

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

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

**AGENDA**

1. **Board Planning Session (10:00 – 12:00 p.m.)**
  - 1.1. Incidents of Concern
  - 1.2. BP 7 Revision
  - 1.3. Spring 2019 Meeting Dates
  - 1.4. ESSP Cycle 4 Feedback
  - 1.5. Personnel Issue
  - 1.6. **Committee Reports**
    - 1.6.1. **Student Outcomes**
    - 1.6.2. **Business, Infrastructure, Governance**
    - 1.6.3. **Innovation**
    - 1.6.4. **Partnerships and Teambuilding**
2. **Call to Order**
3. **Adoption of the Agenda**
4. **Adoption of Minutes**
  - 4.1. Regular Board Meeting November 6, 2018
  - 4.2. Special Board Meeting November 27, 2018
5. **Decision and Discussion Items**
  - 5.1. 2019-2020 Calendar Parameters
  - 5.2. Contract Renewal – Director of Education
  - 5.3. BP 8 Revision
  - 5.4. BP 9 Revision
  - 5.5. Facilities Accountability Report 2017-2018
  - 5.6. Out of Province Excursion – Coronach to Asessippi Ski Area and Resort (MN)
  - 5.7. Out of Province Excursion – Central to Calgary (AB)
  - 5.8. Out of Province Excursion – Ecole Palliser Heights to Asessippi Ski Area and Resort (MN)
  - 5.9. Out of Province Excursion – Coronach to Scobey (MN)
  - 5.10. Out of Province Excursion – Peacock, Central and Riverview to Edmonton (AB)
  - 5.11. **Monthly Reports**
    - 5.11.1. Teacher Absence and Substitute Usage Report
    - 5.11.2. CUPE Staff Absence and Substitute Usage Report
    - 5.11.3. Bus Driver Absence and Substitute Usage Report

- 5.11.4. Out of Scope Absence and Substitute Usage Report
- 5.11.5. Tender Report

**6. Delegations and Presentation**

**7. Information Items**

- 7.1. Trustee Inquiry – Outcomes Based Reporting
- 7.2. Johnson Shoyama Information
- 7.3. Provincial Auditor of Saskatchewan Audit Involvement
- 7.4. 2017-2018 STF Staff Absence Summary
- 7.5. PAT Committee Report

**8. Provincial Matters**

**9. Celebration Items**

**10. Identification of Items for Next Meeting Agenda**

- 10.1. Notice of Motions
- 10.2. Inquiries

**11. Meeting Review**

**12. Adjournment**

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9<sup>th</sup> Avenue North West, Moose Jaw, Saskatchewan on NOVEMBER 6, 2018 at 1:00 p.m.**

Attendance: Mr. T. McLeod; Mr. R. Bachmann; Dr. S. Davidson via teleconference; Mr. A. Kessler; Mr. T. McLeod; Ms. D. Pryor; Mr. B. Swanson; Ms. G. Wilson; Mr. L. Young; Ms. M. Jukes; L. Meyer, Superintendent of Learning; 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: Trustee J. Radwanski; D. Huschi, Superintendent of School Operations

Delegations: Tasha Roh

Motions:

11/06/18 – 3010	That the meeting be called to order at 1:11 p.m. -McLeod	Carried
11/06/18 – 3011	That the Board adopt the agenda. -Wilson	Carried
11/06/18 - 3012	That the Board adopt the minutes of the 20181002 -Swanson	Carried
11/06/18 – 3013	That the Board approve Board Policy 5 updated 20181106. -Young	Carried
11/06/18 – 3014	That the approve Board Policy 6 updated 20181106. -Jukes	Carried
11/06/18 – 3015	That the Board approve the relocatable classroom application as attached. -Bachmann	Carried
11/06/18 – 3016	That the Board receive and file the School and Division Improvement Accountability Report. -Wilson	Carried
11/06/18 – 3017	That the Board receive and file the monthly reports as presented, subject to the recalculation in percentage of total teacher absence. - Kessler	Carried
11/06/18 – 3018	That due to the confidential nature of the delegation, the Board go into closed session. -Jukes	Carried
1:37 p.m. Closed Session begins		

2:11 p.m. Open Session reconvened		
11/06/18 – 3019	That the Board reconvene in open session. -Pryor	Carried
Inquiry: What is the status of Division IV Outcome Based Learning and Evaluation (Report Cards) in Prairie South Schools. Is there a timeline? -Kessler		
11/06/18 – 3020	That the meeting be adjourned at 2:23 p.m. -Young	Carried

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T. McLeod  
Chair

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S. Robitaille  
Superintendent of Business and Operations



**MINUTES OF THE SPECIAL BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at Central Office, 1075 9<sup>th</sup> Avenue NW, Moose Jaw, Saskatchewan on November 27, 2018.**

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

Regrets: Mr. B. Swanson, Trustee

Presentations: Terri Olfert, Stark & Marsh via teleconference  
Stephanie Russell, Provincial Auditor of Saskatchewan via teleconference

Motions:

11/27/18 – 3021	That the meeting be called to order at 10:08 a.m. - McLeod	Carried
11/27/18 – 3022	That the Board go into closed session at 11:35 a.m. -Jukes	Carried
11/27/18 – 3023	That the Board reconvene in open session at 11:57 a.m. -Davidson	Carried
11/27/18 – 3024	That the Board accept the 2017-18 Annual Report as presented, and direct administration to complete final editing as necessary and to submit the report in accordance with Ministry guidelines. -Bachmann	Carried
11/27/18 – 3025	That the meeting be adjourned at 11:59 a.m. -Wilson	Carried

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Tm McLeod  
Chair

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Stephen Robitaille  
Superintendent of Business & Operations

Next Regular Board Meeting:

Date: December 4, 2018  
Location: Board Office, Moose Jaw\_\_

# AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.1
<b>Topic:</b>	<b>2019-2020 Calendar Parameters</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<p>The Education Act in conjunction with collective agreements at the provincial and local level provide guidelines for school calendar development.</p> <p>In accordance with subsection 163(5) of <i>The Education Act, 1995</i>, the first instructional day for all schools across the province is set for September 3, 2019, as Labour Day is September 2, 2019. June 30, 2020 is the last instructional day allowed by legislation.</p> <ul style="list-style-type: none"> <li>The Ministry reviews board-approved school calendars to ensure they adhere to the prescribed requirements. Board-approved calendars for 2019-2020 are due at the Ministry by 01 May 2019.</li> </ul>
<b>Current Status:</b>	<p>Proposed 2019-2020 school calendar teaching and instructional day parameters are:</p> <ul style="list-style-type: none"> <li>197 teaching days (184 in alternate calendar)</li> <li>185 instructional days (171 in alternate calendar)</li> <li>Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours</li> <li>a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2</li> <li>a spring vacation consisting of not more than five consecutive school days</li> <li>12 non-instructional days include: <ul style="list-style-type: none"> <li>➤ 1 school-based organizational day (½ day start-up and ½ day year-end)</li> <li>➤ 5 teacher prep days (LINC contract)</li> <li>➤ 2 professional learning days at beginning of school year</li> <li>➤ 1 professional learning day for LIP work plan development</li> <li>➤ Professional learning days for Learning Improvement Teams to align with CLF renewal process</li> </ul> </li> </ul>
<b>Pros and Cons:</b>	<p>Some additional harmonization with Holy Trinity SD may be necessary as the 2019-2020 school year calendar is prepared. This is to ensure that planned transportation efficiencies are realized in</p>

	the event that the two school divisions move forward with the transportation agreement signed in January, 2018. Additional restrictions related to this work may complicate stakeholder input processes that have existed in the past.
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	Authority for the Board to set the yearly calendar is established in Board Policy 2.
<b>Legal Implications:</b>	
<b>Communications:</b>	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board and Ministry.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	December 4, 2018	

***Recommendation:***

That the Board approve the parameters for the 2019-2020 calendar and direct administration to proceed with calendar development.

## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.2
<b>Topic:</b>	<b>Contract Renewal – Director of Education</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	The Director of Education’s contract expires on July 31, 2019.
<b>Current Status:</b>	The Board has reviewed the current Director of Education’s contract, and the parties have come to an agreement on a contract extension.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	BP 2 describes the Board’s responsibility for selecting a Director of Education and negotiating the terms of the contract associated with that position.
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Diana Welter	December 4, 2018	

**Recommendation:** That, on behalf of the Board, the Chair is directed to sign the Contract of Employment for Director of Education between the Board of Education of the Prairie South School Division No. 210 and Anthony Baldwin, effective January 1, 2019 until July 31, 2022 and reflecting all other terms and conditions discussed and reviewed by the Committee of the Whole.

# AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.3
<b>Topic:</b>	<b>BP 8 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 BP8, Board Committees, is attached. Changes to the policy are tracked on the attached document.
<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	December 4, 2018	<ul style="list-style-type: none"> <li>BP8, 04 December 2018</li> </ul>

***Recommendation:***

That the Board approve Board Policy 8 updated 04 December 2018.

## Policy 8

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### BOARD COMMITTEES

The Board may establish committees to assist with its work. Committees may be standing or ad hoc in nature.

At its annual Organizational Meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees, and terms of reference for each.

#### General Requirements

Subsequent to the establishment of committees, appointment of trustees to committees will be the responsibility of the Chair. Normally trustees serve on a maximum of two standing committees. The Board Chair may sit as an assigned member of any committee; however s/he shall be an ex-officio member of all Board committees.

Committee Chairs will be determined by the Committee.

All committees of the Board, unless otherwise directed by a majority of the Board, shall report their activity and any recommendations arising from their work ~~prepare and submit minutes or a report~~ to the Board. Reports shall be delivered orally to the Committee of the Whole and any written reports shall be included in the ~~board~~-Board agenda package.

#### Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature. All Committee meetings are closed to the public, and committee members shall hold committee work in strict confidence until such time as work is shared at a public meeting of the Board of Education as described above. The Director of Education may assign staff to support the work of the committee. Committees shall not exercise authority over staff.

Committee work will be presented to the Board by written report for decision, discussion or information.

#### 1. Student Outcomes Standing Committee

##### 1.1 Membership

- Minimum of three, maximum of four trustees.

##### 1.2 Terms of Reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to increasing student literacy and achievement, promoting academic achievement for all students while closing achievement gaps and enhancing student outcomes.
- To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.

- To make recommendations to the Board relative to actions the Board may take to improve student learning and achievement within the Division.

#### 4.51.3 Authority

- To make recommendations to the Board.

### 2. Innovation Standing Committee

#### 2.1 Membership

- Minimum of three, maximum of four trustees.

