52,598                           | 7,014                |
| Synchronous Learning                                    | -                    | 18,701                          | -                                | 18,701               |
| Pre-kindergarten programming                            | -                    | 1,000,000                       | -                                | 1,000,000            |
| Peacock Mechanical Upgrade                              | -                    | 2,100,000                       | -                                | 2,100,000            |
|   | <b>3,012,271</b>     | <b>6,029,177</b>                | <b>2,028,184</b>                 | <b>7,013,264</b>     |
| <b>Unrestricted Surplus</b>                             | <b>15,432,544</b>    | <b>3,944,056</b>                | <b>-</b>                         | <b>19,376,600</b>    |
| <b>Total Accumulated Surplus</b>                        | <b>\$ 80,583,018</b> | <b>\$ 14,604,043</b>            | <b>\$ 9,385,934</b>              | <b>\$ 85,801,127</b> |

- (1) **PMR Maintenance Project Allocations** represent transfers received from the Ministry of Education as funding support for maintenance projects on the school division's approved 3 year capital maintenance plans. Unspent funds at the end of a fiscal year are designated for future approved capital plan maintenance project expenditures.

The purpose and nature of each Internally Restricted Surplus amount is as follows:

- Capital projects – Board motions to set aside money for capital projects.
- Gravelbourg School consolidation was completed.
- School generated funds – funds held at the school level and decisions are made with respect to the criteria for the collecting and expensing of such funds. School division guidelines are provided for each criteria.



**PRAIRIE SOUTH SCHOOL DIVISION NO. 210**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**As at August 31, 2017**

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- School budget and School Community Council budget carry forwards – Board motions have provided authority for schools and School Community Councils to carry forward unspent budgetary allocations for both operating and professional development budgeted amounts over expenditures.
- Support Staff Professional Development – unspent professional development funds for support staff.
- The Board has approved an allocation for school buses from unspent bus purchase funds.
- The Board has approved an allocation in each year for the costs of elections held every four years for the Board of Education.
- Saskatchewan Government Insurance (SGI) pays the school division the costs of student driver training and paid more than required. The balance at August 31, 2017 was set up as payable.
- Cognitive disabilities program grant – funding for a staff member and supplies and services for students in need. The funds were used.
- Child Nutrition & Development Grant - The Ministry of Education provides a grant for students' nutrition and development.
- Synchronous Learning – A program that blends face to face learning and online learning.
- The board approved an allocation to support continued pre-kindergarten programming.
- The board requested that the Peacock Mechanical upgrade be funded from surplus.

## **15. BUDGET FIGURES**

Budget figures included in the financial statements were approved by the board of education on June 7, 2016 and the Minister of Education on August 8, 2016.

## **16. RELATED PARTIES**

These financial statements include transactions with related parties. The school division is related to all Government of Saskatchewan ministries, agencies, boards, school divisions, health authorities, colleges, and crown corporations under the common control of the Government of Saskatchewan. The school division is also related to non-crown enterprises that the Government jointly controls or significantly influences.

# AGENDA ITEM

|                      |   |                                     |   |
|----------------------|---|-------------------------------------|---|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018                        | <b>Agenda Item #:</b>               | 07.2  |
| <b>Topic:</b>        | <b>Trustee Inquiry – Student Attendance Reporting</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision                     | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | <p>At the September meeting of the Board of Education of Prairie South Schools, Trustee Swanson made the following Inquiry:</p> <ul style="list-style-type: none"> <li>For the 2017-2018 school year with respect to Section 161(1) of <i>The Education Act, 1995</i>, how many instances were there of a principal reporting to the local education counsellor regarding pupil absence of more than 4 school days in a month where the principal was not satisfied that the absence was unavoidable or justified.</li> </ul> |
| <b>Current Status:</b>                 | The Local Attendance Counsellor for schools in Prairie South is the Superintendent of Operations assigned to support that school. While it is rare for principals to cite the Act during student support conversations with their Superintendent, providing support for students who are struggling to attend regularly and their families is a frequent task for both principals and superintendents. A summary of recent support work is attached.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |   |
|---------------------|-----------------|---|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>   |
| Tony Baldwin        | October 2, 2018 | <ul style="list-style-type: none"> <li>Summary of attendance support examples.</li> </ul> |

**Recommendation:** That the Board review the information provided.

## **Students with Attendance Concerns – 2017-18**

**159(1)** Every board of education shall appoint a person or designate a member of its staff to be the local attendance counsellor for the school division.

**161(1)** Where any pupil has been absent from school for more than four school days in any month, the principal shall immediately report the absence to the local attendance counsellor unless the principal is satisfied that the absence is unavoidable or is justified.

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Electronic school information systems have eliminated the need for principals to report attendance data to the division office. Instead, we create intervention plans for students with attendance concerns.

During the 2017-18 school, 177 students were identified with serious attendance issues and the intervention plan is noted below. Please note that some students had multiple intervention plans and only the most escalated plan is identified below.

41 - Communication with Parents

34 - Outside Agency Involvement (Mental Health, Family outreach etc.)

10 – Referral to HUB

15 - Special Programming (SAPP, EAL, Grad support)

2 – Steps for Success

11 – Contracts

21 – Worked directly with school division personnel

27 – School Interventions

15 – No longer attending

- 4 moved away
- 7 transferred schools
- 4 withdrew

## AGENDA ITEM

|                      |   |                                     |   |
|----------------------|---|-------------------------------------|---|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018                                | <b>Agenda Item #:</b>               | 07.3  |
| <b>Topic:</b>        | <b>Governance, Risk, Communications and Advocacy Workshop</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision                             | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | During the self-assessment process conducted in April, 2018 trustees evaluated the board's development plan as an area that warranted further focus in 2018-2019. Trustees reviewed the board's Skills/Competencies Matrix to determine areas for future development, and selected a focus of Risk Management and Advocacy/Communications for a Board development day in 2018-2019. The Board selected the Saskatchewan School Boards Association as an organization that could provide inservice in these areas to Trustees. |
| <b>Current Status:</b>                 | The SSBA has agreed to provide an inservice on risk management, communications, and advocacy for trustees and CAC staff on October 23 <sup>rd</sup> , 2018 at the board planning session scheduled on that day. An initial agenda is attached.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> | The inservice aligns with the report of the Provincial Auditor of Saskatchewan related to knowledge and competencies to govern.   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Tony Baldwin        | October 2, 2018 | <ul style="list-style-type: none"> <li>• SSBA Governance and Risk Presentation Agenda</li> <li>• SSBA Communications and Advocacy Workshop Agenda</li> </ul> |

**Recommendation:** That the Board review the information provided.

## **SSBA Governance and Risk Presentation**

**October 23, 2018 – 10:00 a.m. - 11:30 a.m.**

**Prairie South School Division, 1075 – 9<sup>th</sup> Avenue NW – Moose Jaw, SK**

### **Anticipated Outcomes:**

- Understanding the Board's Role in Active Strategic Oversight
- Understanding the Board's Role in Risk
- Awareness of the Content, Tools and Resources Available in the SSBA Governance Handbook as well as the Enterprise Risk Management Framework for the Sector
- Utilize Handbook Content and Conduct a Governance Simulation on Risk Oversight

### **Draft Agenda**

10:00 Opening and Welcome/Context (Tim McLeod/Tony Baldwin)

10:05 Overview

- Overview of the agenda
- What do you want to get out of our time together? Your priority topics?
- Any questions you have?

10:15 Active Strategic Oversight: Role of the Board

- Agency Theory
- Active Strategic Oversight

10:25 Governance and Risk

- Sector Wide Approach to Enterprise Risk Management Framework (document)
- Overview of the 2016 SSBA Governance Handbook: Governance and Risk Section 2

10:45 Governance Simulation – Risk Oversight

- Read the Case Study
- Review Handbook Section 2 – Questions Boards Should Ask
- Group Engagement in the Simulation

11:05 Debrief Activity

11:20 Review Anticipated Outcomes/Questions/Next Steps

11:30 Lunch

## **SSBA Communications and Advocacy Workshop**

**October 23, 2018 – 12:30 p.m. – 3:30 p.m.**

**Prairie South School Division, 1075 – 9<sup>th</sup> Avenue NW – Moose Jaw, SK**

### **Anticipated Outcomes:**

- Understanding the current communications and advocacy strategies
- Identifying goals and priorities for communications and advocacy
- Awareness and understanding of best practices
- Identify strategies and tactics to utilize

### **Draft Agenda**

**12:30 Context (Tim McLeod/Tony Baldwin)**

**12:35 Introduction/Overview**

- Overview of the agenda
- What do you want to get out of our time together? Your priority topics?
- Any questions you have?

**12:45 Communications and Advocacy Audit (Inventory)**

- What are the main communications strategies and tactics used by the board?
- What are the main advocacy strategies and tactics used by the board?

**1:15 Goals and Objectives**

- Identify communications and advocacy goals and objectives
- Prioritization

**1:30 Break**

**1:45 Communications and Advocacy in Action – Telling Your Story**

- Dealing with emergent issues and the media
- Engagement strategies
- Best practices – tips and tools

**3:00 Questions/Next Steps**



## AGENDA ITEM

|                      |  |  |                                      |
|----------------------|--|--|--------------------------------------|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018         | <b>Agenda Item #:</b>                          | 07.4                                 |
| <b>Topic:</b>        | <b>2017-2018 Staff Absence Summary</b> |  |                                      |
| <b>Intent:</b>       | <input type="checkbox"/> Decision      | <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The board has requested monthly updates of staff absence information.   |
| <b>Current Status:</b>                 | A draft summary of staff absences from 2017-2018 is attached. The final summary will be included with the Human Resources Accountability Report in January, 2019. |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |                                       |
|---------------------|-----------------|---------------------------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>                   |
| Tony Baldwin        | October 2, 2018 | • Staff Absence Summary Documents (4) |

**Recommendation:** That the Board review the information provided.

| <b>Teacher Absences &amp; Substitute Usage</b>             |  |                            |
|--|--|----------------------------|
| <b>Date Range:</b>   | <b>August 29, 2017 - June 30, 2018</b> |                            |
| <b>Absence Reason</b>                                      | <b>Days</b>                            | <b>% of Total Absences</b> |
| <b>LINC Agreement</b>                                      |  |                            |
| Compassionate Leave  | 185.34                                 | 2.40%                      |
| Competition Leave  | 1                                      | 0.01%                      |
| Convocation Leave  | 27.15                                  | 0.35%                      |
| Education Leave  | 9                                      | 0.12%                      |
| Emergency Leave  | 23.05                                  | 0.30%                      |
| Executive Leave  | 24.21                                  | 0.31%                      |
| Prep Time  | 1228.2                                 | 15.90%                     |
| Pressing Leave   | 210.67                                 | 2.73%                      |
| PSTA   | 12.94                                  | 0.17%                      |
| Rec. Of Service  | 506.16                                 | 6.55%                      |
| Leave Without Pay  | 124.34                                 | 1.61%                      |
| <b>SUB TOTAL</b>   | <b>2352.06</b>                         | <b>30.45%</b>              |
| <b>Provincial Agreement/ Education Act/ Employment Act</b> |  |                            |
| Court/Jury   | 0.4                                    | 0.01%                      |
| Illness - Teacher  | 1822.3                                 | 23.59%                     |
| Illness - Long Term  | 858.11                                 | 11.11%                     |
| Medical/Dental Appt  | 787.09                                 | 10.19%                     |
| Internship Seminar   | 29.08                                  | 0.38%                      |
| Paternity/Adoption Leave                                   | 12                                     | 0.16%                      |
| Secondment   | 9.66                                   | 0.13%                      |
| Unpaid Sick Leave  | 23.92                                  | 0.31%                      |
| <b>SUB TOTAL</b>   | <b>3542.56</b>                         | <b>45.86%</b>              |
| <b>Prairie South</b>                                       |  |                            |
| Extra/Co-curr Teach  | 369.88                                 | 4.79%                      |
| FACI Meet/PD   | 0                                      | 0.00%                      |
| HUMA Meet/PD   | 248.5                                  | 3.22%                      |
| IT Meet/PD   | 1.3                                    | 0.02%                      |
| LRNG Meet/PD   | 379.22                                 | 4.91%                      |
| Noon Supervision Day                                       | 238.94                                 | 3.09%                      |
| PD DEC Teachers  | 324.04                                 | 4.19%                      |
| School Operations Meet/PD                                  | 234.29                                 | 3.03%                      |
| STF Business - Invoice                                     | 34.66                                  | 0.45%                      |
| TRAN Meet/PD   | 0                                      | 0.00%                      |
| <b>SUB TOTAL</b>   | <b>1830.83</b>                         | <b>23.70%</b>              |
| <b>Total Absences</b>                                      | <b>7725.45</b>                         | <b>100.00%</b>             |

**Teachers (FTE)**  
**427.76**

**# of teaching Days**  
**197**

**Possible Days**  
**84268.72**

## Bus Driver Staff Absences 2017-2018

Date: September 1, 2017 - August 31, 2018

| Absence Reason                  | Days           | % of Total Absences |
|---------------------------------|----------------|---------------------|
| <b>Conditions of Employment</b> |                |                     |
| Act of God                      | 0.00           | 0.00%               |
| Bereavement Leave               | 35.50          | 2.57%               |
| Community Service               | 0.00           | 0.00%               |
| Compassionate Care              | 8.00           | 0.58%               |
| Competition Leave               | 2.00           | 0.14%               |
| Convocation Leave               | 2.00           | 0.14%               |
| Family Responsibilities         | 43.50          | 3.15%               |
| Illness - Support               | 511.50         | 37.07%              |
| Med/Den Appt Support            | 180.00         | 13.04%              |
| Parenting/Caregiver             | 12.50          | 0.91%               |
| Pressing Leave                  | 43.00          | 3.12%               |
| Without Pay Support             | 530.00         | 38.41%              |
| <b>SUB TOTAL</b>                | <b>1368.00</b> | <b>99.13%</b>       |
| <b>Employment Act</b>           |                |                     |
| Court/Jury Duty                 | 0.00           | 0.00%               |
| Paternity Leave                 | 0.00           | 0.00%               |
| Vacation Support                | 0.00           | 0.00%               |
| Workers Compensation            | 12.00          | 0.87%               |
| <b>SUB TOTAL</b>                | <b>12.00</b>   | <b>0.87%</b>        |
| <b>Prairie South</b>            |                |                     |
| ACCT Meet/PD                    | 0.00           | 0.00%               |
| BUSI Meet/PD                    | 0.00           | 0.00%               |
| Extra/Co-Curricular             | 0.00           | 0.00%               |
| FACI Meet/PD                    | 0.00           | 0.00%               |
| HUMA Meet/PD                    | 0.00           | 0.00%               |
| LRNG Meet/PD                    | 0.00           | 0.00%               |
| SCHOOL OPERATIONS MEET/PD       | 0.00           | 0.00%               |
| TRAN Meet/PD                    | 0.00           | 0.00%               |
| <b>SUB TOTAL</b>                | <b>0.00</b>    | <b>0.00%</b>        |
| <b>Total Absences</b>           | <b>1380.00</b> | <b>100.00%</b>      |

|                                     |             |              |                   |
|-------------------------------------|-------------|--------------|-------------------|
| <b>Possible Days</b>                | <b>Days</b> | <b>Staff</b> | <b>Total Days</b> |
| September 1, 2017 - August 31, 2018 | 185.00      | 113.00       | 20905.00          |