#### 2.2 Terms of Reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to innovative practices and environments to allow students to maximize their potential regardless of socioeconomic status, gender, cultural or linguistic background, geographic location, personal circumstances or ability.
- To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.
- To make recommendations to the Board relative to actions the Board may take to advance innovative practice opportunities in the Division.

#### 2.3 Authority

- To make recommendations to the Board.

### 3. Business, Infrastructure and Governance Standing Committee

#### 3.1 Membership

- Minimum of three, maximum of four trustees.

#### 3.2 Terms of reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to business, public accountability, stewardship, the advancement of public education including effective utilization of: human resources, finance, transportation, and facilities.
- To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.

#### 3.3 Authority

- To make recommendations to the Board.



#### 4. Partnerships and Teambuilding Standing Committee

##### 4.1 Members

- Minimum of three, maximum of four trustees.

##### 4.2 Terms of Reference

- To examine issues related to advocacy and networking and enhanced relationships with all stakeholders.
- To draft the Board annual advocacy plan for consideration by the Board.
- To monitor the implementation of the Board's annual advocacy plan.
- To annually assess the effectiveness of the Board's advocacy plan.
- To research effective advocacy plans and actions taken by other divisions.

##### 4.3 Authority

- To make recommendations to the Board.

#### **Committees of the Whole**

The Board may, from time to time, assign responsibility to the committee of the whole.

##### 1. Membership

- All trustees

##### 2. Terms of reference

- To provide a forum for trustees to engage in planning sessions related to issues such as, but not restricted to, finance, facilities, special projects and the Education Sector Strategic Plan.

##### 3. Authority

- To make recommendations to the Board.

##### 4. Meetings

- As determined by the Board.

#### **Executive Committee**

The Board may, from time to time, assign responsibility to the Chair and Vice-Chair.

~~The Board has structured two committees of the whole, Audit and Facilities, as follows:~~

##### ~~1. Audit Committee~~

- ~~• To serve as the audit committee for the Board.~~

~~The Audit Committee will lead the external audit function and act as a conduit between the Auditor and the Board.~~

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- ~~Pre-Audit~~

- ~~Provide for proposals for audit services as required and recommend the appointment of external auditors and the audit fees.~~
- ~~Recommend on any question of resignation or dismissal of the external auditors.~~
- ~~Review the auditor's proposed audit scope and approach.~~
- ~~Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the Division, including non-audit services, and discussing the relationship with the auditors.~~
- ~~Plan with the auditor for additional or specific focus services.~~

- ~~Post Audit~~

- ~~Review with the external auditors and management the results of the audit.~~
- ~~Review the external auditor's Management Letter and correspondence attached to the annual statement.~~
- ~~Review the effectiveness of the Committee and recommend any proposed changes to the Board.~~
- ~~The Committee shall report to the Board the results of the audit and its recommendation for the audited financial statements.~~

~~The Audit Committee has authority to:~~

- ~~Meet with external auditor or auditor candidates.~~
- ~~Meet with the Director of Education, Superintendent of Business and Operations and/or the Business Manager as deemed necessary.~~
- ~~Seek advice of other professionals as deemed necessary and within Committee budget.~~
- ~~Report to the Board with regard to any matters within its mandate.~~
- ~~The Board shall meet with the external auditors prior to the start of the annual audit and shall meet with the external auditors upon completion of the Annual Financial Statement. To make recommendations to the Board in all matters other than when serving as the audit committee.~~

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## ~~2. Facilities Utilization Committee~~

### ~~Strategic focus~~

- ~~Determine current realities in the Division related to enrollment, program location, office locations(s), demographics, city planning and other factors.~~
- ~~Determine the variables the Division will focus on.~~
- ~~Make educated, dependable and responsible decisions to address the Division's existing issues.~~

- ~~Provide alternate proposals for the Ministry of Education to satisfy projected city development and other societal issues.~~

### **Ad Hoc Committees**

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.

The Director of Education shall attend meetings of ad hoc committees.

### **Resource Personnel for Committees**

The Director of Education may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference: *The Education Act, 1995, Section 85*  
*The School Division Administration Regulations, 2017, Section 41*~~*Sections 85,*~~  
~~*406 of the Education Act*~~

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~~November 7, 2017~~December 4, 2018



# AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.4
<b>Topic:</b>	<b>BP 9 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 BP9, Board Representatives, is attached. Changes to the policy are tracked on the attached document.
<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	December 4, 2018	<ul style="list-style-type: none"> <li>BP9, 04 December 2018</li> </ul>

***Recommendation:***

That the Board approve Board Policy 9 updated 04 December 2018.

## Policy 9

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### BOARD REPRESENTATIVES

The Board will give consideration to naming representatives to various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The following guidelines shall apply to such representation:

- Where appropriate, the trustee shall reflect the current formal position of the Board;
- On other issues of significant importance, the trustee shall consult with the Board to determine the formal view of the Board;
- The trustee may give a personal opinion as long as the trustee makes it clear that the opinion does not represent the formal view of the Board;
- The Board expects that important issues shall be brought to its attention. Therefore, if an issue has policy implications it shall be verbally reported at meetings of the Board and may be supplemented by a written report, along with all other reports that may be written and included with the meeting agenda; and
- All expenses ~~of-related to~~ this ~~activity-representation~~ shall be covered in accordance with compensation guidelines approved annually at the Organizational Meeting of the Board.

The Director of Education may appoint resource personnel to work with the representative and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified each year at the first regular meeting after the annual Organization Meeting:

1. Saskatchewan School Boards Association (SSBA) - Public Boards Section Executive

1.1 Purpose

- 1.1.1 Attend SSBA Public Boards Section Executive meetings.
- 1.1.2 Represent the Board's positions and interests at the provincial level.
- 1.1.3 Communicate to the Board at the next regular meeting the work of the SSBA Public Boards Section Executive.

1.2 Membership

- 1.2.1 One trustee.

## 2. Saskatchewan High Schools Athletic Association (SHSAA)

### 2.1 Purpose

- 2.1.1 Attend SHSAA meetings.
- 2.1.2 Represent the Board's positions and interests at SHSAA meetings.
- 2.1.3 Communicate to the Board the work of SHSAA.

### 2.2 Membership

- 2.2.1 One trustee.

## 3. Saskatchewan School Boards Association (~~Members-Board Chairs'~~ Council)

### 3.1 Purpose

- 3.1.1 Attend meetings of the SSBA ~~Members-Board Chairs'~~ Council.
- 3.1.2 Represent the Board's views and communicate to the Board directions taken by ~~Member's-the Board Chairs'~~ Council.
- 3.1.3 Communicate to the Board the work of ~~Members-the Board Chairs'~~ Council.

### 3.2 Membership

- 3.2.1 Chair ~~and Vice-Chair~~.

### 3.3 Meetings

- 3.3.1 As determined and scheduled by the SSBA Executive.

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

*The School Division Administration Regulations, 2017, Section 41* ~~Sections 85, 106 of the Education Act~~

~~December 4, 2018~~ June 12, 2013

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## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.5
<b>Topic:</b>	<b>Facilities Accountability Report 2017-2018</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	The Board's annual work plan call for the Board to receive the Facilities Accountability Report annually in December.
<b>Current Status:</b>	The 2017-2018 Facilities Accountability Report is attached.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	Ongoing review of accountability reports is an opportunity for the Board to learn about and confirm direction of administration in a variety of areas.
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Darren Baiton	December 4, 2018	<ul style="list-style-type: none"> <li>Facilities Accountability Report</li> </ul>

### ***Recommendation:***

That the Board receive and file the 2017-2018 Facilities Accountability Report.

## 2017-18 Facilities Accountability Report

### Source Documents

#### Performance Assessment Guide

##### Policy 12

##### Appendix B

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

**Role Expectations 1.2** Ensures that Division facilities adequately accommodate students.

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

### Evidence

The efficient and effective management of school division facilities continues to be a factor in student achievement, as these facilities provide the infrastructure for a positive learning environment. Additionally, careful maintenance and repair of division facilities is a significant fiscal management strategy that will allow for continued focus on student learning in future years. During the 2017-2018 year, Facilities strived to maintain excellent levels of service in the following areas:

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

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

## 1. Operations and Facility Organization

### Staffing

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

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

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



Facilities zones include school buildings as listed below as well as a variety of additional smaller buildings, one teacherage, building grounds, playgrounds, parking lots, and sports facilities. Our two oldest schools are each 109 years old, and the newest was in its first year of operation in 2016-2017; the average age of our schools is 61 years. Average space utilization in Prairie South Schools is 74%; ten schools in the division are operating at less than 50% capacity and seven schools are operating at over 100% capacity.

Facility Zones Funded Space 2017-18	Number of Outbuildings	Zone	Gross Utilization Rate (%)
Albert E. Peacock Collegiate	3	Central	46%
Central Collegiate	1	Central	86%
Empire School	1	Central	58%
John Chisholm Alternate School	1	Central	0
King George School	2	Central	118%
Lindale School	2	Central	117%
Palliser Heights School	1	Central	122%
Prince Arthur Community School	1	Central	69%
Riverview Collegiate Institute *	1	Central	29%
Sunningdale School	1	Central	133%
Westmount School	1	Central	107%
William Grayson School	1	Central	83%
Avonlea School	1	North	95%
Caronport Elementary School	1	North	94%
Central Butte School	2	North	44%
Chaplin School	1	North	25%
Craik School	1	North	39%
Eye brow School	1	North	45%
Mortlach School	1	North	43%
Rouleau School	1	North	93%
Assiniboia Composite High	5	South	61%
Assiniboia Elementary School	1	South	81%
Assiniboia Seventh Avenue School	1	South	124%
Bengough School	1	South	45%
Coronach School	1	South	58%
Glentworth Central School	1	South	63%
Ecole Gravelbourg School	1	South	97%
Kincaid Central School	1	South	84%
Lafleche Central School	1	South	121%
Mankota School	1	South	31%
Mossbank School	1	South	62%
Rockglen School	1	South	42%

More than 100%

Less than 50%

\*Riverview Collegiate utilizes additional office and classroom space



Facility Zones Unfunded Space 2017-18	Number of Outbuildings	Zone
9 <sup>th</sup> Avenue Facilities Office	1	Central
9th Avenue Office	1	Central
Guthridge Field	5	Central
John Chisholm Alternate School	1	Central
Lindale Warehouse		Central
Moose Jaw Transportation Facility		Central
Mankota Teacherage		South
Assiniboia Office and Transportation Facility		South
Gravelbourg Facilities Office		South

### Fleet/Equipment

- For efficiency purposes, some equipment is shared among the facility zones. Examples include lifts, Bobcat tractor, grounds equipment, trailers, and portable heater.
- Continued emphasis on LEAN strategies has resulted in efficient use of fleet cube trucks which have the ability to safely maximize the workload. Examples include having stock on board, workspace on site outside the school, and delivery capacity. Additional LEAN initiatives in 2017-2018 include the Bobcat snow blower and sweeper attachments which greatly reduces contractor costs related to snow removal; we continue to utilize the pole saw, which eliminates most external contractor tree cutting services division-wide.

Asset	Primary Location	Unit Year
0402- Cube Truck	9th Avenue Facilities Office	2004
9206- Dump Truck	Gravelbourg Facilities Office	1992
0501- Dump Truck	9th Avenue Facilities Office	2005
0511- 1 Ton Sanding Truck	9th Avenue Facilities Office	2005
0603- 3/4 Ton Truck	9th Avenue Facilities Office	2006
0820- 3/4 Ton Truck	9th Avenue Facilities Office	2008
0821- Cube Truck	9th Avenue Facilities Office	2008
0946- Cube Truck	9th Avenue Facilities Office	2009
1110- Cube Van (Mini)	9th Avenue Facilities Office	2011
1120- 3/4 Ton Truck	9th Avenue Facilities Office	2011
1201- Cube Truck	Gravelbourg Facilities Office	2012
1202- Cube truck	9th Avenue Facilities Office	2012
1203- 1/2 Ton Truck	Gravelbourg Facilities Office	2012
1204- Cube Truck	9th Avenue Facilities Office	2012
1311- Cube Truck	Gravelbourg Facilities Office	2013
9815- Cube Truck	9th Avenue Facilities Office	2015
1520 Cube Truck	9th Avenue Facilities Office	2015
Bobcat Skid Steer	9th Avenue Facilities Office	2016

Boom Lift	9th Avenue Facilities Office	2014
Scissor Lift	9th Avenue Facilities Office	2006
Bucket Lift	Gravelbourg Facilities Office	2013
Mowers/Tractors/Trailers/Sanders	All Zones	n/a

#### **Information items:**

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

## ***2. Custodial and Maintenance Operations***

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

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

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

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

- ✓ Asset Planner Mobile App
- ✓ Technical Safety Authority electronic format documentation
- ✓ daily service request operations
- ✓ checklists for a variety of tasks and preventative maintenance

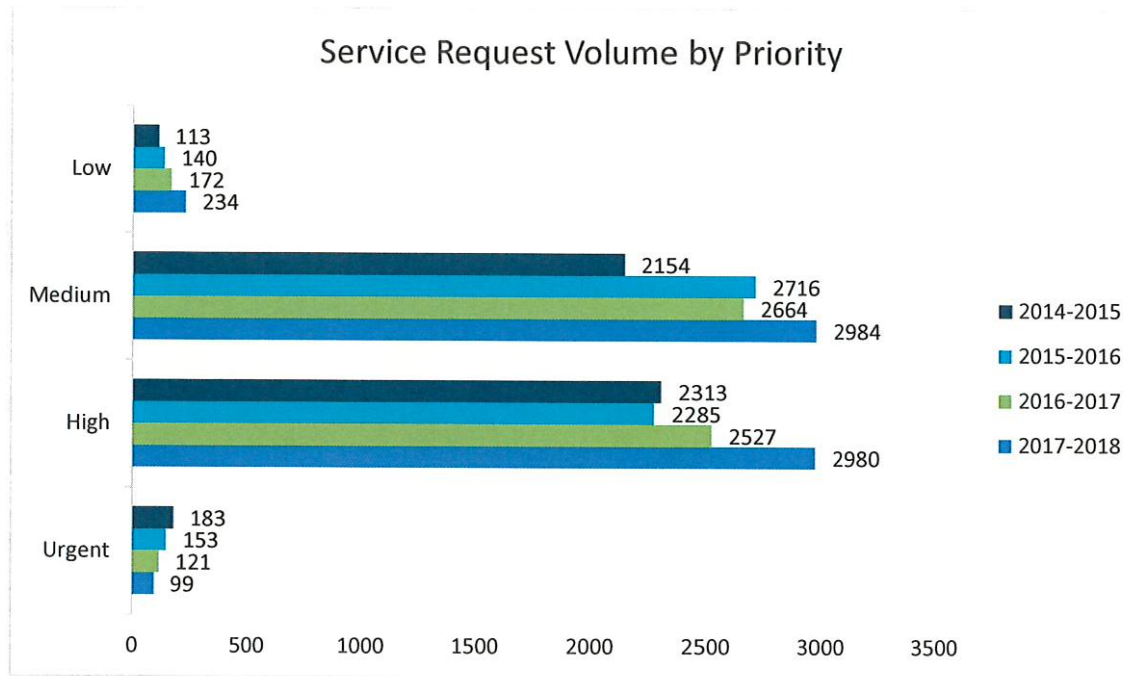
- ✓ live Facetime/Skype communication to reduce travel time and costs
- ✓ utilization of live photos and videos for troubleshooting and ordering processes
- ✓ staff training in mobile device use, LEAN processes, safety guidelines
- ✓ data retrieval
- ✓ weekly playground checks
- ✓ updated flooring surfaces to reduce installation and maintenance costs
- ✓ standardization of green cleaning products throughout the division
- ✓ pilot projects in electric hand dryers and waterless urinals to test for cost reduction and enhanced quality
- ✓ electronic fleet safety logs and data entry
- ✓ grounds equipment logs and scheduled asset preventative maintenance processes
- ✓ targeted distribution of new and aging equipment
- ✓ Annually 1/3 of preventative roof inspections are done and repairs are completed to reduce future damage.

#### **2017-2018 Annual Roof Assessments**

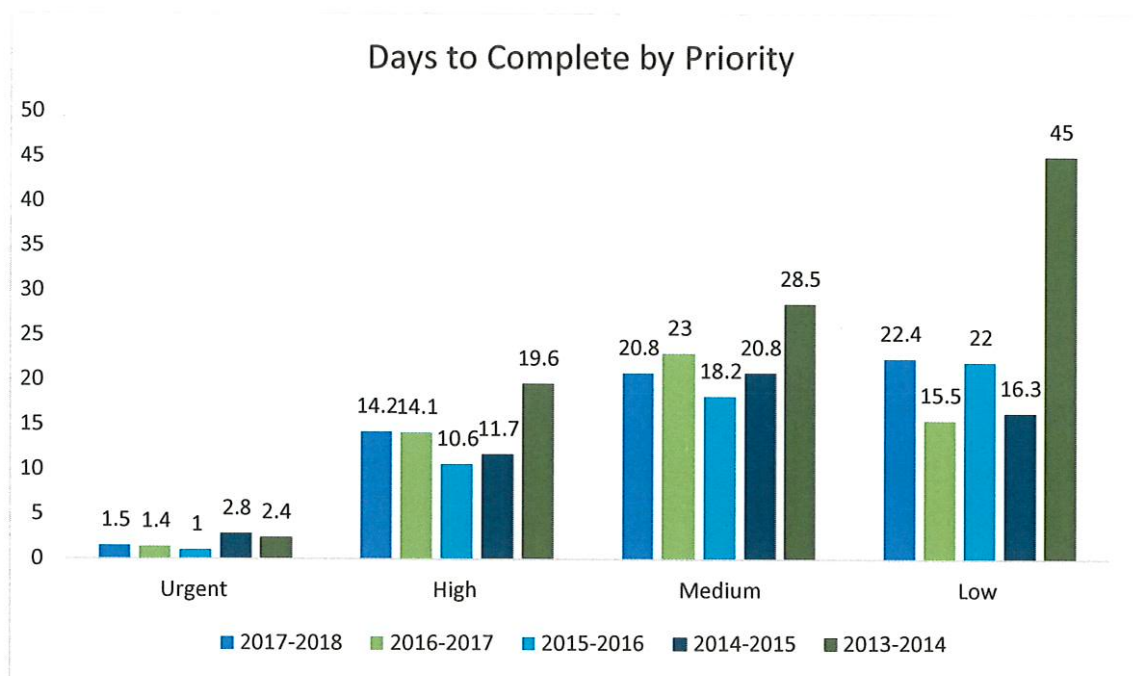
Assiniboia 7 <sup>th</sup> Avenue	Kincaid	Prince Arthur
Assiniboia Composite High	Lafleche	Mossbank
Assiniboia Office	Mankota	Rockglen
Glentworth	Lindale	



Service Request Volume by Facility Created  
between 2017-09-01 and 2018-08-31



Year	Urgent <i>Call first, submit service request</i>	High <i>Affects daily routine</i>	Medium <i>Standard Maintenance</i>	Low <i>Cosmetic</i>
2017-2018	99	2980	2984	234
2016-2017	121	2527	2664	172
2015-2016	153	2285	2716	140
2014-2015	183	2313	2154	113



Days to Complete by Priority				
Year	Urgent <i>Call first, submit service request</i>	High <i>Affects daily routine</i>	Medium <i>Standard Maintenance</i>	Low <i>Cosmetic</i>
2017-2018	1.5	14.2	20.8	22.4
2016-2017	1.4	14.1	23	15.5
2015-2016	1	10.6	18.2	22
2014-2015	2.8	11.7	20.8	16.3
2013-2014	2.4	19.6	28.5	45

#### Maintenance Ticket History

Year	Submitted	Closed	Pending	Work in Progress	Denied	Unticketed Asset Maintenance
2017-2018	6295	5913	299	18	65	158
2016-2017	5484	5222	199	19	44	
2015-2016	5288	4981	219	3	88	
2014-2015	4675	4246	28		100	
2013-2014	4377	4212			132	

2017-2018 annual data tabulated from Sept 1 2017-August 31, 2018

### 3. Health & Safety/Security

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

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

- ✓ Fire extinguishers and sprinklers are inspected by an external vendor and inspected annually in bulk with security systems to reduce costs of travel in rural areas. All annual rural facilities fire inspections were completed in 2017/2018. Moose Jaw fire hoses are capped to reduce hose replacement and inspection costs.
- ✓ Monthly safety/tool box meetings are held and documentation is filed in Connect.
- ✓ Safety stations are located in the shop and maintenance fleet is supplied with first aid kits and fire extinguishers
- ✓ GPS locator app monitors staff location for safety and efficiency.
- ✓ Air, chlorine, and water quality inspections are performed as required. Some locations receive regular inspections due to unique circumstances.
- ✓ Electronic or manual entries and site boiler inspections at all facilities are completed as required (daily Asset Planner entries for Technical Safety Authority log).
- ✓ School defibrillators are in place at the following schools Assiniboia Composite High School, A.E. Peacock Collegiate, Central Collegiate, Eyebrow, 9<sup>th</sup> Office, Riverview Collegiate, Lindale, Chaplin, Central Butte, Craik, Bengough, Westmount, Sunningdale, King George, Ecole Gravelbourg, and Mossbank.