\* 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 2017-2018

Date: September 1, 2017 - August 31, 2018

| Absence Reason                   | Days           | % of Total Absences |
|----------------------------------|----------------|---------------------|
| <b>CUPE Agreement</b>            |                |                     |
| Act of God                       | 32.33          | 0.57%               |
| Bereavement Leave                | 146.44         | 2.58%               |
| Community Service                | 0.81           | 0.01%               |
| Compassionate Care               | 57.07          | 1.01%               |
| Competition Leave                | 0              | 0.00%               |
| Convocation Leave                | 8.49           | 0.15%               |
| CUPE Business - Invo             | 170.91         | 3.01%               |
| Earned Day Off                   | 58.27          | 1.03%               |
| Executive Position               | 0              | 0.00%               |
| Family Responsibilities          | 63.68          | 1.12%               |
| Illness - Support                | 2469.63        | 43.56%              |
| Med/Den Appt Support             | 428.11         | 7.55%               |
| Noon Supervision                 | 31.92          | 0.56%               |
| Parenting/Caregiver              | 202.72         | 3.58%               |
| Pressing Leave                   | 143.36         | 2.53%               |
| Rec. of Service                  | 39.41          | 0.70%               |
| TIL Support                      | 44.3           | 0.78%               |
| Without Pay Support              | 286.19         | 5.05%               |
| <b>SUB TOTAL</b>                 | <b>4183.64</b> | <b>73.78%</b>       |
| <b>Employment Act</b>            |                |                     |
| Court/Jury Duty                  | 0.45           | 0.01%               |
| Paternity Leave                  | 0              | 0.00%               |
| Vacation Support                 | 1079.49        | 19.04%              |
| Workers Compensation             | 235.37         | 4.15%               |
| <b>SUB TOTAL</b>                 | <b>1315.31</b> | <b>23.20%</b>       |
| <b>Prairie South</b>             |                |                     |
| ACCT Meet/PD                     | 0              | 0.00%               |
| BUSI Meet/PD                     | 0              | 0.00%               |
| Extra/Co-curr Sup                | 14.43          | 0.25%               |
| FACI Meet/PD                     | 23.07          | 0.41%               |
| HUMA Meet/PD                     | 1.79           | 0.03%               |
| LRNG Meet/PD                     | 20.01          | 0.35%               |
| PD DEC In Province Support Staff | 102.62         | 1.81%               |
| PD Out of Province Support Staff | 0              | 0.00%               |
| SCHOOL OPERATIONS MEET/PD        | 9.24           | 0.16%               |
| TRAN Meet/PD                     | 0              | 0.00%               |
| <b>SUB TOTAL</b>                 | <b>171.16</b>  | <b>3.02%</b>        |
| <b>Total Absences</b>            | <b>5670.11</b> | <b>100.00%</b>      |

### Possible Days

September 1, 2017 - August 31, 2018

### Days

253.00

### FTE

267.29

### Total Days

67624.37

\*\* 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 2017-2018

Date: September 1, 2017 - August 31, 2018

| Absence Reason                  | Days           | % of Total Absences |
|---------------------------------|----------------|---------------------|
| <b>Conditions of Employment</b> |                |                     |
| Act of God                      | 1              | 0.08%               |
| Bereavement Leave               | 18.69          | 1.45%               |
| Community Service               | 0              | 0.00%               |
| Compassionate Care              | 5.77           | 0.45%               |
| Competition Leave               | 0              | 0.00%               |
| Convocation Leave               | 1              | 0.08%               |
| Family Responsibilities         | 1              | 0.08%               |
| Illness - Support               | 237.19         | 18.40%              |
| Med/Den Appt Support            | 101.67         | 7.89%               |
| Parenting/Caregiver             | 11.17          | 0.87%               |
| Pressing Leave                  | 42.61          | 3.31%               |
| Without Pay Support             | 8.13           | 0.63%               |
| <b>SUB TOTAL</b>                | <b>428.23</b>  | <b>33.22%</b>       |
| <b>Employment Act</b>           |                |                     |
| Court/Jury Duty                 | 0.13           | 0.01%               |
| Paternity Leave                 | 0              | 0.00%               |
| Vacation Support                | 838.88         | 65.08%              |
| Workers Compensation            | 0              | 0.00%               |
| <b>SUB TOTAL</b>                | <b>839.01</b>  | <b>65.09%</b>       |
| <b>Prairie South</b>            |                |                     |
| ACCT Meet/PD                    | 0              | 0.00%               |
| BUSI Meet/PD                    | 0              | 0.00%               |
| FACI Meet/PD                    | 0              | 0.00%               |
| HUMA Meet/PD                    | 0              | 0.00%               |
| LRNG Meet/PD                    | 9.81           | 0.76%               |
| SCHOOL OPERATIONS MEET/PD       | 0              | 0.00%               |
| TRAN Meet/PD                    | 3              | 0.23%               |
| PD Out of Province              | 9              | 0.70%               |
| <b>SUB TOTAL</b>                | <b>21.81</b>   | <b>1.69%</b>        |
| <b>Total Absences</b>           | <b>1289.05</b> | <b>100.00%</b>      |

|                                     |             |            |                   |
|-------------------------------------|-------------|------------|-------------------|
| <b>Possible Days</b>                | <b>Days</b> | <b>FTE</b> | <b>Total Days</b> |
| September 1, 2017 - August 31, 2018 | 253.00      | 47.324     | 11972.97          |

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

# AGENDA ITEM

|                      |  |                                     |   |
|----------------------|--|-------------------------------------|---|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018             | <b>Agenda Item #:</b>               | 07.5  |
| <b>Topic:</b>        | <b>September 30<sup>th</sup> Enrolment</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision          | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | On an annual basis, the Board is provided with a summary of enrolment information for schools in Prairie South based on the September 30 <sup>th</sup> count. |
|  |   |
| <b>Current Status:</b>                 | Information will be provided at the meeting.  |
|  |   |
| <b>Pros and Cons:</b>                  |   |
|  |   |
| <b>Financial Implications:</b>         |   |
|  |   |
| <b>Governance/Policy Implications:</b> |   |
|  |   |
| <b>Legal Implications:</b>             |   |
|  |   |
| <b>Communications:</b>                 |   |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Tony Baldwin        | October 2, 2018 |                     |

**Recommendation:** That the Board review the information provided at the meeting.

## AGENDA ITEM

|                      |   |                                     |   |
|----------------------|---|-------------------------------------|---|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018              | <b>Agenda Item #:</b>               | 07.6  |
| <b>Topic:</b>        | <b>ESSP Update – Provincial Information</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision           | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | The Board Chairs' Council of the SSBA met in September and received a report from members of the Provincial Leadership Team related to progress in the goal areas of the Education Sector Strategic Plan.  |
| <b>Current Status:</b>                 | The presentation slides are attached. Prairie South data related to the provincial goals is reported on an ongoing basis through accountability reports related to Readiness to Learn, Literacy Outcomes, FNMI Engagement, and On-Time Graduation. |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         |  |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Tony Baldwin        | October 2, 2018 | <ul style="list-style-type: none"> <li>Board Chairs' Council Presentation, September 2018</li> </ul> |

**Recommendation:** That the Board review the information provided.

**Education Sector Strategic Plan (ESSP):  
Progress of Cycle 3 (2017-19)  
New Actions for 2019-20**

***Provincial Leadership Team Presentation to  
Board Chairs***

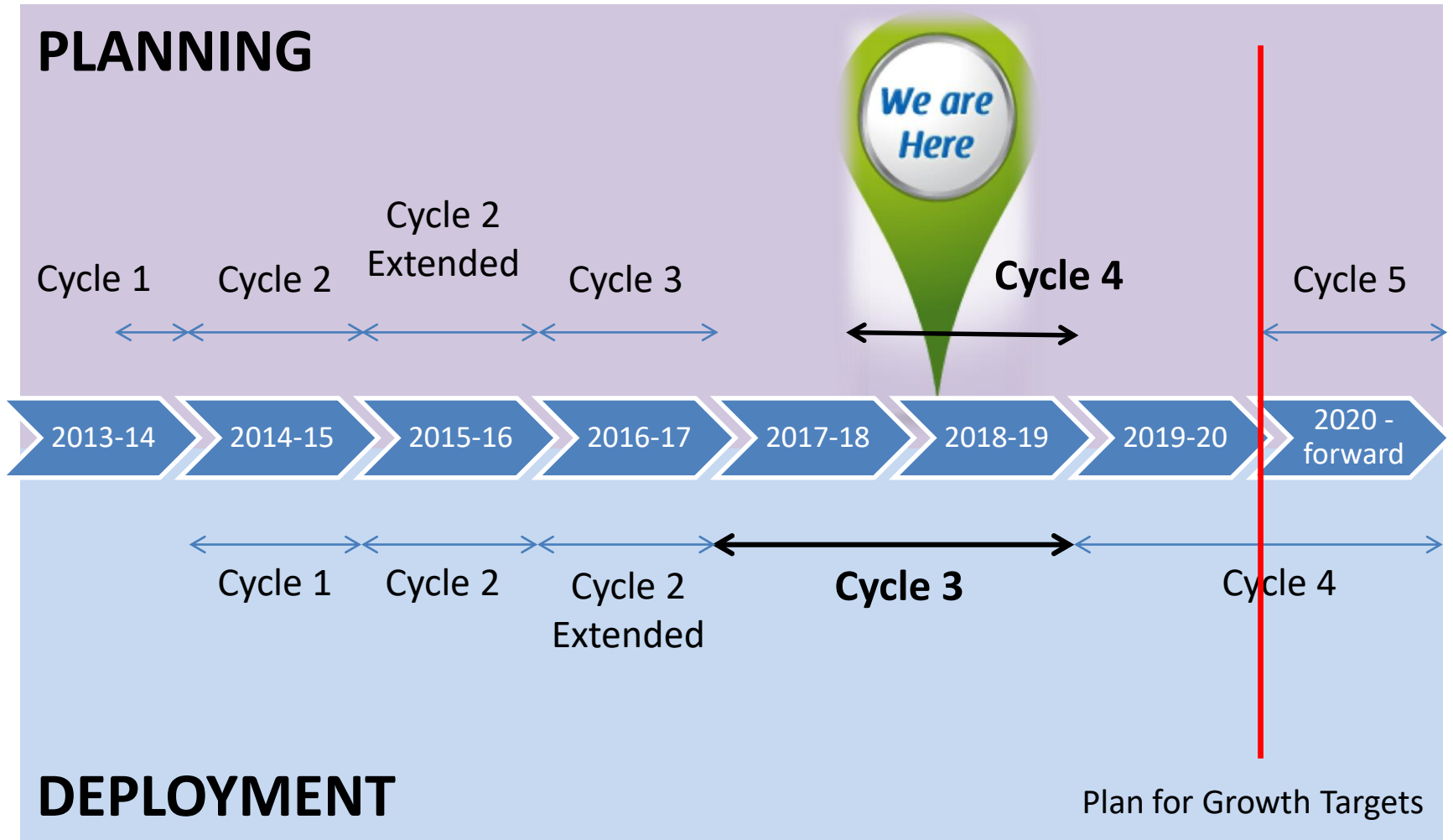
**September 20, 2018**



# Three Key Activities

| Cycle 3 Deployment   | Cycle 4 Planning  | Long-Term Planning   |
|--|---|--|
| <ul style="list-style-type: none"><li>• Entering the second year of Cycle 3 deployment, beginning September 2018</li></ul> | <ul style="list-style-type: none"><li>• Creating project plans for the 2019-20 and 2020-21 school years (Cycle 4)</li></ul> | <ul style="list-style-type: none"><li>• High-level discussions by education partners (SSBA, STF, OTC, FSIN, MN-S/GDI, SASBO, LEADS,, Ministry)</li></ul> |
| <ul style="list-style-type: none"><li>• Actions identified on the current Level 1 project plans (A3s)</li></ul>            | <ul style="list-style-type: none"><li>• Planning is scheduled to be complete by February 2019</li></ul>                     | <ul style="list-style-type: none"><li>• Discussions will continue throughout the 2018-19 school year</li></ul>   |
| <ul style="list-style-type: none"><li>• To be complete August 2019</li></ul>   | <ul style="list-style-type: none"><li>• Deployment begins September 2019</li></ul>  | <ul style="list-style-type: none"><li>• No immediate impact on the Cycle 3 or Cycle 4 work of the ESSP</li></ul>   |

# “When” Are We in the Rolling Plan?



# New Terminology

| Former Term              | New Term                   |
|--------------------------|----------------------------|
| Diagnosis and Review     | Environmental Scan         |
| Catchball                | Frontline Feedback         |
| Mini-Connecting the Dots | Education Partner Feedback |
| Expert Advisor           | Project Manager            |
| A3                       | Project Plan               |
| Priority                 | Priority                   |