#### 4. Infrastructure Projects

- Capital assets and budgets are closely monitored to ensure the budget is being used effectively and efficiently to minimize costs
- Update 3-year Preventative Maintenance Renewal plan
- Develop and submit Ministry capital plan annually
- Coordinate in-house work with skilled labour to reduce dependency on external contractors and complete projects in an efficient manner
- Completed emergent infrastructure projects
- Completed planned infrastructure projects
- Accelerated pace of PMR backlog remediation

Infrastructure Projects		
School	Project/ Details	2017-18 Cost
9th Office	Second Boiler	\$ 52,081.00
9th Office	Asphalt	\$ 34,504.00
Assiniboia Seventh Avenue	Gym Floor Replacement	\$ 35,136.00
Assiniboia Seventh Avenue	Gym Lighting upgrade	\$ 8,179.00
Assiniboia Composite High	Roof Top Unit Replacement	\$ 12,286.00
Assiniboia Elementry	Partial Roof Replacement	\$ 155,675.00
Bengough	Partial Roof Replacement	\$ 126,347.00
Central Butte	Gym Floor Replacement	\$ 66,964.00
Central Butte	Partial Roof Replacement	\$ 89,463.00
Central Collegiate	Partial roof replacement	\$ 240,530.00
Coronach	Partial Roof Replacement	\$ 197,037.00
Craik	Partial roof Replacement	\$ 226,963.00
Empire	Asphalt	\$ 41,866.00
Kincaid	Roof Top Unit Replacement	\$ 4,980.00
King George	Asphalt	\$ 38,564.84
Lafleche	Boiler Replacement	\$ 211,829.00
Lindale	Roof Top Unit Replacement	\$ 80,347.00
Lindale	Asphalt	\$ 17,294.00
Mortlach	Lighting Upgrade	\$ 81,906.00
Mossbank	Building Automation Upgrade	\$ 129,917.00
Palliser	Building Automation Upgrade /Air	\$ 337,232.00
A.E. Peacock Collegiate	Mechanical Systems Upgrade	\$ 1,755,184.00
A. E. Peacock Collegiate	Ladder Platform	\$ 10,758.00
A.E. Peacock Collegiate	Partial Roof Replacement	\$ 532,421.00
A.E. Peacock Collegiate	Shop Floor Replacement	\$ 35,472.00
A.E. Peacock Collegiate	Univents	\$ 24,753.00
Riverview Collegiate	Electrical Panel Upgrade	\$ 9,014.00
Riverview Collegiate	Asphalt	\$ 11,033.00
Rockglen Collegiate	Partial Roof Replacement	\$ 103,983.00
Rouleau	Partial Roof Replacement	\$ 59,534.00
Rouleau	Lighting Upgrade	\$ 40,555.00
Suningdale	Building Automation Upgrade	\$ 172,940.00
Sunningdale	Univents	\$ 67,629.00
Sunningdale	Asphalt	\$ 90,600.00
Westmount	Asphalt	\$ 5,829.00
	TOTAL	\$ 5,108,805.84



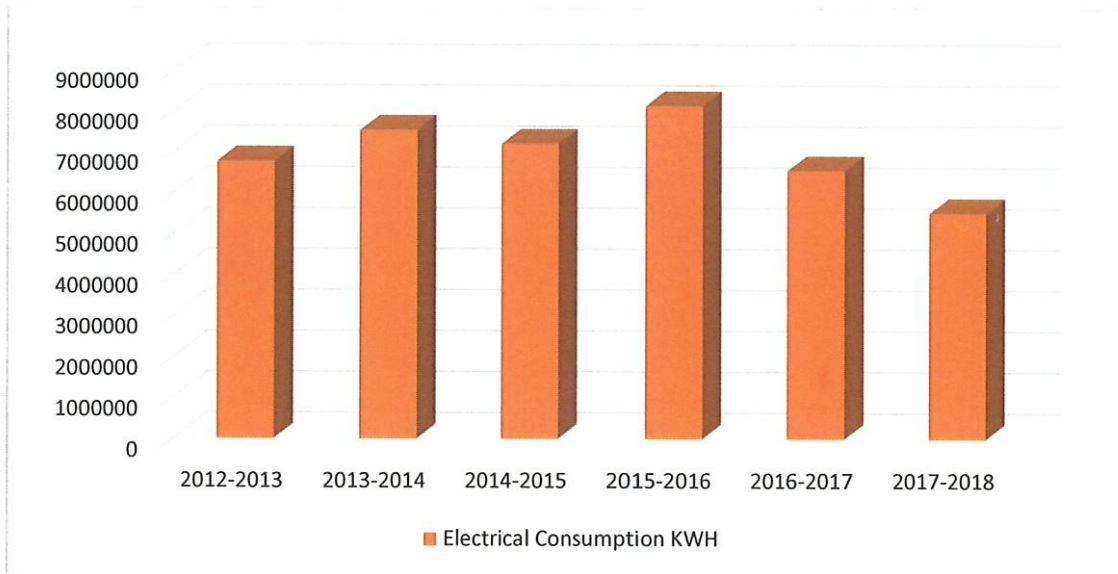
## 5. Energy Management

- Automated building management systems (BMS) provide reduction in consumption as well as enhanced occupant comfort.
- Energy utility data in Asset Planner Energy Module used to manage projects with the ultimate goal of reduced consumption within the division.
  - Facility footprint comparisons
  - usage reports
  - comparison reports
- Upgraded HVAC equipment (soft start motors, heat recovery wheels) reduce energy costs.
- HVAC automation provides daily savings to the division with temperature setbacks when building zones are unoccupied.
- Additional roof insulation will reduce energy costs.
- Five year natural gas bulk purchase contract ends in 2021-22.
- Utility information is shared with administration to work in partnership towards a common goal of energy savings.

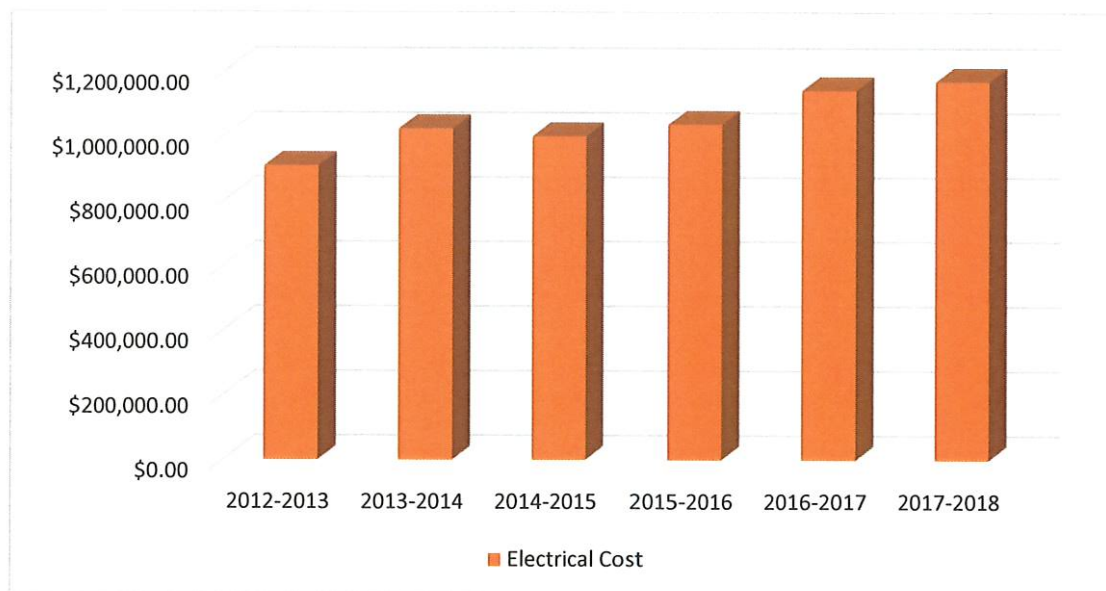
Facility	Zone	Building Management System	Gym Lighting Retrofits	Exterior Lighting Retrofits
9th Avenue Maintenance Shop	Central	✓	N/A	✓
9th Avenue Office	Central	✓	N/A	✓
Albert E. Peacock Collegiate	Central	*	✓	✓
Assiniboia Bus Shop	South	✓	N/A	✓
Assiniboia Composite High	South	✓	✓	
Assiniboia Elementary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

## Energy & Sustainability

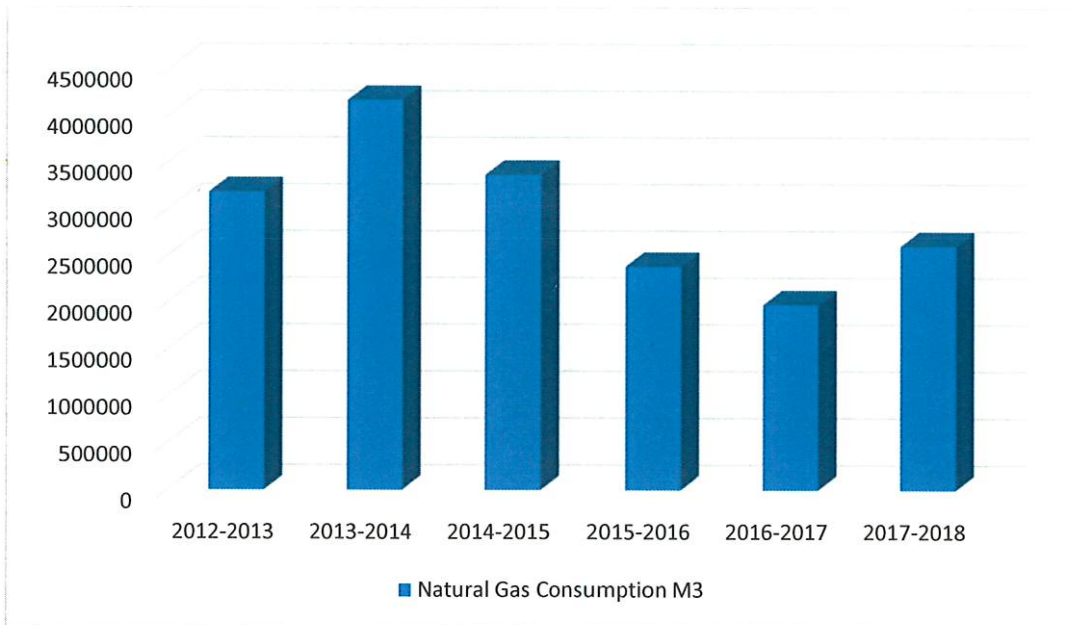
Utility- Total Consumption Electrical  
Between 2012-09-01 to 2018-08-31



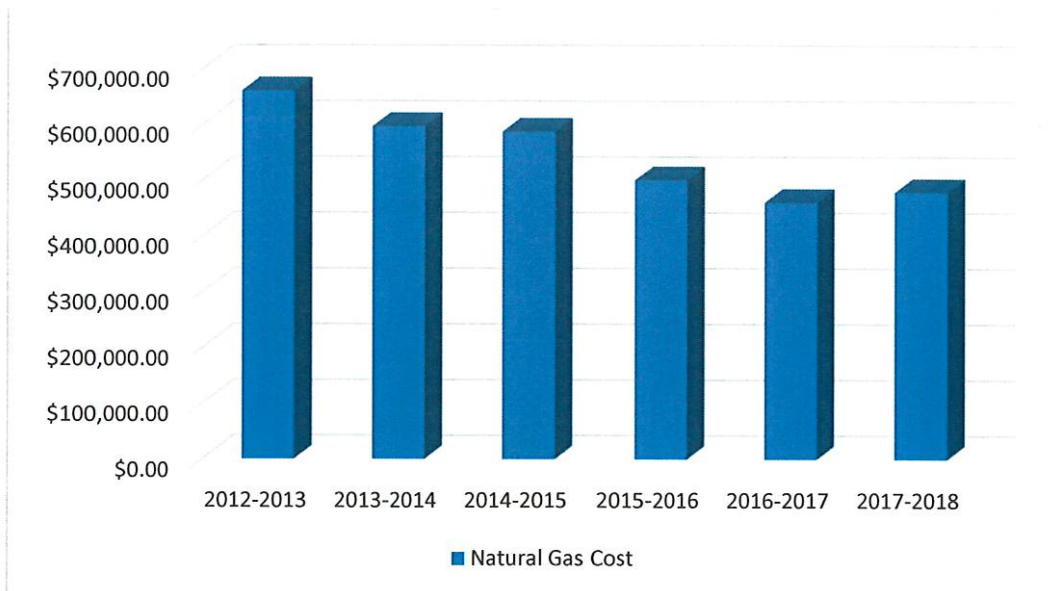
Utility- Total Cost Electrical  
Between 2012-09-01 and 2018-08-31



Utility Total Consumption Natural Gas  
Between 2012-09-01 and 2018-08-31

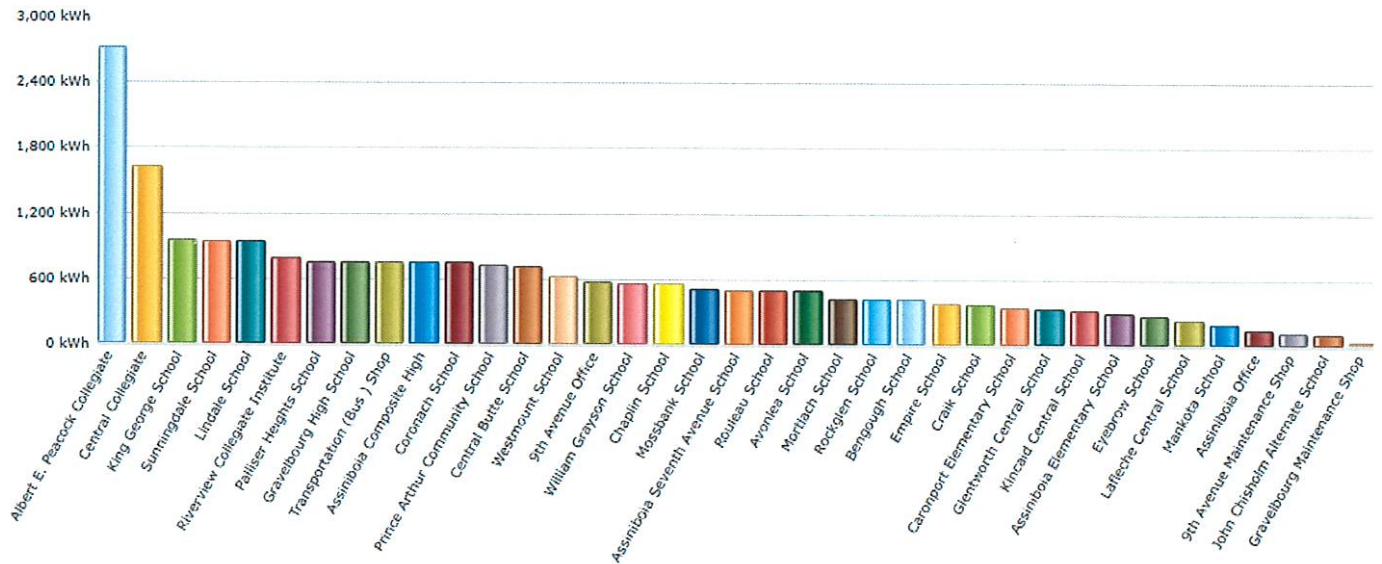


Utility Total Cost Natural Gas  
Between 2012-09-01 and 2018-08-31

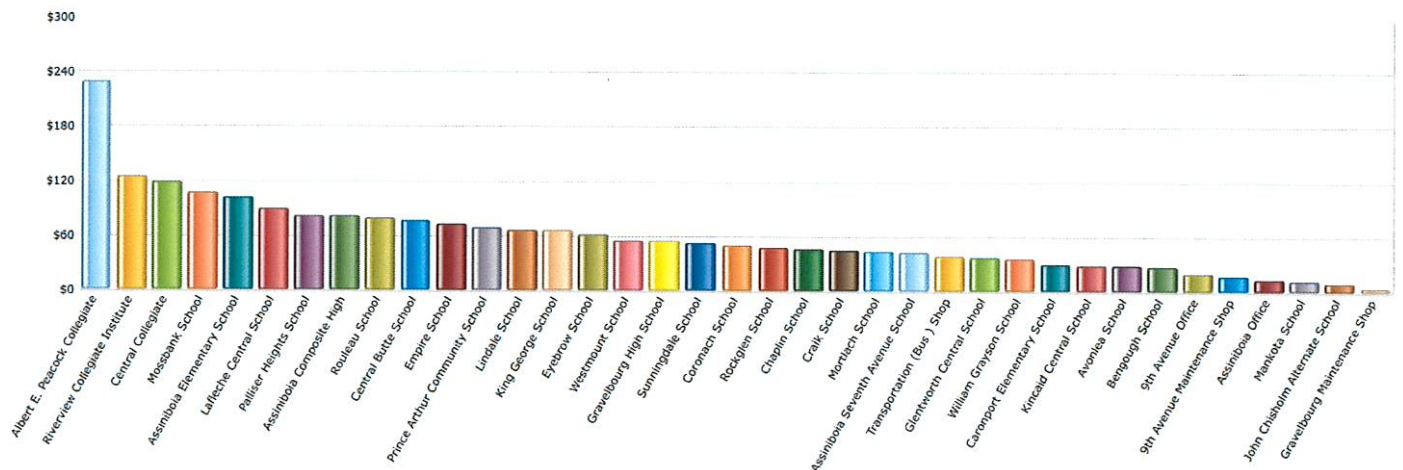




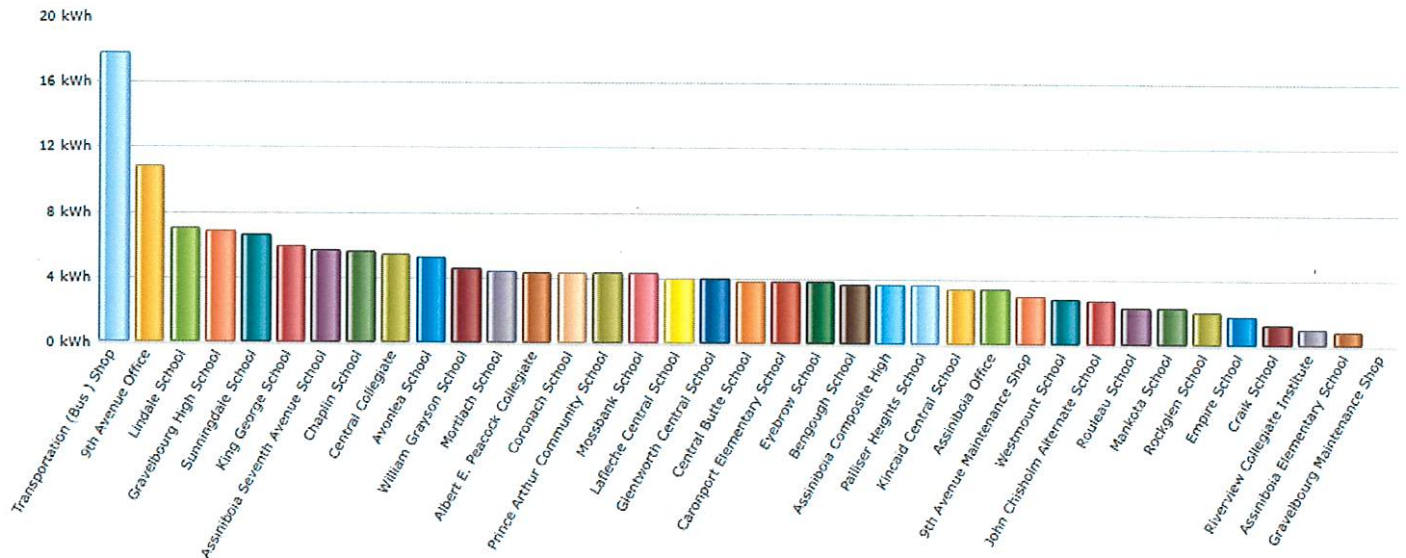
Utility Total Electricity Consumption per Day  
Between 2017-09-01 and 2018-08-31