# 2017-18 Results

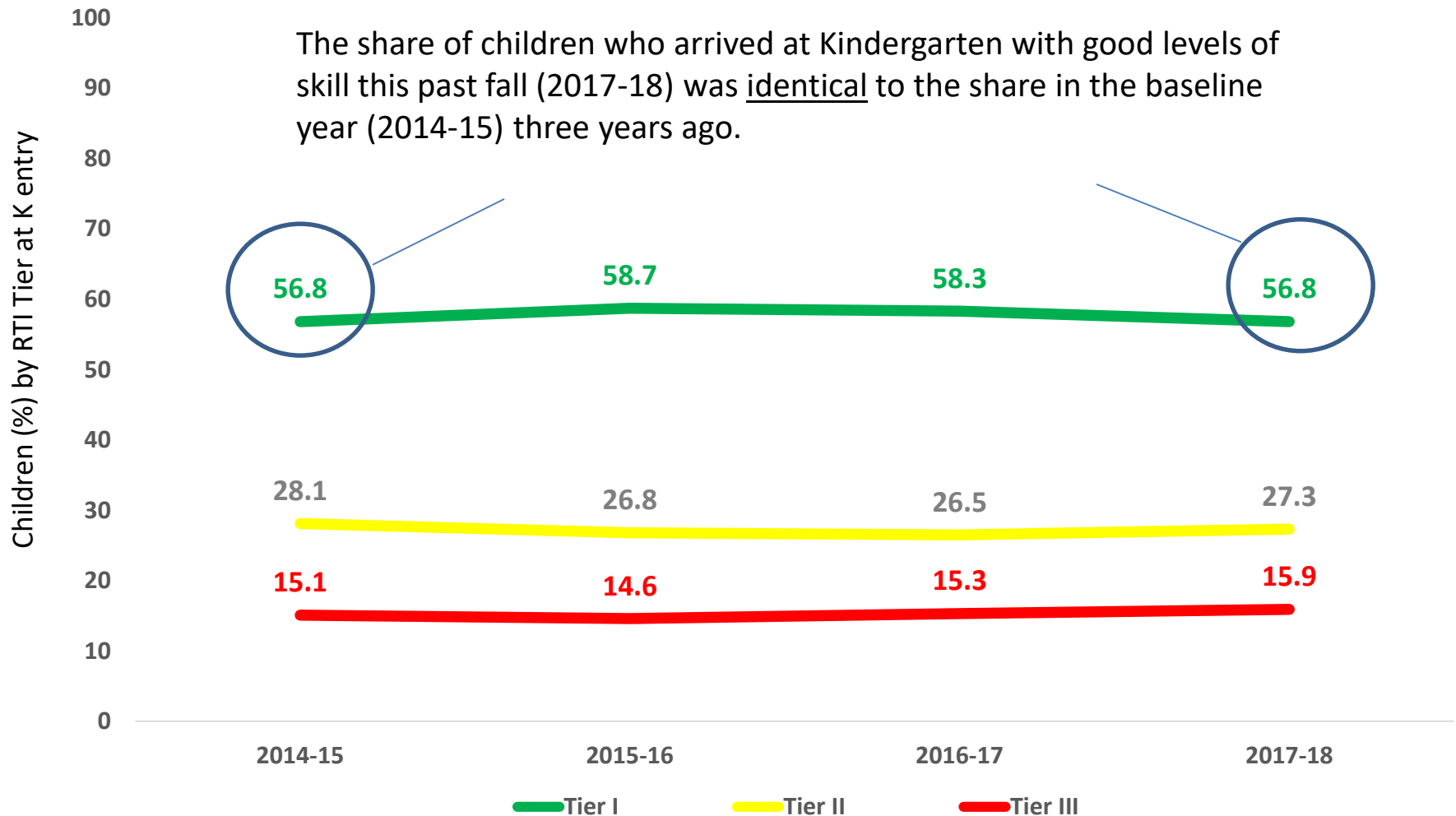
# **Outcome: Early Years**

**Greg Chatlain**

# After 4 complete EYE cycles:

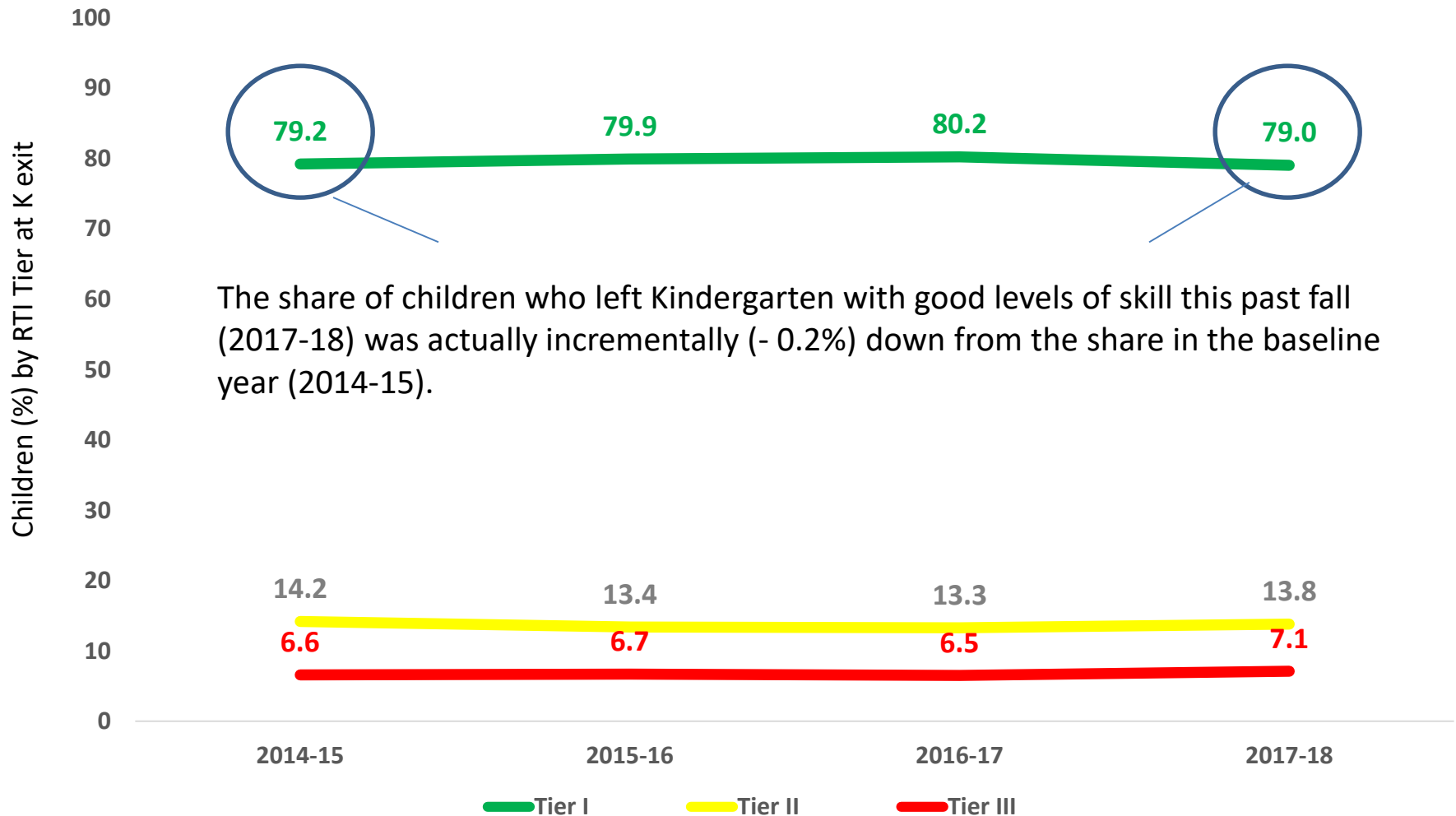
## At Kindergarten entry...

The share of children who arrived at Kindergarten with good levels of skill this past fall (2017-18) was identical to the share in the baseline year (2014-15) three years ago.

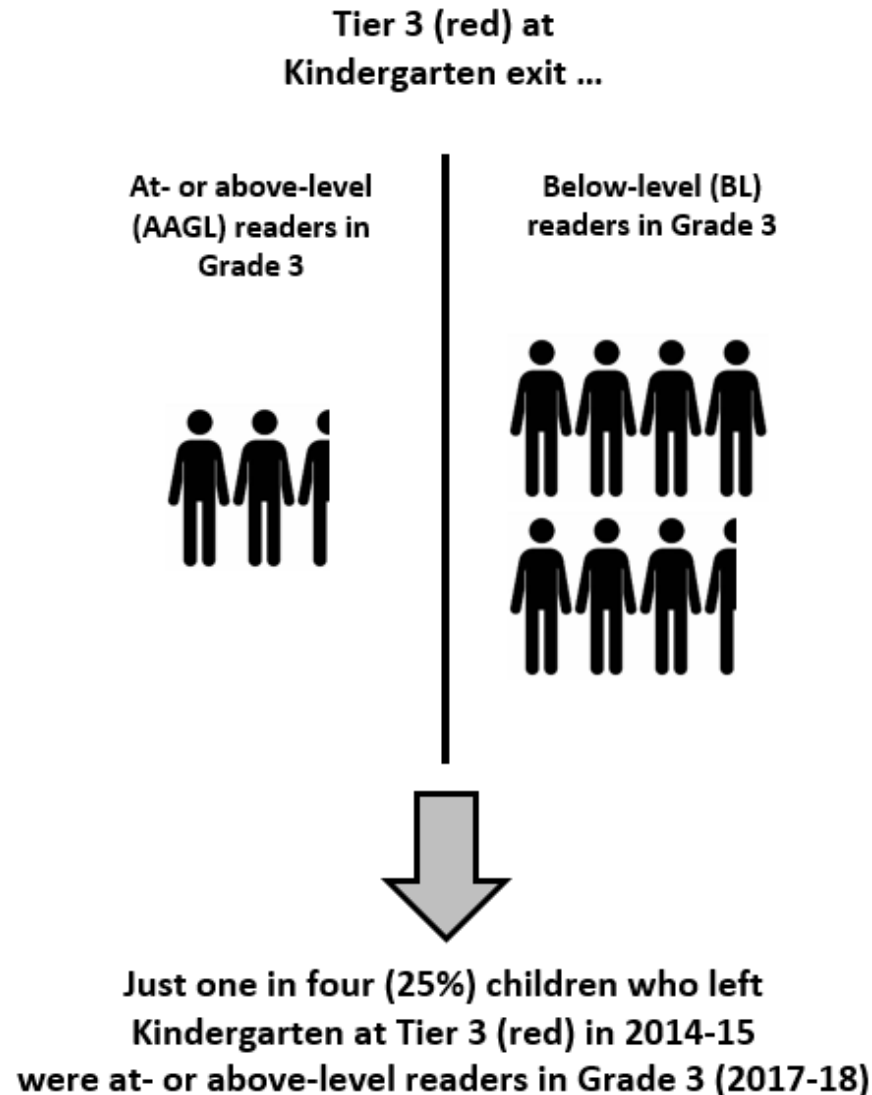


# After 4 complete EYE cycles:

At Kindergarten exit...



# What does a child's EYE result in Kindergarten tell us about the likelihood of on-time reading?





# Early Years

## Cycle 3 Progress

- First-ever Early Learning data sharing event going ahead October 17<sup>th</sup>
- Tracking non-credit PD participation among PreK & K educators, as well as progress to a non-credit or informal ECE specialization.
- New and emergent actions that were identified during Reflection and Strategy Development



# **Outcome: At Grade Level in Reading, Writing and Math**

**Don Rempel**



## In support of At Grade Level in Reading, Writing and Math

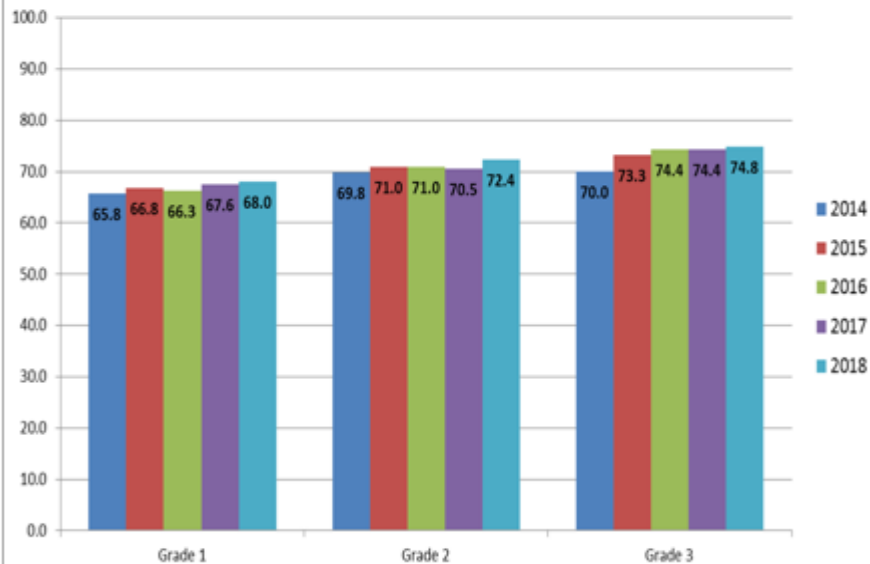
### Reading

#### Supports Available on Blackboard (English and French)

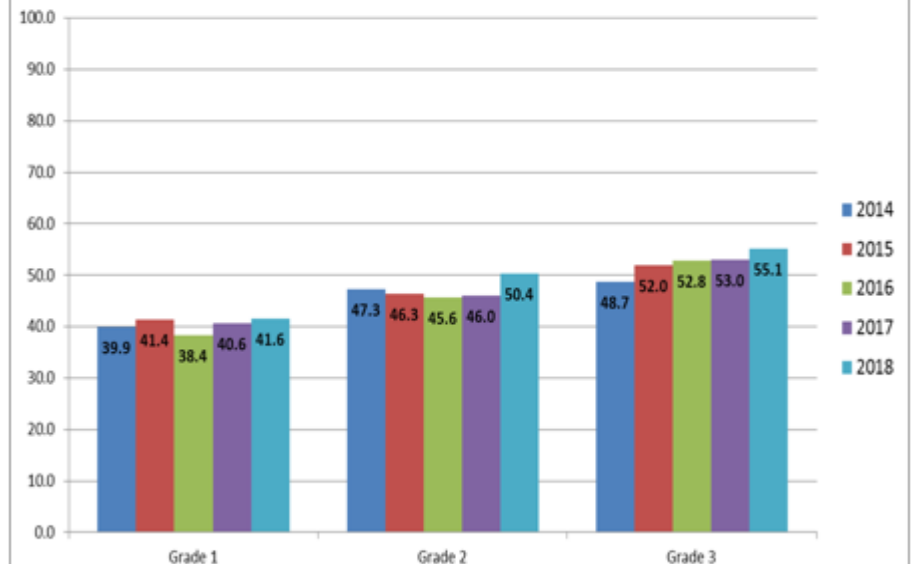
Saskatchewan Reads

Informational Booklet

% of Students Reading At or Above Grade Level

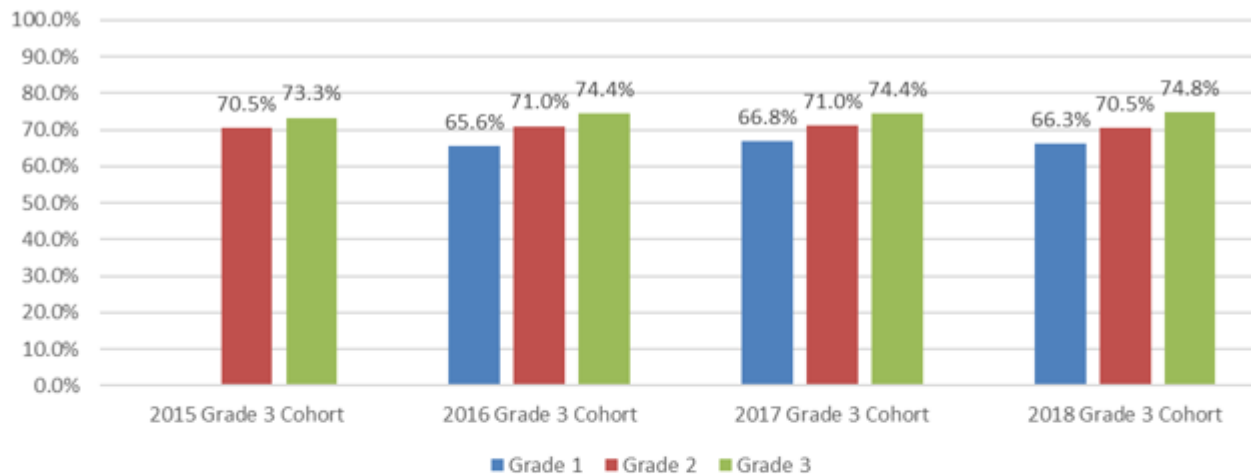


% of FNMI Students Reading At or Above Grade Level

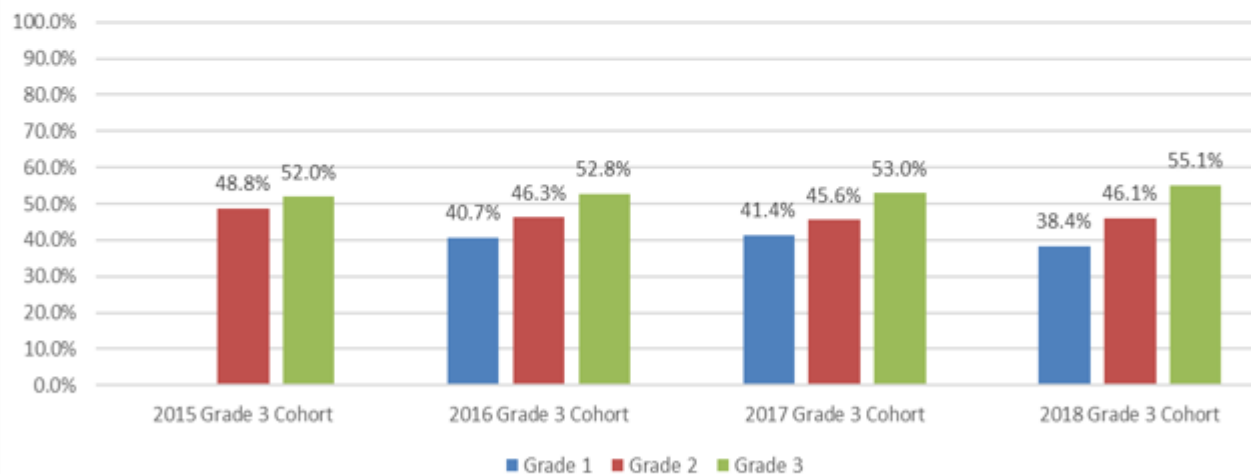


# Outcome: At Grade Level in Reading, Writing and Math

## At or Above Grade Level, Grades 1-3 Students by Grade 3 Cohort Year



## At or Above Grade Level, Grades 1-3 FNMI Students by Grade 3 Cohort Year





## In support of At Grade Level in Reading, Writing and Math

### Writing

#### Supports Available on Blackboard (English and French)

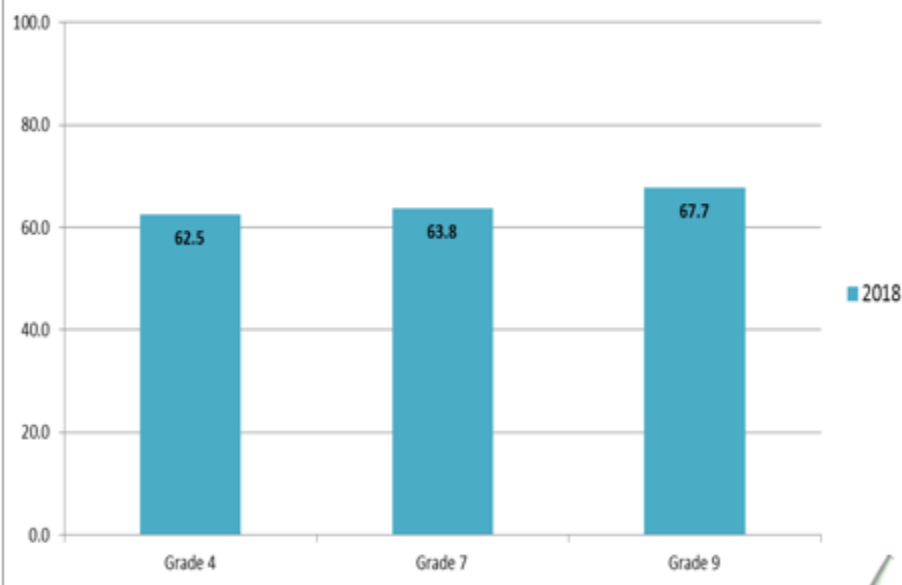
Writing continuum

Rubrics, Grades 1-12

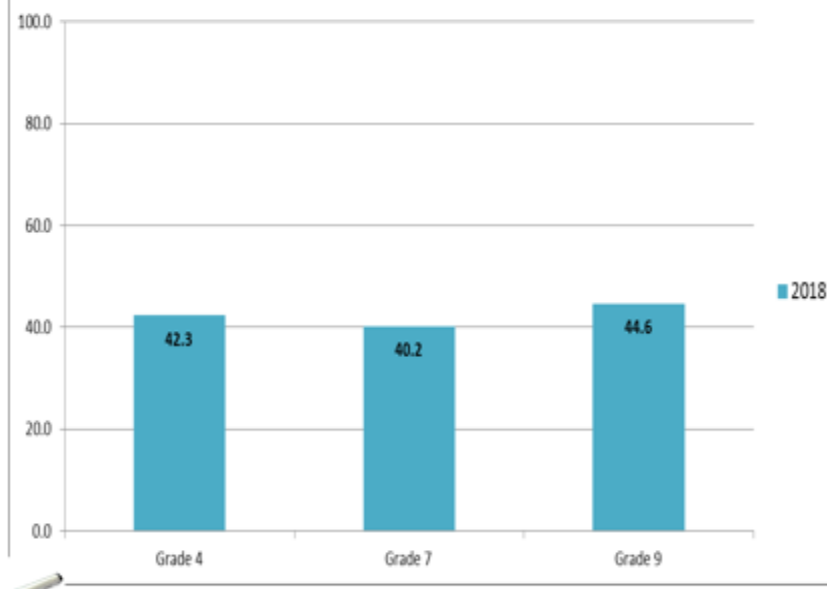
Support documents including prompts and exemplars (French)

Frequently Asked Questions

% of Students Writing At or Above Grade Level



% of FNMI Students Writing At or Above Grade Level



Date prepared: August 28, 2018

Primary Owner: Don Rempel

Report Contact: Kevin Tonita, Assessment Unit, MoED

Chart Contact: Wendy Sawatzky, Assessment Unit, MoED

Refresh Cycle: Monthly

Education Sector Wall Walk September 2018



## **Mathematics**

| <b>Supports Available on Blackboard (English and French)</b> |
|--|
| Rubrics, Grades 1-12   |
| Support documents including prompts and exemplars            |
| Frequently Asked Questions                                   |

**First Data Collection  
June 2019**

# **Outcome: Improving First Nations, Métis and Inuit Student Engagement and Graduation Rate**

**Robert Bratvold**

# Improving First Nations, Métis and Inuit Student Engagement and Graduation Rate

## Cycle 3 Progress

### Goal Summary

- Increased **collaboration** between First Nations, Métis & Inuit and non-Indigenous partners
- Parity in OurSCHOOL **engagement** measures
- Increase three-year **graduation** rates of Inuit, First Nation & Metis students by 4% points annually.



# Improving First Nations, Métis and Inuit Student Engagement and Graduation Rate

## Cycle 3 Progress

### – Partnerships

- Gatherings, sharing practices, document renewal and production

### • Responsive, Inclusive Environments

- Expanded FTV, Leading to Learn, OurSCHOOL data

### – Addressing systemic racism

- Exploring systemic processes (early stage)

# Improving First Nations, Métis and Inuit Student Engagement and Graduation Rate Cycle 3 Progress

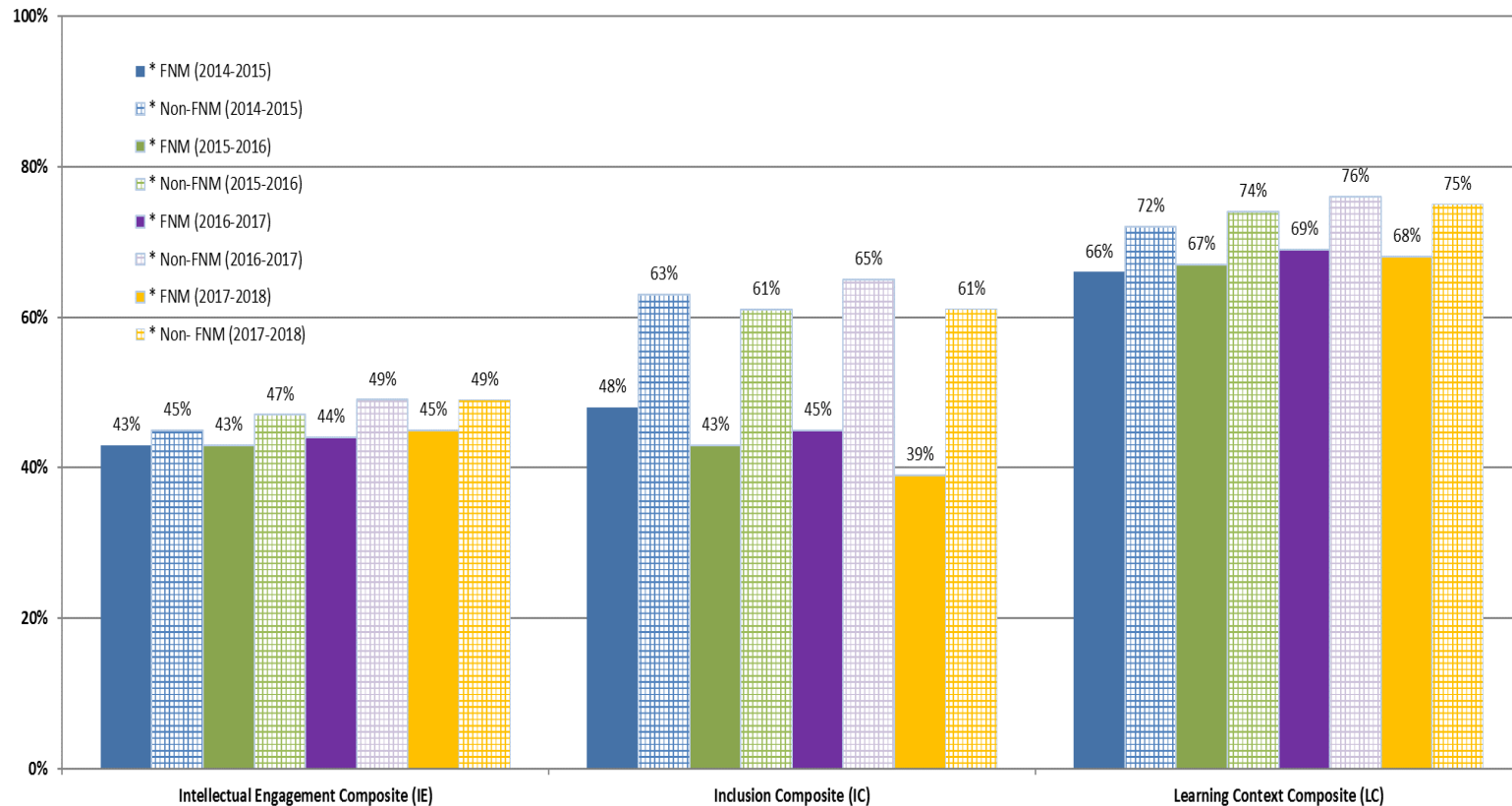
## – Engaging Families

- Help Me Tell My Story and Help Me Talk About Math

## – Smoothing Transitions

- Production and distribution Ethical Data Sharing document
- Rubric refinement and distribution

## By 2018, school divisions will achieve parity between FNMI and non-FNMI students on the OurSCHOOL engagement measures



### Annual Metric

Date Prepared: 2018/09/11  
 Primary Owner: Robert Bratvold  
 Report Contact: Susan Nedelcov-Anderson  
 Chart/Data Contact: Jacqueline Hagel  
 Source: OurSCHOOL (Secondary – Grades 7-12)  
 Refresh Cycle: Annual (September, 2018)

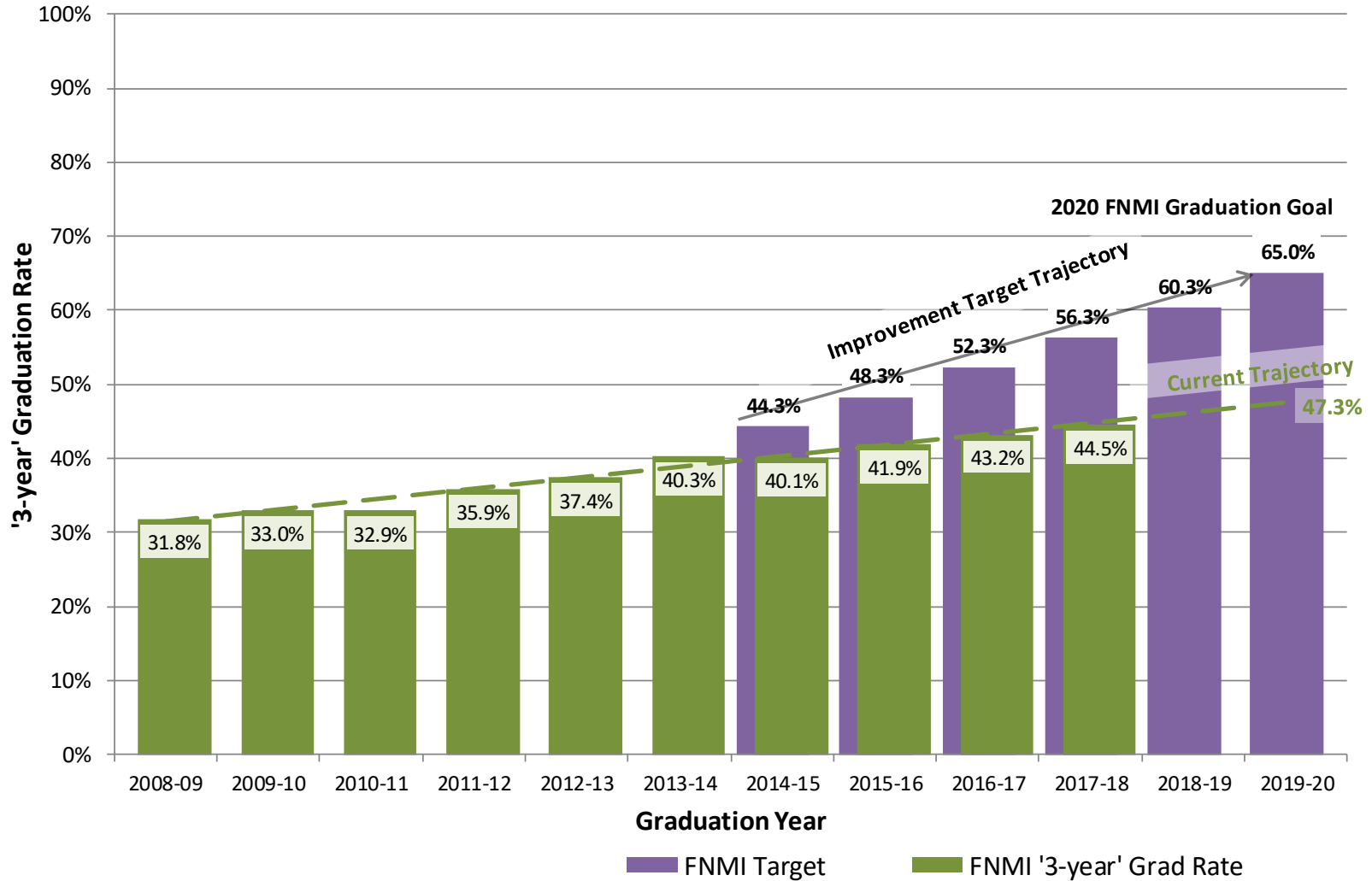
IE includes measures of: Interest, effort

IC includes measures of: Sense of Belonging, Participation in sports and clubs, Positive Friendships, Bullying, School Safety

LC includes measures of: Teacher-Student relations, Expectations for success, Positive learning climate



## First Nations, Métis and Inuit '3-year' Graduation Rates, Province, 2008-09 to 2017-18



### Student Grad Rate Data

Date Prepared: 2018/09/12  
 Primary Owner: Robert Bratvold  
 Report Contact: Susan Nedelcov-Anderson  
 Data Contact: Rick Johnson  
 Source: Ministry Student Data System  
 Refresh Cycle: Annual

Education Sector Wall Walk: September 2018

# Priority: Following Their Voices

Pat Bugler



# Following Their Voices

## Cycle 3 Progress

- In 2018-19, 39 schools are implementing FTV:
  - 26 provincial schools, 12 First Nation schools, one joint board school
  - 15,500 students, with over 9,000 self-declaring as Métis, First Nations or Inuit
  - Over 570 teachers involved in the initiative
  - Six Provincial Facilitators provide direct support to these schools
- The Department of Indigenous Services Canada will be providing \$1,024,000 to support FTV implementation in the upcoming school year
- FTV website, tools and reports improvements made
- Research to investigate the impact of FTV on First Nations, Inuit and Métis students in two of our urban high schools
- U of S and U of R will research on implementation with all Year 2 schools this fall, and findings will be reported in 2019



# Following Their Voices

## Cycle 3 Progress

### Progress

- 14 out of 16 schools demonstrated increases in First Nations, Métis and Inuit Student data, including attendance, engagement and credit attainment.

### Teacher Practice

- Increases in interactive instructional techniques from 27 per cent to 47 per cent of classroom time since the start of the initiative in 2015

### Student Engagement

- Student-teacher relationships and intellectual engagement are significantly above national median and replica school scores
- Perceptions of Indigenous students are very similar to non-Indigenous students' perceptions
- Safety and positive student to student relationships are significantly below national median and replica school scores



# Following Their Voices

## Cycle 3 Progress

### Attendance and Credit Attainment

- 2017-18 study indicated:
  - FTV students were more successful in attaining credits than non-FTV counterparts
  - When a majority of students in a subject area were taught by FTV teachers, far more students achieved their credits than non-FTV students – even if they had been failing at midterm.
  - FTV students demonstrated more consistent attendance.