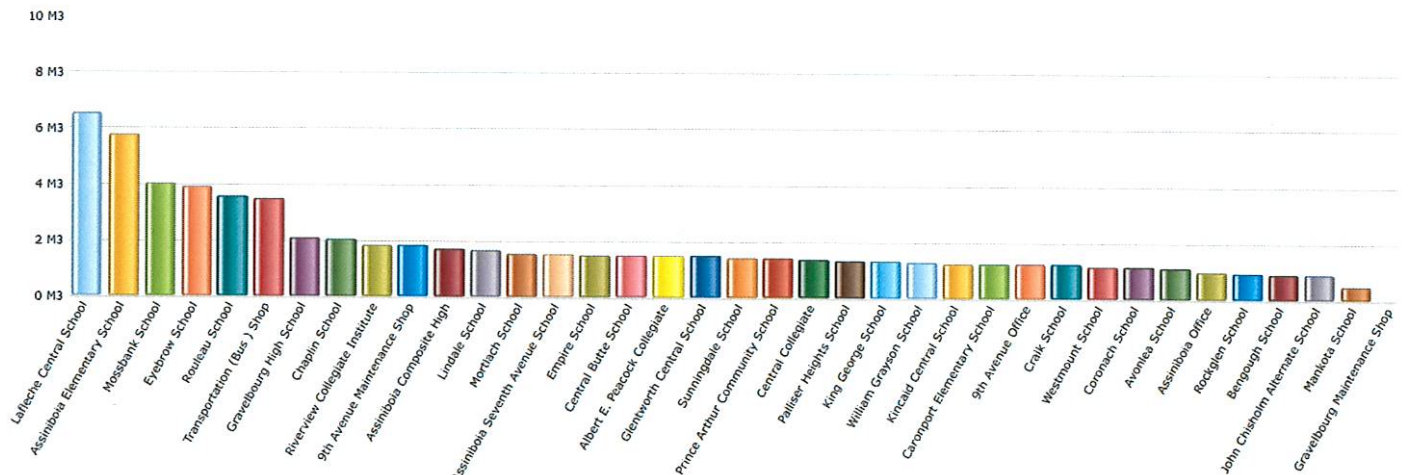
Utility Total Natural Gas Consumption per Day  
Between 2017-09-01 and 2018-08-31



Utility Electricity Consumption per Area (Sq. M)  
Between 2017-09-01 and 2018-08-31



Utility Natural Gas Consumption per Area (Sq. M)  
Between 2017-09-01 and 2018-08-31



**Administrative Issues:**

- Scheduling, staff absence and reduced summer staff
- Daily prioritization of work between emergent and planned maintenance
- Ongoing balance between efficiency initiatives and regular maintenance
- Seasonal grounds priorities and low priority cosmetic requests puts a strain on the department for public visibility of facility upkeep
- Unticketed asset maintenance work continues to increase
- Increased emphasis on PMR projects and project management

Prepared by: Darren Baiton, Facilities Manager

# AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.6
<b>Topic:</b>			
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Coronach's Grade 9-10 Ski trip to Asessippi Ski Resort on Feb. 10-11, 2019

**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	Nov. 9, 2018	Out-of-Province Excursion

## ***Recommendation:***

That the Board approve Coronach's Grade 9-10 Ski trip to Asessippi Ski Resort on Feb. 10-11, 2019.



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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: Nathan Beselaere Alicia Menke	School: Coronach School
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular <u>Curricular</u> <input type="checkbox"/> High Risk Activity <u>Skiing/Snowboarding</u>	
Grade Level: 9/10	Number of Students: 22
Destination: Asessippi Ski Area and Resort	Trip Date: February 10,11 - 2019
Number of School Days (Partial/Full): Sunday – No School / Monday – School (1 Day)	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input type="checkbox"/> Travel by Car/Van (List names of drivers): <b>BJ Bus Lines (14 Passenger Van + Driver) + Teacher and Parent Driver.</b> Alicia Menke and/or Nathan Beselaere - Teachers TBD – Parent	
Number of Teachers, Parents, Chaperones: 3 Chaperones (2 Teachers + 1 Parent)	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

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

<b>C. BUDGET</b>
<ul style="list-style-type: none"> <li>- Anticipated Budget</li> <li>❖ Budget breakdown (be sure to include cost of substitute staff)               <ol style="list-style-type: none"> <li>1. <b>Lift, Lesson, Breakfast &amp; Accommodation</b>                      <b>With Ski or Snowboard Rental Package [\$124.30 per student X 22 students]</b> </li> </ol> </li> </ul>

Buffet Supper Russel Inn [\$300]

2. B.J. Bus Company Rental Van [\$175 per day]

3. Substitute Teacher Salary [1 Day] for [1 Teacher]

❖ Description of Funding Sources

1. The SRC will fundraiser for additional costs through food sales

❖ Out of Pocket Cost per Participant \_\_\_\_\_

2. The students will be required to bring \$100.00.

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

### D. LEARNING OBJECTIVES

Plan for and engage in movement activity to increase confidence, competence, and sustainability in self-selected individual and/or partner movement activities from each of the following categories:

- Body Management Activities (e.g., dance, yoga, pilates, martial arts, aerobics)
- Alternate Environment Activities (e.g., cycling, snowshoeing, cross-country skiing, swimming, hiking, skating, canoeing, trapping, weight lifting/going to a fitness centre)
- Target games (e.g., bowling, golf, archery, bocce ball)
- Net/Wall games (e.g., tennis, table tennis, racquetball, squash)

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

#### a) Pre-Excursion Learning

Model and promote a local culture/norm of safety and injury prevention (i.e., physical safety, social safety, psychological safety, spiritual safety, environmental safety) to optimize well-being of self, family, community, and the environment.

#### b) Excursion Learning

Plan for and engage in movement activity to increase confidence, competence, and sustainability in self-selected individual and/or partner movement activities from each of the following categories:

#### c) Post-Excursion Learning

Evaluate one's understanding of wellness while participating in various learning opportunities that balance the dimensions of wellness (i.e., physical, psychological, social, spiritual, environmental).

## F. SCHEDULE OF ACTIVITIES

### Sunday, February 10, 2019

**Time:** 6:00 a.m. Departing Coronach School

**Time:** 11:00 a.m. Arriving at Asessippi Ski Resort (Orientation and Equipment Rental)

**Daily Activities:** 12:00 p.m. – 11:00 p.m.

- ❖ Lunch – Ski Resort Lodge Food Court
- ❖ Ski/Snowboard Package (lift, lesson, & rental)
- ❖ Supper at the Russell Inn
- ❖ Swimming
- ❖ One night stay at the Russell Inn

Optional Activities: Snowshoeing, Tubing

### Monday, February 11, 2019

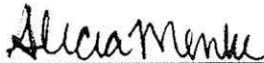
**Daily Activities:** 8:00 a.m. – 3:00 p.m.

- ❖ Breakfast at the Russell Inn (provided by Russell Inn)
- ❖ Ski/Snowboard Package (lift, lesson, & rental)
- ❖ Lunch – Ski Resort Lodge Food Court
- ❖ Ski/Snowboard Package (lift, lesson, & rental)

Optional Activities: Snowshoeing, Tubing

**Time:** 3:00 p.m. Departing Asessippi Ski Resort

**Time:** 8:00 p.m. Arriving at Coronach School



Teacher Signature



Principal Signature

NOV. 08. 2018

Date

NOV. 08. 2018

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

# AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.7
<b>Topic:</b>			
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Central Collegiate's Grade 9-12 Band trip to Calgary, AB on Feb. 8-10, 2019

**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	Nov. 9, 2018	Out-of-Province Excursion

## ***Recommendation:***

That the Board approve Central Collegiate's Grade 9-12 Band trip to Calgary, AB on Feb. 8-10, 2019.



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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: <u>Paul McCriston</u>	School: <u>Central Collegiate</u>
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <u>Band Trip</u> <input type="checkbox"/> High Risk Activity _____	
Grade Level: <u>9-12</u>	Number of Students: <u>50</u>
Destination: <u>Calgary, AB</u>	Trip Date: <u>Feb 8-10, 2019</u>
Number of School Days (Partial/Full): <u>1</u>	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: <u>South Sask Bus Lines</u> <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____	
Number of Teachers, Parents, Chaperones: <u>2 Teachers, 1 Parent</u>	
Qualifications/Certifications of Teachers, Parents, Chaperones: <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. <input checked="" type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals. <input checked="" type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input checked="" type="checkbox"/> Access to cellular or satellite phone or other communication device. <input checked="" type="checkbox"/> A list of emergency telephone numbers will be formulated. <input type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. <input checked="" type="checkbox"/> Male and Female Chaperones for a co-ed activity. <input type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

<b>C. BUDGET</b>
❖ Anticipated Budget <u>12,550 (attached)</u> - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources <u>Fundraising + Out-of-Pocket</u> ❖ Out of Pocket Cost per Participant <u>230.00</u>

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

**D. LEARNING OBJECTIVES**

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

a) Pre-Excursion Learning

b) Excursion Learning

c) Post-Excursion Learning

**F. SCHEDULE OF ACTIVITIES**

See Attached Itinerary

Paul M. G. G.  
Teacher Signature

[Signature]  
Principal Signature

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

Nov 7, 2018  
Date

Nov. 7, 2018  
Date

☒ Request Approved

☐ Request Denied

**Band Trip 2019 Budget**

Expenses	Cost
Bus	3,150
Hotel	5,800
Honourarium/Clinic	800
Lasertag	400
<b>Total</b>	<b>10,150</b>
Sub Costs (3)	<del>2,400</del> 900
<b>Grand Total</b>	<b><del>12,550</del> 11,050</b>

## **CCI Band Trip 2019 Itinerary – Lethbridge and Calgary, Alberta**

### **Friday, February 8<sup>th</sup>**

**7:30 AM** – Arrive at CCI. Go to Choir Room.  
Collect instruments.

**8:00 AM** – Meeting in Choir Room with Mr.  
Gauvin

**8:15 AM** – Board Bus for Swift Current

**10:30 AM** – Perform in Swift Current

**1:00 PM (Alberta Time)** – Lunch in Medicine  
Hat. Bring a bag lunch for the bus if you want to  
save money.

**1:30 PM** – Board Bus for Lethbridge

**3:30 PM** – Set Up in Lethbridge

**4:00 PM** – Clinic in Lethbridge with David  
Mikuliak

**6:30 PM** – Arrive at Holiday Inn in Lethbridge,  
AB

**7:00 PM** – Order food into Hotel, waterslides

**11:00 PM** – Lights Out

### **Saturday, February 9<sup>th</sup>**

**6:30 AM** – Rise and Shine

**7:00 AM** – Breakfast at Holiday Inn

**8:00 AM** – Board Bus for Calgary

**11:00 AM** – Band Clinic in Calgary

**1:00 PM** – Eat at U of C Food Court

**1:30 PM** – Tour U of C

**4:00 PM** – Check into Wingate Hotel

**5:00 PM** – Cross Iron Mills for Supper and  
Shopping

**8:00 PM** – Lasertag

**9:00 PM** – Hotel for Watersliding

**11:00 PM** – Lights out

### **Sunday, February 10<sup>th</sup>**

**7:00 AM** – Rise and Shine

**7:30 AM** – Breakfast at Hotel

**8:30 AM** – Board bus for Moose Jaw

**5:30-6:00 PM (Sask time)** – Arrive at Central  
Collegiate

### **Things to Bring:**

- Money for 5 meals or 4 meals and a bag lunch
- Swimsuit
- Snacks
- Water Bottle
- Music and Instrument
- Overnight bag (clothes, pajamas, toiletries)

### **Chaperones:**

Mr. Paul McCorriston – 306 690 9304

Mrs. Holly McCorriston -

## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.8
<b>Topic:</b>			
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Ecolé Palliser Heights Grade 8 Ski trip to Asessippi Ski Resort on Feb. 5-7, 2019

**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	Nov. 20, 2018	Out-of-Province Excursion

***Recommendation:***

That the Board approve Ecolé Palliser Heights Grade 8 Ski trip to Asessippi Ski Resort on Feb. 5-7, 2019.