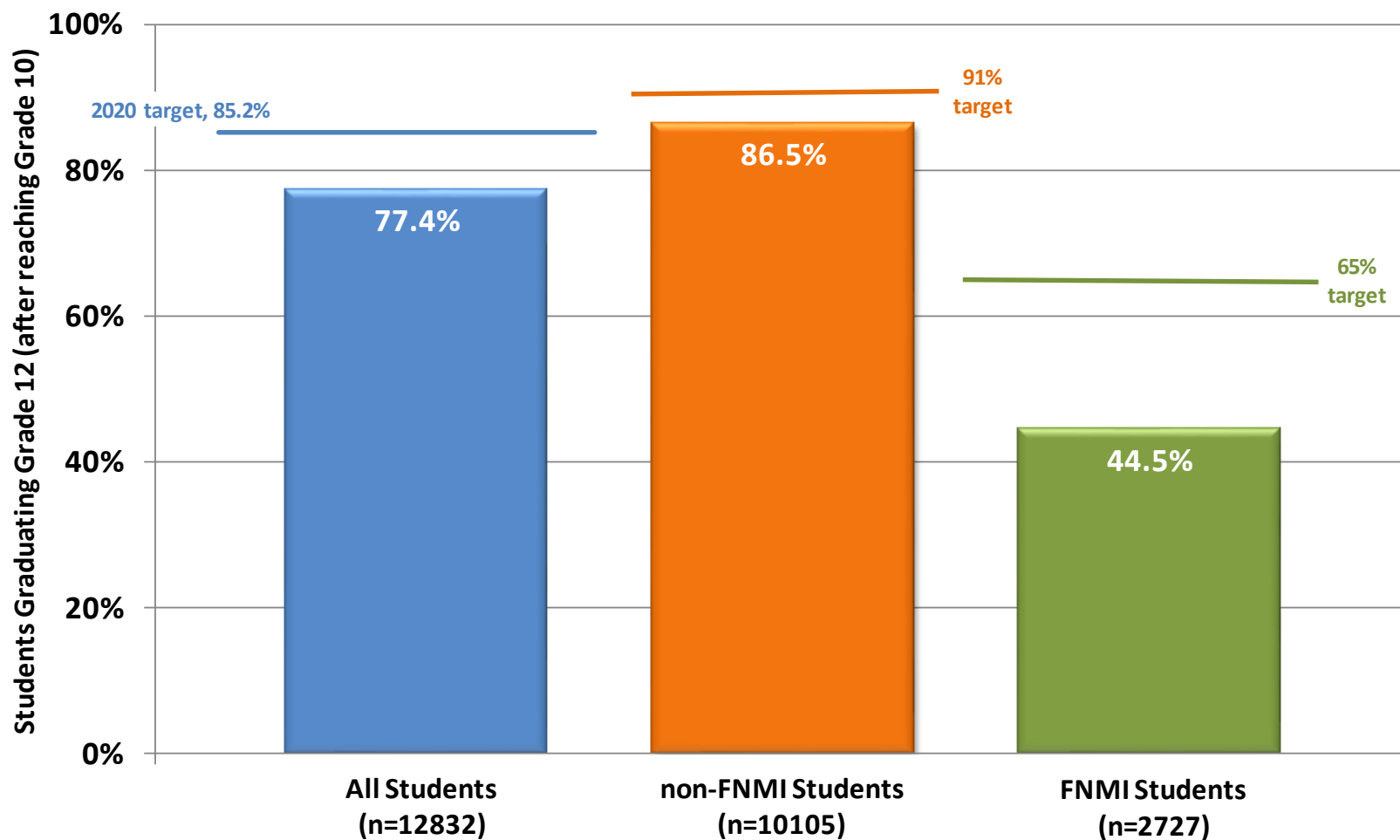




# **Outcome: Graduation Rates**

**Greg Enion**

**On-time' Graduation Rates, Overall Province, 2017-18**



**Student Grad Rate Data**

Date Prepared: 2018/09/14

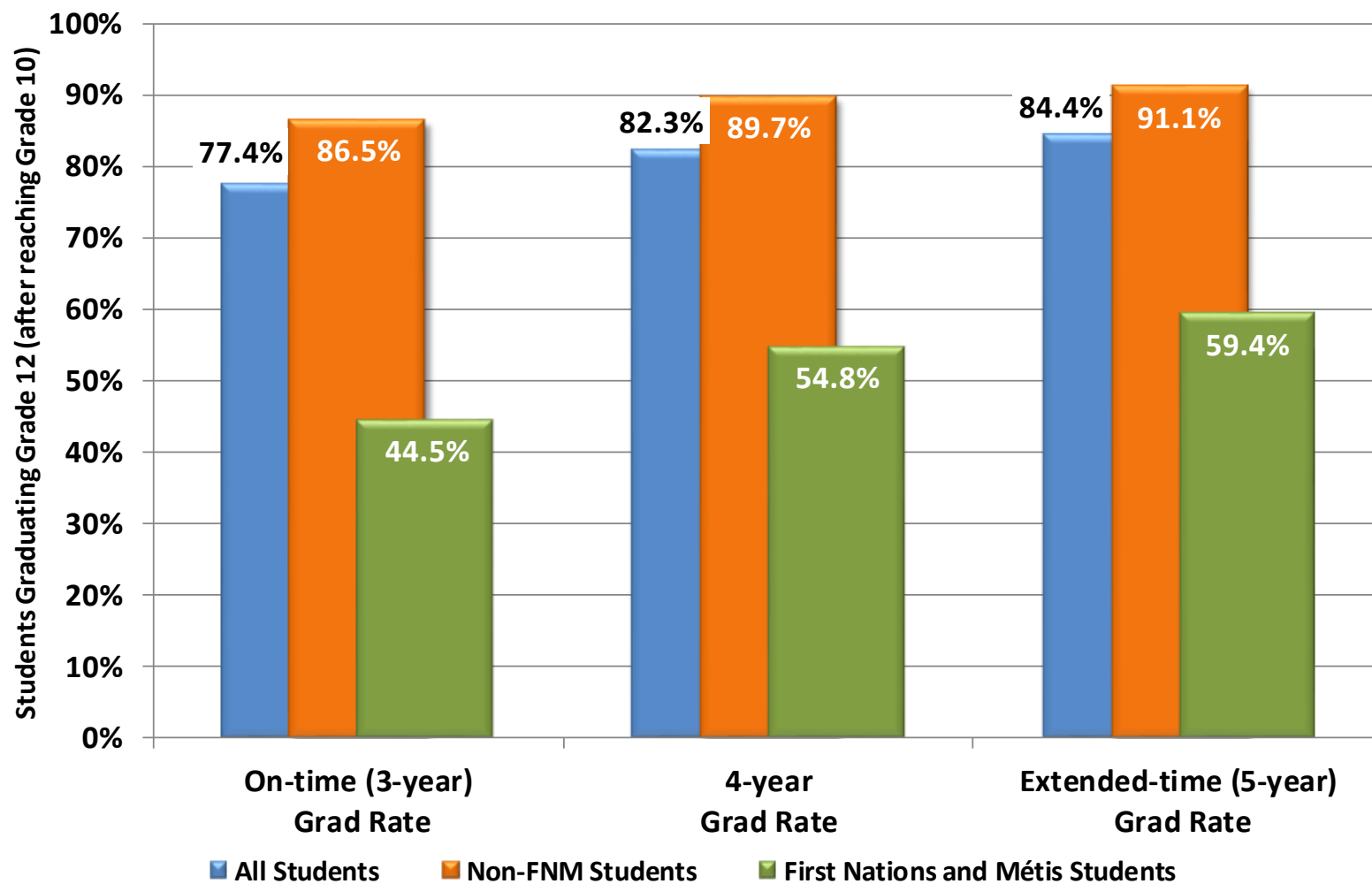
Data Contact: Rick Johnson

Source: Ministry Student Data System

Refresh Cycle: Annual

**Annual Metric**

**Graduation Rates, Overall Province, 2017-18**



**Student Grad Rate Data**

Date Prepared: 2018/09/14

Data Contact: Rick Johnson

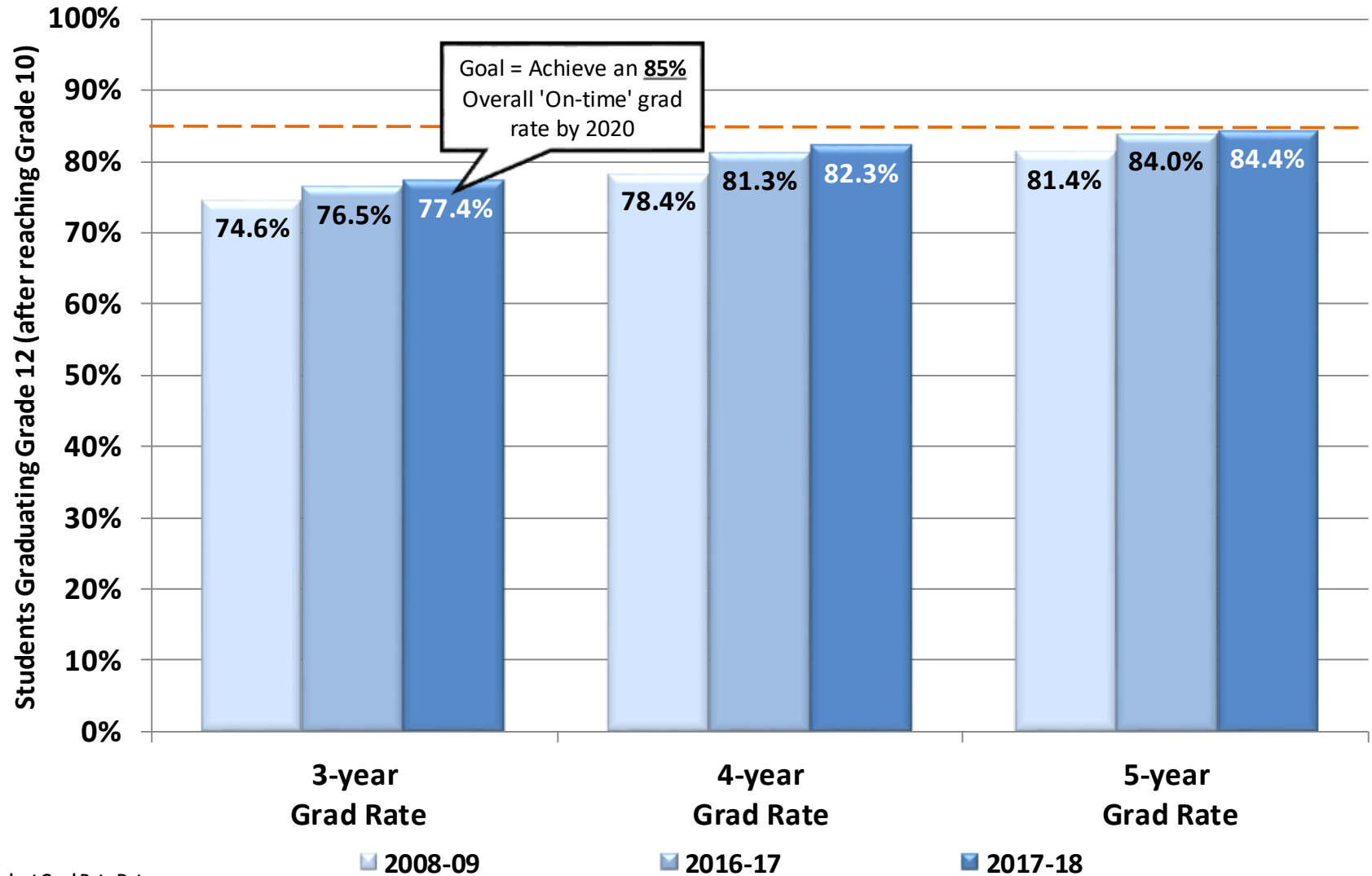
Source: Ministry Student Data System

Refresh Cycle: Annual

**Annual Metric**

# Graduation Rates: Updated for the 2017-18 School Year

## Grade 12 Overall Graduation Rates, Province, 2008-09, 2016-17, 2017-18



Student Grad Rate Data

Date Prepared: 2018/09/14

Data Contact: Rick Johnson

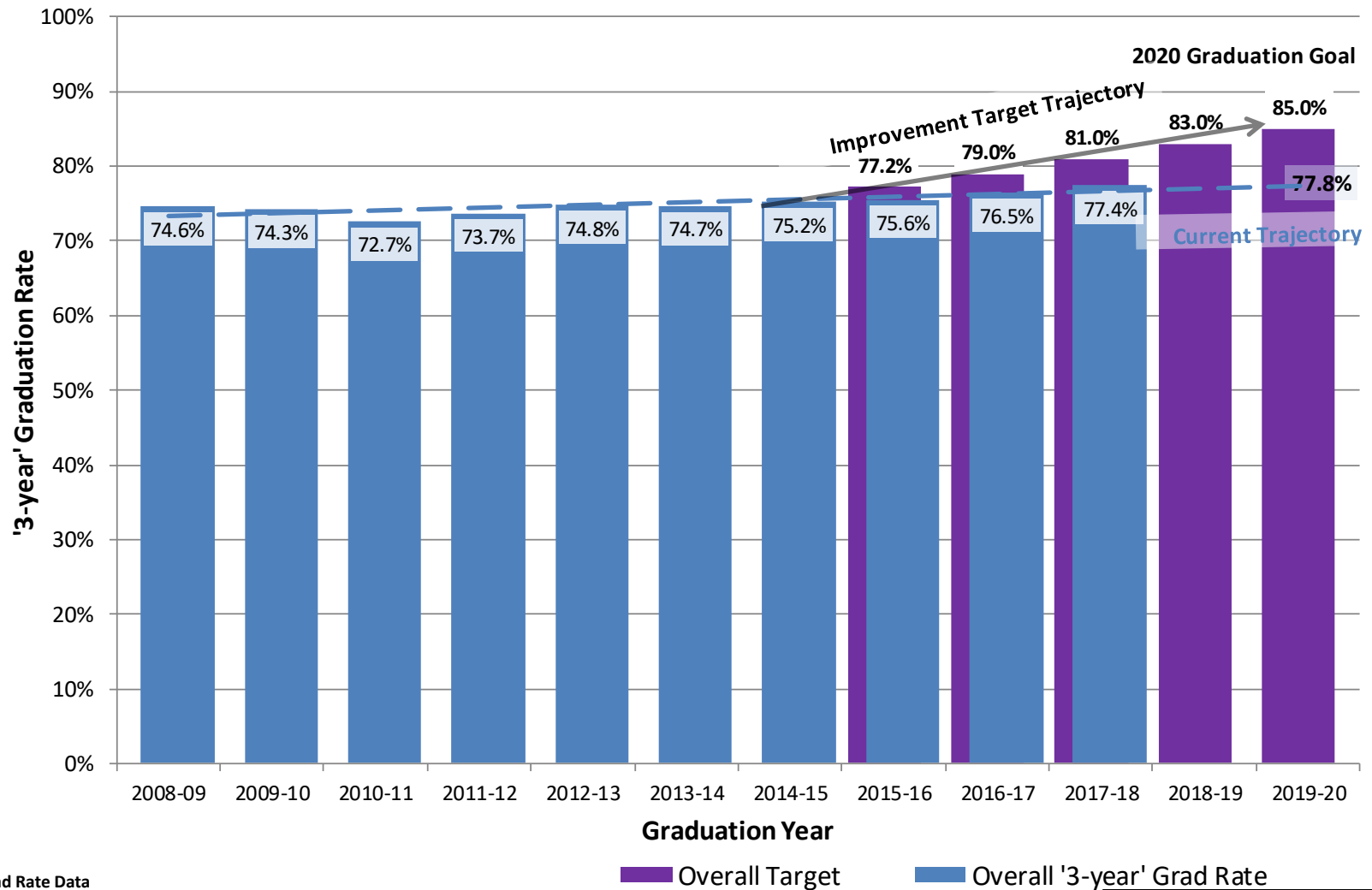
Source: Ministry Student Data System

Refresh Cycle: Annual

Annual Metric

# Graduation Rates: Updated for the 2017-18 School Year

## Overall '3-year' Graduation Rates, Province, 2008-09 to 2017-18



### Student Grad Rate Data

Date Prepared: 2018/09/14

Data Contact: Rick Johnson

Source: Ministry Student Data System

Refresh Cycle: Annual

Annual Metric

# Cycle 4 (2019-20)

New Actions

# **Outcome: Early Years**

**Greg Chatlain**

# Early Years

## Cycle 4 Planning

- Consensus that the outcome remains very important in the overall ESSP for Cycle 4.
- PLT suggests strong support for many of the current actions (professional learning, data sharing and response planning, family engagement, etc.). New actions will be developed to refine current directions.



# Early Years

## Cycle 4 Planning

- PLT suggests enacting a priority (1-year) to develop the notion of a Community Early Years Engagement Network (CEYEN).
- CEYEN development would seek to establish a local community network focused on supporting the young ones. Development process would focus on a limited number of communities in a pilot manner.

# **Outcome: At Grade Level in Reading, Writing and Math**

**Don Rempel**

# At Grade Level in Reading, Writing and Math

## Cycle 4 Planning

- Cycle 4 Priority (2019-20)
  - In support of improved math achievement, develop a SaskMATH web resource to support high quality math instruction and assessment.
  - Priority Co-owners:
    - Kevin Garinger
    - Duane Hauk

# **Outcome: Improving First Nations, Métis and Inuit Student Engagement and Graduation Rate**

**Robert Bratvold**

# First Nations, Métis and Inuit Student Engagement and Graduation Rate Cycle 4 Planning

- Affirmation of many of the directions and actions.
- Increasing voice from First Nations and Métis leaders in PLT and across the province.
- Solid alignment and guidance provided by the renewed Inspiring Success document.
- Acknowledgement of lack of sufficient progress towards goal achievement but renewed resolve to move this work forward.

# **Outcome: Graduation Rates**

**Greg Enion**

# Graduation Rates

## Cycle 4 Planning

- Development of a provincial attendance campaign.
- Expansion of student Grad/Post-Grad plans from Grades 9 through 11.
- School division and First Nations education authority system graduation plans completed by November 30, 2018.

# Next Steps

- September 2018 - March 2019
  - Draft project plans for Cycle 4 (2019-21 school years) will be distributed to PLT members for sharing with their organizations and boards
  - Education Partner Feedback sessions will be held:
    - FSIN
    - MN-S/GDI
    - SSBA/SASBO
    - STF



# Next Steps

- November 14, 2018:
  - Next PLT Wall Report and Meeting (Regina)
- 2018-19 School Year:
  - Continue to check progress and adjust actions where necessary to achieve targets.
- September 1, 2019 – August 31, 2020:
  - Implementation of Cycle 4 plans

# Current ESSP Reporting and Planning Timelines

- Wall reports to focus on progress for Cycle 3 (2017-19 and beyond)

## 2017-18

- ✓ *September 21, 2017*
- ✓ *November 9, 2017*
- ✓ *February 7, 2018*
- ✓ *April 11, 2018*
- ✓ *June 6, 2018*

## 2018-19

- ✓ *September 19, 2018*
- November 14, 2018
- February 6, 2019
- April 10, 2019
- June 5, 2019

# AGENDA ITEM

|                      |                                   |                                     |   |
|----------------------|-----------------------------------|-------------------------------------|---|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018    | <b>Agenda Item #:</b>               | 07.7  |
| <b>Topic:</b>        | <b>4th Quarter Forecast</b>       |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | The Division is required to submit a 2017-2018 4 <sup>th</sup> Quarter Forecast to the Minister on September 21, 2018        |
|  |  |
| <b>Current Status:</b>                 | The forecast was submitted to the Ministry. The Ministry acknowledged receipt of the forecast with no questions or concerns. |
|  |  |
| <b>Pros and Cons:</b>                  |  |
|  |  |
| <b>Financial Implications:</b>         |  |
|  |  |
| <b>Governance/Policy Implications:</b> |  |
|  |  |
| <b>Legal Implications:</b>             |  |
|  |  |
| <b>Communications:</b>                 |  |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>                        |
| Stephen Robitaille  | October 2, 2018 | PSSD #210 4 <sup>th</sup> Quarter Forecast |

**Recommendation:** That the Board review the information provided.

Prairie South School Division No. 210

F-1

Forecast - Revenue

|   |                   |                   |                   | 50,000                      | 5.0%         |                              |                                   |
|---|-------------------|-------------------|-------------------|-----------------------------|--------------|------------------------------|-----------------------------------|
|   | 2018              | 3rd Quarter       | 4th Quarter       | Budget to Forecast Variance |              |                              |                                   |
|   | <u>Budget</u>     | <u>Forecast</u>   | <u>Forecast</u>   | <u>Difference</u>           | <u>%</u>     | <u>Explanation Required?</u> | <u>Explanation for Difference</u> |
| <b>Total Property Taxation Revenue</b>        | <b>11,317,931</b> | <b>11,186,979</b> | <b>11,208,887</b> | <b>(109,044)</b>            | <b>-1.0%</b> | Not Required                 |                                   |
| <b>Grants</b>                                 |                   |                   |                   |                             |              |                              |                                   |
| Operating Grant                               | 63,797,178        | 63,218,331        | 61,744,900        | (2,052,278)                 | -3.2%        | Not Required                 |                                   |
| Other Ministry Grants                         | 42,000            | 42,000            | 25,865            | (16,135)                    | -38.4%       | Not Required                 |                                   |
| Other Provincial Grants                       | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Federal Grants                                | 37,500            | -                 | -                 | (37,500)                    | -100.0%      | Not Required                 |                                   |
| Grants from Others                            | 265,000           | 265,000           | 237,968           | (27,032)                    | -10.2%       | Not Required                 |                                   |
| Ministry of Education Capital Grants          | 1,865,625         | 1,865,625         | 2,117,509         | 251,884                     | 13.5%        | Provide explanation          | PMR                               |
| Other Provincial Capital Grants               | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Other Federal Capital Grants                  | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Other Capital Grants                          | 46,845            | 35,000            | 106,644           | 59,799                      | 127.7%       | Provide explanation          | Unplanned contributions/donations |
| <b>Total Grants</b>                           | <b>66,054,148</b> | <b>65,425,956</b> | <b>64,232,886</b> | <b>(1,821,262)</b>          |              |                              |                                   |
| <b>Total Tuition and Related Fees Revenue</b> | <b>45,500</b>     | <b>41,524</b>     | <b>41,670</b>     | <b>(3,830)</b>              | <b>-8.4%</b> | Not Required                 |                                   |
| <b>Total School Generated Funds Revenue</b>   | <b>1,243,300</b>  | <b>1,243,300</b>  | <b>1,243,300</b>  | <b>-</b>                    | <b>0.0%</b>  | Not Required                 |                                   |
| <b>Complementary Services</b>                 |                   |                   |                   |                             |              |                              |                                   |
| Operating Grant                               | 515,112           | 515,280           | 515,280           | 168                         | 0.0%         | Not Required                 |                                   |
| Other Ministry Grants                         | -                 | 42,399            | 30,399            | 30,399                      | 100.0%       | Not Required                 |                                   |
| Other Provincial Grants                       | -                 | -                 | 12,536            | 12,536                      | 100.0%       | Not Required                 |                                   |
| Federal Grants                                | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Other Grants                                  | 42,212            | -                 | 5,000             | (37,212)                    | -88.2%       | Not Required                 |                                   |
| Ministry of Education Capital Grants          | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Other Provincial Capital Grants               | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Other Federal Capital Grants                  | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Other Capital Grants                          | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Tuition and Related Fees                      | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Gain on Disposal of Capital Assets            | -                 | -                 | -                 | -                           | -            |                              |                                   |
| Other Revenue                                 | -                 | -                 | -                 | -                           | -            |                              |                                   |
| <b>Total Complementary Services Revenue</b>   | <b>557,324</b>    | <b>557,679</b>    | <b>563,215</b>    | <b>5,891</b>                |              |                              |                                   |

## External Services

|  |                   |                   |                   |                  |         |                     |  |
|--|-------------------|-------------------|-------------------|------------------|---------|---------------------|--|
| Operating Grant                        | 3,011,028         | 3,228,168         | 3,228,350         | 217,322          | 7.2%    | Provide explanation | Increased students & funding as per the current enrolment update   |
| Other Ministry Grants                  | -                 | -                 | -                 | -                | -       |                     |  |
| Other Provincial Grants                | -                 | -                 | -                 | -                | -       |                     |  |
| Federal Grants                         | -                 | -                 | -                 | -                | -       |                     |  |
| Other Grants                           | -                 | -                 | -                 | -                | -       |                     |  |
| Ministry of Education Capital Grants   | -                 | -                 | -                 | -                | -       |                     |  |
| Other Provincial Capital Grants        | -                 | -                 | -                 | -                | -       |                     |  |
| Other Federal Capital Grants           | -                 | -                 | -                 | -                | -       |                     |  |
| Other Capital Grants                   | -                 | -                 | -                 | -                | -       |                     |  |
| Tuition and Related Fees               | -                 | -                 | 53,636            | 53,636           | 100.0%  | Provide explanation | Fees for transportation of Holy Trinity special needs students   |
| Gain on Disposal of Capital Assets     | -                 | -                 | -                 | -                | -       |                     |  |
| Other Revenue                          | 177,763           | 332,000           | 324,345           | 146,582          | 82.5%   | Provide explanation | We started servicing Holy Trinity buses this year that will make up about 116,000 of unanticipated revenue the remainder is from increased concession revenue. |
| <b>Total External Services Revenue</b> | <b>3,188,791</b>  | <b>3,560,168</b>  | <b>3,606,331</b>  | <b>417,540</b>   |         |                     |  |
| <b>Other Revenue</b>                   |                   |                   |                   |                  |         |                     |  |
| Miscellaneous Revenue                  | 61,500            | 63,000            | 318,998           | 257,498          | 418.7%  | Provide explanation | Variance is the result of \$130,000 two insurance claims, \$40,000 in WCB refund and increased rebates (Air Quality Fund and BMO)                              |
| Sales & Rentals                        | 75,000            | 75,000            | 56,438            | (18,562)         | -24.7%  | Not Required        |  |
| Investments                            | 200,000           | 340,000           | 452,854           | 252,854          | 126.4%  | Provide explanation | Interest rates has been higher than anticipated  |
| Gain on Disposal of Capital Assets     | 7,000             | 480,000           | 500,833           | 493,833          | 7054.8% | Provide explanation | We have sold the last lot at our old Thatcher drive location   |
| <b>Total Other Revenue</b>             | <b>343,500</b>    | <b>958,000</b>    | <b>1,329,123</b>  | <b>985,623</b>   |         |                     |  |
| <b>TOTAL</b>                           | <b>82,750,494</b> | <b>82,973,606</b> | <b>82,225,412</b> | <b>(525,082)</b> |         |                     |  |

|   |                  |                  |                  | 50,000                      | 5.0%     |                              |  |
|---|------------------|------------------|------------------|-----------------------------|----------|------------------------------|--|
|   | 2018             | 3rd Quarter      | 4th Quarter      | Budget to Forecast Variance |          |                              |  |
|   | <u>Budget</u>    | <u>Forecast</u>  | <u>Forecast</u>  | <u>Difference</u>           | <u>%</u> | <u>Explanation Required?</u> | <u>Explanation for Difference</u>                                  |
| <b>Governance Expense</b>                     |                  |                  |                  |                             |          |                              |  |
| Board Members Expense                         | 163,056          | 152,800          | 145,589          | (17,467)                    | -10.7%   | Provide explanation          |  |
| Professional Development - Board Members      | 7,500            | 12,000           | 14,232           | 6,732                       | 89.8%    | Provide explanation          |  |
| Advisory Committees                           | 63,888           | 25,250           | 32,414           | (31,474)                    | -49.3%   | Provide explanation          |  |
| Professional Development - Advisory Committe  | -                | 12,000           | 10,801           | 10,801                      | 100.0%   | Provide explanation          |  |
| Elections                                     | -                | -                | -                | -                           | -        |                              |  |
| Other Governance Expenses                     | 84,000           | 115,801          | 116,410          | 32,410                      | 38.6%    | Provide explanation          |  |
| Amortization of Tangible Capital Assets       | -                | -                | -                | -                           | -        |                              |  |
| <b>Total Governance Expense</b>               | <b>318,444</b>   | <b>317,851</b>   | <b>319,446</b>   | <b>1,002</b>                |          |                              |  |
| <b>Administration Expense</b>                 |                  |                  |                  |                             |          |                              |  |
| Salaries                                      | 2,035,383        | 2,010,000        | 2,001,543        | (33,840)                    | -1.7%    | Provide explanation          |  |
| Benefits                                      | 336,904          | 326,440          | 301,971          | (34,933)                    | -10.4%   | Provide explanation          |  |
| Supplies & Services                           | 250,404          | 269,700          | 223,156          | (27,248)                    | -10.9%   | Provide explanation          |  |
| Non-Capital Furniture & Equipment             | 8,000            | 6,000            | 6,525            | (1,475)                     | -18.4%   | Provide explanation          |  |
| Building Operating Expenses                   | 33,000           | 62,100           | 82,079           | 49,079                      | 148.7%   | Provide explanation          |  |
| Communications                                | 10,580           | 24,100           | 24,216           | 13,636                      | 128.9%   | Provide explanation          |  |
| Travel  | 94,872           | 30,500           | 30,630           | (64,242)                    | -67.7%   | Provide explanation          | Administration has been as efficient as possible on travel         |
| Professional Development                      | -                | 30,000           | 27,975           | 27,975                      | 100.0%   | Provide explanation          |  |
| Amortization of Tangible Capital Assets       | 120,898          | 120,898          | 125,536          | 4,638                       | 3.8%     | Provide explanation          |  |
| <b>Total Administration Expense</b>           | <b>2,890,041</b> | <b>2,879,738</b> | <b>2,823,631</b> | <b>(66,410)</b>             |          |                              |  |
| <b>Instruction Expense</b>                    |                  |                  |                  |                             |          |                              |  |
| Instructional (Teacher Contract) Salaries     | 39,836,154       | 38,908,210       | 39,041,928       | (794,226)                   | -2.0%    | Provide explanation          |  |
| Instructional (Teacher Contract) Benefits     | 2,560,855        | 2,264,275        | 2,524,057        | (36,798)                    | -1.4%    | Provide explanation          |  |
| Program Support (Non-Teacher Contract) Salari | 7,292,809        | 6,826,100        | 6,842,423        | (450,386)                   | -6.2%    | Provide explanation          | Support salaries were overbudgeted - corrected in the 18-19 budget |
| Program Support (Non-Teacher Contract) Benef  | 1,700,792        | 1,524,600        | 1,640,822        | (59,970)                    | -3.5%    | Provide explanation          |  |

|   |                   |                   |                   |                    |        |                     |   |
|---|-------------------|-------------------|-------------------|--------------------|--------|---------------------|---|
| Instructional Aids                      | 1,501,907         | 1,310,000         | 1,175,016         | (326,891)          | -21.8% | Provide explanation | Costs for Decentralized budgets are lower than expected all surplus in decentralized budgets are carried forward for use by the school. |
| Supplies & Services                     | 902,707           | 802,000           | 777,210           | (125,497)          | -13.9% | Provide explanation | Costs for Decentralized budgets are lower than expected all surplus in decentralized budgets are carried forward for use by the school. |
| Non-Capital Furniture & Equipment       | 414,195           | 380,000           | 408,419           | (5,776)            | -1.4%  | Provide explanation |   |
| Communications                          | 241,125           | 165,000           | 186,103           | (55,022)           | -22.8% | Provide explanation | Costs for Decentralized budgets are lower than expected all surplus in decentralized budgets are carried forward for use by the school. |
| Travel                                  | 192,824           | 102,000           | 135,697           | (57,127)           | -29.6% | Provide explanation | Costs for Decentralized budgets are lower than expected all surplus in decentralized budgets are carried forward for use by the school. |
| Professional Development                | 419,771           | 315,000           | 351,486           | (68,285)           | -16.3% | Provide explanation | Costs for Decentralized budgets are lower than expected all surplus in decentralized budgets are carried forward for use by the school. |
| Student Related Expense                 | 493,793           | 500,000           | 472,868           | (20,925)           | -4.2%  | Provide explanation |   |
| Amortization of Tangible Capital Assets | 1,849,854         | 1,849,854         | 1,397,702         | (452,152)          | -24.4% | Provide explanation | Purchased fewer capital assets than expected.   |
| <b>Total Instruction Expense</b>        | <b>57,406,786</b> | <b>54,947,039</b> | <b>54,953,731</b> | <b>(2,453,055)</b> |        |                     |   |