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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: Lamontagne, Pylatuk, Gallagher	School: Ecole Palliser Heights School
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity _____	
Grade Level: 8	Number of Students: 59
Destination: Asessippi Ski Resort (Inglis Manitoba)	Trip Date: February 5-7
Number of School Days (Partial/Full) – 3 Day	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: Chartered Bus <input type="checkbox"/> Travel by Car/Van (List names of drivers): emergency vehicle driven by teacher/admin (no students) Emergency Vehicle driven by Jonathan McLean	
Number of Teachers, Parents, Chaperones: 8	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other <u>Leveled Ski Instructor</u>	

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

<b>C. BUDGET</b>
PLEASE NOTE: The total cost of the excursion shall not exceed \$250/student

- ❖ Anticipated Budget \$90 per student for skiing, mileage for emergency vehicle, \$2700 for busing & \$1200.00 for accommodations.
- ❖ Description of Funding Sources \_\_\_\_\_ De-Centralized & School SRC fundraiser , donations
- ❖ Out of Pocket Cost Per Participant \_ Optional \$12.00 for lunches & optional Tubing pass (\$9.00)
- ❖ Total cost of excursion per student \_\_\_\_\_ Approx. \$160.00

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

**D. LEARNING OBJECTIVES**

Apply and adapt selected activity-related skills (e.g., carrying, paddling, gripping, hanging, wheeling, digging, fire building, snow ploughing, compass reading) and strategies required for participation in alternate environment activities (e.g., backpacking, hiking, cycling, overnight camping, canoeing, snowshoeing, wall climbing, in-line skating, skate boarding, cross-country skiing, tracking, roping, dog sledding, skating, orienteering, downhill skiing, tobogganing, Quincy building.

Demonstrate the skills required to administer basic first aid (e.g., scene management, seeking help, treating minor injuries, applying precautions for body fluids) required as a result of injury caused by participation in movement activities.

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

a) Pre-Excursion Learning

Alpine Responsibility Code. Lessons on Frostbite and Hypothermia. Basic First Aid.

b) Excursion Learning

Beginner/Intermediate/Advanced Ski/Snowboard Lessons

Skiing Snowboarding Skill Development

c) Post-Excursion Learning

Journal Entries/Reflection

Project Skiing in Saskatchewan

## F. SCHEDULE OF ACTIVITIES

Feb 5<sup>th</sup>

Depart School at 4:00 pm

Stop in Melville, Sask for supper at 6:00 pm-Optional

8:30 pm-arrival at accommodation-Inglis, Manitoba

Feb 6<sup>th</sup>

9:00 am Departure for Asessippi Ski Hill 9:15 am arrival at Asessippi for Equipment Pick up 10:00

am-4:30 pm Lessons and Skiing 5:00 pm Departure to Accommodations-Inglis, Man

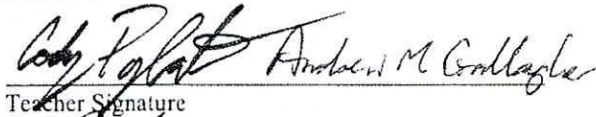
5:15 pm Arrival at Accommodations

Feb 7<sup>th</sup>

9:00 am Departure for Asessippi Ski Hill 9:15 am arrival at Asessippi for Equipment Pick up 10:00

am-3:30 pm Lessons and Skiing 4:00 pm Departure to Moose Jaw. Arrival at the school at 8:00

pm

  
Teacher Signature

November 19, 2018  
Date

  
Principal Signature

November 19, 2018  
Date

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

☐

Request Approved

☐

Request Denied



## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.9
<b>Topic:</b>			
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Coronach's Grade 9-12 Sr. Boys Basketball trip to Scobey, Montana on Jan. 26, 2019.

**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	Nov. 16, 2018	Out-of-Province Excursion

***Recommendation:***

That the Board approve Coronach's Grade 9-12 Sr. Boys Basketball trip to Scobey, Montana on Jan. 26, 2019.

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

### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: <b>Belinda Spagrud</b>	School: <b>Coronach</b>
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <u>Senior Boys Basketball</u> <input type="checkbox"/> High Risk Activity _____	
Grade Level: <b>9-12</b>	Number of Students: <b>12</b>
Destination: <b>Scobey Montana</b>	Trip Date: <b>Sat. Jan. 26, 2019</b>
Number of School Days (Partial/Full): <b>None</b>	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <u>Shannon Thurlow</u> <u>Kelly Manske</u> <u>Jeff Dionne</u>	
Number of Teachers, Parents, Chaperones: <b>1 Teacher, 3 Parents</b>	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other <u>EMT (Shannon)</u>	

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

<b>C. BUDGET</b>
❖ Anticipated Budget <b>No cost to the school</b> - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources <u>Players</u> ❖ Out of Pocket Cost per Participant <u>\$20 (for lunch)</u>

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

**D. LEARNING OBJECTIVES**

Senior Boys Basketball Exhibition Game

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

a) Pre-Excursion Learning

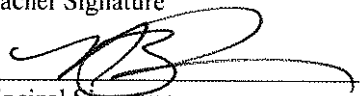
b) Excursion Learning

c) Post-Excursion Learning

**F. SCHEDULE OF ACTIVITIES**

It is difficult to find basketball teams close to Coronach to play. We are travelling to several tournaments, but they are 2-5 hours away. Scobey is close to us so we would like to go there for an exhibition game and have lunch together and then return back to Coronach that afternoon. We will leave Coronach at 10:00 a.m. I will have the parents sign a permission letter on Coronach letter head that states their son can travel across the US border with me. The boys will also bring identification with them. 3 parents will drive us.

Teacher Signature



Principal Signature

Date

NOV 07 2018

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.10
<b>Topic:</b>			
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:** Peacock, Central and Riverview's Grade 9-12 Wrestling trip to Edmonton, AB on Feb. 1-3, 2019

**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	Nov. 22, 2018	Out-of-Province Excursion

***Recommendation:***

That the Board approve Peacock, Central and Riverview's Grade 9-12 Wrestling trip to Edmonton, AB on Feb 1-3, 2019.

## OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK

### ACTIVITIES APPLICATION FORM

#### Division Office Administration Approval Required

<b>A. INFORMATION</b>	
Name of Teacher: Sophie Rosso	School: Peacock, Central, RVCI
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular <u>MJHSAA wrestling</u> <input type="checkbox"/> High Risk Activity _____	
Grade Level: 9-12	Number of Students: TBD ~24
Destination: U of A, Edmonton AB	Trip Date: February 1, 2, 3, 2019
Number of School Days (Partial/Full): <u>0</u>	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: <u>rental van TBD</u> <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <u>TBD</u>	
Number of Teachers, Parents, Chaperones: TBD 4-5 (male and female) Sophie Rosso, Kelly Busch, Rob Villeneuve, Delanne Busch, Carla Shymko	
Qualifications/Certifications of Teachers, Parents, Chaperones: <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. <input checked="" type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals. <input checked="" type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <u>S. Russo</u> <input checked="" type="checkbox"/> Access to cellular or satellite phone or other communication device. <input checked="" type="checkbox"/> A list of emergency telephone numbers will be formulated. <input checked="" type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input checked="" type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. <input checked="" type="checkbox"/> Male and Female Chaperones for a co-ed activity. <input checked="" type="checkbox"/> If using 15 passenger vans, <u>SSBA</u> safety guidelines and restrictions will be followed.

<b>C. BUDGET</b>
❖ Anticipated Budget \$1000 vans, \$3600 hotels, \$600 registration - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources _____ fundraising, school contribution (\$400), personal costs ❖ Out of Pocket Cost per Participant _____ maximum \$150 plus 2 meals _____ ❖

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

**D. LEARNING OBJECTIVES**

N/A

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

- a) Pre-Excursion Learning
- b) Excursion Learning
- c) Post-Excursion Learning

**F. SCHEDULE OF ACTIVITIES**

February 1: Leave at 7am and travel to Edmonton. Attend wrestling start-up camp at 4:00pm.  
February 2: Compete at U of A tournament (Butterdome). Free time in evening at West Ed Mall (or hotel TBD).  
February 3: Leave at 9am and travel back to Moose Jaw

Teacher Signature

Date

Nov 21/18

Principal Signature

Date

Nov 21/18

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	05.11
<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	December 4, 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.



<b>Teacher Absences &amp; Substitute Usage</b>					
<b>Date Range:</b>	<b>October 24, 2018 - November 22, 2018</b>				
<b>Absence Reason</b>	<b>Days</b>	<b>% of Total Absences</b>	<b>Sub Days</b>	<b>% Needed Sub</b>	<b>% of possible days</b>
<b>LINC Agreement</b>					
Compassionate Leave	22.94	2.45%	14.3	62.34%	0.25%
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	0	0.00%	0	0.00%	0.00%
Executive Leave	6.48	0.69%	5.6	0.00%	0.07%
Prep Time	210.08	22.46%	204.6	97.39%	2.31%
Pressing Leave	14.72	1.57%	12.4	84.24%	0.16%
PSTA	0	0.00%	0	0.00%	0.00%
Rec. Of Service	34.74	3.71%	28.48	81.98%	0.38%
Leave Without Pay	6.09	0.65%	5.85	96.06%	0.07%
<b>SUB TOTAL</b>	<b>295.05</b>	<b>31.54%</b>	<b>271.23</b>	<b>91.93%</b>	<b>3.24%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	195.87	20.94%	168.09	85.82%	2.15%
Illness - Long Term	131.08	14.01%	0	0.00%	1.44%
Medical/Dental Appt	115.96	12.40%	100.8	86.93%	1.27%
Internship Seminar	0	0.00%	0	0.00%	0.00%
Paternity/Adoption Leave	0	0.00%	0	0.00%	0.00%
Secondment	2.16	0.23%	2	92.59%	0.02%
Unpaid Sick Leave	1	0.11%	1	0.00%	0.01%
<b>SUB TOTAL</b>	<b>446.07</b>	<b>47.69%</b>	<b>271.89</b>	<b>60.95%</b>	<b>4.90%</b>
<b>Prairie South</b>					
Extra/Co-curr Teach	12.46	1.33%	10	80.26%	0.14%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	8.46	0.90%	8.2	96.93%	0.09%
IT Meet/PD	0.5	0.05%	0.5	0.00%	0.01%
LRNG Meet/PD	72.07	7.70%	63.24	87.75%	0.79%
Noon Supervision Day	25.97	2.78%	22.3	85.87%	0.29%
PD DEC Teachers	62.07	6.64%	55.27	89.04%	0.68%
School Operations Meet/PD	7.22	0.77%	6.5	90.03%	0.08%
STF Business - Invoice	5.5	0.59%	5.5	100.00%	0.06%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>194.25</b>	<b>20.77%</b>	<b>171.51</b>	<b>88.29%</b>	<b>2.13%</b>
<b>Total Absences</b>	<b>935.37</b>	<b>100.00%</b>	<b>714.63</b>	<b>76.40%</b>	<b>10.27%</b>