#### Plant Operation & Maintenance Expense

|                                   |           |           |           |           |        |  |  |
|-----------------------------------|-----------|-----------|-----------|-----------|--------|--|--|
| Salaries                          | 3,703,577 | 3,310,000 | 3,272,524 | (431,053) | -11.6% |  | Salary costs will be lower than budgeted as we over budgeted on this item. This has been corrected for the 2018-19 budget. |
| Benefits                          | 930,644   | 796,511   | 679,244   | (251,400) | -27.0% |  | Benefit costs will come in lower than expected at budget time  |
| Supplies & Services               | 62,000    | 39,700    | 39,909    | (22,091)  | -35.6% |  |  |
| Non-Capital Furniture & Equipment | 196,200   | 109,700   | 40,636    | (155,564) | -79.3% |  | Our equipment needs will be lower than expected when the budget was developed  |
| Building Operating Expenses       | 7,702,745 | 7,336,400 | 8,458,069 | 755,324   | 9.8%   |  | Increased spending on minor renovations and contracted maintenance   |
| Communications                    | 7,500     | 8,700     | 8,618     | 1,118     | 14.9%  |  |  |
| Travel                            | 78,000    | 78,000    | 96,866    | 18,866    | 24.2%  |  |  |

|  |                   |                   |                   |                |             |                     |                                    |
|--|-------------------|-------------------|-------------------|----------------|-------------|---------------------|------------------------------------|
| Professional Development                                   | 14,500            | 14,500            | 12,074            | (2,426)        | -16.7%      |                     |                                    |
| Amortization of Tangible Capital Assets                    | 2,484,580         | 2,484,580         | 2,685,027         | 200,447        | 8.1%        |                     | Error in budget estimates          |
| <b>Total Plant Operation &amp; Maintenance Expenses</b>    | <b>15,179,746</b> | <b>14,178,091</b> | <b>15,292,967</b> | <b>113,221</b> |             |                     |                                    |
|  |                   |                   |                   |                |             |                     |                                    |
| <b>Student Transportation Expense</b>                      |                   |                   |                   |                |             |                     |                                    |
| Salaries   | 2,980,779         | 3,062,262         | 3,039,389         | 58,610         | 2.0%        |                     |                                    |
| Benefits   | 723,243           | 720,755           | 741,684           | 18,441         | 2.5%        |                     |                                    |
| Supplies & Services  | 1,040,566         | 1,013,485         | 1,160,478         | 119,912        | 11.5%       | Provide explanation | \$115,000 increase in fuel expense |
| Non-Capital Furniture & Equipment                          | 607,050           | 610,050           | 661,086           | 54,036         | 8.9%        | Provide explanation | Bus repairs higher than expected   |
| Building Operating Expenses                                | 78,900            | 77,400            | 86,818            | 7,918          | 10.0%       | Provide explanation |                                    |
| Communications   | 26,100            | 10,050            | 7,236             | (18,864)       | -72.3%      | Provide explanation |                                    |
| Travel   | 500               | 4,000             | 7,453             | 6,953          | 1390.6%     | Provide explanation |                                    |
| Professional Development                                   | 15,300            | 7,000             | 13,873            | (1,427)        | -9.3%       | Provide explanation |                                    |
| Contracted Transportation                                  | 335,414           | 328,000           | 302,662           | (32,752)       | -9.8%       | Provide explanation |                                    |
| Amortization of Tangible Capital Assets                    | 910,218           | 910,218           | 939,529           | 29,311         | 3.2%        | Provide explanation |                                    |
| <b>Total Student Transportation Expense</b>                | <b>6,718,070</b>  | <b>6,743,220</b>  | <b>6,960,208</b>  | <b>242,138</b> |             | Provide explanation |                                    |
|  |                   |                   |                   |                |             |                     |                                    |
| <b>Tuition and Related Fees Expense</b>                    |                   |                   |                   |                |             |                     |                                    |
| Tuition Fees   | -                 | 5,750             | 6,250             | 6,250          | 100.0%      |                     |                                    |
| Transportation Fees  | -                 | -                 | -                 | -              | -           | Provide explanation |                                    |
| Other Fees   | -                 | -                 | -                 | -              | -           | Provide explanation |                                    |
| <b>Total Tuition and Related Fees Expense</b>              | <b>-</b>          | <b>5,750</b>      | <b>6,250</b>      | <b>6,250</b>   |             | Provide explanation |                                    |
|  |                   |                   |                   |                |             | Provide explanation |                                    |
| <b>Total School Generated Funds Expenses</b>               | <b>1,243,300</b>  | <b>1,243,300</b>  | <b>1,243,300</b>  | <b>-</b>       | <b>0.0%</b> | Provide explanation |                                    |
|  |                   |                   |                   |                |             | Provide explanation |                                    |
| <b>Complementary Services Expense</b>                      |                   |                   |                   |                |             |                     |                                    |
| Tuition Fees   | 10,000            | 1,000             | 1,000             | (9,000)        | -90.0%      | Provide explanation |                                    |
| Transportation Fees  | -                 | -                 | -                 | -              | -           | Provide explanation |                                    |
| Other Fees   | -                 | -                 | -                 | -              | -           | Provide explanation |                                    |
| Administration Salaries & Benefits                         | -                 | -                 | -                 | -              | -           |                     |                                    |
| Instructional (Teacher Contract) Salaries & Benefits       | 818,870           | 785,255           | 791,592           | (27,278)       | -3.3%       |                     |                                    |
| Program Support (Non-Teacher Contract) Salaries & Benefits | 569,820           | 570,000           | 417,040           | (152,780)      | -26.8%      |                     | Lower costs than expected.         |
| Plant Operation & Maintenance Salaries & Benefits          | -                 | -                 | -                 | -              | -           | Provide explanation |                                    |
| Transportation Salaries & Benefits                         | -                 | -                 | -                 | -              | -           |                     |                                    |



|   |                  |                  |                  |                  |        |                     |
|---|------------------|------------------|------------------|------------------|--------|---------------------|
| Instructional Aids                          | -                | -                | -                | -                | -      |                     |
| Supplies & Services                         | 141,400          | 152,900          | 168,689          | 27,289           | 19.3%  |                     |
| Non-Capital Furniture & Equipment           | -                | -                | -                | -                | -      |                     |
| Building Operating Expenses                 | -                | -                | -                | -                | -      | Provide explanation |
| Communications                              | -                | 2,000            | 1,680            | 1,680            | 100.0% |                     |
| Travel                                      | 17,500           | 17,500           | 15,360           | (2,140)          | -12.2% |                     |
| Professional Development (Non-Salary Costs) | 6,700            | 6,700            | 4,899            | (1,801)          | -26.9% | Provide explanation |
| Student Related Expenses                    | 70,450           | 70,450           | 57,112           | (13,338)         | -18.9% |                     |
| Contracted Transportation & Allowances      | -                | -                | -                | -                | -      |                     |
| Amortization of Tangible Capital Assets     | 2,949            | 2,949            | 1,130            | (1,819)          | -61.7% |                     |
| Loss on Disposal of Tangible Capital Assets | -                | -                | -                | -                | -      | Provide explanation |
| Write-Down of Tangible Capital Assets       | -                | -                | -                | -                | -      | Provide explanation |
| <b>Total Complementary Services Expense</b> | <b>1,637,689</b> | <b>1,608,754</b> | <b>1,458,502</b> | <b>(179,187)</b> |        |                     |

#### External Service Expense

|  |           |           |           |          |         |                     |
|--|-----------|-----------|-----------|----------|---------|---------------------|
| Grant Transfers  | -         | -         | -         | -        | -       |                     |
| Tuition Fees   | -         | -         | -         | -        | -       |                     |
| Transportation Fees  | -         | -         | -         | -        | -       |                     |
| Other Fees   | 381,654   | 500,000   | 540,922   | 159,268  | 41.7%   | Provide explanation |
| Administration Salaries & Benefits                         | 130,246   | 130,246   | 97,685    | (32,561) | -25.0%  | Provide explanation |
| Instructional (Teacher Contract) Salaries & Benefits       | 2,270,822 | 2,675,121 | 2,664,478 | 393,656  | 17.3%   | Provide explanation |
| Program Support (Non-Teacher Contract) Salaries & Benefits | 136,521   | 145,921   | 126,531   | (9,990)  | -7.3%   | Provide explanation |
| Plant Operation & Maintenance Salaries & Benefits          | -         | -         | -         | -        | -       |                     |
| Transportation Salaries & Benefits                         | -         | 2,500     | 2,340     | 2,340    | 100.0%  | Provide explanation |
| Instructional Aids   | -         | -         | -         | -        | -       |                     |
| Supplies & Services  | -         | 10,000    | 14,414    | 14,414   | 100.0%  | Provide explanation |
| Non-Capital Furniture & Equipment                          | -         | 600       | 580       | 580      | 100.0%  | Provide explanation |
| Building Operating Expenses                                | -         | 220       | 763       | 763      | 100.0%  | Provide explanation |
| Communications   | -         | -         | -         | -        | -       |                     |
| Travel   | 1,350     | 1,350     | 1,137     | (213)    | -15.8%  | Provide explanation |
| Professional Development (Non-Salary Costs)                | 3,500     | 3,500     | -         | (3,500)  | -100.0% | Provide explanation |

Due to higher enrollments our associate schools will receive more payments

Due to increased enrolments - associate schools hired more teachers

|   |                   |                   |                   |                    |        |                     |
|---|-------------------|-------------------|-------------------|--------------------|--------|---------------------|
| Student Related Expenses                    | 76,000            | 76,000            | 116,982           | 40,982             | 53.9%  | Provide explanation |
| Contracted Transportation & Allowances      | -                 | -                 | -                 | -                  | -      |                     |
| Amortization of Tangible Capital Assets     | 276               | 276               | 276               | -                  | 0.0%   | Provide explanation |
| Loss on Disposal of Tangible Capital Assets | -                 | -                 | -                 | -                  | -      |                     |
| Write-Down of Tangible Capital Assets       | -                 | -                 | -                 | -                  | -      |                     |
| <b>Total External Services Expense</b>      | <b>3,000,369</b>  | <b>3,545,734</b>  | <b>3,566,108</b>  | <b>565,739</b>     |        |                     |
| <b>Other Expense</b>                        |                   |                   |                   |                    |        |                     |
| Current Interest and Bank Charges           | -                 | 1,000             | 955               | 955                | 100.0% | Provide explanation |
| Interest on Debentures                      | -                 | -                 | -                 | -                  | -      |                     |
| Interest on Capital Loans                   | 10,674            | 10,674            | 10,674            | -                  | 0.0%   | Provide explanation |
| Interest on Other Long-Term Debt            | -                 | -                 | -                 | -                  | -      |                     |
| Contaminated Sites                          | -                 | -                 | -                 | -                  | -      |                     |
| Transfer of Taxes Receivable                |                   | 1,731,473         | 1,820,586         |                    |        |                     |
| Loss on Disposal of Tangible Capital Assets | -                 | -                 | -                 | -                  | -      |                     |
| Write-Down of Tangible Capital Assets       | -                 | -                 | -                 | -                  | -      |                     |
| Provision for Uncollectable Accounts        | -                 | -                 | -                 | -                  | -      |                     |
| <b>Total Other Expense</b>                  | <b>10,674</b>     | <b>1,743,147</b>  | <b>1,832,215</b>  | <b>955</b>         |        |                     |
| <b>TOTAL</b>                                | <b>88,405,119</b> | <b>87,212,624</b> | <b>88,456,358</b> | <b>(1,769,347)</b> |        |                     |

**Prairie South School Division No. 210**  
**Forecast - Tangible Capital Assets**

|   |                  |                  |                  | 50,000            | 5.0%     |                              |   |
|---|------------------|------------------|------------------|-------------------|----------|------------------------------|---|
|   | 2018             | 3rd Quarter      | 4th Quarter      | Variance          |          |                              |   |
|   | <u>Budget</u>    | <u>Forecast</u>  | <u>Forecast</u>  | <u>Difference</u> | <u>%</u> | <u>Explanation Required?</u> | <u>Explanation for Difference</u>   |
| <b>Purchases (include only current year purchases, not transfers from one category to another):</b> |                  |                  |                  |                   |          |                              |   |
| Land  | -                | -                | (25,000)         | (25,000)          | -        |                              |   |
| Land Improvements   | -                | -                | 14,305           | 14,305            | 100.0%   | Not Required                 |   |
| Buildings   | -                | 723,214          | 4,036            | 4,036             | 100.0%   | Not Required                 |   |
| Short Term Buildings  | -                | -                | 790,103          | 790,103           | 100.0%   | Provide explanation          | Two Ministry funded relocatables  |
| School Buses  | 969,599          | 560,000          | 558,073          | (411,526)         | -42.4%   | Provide explanation          | We have ordered school busses but they will not arrive until the next fiscal year |
| Other Vehicles  | 60,000           | 55,000           | 54,856           | (5,144)           | -8.6%    | Not Required                 |   |
| Furniture and Equipment   | 470,367          | 749,300          | 778,808          | 308,441           | 65.6%    | Provide explanation          | Schools used their carry forward (surplus) amounts for additional purchases       |
| Computer Hardware & Audio Equipment   | 504,544          | 756,500          | 875,554          | 371,010           | 73.5%    | Provide explanation          | Purchases made to enhance our network infrastructure                              |
| Computer Software   | 31,840           | 63,000           | 51,848           | 20,008            | 62.8%    | Not Required                 |   |
| Assets Under Construction   | -                | -                | 81,000           | 81,000            | 100.0%   | Provide explanation          | Additional portable   |
| <b>TOTAL</b>  | <b>2,036,350</b> | <b>2,907,014</b> | <b>3,183,583</b> | <b>1,147,233</b>  |          |                              |   |

## AGENDA ITEM

|                      |  |                                     |   |
|----------------------|--|-------------------------------------|---|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018                     | <b>Agenda Item #:</b>               | 07.8  |
| <b>Topic:</b>        | <b>Transportation Performance Report 2017-2018</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision                  | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | The Board receives reports on the performance of the Transportation Department |
|  |  |
| <b>Current Status:</b>                 | The department has completed the final report of the year for Board Review     |
|  |  |
| <b>Pros and Cons:</b>                  |  |
|  |  |
| <b>Financial Implications:</b>         |  |
|  |  |
| <b>Governance/Policy Implications:</b> |  |
|  |  |
| <b>Legal Implications:</b>             |  |
|  |  |
| <b>Communications:</b>                 |  |

|                     |                 |   |
|---------------------|-----------------|---|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>                       |
| Stephen Robitaille  | October 2, 2018 | PSSD #210 Transportation Report 2017-2018 |

**Recommendation:** That the Board review the information provided.

**PRAIRIE SOUTH SCHOOLS – REPORTING TRANSPORTATION PERFORMANCE INFORMATION**  
**September 2017 – June 2018**

| Performance Indicator*                 | Results                 |                         |                         |                         |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
|  | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> 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 cancellations:               | 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                      |
|  |                         |                         |                         |                         |
|  |                         |                         |                         |                         |
|  |                         |                         |                         |                         |
|  |                         |                         |                         |                         |

1<sup>st</sup> Quarter: Sept. 5<sup>th</sup>, 2017 - Nov. 30<sup>th</sup>, 20172<sup>nd</sup> Quarter: Dec. 1<sup>st</sup>, 2017 - Feb. 28<sup>th</sup>, 20183<sup>rd</sup> Quarter: Mar. 1<sup>st</sup>, 2018 - May. 31<sup>st</sup>, 20184<sup>th</sup> Quarter: Jun. 1<sup>st</sup>, 2018 - Aug. 31<sup>st</sup>, 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

|                      |                                     |  |                                      |
|----------------------|-------------------------------------|--|--------------------------------------|
| <b>Meeting Date:</b> | October 2 <sup>nd</sup> , 2018      | <b>Agenda Item #:</b>                          | 07.9                                 |
| <b>Topic:</b>        | <b>Audit involvement plan draft</b> |  |                                      |
| <b>Intent:</b>       | <input type="checkbox"/> Decision   | <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | PSSD #210 annual audit process   |
| <b>Current Status:</b>                 | The provincial auditor has provided a draft Planned Involvement for the year ended August 31, 2018 for the board's information |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         |  |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>                        |
| Stephen Robitaille  | October 2, 2018 | Prairie South Audit Involvement Plan Draft |

**Recommendation:** That the Board review the attached letter.



[DATE]

Mr. T. McLeod, Chair, Board of Education  
Prairie South School Division No. 210  
1075 9<sup>th</sup> Avenue N.W.  
MOOSE JAW, SK S6H 1V7

(Via Email)

Dear Mr. McLeod:

**Re: Planned Involvement in Annual Audit of Prairie South School Division No. 210 for the year ended August 31, 2018**

The attached describes our planned involvement in the annual audit of Prairie South School Division No. 210 (Prairie South SD) for the year ended August 31, 2018. The plan reflects an understanding with Stark & Marsh, Chartered Professional Accountants on the objectives and scope of the audit work they will perform so we can rely on their work.

We would be pleased to answer any questions concerning our involvement in the annual audit or other planned work. If there are matters you would like to discuss, please contact me (306-787-6305, [stjohn@auditor.sk.ca](mailto:stjohn@auditor.sk.ca)) or Judy Ferguson, Provincial Auditor (306-787-6372, [ferguson@auditor.sk.ca](mailto:ferguson@auditor.sk.ca)) or Ms Stephanie Russell (306-787-6370, [russell@auditor.sk.ca](mailto:russell@auditor.sk.ca)).

We issue final plans and reports electronically using the Office's secure file-share program. Please whitelist the email account [saskauditor@auditor.sk.ca](mailto:saskauditor@auditor.sk.ca) to ensure it is not blocked or sent to junk.

Please confirm your understanding of our planned audit involvement by signing the bottom of this letter and emailing a copy of the signed letter to us via [saskauditor@auditor.sk.ca](mailto:saskauditor@auditor.sk.ca). We look forward to meeting with you and your Committee.

Yours truly,

**DRAFT**

Trevor St. John, CPA, CA, CISA  
Deputy Provincial Auditor

/sar  
Attachment

cc: See Distribution List

We read and understand the attached audit involvement plan.

**DRAFT FOR DISCUSSION PURPOSES ONLY**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Education

Distribution List: (Via Email)

Mr. T. Baldwin, Director of Education, Prairie South School Division No. 210  
Mr. S. Robitaille, Chief Financial Officer, Prairie South School Division No. 210  
Mr. T. Paton, Provincial Comptroller, Ministry of Finance  
Mr. R. Currie, Deputy Minister, Ministry of Education  
Ms T. Olfert, Partner, Stark & Marsh, Chartered Accountants  
Mr. C. Repski, Assistant Deputy Minister, Ministry of Education  
Mr. R. Jensen, Executive Director, Ministry of Education





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August 31, 2018

DRAFT

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## 1.0 OBJECTIVES AND SCOPE

The objectives of this annual audit, as communicated to and agreed with the appointed auditor, Stark & Marsh, Chartered Professional Accountants (Stark & Marsh), are to form the following opinions and report the results of the audit to the Legislative Assembly:

- An opinion on the effectiveness of Prairie South SD's control related to the following objectives:
  - To safeguard public resources
  - To prepare reliable financial reports
  - To conduct its activities following laws, regulations, and policies related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing (See **Appendix A**)
- An opinion on Prairie South SD's compliance with its governing authorities (See **Appendix B**)
- An opinion on the reliability of Prairie South SD's financial statements

This audit will cover Prairie South SD's controls, compliance, and its financial statements for the year ended August 31, 2018. The appointed auditor will carry out the audit work.

In addition to the above opinions, *The Provincial Auditor Act* requires we report any other matters that come to our attention during the audit that we think should be reported to the Legislative Assembly (See **Appendix C**)

Our involvement will consist of:

- Reviewing the appointed auditor's detailed audit plan and agreeing with it before it is presented to management or the Board/audit committee
- Reviewing the appointed auditor's working papers to establish a basis for our reliance
- Discussing all draft reports with the appointed auditor and agreeing on their contents before the reports are issued
- Discussing the relevant chapter of our Report to the Assembly, if any, with the appointed auditor and the agency and seeking agreement on its contents before it is issued
- Accompanying the appointed auditor to key meetings with management and the audit committee to discuss the audit objectives, significant issues, audit findings, the appointed auditor's reports and the management or constructive services letter
- Performing the following direct procedures:
  - Review of Board and relevant committee minutes, including attachments
  - Review of accounting policies
  - Review of legislation
  - Any required procedures concerning the summary financial statements consolidation schedules

Our planned involvement helps ensure we discharge responsibilities as set out in *The Provincial Auditor Act* without duplicating the work performed by the appointed auditor.

We will preserve confidentiality with respect to all matters that come to our knowledge in the course of our duties under *The Provincial Auditor Act* and will not communicate those matters to any person, other than when required to do so under *The Provincial Auditor Act* or by a court of law. For additional information, please see **Appendix D** – Independence, Confidentiality, Ethics, and Quality Control.

Any working papers and files, other materials, reports and work created, developed or performed by our office during the course of the audit is the property of the Provincial Auditor.

We issue final draft chapters, if any, electronically using the Office's secure file-share program. Please whitelist the email account [saskauditor@auditor.sk.ca](mailto:saskauditor@auditor.sk.ca) to ensure it is not blocked or sent to junk.

## 2.0 BACKGROUND

The authority to engage an appointed auditor for Prairie South SD is contained in section 85 of *The Education Act, 1995*. The Prairie South SD has appointed Stark & Marsh.

As provided for in *The Provincial Auditor Act*, we have previously relied on the work and reports of Stark & Marsh to discharge our statutory responsibilities. For the year ended August 31, 2018, we have reviewed the planning and reached an understanding with Stark & Marsh on the objectives and scope of the audit work they will perform. This should enable us to rely on their work and reports.

### 3.0 KEY AUDIT AREAS

As part of our planning process, we use a risk-based approach. We identify those areas we think are critical in nature or have a higher degree of inherent risk.

To date, we have identified the following key audit areas in addition to those identified in Stark & Marsh's audit plan provided to the Board:

- Accounting for capital and operating transfers provided to school divisions, including funding for assets under shared ownership agreements (if any), transfers to cover repayment of principal and interest for debt obtained by school divisions, preventative maintenance grants, and any P3 arrangements for new schools
- Assessing the accounting treatment of the transition of education property taxes to the Government of Saskatchewan

As the audit progresses, we will promptly inform management about any additional issues.

### 4.0 RESOURCES

Ms Stephanie Russell, CPA, CA, PPAC, Senior Manager, will be our lead person. Ms Russell will consult with staff having expertise in specific areas, as necessary. The following staff will be involved.

| Name and title  | Role                   | Phone # / email                       |
|---|------------------------|---------------------------------------|
| Trevor St. John, CPA, CA, CISA<br>Deputy Provincial Auditor | Deputy in charge       | 306-787-6305<br>stjohn@auditor.sk.ca  |
| Stephanie Russell, CPA, CA, PPAC<br>Senior Manager          | Assigned Lead Reviewer | 306-787-6370<br>russell@auditor.sk.ca |

Mr. Trevor St. John, Deputy Provincial Auditor, reviews the appointed auditor's opinions before they are issued.

### 5.0 PROJECTED TIMING

Based upon our initial discussions with the appointed auditor and management, we propose the following tentative schedule:

|  | Date Available              | Completion Date   |
|--|-----------------------------|-------------------|
| Review of detailed planning  | October 2018                | October 2018      |
| Review internal control audit file                                   |                             |                   |
| Review legislative compliance audit file                             |                             |                   |
| Resolve issues resulting from file reviews of interim work           | ---                         | November 16, 2018 |
| Review financial statement audit file and completion of interim work | Week of<br>November 5, 2018 | November 9, 2018  |

|  | Date Available   | Completion Date   |
|--|------------------|-------------------|
| Resolve issues resulting from file reviews of year end work  | ---              | November 16, 2018 |
| OPA provides comments on final draft financial statements  | November 5, 2018 | November 9, 2018  |
| Agree on draft reliance reports, audit findings report, and draft management or constructive services letter | ---              | November 16, 2018 |
| Agree on draft financial statements to be sent for format approval   | ---              | November 16, 2018 |
| Closing conference with management and appointed auditor   | ---              | November 16, 2018 |
| Attend Board of Education meeting  | ---              | November 2018     |
| Audit SFS subsequent events schedules <sup>1</sup>   | April 2019       | April 2019        |

This is our preliminary plan and changes may be required because of unforeseen circumstances. We will discuss any required changes with the appointed auditor and management.

## APPENDIX A – STANDARD WORDING FOR THE EXPRESSION OF AN OPINION ON INTERNAL CONTROL

### AUDITORS' REPORT

To: The Provincial Auditor

We have audited [Agency]'s operating effectiveness of internal controls as of [Year End] to express an opinion as to the effectiveness of its internal controls related to the following objectives:

- To safeguard public resources. That is, to ensure its assets are not lost or used inappropriately; to ensure it does not inappropriately incur obligations; to establish a financial plan for the purposes of achieving its financial goals; and to monitor and react to its progress towards the objectives established in its financial plan.
- To prepare reliable financial statements.
- To conduct its activities following laws, regulations, and policies related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing.

The Chartered Professional Accountants of Canada (CPA Canada) defines control as comprising those elements of an organization that, taken together, support people in the achievement of the organization's objectives. Control is effective to the extent that it provides reasonable assurance that the organization will achieve its objectives.

[Agency]'s management is responsible for effective control related to the objectives described above. Our responsibility is to express an opinion on the effectiveness of control based on our audit.

We used the control framework included in the *Guidance on Control* published by CPA Canada to make our judgments about the effectiveness of [Agency]'s control. We did not audit certain aspects of control concerning the effectiveness, economy, and efficiency of certain management decision-making processes.

<sup>1</sup> The Ministry of Finance provides detailed consolidation procedures and schedules to each agency annually.



We conducted our audit in accordance with standards for assurance engagements published in the *CPA Canada Handbook – Assurance*. Those standards require that we plan and perform an audit to obtain reasonable assurance as to the effectiveness of [Agency]’s control related to the objectives stated above. An audit includes obtaining an understanding of the significant risks related to these objectives, the key control elements and control activities to manage these risks, and examining, on a test basis, evidence relating to control.

Our audit on the effectiveness of [Agency]’s control related to the above objectives does not constitute an audit of internal control over financial reporting performed in conjunction with an audit of financial statements in *CPA Canada Handbook - Assurance* Section 5925 An Audit of Internal Control over Financial Reporting that is Integrated with an Audit of Financial Statements.

Control can provide only reasonable and not absolute assurance of achieving objectives reliably for the following reasons. There are inherent limitations in control including judgment in decision-making, human error, collusion to circumvent control activities, and management overriding control. Cost/benefit decisions are made when designing control in organizations. Because control can be expected to provide only reasonable assurance and not absolute assurance, the objectives referred to above may not be achieved reliably. Also, projections of any evaluation of control to future periods are subject to the risk that control may become ineffective because of changes in internal and external conditions, or that the degree of compliance with control activities may deteriorate.

In our opinion, based on the limitations noted above, [Agency]’s internal controls were effective, in all material respects, to meet the objectives stated above as of [Year End] based on the CPA Canada criteria of control framework.

*[If control is not effective, describe the risk or weakness, and indicate which objective is affected. The report should state whether the weaknesses resulted from the absence of control procedures or the degree of compliance with them.]*

This report is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of [Agency], its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of information contained in this report, or any reliance or decisions based on such information, is the responsibility of such third parties. We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on information contained in this report.

Chartered Professional Accountants  
Regina, Saskatchewan  
Date

## APPENDIX B – STANDARD WORDING FOR THE EXPRESSION OF AN OPINION ON COMPLIANCE WITH SPECIFIED AUTHORITIES

### AUDITORS’ REPORT

To: The Provincial Auditor

We have audited [Agency]’s compliance with the provisions of the following legislative and related authorities pertaining to its financial reporting, safeguarding of assets, spending, revenue raising, borrowing, and investing activities during the year ended [Year End]:

*(List all legislative and related authorities covered by this report. This list must include all governing authorities).*

Compliance with the provisions of the stated legislative and related authorities is the responsibility of management of [Agency]. Our responsibility is to express an opinion on this compliance based on our audit.

We conducted our audit in accordance with standards for assurance engagements published in the *CPA Canada Handbook – Assurance*. Those standards require that we plan and perform an audit to obtain reasonable assurance whether [Agency] complied with the criteria established by the legislation and related authorities referred to above. Such an audit includes examining, on a test basis, evidence supporting compliance, evaluating the overall compliance with these criteria, and where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, for the year ended [Year End], [Agency] has complied, in all significant respects, with the provisions of the aforementioned legislative and related authorities.

*(The report should provide adequate explanation with respect to any reservation contained in the opinion together with, if relevant and practicable, the monetary effect.)*

This report is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of [Agency], its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of information contained in this report, or any reliance or decisions based on such information, is the responsibility of such third parties. We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on information contained in this report.

Chartered Professional Accountants  
Regina, Saskatchewan  
Date

## **APPENDIX C – STANDARD WORDING FOR REPORTING OTHER MATTERS PURSUANT TO SECTION 12 OF THE PROVINCIAL AUDITOR ACT**

To: The Provincial Auditor

We have audited the financial statements of [Agency] for the year ended [Year End] and have issued our report thereon dated [Date]. We have audited the internal controls of [Agency] as of [Year End], and have issued our report to you dated [Date]. We have also audited [Agency]'s compliance with specified legislative and related authorities pertaining to its financial reporting, safeguarding of assets, spending, revenue raising, borrowing and investing activities for the year ended [Year End], and have issued our report to you dated [Date].

These audits were conducted in accordance with standards for assurance engagements published in the *CPA Canada Handbook – Assurance*, and, accordingly, included such tests and other procedures, as we considered necessary in the circumstances. In those instances, if any, that our audit of internal control disclosed conditions indicating that internal controls were inadequate or not complied with, substantive tests were performed to detect any significant instances in which:



- (1) Any officer or employee of [Agency] has wilfully or negligently omitted to collect or receive public money belonging to the Crown;
- (2) There has been a deficiency or loss to the Crown through the fraud, default or mistake of any person; and
- (3) An expenditure was made which was not properly vouchered or certified.

During the course of these examinations, no instances came to our attention that would indicate to us that:

- (1) Any officer or employee of [Agency] has wilfully or negligently omitted to collect or receive public money belonging to the Crown;
- (2) There has been a deficiency or loss to the Crown through the fraud, default or mistake of any person; and
- (3) An expenditure was made which was not properly vouchered or certified.

Our examination disclosed the following matters that we bring to your attention:

*(The report should go on to describe any matters that should be brought to the attention of the Provincial Auditor)*

This information is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of [Agency], its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of this information, or any reliance or decisions based on such information, is the responsibility of such third parties. We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on this information.

Chartered Professional Accountants  
Regina, Saskatchewan  
Date

## APPENDIX D – INDEPENDENCE, CONFIDENTIALITY, ETHICS, AND QUALITY CONTROL

### Independence

We are not aware of any relationships between the Prairie South School Division No. 210 and our team that, in our professional judgment, may reasonably be thought to bear on our independence and objectivity between September 1, 2017 and the date of this letter. If we become aware of any such relationships between your agency and our team during the audit, we will disclose these relationships to you.

*The Provincial Auditor Act* creates an independent Officer of the Legislative Assembly called the Provincial Auditor. The Act gives the Provincial Auditor the responsibility to audit all government agencies and report the results of the audits to the Legislative Assembly.

The Act ensures that the Provincial Auditor is independent from elected and appointed officials including the Legislative Assembly's committees and boards. The Standing Committee on Public Accounts (PAC), an all-party committee that does not include cabinet ministers, unanimously recommends to the Legislative Assembly the appointment of the Provincial Auditor for an eight-year term, and can, in certain circumstances with a unanimous



decision, suspend the Provincial Auditor. The Legislative Assembly must pass an order to appoint, suspend, or remove the Provincial Auditor, and can only suspend or remove the Provincial Auditor for cause.

The Act sets the Provincial Auditor's salary and benefits. Each year, PAC recommends to the Standing Committee on House Services the amount of resources for the Provincial Auditor's Office. The Act gives the Provincial Auditor administrative independence to decide what audit work to do, how to do that work, and which employees to hire and for how much.

Our Office's policies require all employees to confirm annually whether they have any relationships with agencies we examine that could be perceived to impact their independence and objectivity. Also, our policies require us to consider whether any significant threats to our independence exist. If a significant threat exists, we must apply adequate safeguards to reduce the threat to an acceptable level.

### **Confidentiality**

A duty of confidentiality is a key underlying principle of the professional accounting profession. Records created by or for the Office of the Provincial Auditor pursuant to the Office's functions under *The Provincial Auditor Act* are confidential. These records include correspondence to and from the Office, email messages, and draft reports. It also includes records created by the Prairie South School Division No. 210 for the Office for the purposes of the audit.

The Prairie South School Division No. 210 should consult with the Office of the Provincial Auditor if it receives any requests for information under *The Local Authority Freedom of Information and Protection of Privacy Act* related to correspondence or documents of the Office prior to the Prairie South School Division No. 210 responding to such requests.

### **Ethics**

We have complied with the ethical requirements of the Chartered Professional Accountants (CPA) Saskatchewan *Rules of Professional Conduct*, which are founded on fundamental principles of integrity, objectivity, professional competency and due care, confidentiality, and professional behaviour.

### **Quality Control**

We apply the *Canadian Standard on Quality Control 1* issued by CPA Canada and, accordingly, maintain a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements.