Teachers (FTE)

433.86

# of teaching Days

21

Possible Days

9111.06

**Long Term Illness:** When a temporary contract is issued for an illness leave of 20+ days.

## CUPE Staff Absences & Casual Usage 2018 - 2019

Date: October 29, 2018 - November 25, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	0.5	0.11%	0	0.00%	0.01%
Bereavement Leave	2	0.46%	1	0.00%	0.04%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	9.34	2.13%	7.12	0.00%	0.19%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	1	0.23%	1	0.00%	0.02%
CUPE Business - Invo	11.96	2.73%	11.83	0.00%	0.00%
Earned Day Off	1.93	0.44%	1.43	0.00%	0.04%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	1.5	0.34%	1	0.00%	0.03%
Illness - Support	231.27	52.71%	151.94	65.70%	4.59%
Med/Den Appt Support	44.05	10.04%	32.29	73.30%	0.88%
Noon Supervision	1.5	0.34%	1	0.00%	0.03%
Parenting/Caregiver	17.94	4.09%	6.54	36.45%	0.36%
Pressing Leave	13.64	3.11%	6.38	0.00%	0.27%
Rec. of Service	8	1.82%	7.5	0.00%	0.16%
TIL Support	6.03	1.37%	2	0.00%	0.12%
Without Pay Support	27.59	6.29%	15.46	0.00%	0.55%
<b>SUB TOTAL</b>	<b>378.25</b>	<b>86.20%</b>	<b>246.49</b>	<b>65.17%</b>	<b>7.51%</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	45.6	10.39%	26.79	58.75%	0.91%
Workers Compensation	3.31	0.75%	2	0.00%	0.07%
<b>SUB TOTAL</b>	<b>48.91</b>	<b>11.15%</b>	<b>28.79</b>	<b>58.86%</b>	<b>0.97%</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	0.23%	0	0.00%	0.02%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	10.64	2.42%	9.14	0.00%	0.21%
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>11.64</b>	<b>2.65%</b>	<b>9.14</b>	<b>0.00%</b>	<b>0.23%</b>
<b>Total Absences</b>	<b>438.8</b>	<b>100.00%</b>	<b>284.42</b>	<b>64.82%</b>	<b>8.72%</b>

### Possible Days

October 29, 2018 - November 25, 2018

### Days

19.00

### FTE

264.95

### Total Days

5034.05

\*\* 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: October 29, 2018 - November 25, 2018

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	5.00	4.72%	5.00	0.00%	0.26%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	0.00	0.00%	0.00	0.00%	0.00%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	7.00	6.60%	7.00	0.00%	0.37%
Illness - Support	26.50	25.00%	10.50	0.00%	1.40%
Med/Den Appt Support	17.50	16.51%	17.50	0.00%	0.93%
Parenting/Caregiver	1.50	1.42%	1.50	0.00%	0.08%
Pressing Leave	4.00	3.77%	4.00	0.00%	0.21%
Without Pay Support	44.50	41.98%	44.50	0.00%	2.35%
<b>SUB TOTAL</b>	<b>106.00</b>	<b>100.00%</b>	<b>90.00</b>	<b>84.91%</b>	<b>5.61%</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>106.00</b>	<b>100.00%</b>	<b>90.00</b>	<b>84.91%</b>	<b>5.61%</b>

<b>Possible Days</b>	<b>Days</b>	<b>Staff</b>	<b>Total Days</b>
October 29, 2018 - November 25, 2018	18.00	105.00	1890.00

\*\* 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.

## Out of Scope Staff Absences & Casual Usage 2018 - 2019

Date: October 29, 2018 - November 25, 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	1	1.37%	0	0	0.12%
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	21.5	29.48%	0	0	2.50%
Med/Den Appt Support	5.61	7.69%	0	0	0.65%
Parenting/Caregiver	0.65	0.89%	0	0	0.08%
Pressing Leave	1.17	1.60%	0	0	0.14%
Without Pay Support	0	0.00%	0	0	0.00%
<b>SUB TOTAL</b>	<b>29.93</b>	<b>41.04%</b>	<b>0</b>	<b>0.00%</b>	<b>3.48%</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	27.5	37.71%	0	0	3.19%
Workers Compensation	0	0.00%	0	0	0.00%
<b>SUB TOTAL</b>	<b>27.5</b>	<b>37.71%</b>	<b>0</b>	<b>0.00%</b>	<b>3.19%</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	15.5	21.25%	0	0	1.80%
<b>SUB TOTAL</b>	<b>15.5</b>	<b>21.25%</b>	<b>0</b>	<b>0</b>	<b>1.80%</b>
<b>Total Absences</b>	<b>72.93</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>8.47%</b>

### Possible Days

October 29, 2018 - November 25, 2018

### Days

19.00

### FTE

45.324

### Total Days

861.16

\*\* 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 October 26, 2018 to November 28, 2018**

### Background:

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

The procedure is as follows:

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

### Current Status:

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

- A tender was issued for a lighting upgrade at Palliser Heights School. The tender was awarded to Live Wire for a bid cost of \$96,135 plus taxes.

# AGENDA ITEM

<b>Meeting Date:</b>	December 4 <sup>th</sup> , 2018	<b>Agenda Item #:</b>	07.1
<b>Topic:</b>	<b>Trustee Inquiry – Outcomes Based 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 Kessler made the following Inquiry:</p> <ul style="list-style-type: none"> <li>What is the status of Division IV Outcome Based Learning and Evaluation (Report Cards) in Prairie South Schools? Is there a timeline?</li> </ul>
<b>Current Status:</b>	<p>Currently the Teacher Logic gradebook is used for teachers to record student assessment results in grades 10-12. This is accessible to parents through logging in on Home Logic. When going to the new provincial system in the fall of 2019 – MySchoolSask – our understanding is that this will continue in the same way; teachers will use an electronic grade book to record marks, parents will have a log in process to view their child's progress.</p> <p>The following 10/20/30 curriculum have been written in outcomes based format:</p> <p>All sciences at all levels  All math at all levels  All English at all levels  All physical education at all levels</p> <p>The following 10/20/30 curriculum are currently in development:</p> <p>All social sciences at all levels  All PAAs at all levels  All French at all levels  All arts education at all levels</p> <p>Any new electives locally written must be written with outcomes and indicators.</p> <p>The Ministry of Education continues to expect teachers to submit final marks in credit courses (ie 10/20/30 level) in percentages. We have not received any information to lead us to believe that expectation will change.</p>

	We have not moved forward on any changes locally as we await the new MySchoolSask as well as the finalization of all high school curriculum in outcomes based language. MySchoolSask will be implemented province wide in the fall of 2019. The curriculum renewal process is expected to be completed in its entirety by June of 2021.
<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>
Lori Meyer	December 4, 2018	

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



## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	07.2
<b>Topic:</b>	<b>Johnson Shoyama Information</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The SSBA forwards professional development opportunities to trustees and Boards of Education.
<b>Current Status:</b>	Johnson Shoyama Graduate School of Public Policy is holding two spring sessions of the Public Sector Governance Program in 2019. Advertising flyers forwarded by the SSBA are 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	December 4, 2018	<ul style="list-style-type: none"> <li>Public Sector Governance Program (Saskatoon)</li> <li>Public Sector Governance Program (Regina)</li> </ul>

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



## LEAD FROM WITHIN

# Public Sector Governance Program

March 29, April 12, & April 26, 2019 | Saskatoon, SK

Certified by the University of Saskatchewan and the University of Regina

Are you a member of a board who works to serve the public interest or an administrator or support person who works with a public board? Do you strive to provide public services to make your community and province a better place? If so, our program can give you the knowledge and understanding to govern your organization with confidence. Whether you are a school trustee, a member of a town or RM Council, or a representative on a Crown, municipal board, or other agency or commission this program is for you.

The Public Sector Governance Program is delivered in a manner that will engage you in small and large group work with opportunities to ask questions and connect the training topics to your governance experience. Our experienced facilitators will explore the nuances of governing a public sector entity, how it connects to government, and how to work effectively in collaboration with government.

**Join us to become a certified Public Sector Governor and earn the designation PSGov!**

### DAY 1

- PUBLIC SECTOR GOVERNANCE
- WHY HAVE BOARDS AT ALL
- SETTING DIRECTION
- MONITORING PERFORMANCE
- REPORTING

### DAY 2

- ROLES & RESPONSIBILITIES
- "ABOVE BOARD" BEHAVIOUR
- FINANCIAL STEWARDSHIP

### DAY 3

- RISK MANAGEMENT & MITIGATION
- BOARD CULTURE & DECISION BIASES
- PUTTING IT ALL TOGETHER

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*We are committed to good governance because this is also our community, our province.*





## LEAD FROM WITHIN

# Public Sector Governance Program

February 1, March 1, & March 22, 2019 | Regina, SK

Certified by the University of Saskatchewan and the University of Regina

Are you a member of a board who works to serve the public interest or an administrator or support person who works with a public board? Do you strive to provide public services to make your community and province a better place? If so, our program can give you the knowledge and understanding to govern your organization with confidence. Whether you are a school trustee, a member of a town or RM Council, or a representative on a Crown, municipal board, or other agency or commission this program is for you.

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Visit us online and click Executive Education to register

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# AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	07.3
<b>Topic:</b>	<b>Provincial Auditor of Saskatchewan Audit Involvement</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The Provincial Auditor of Saskatchewan participates in the regular audit process for several school divisions each year on a rotating basis.
<b>Current Status:</b>	The PAS has selected Prairie South as one school division where they will be involved in the annual audit for the 2017-2018 school year.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	The annual audit provides a financial snapshot of the Board of Education.
<b>Governance/Policy Implications:</b>	The annual audit is a significant accountability mechanism for the Board of Education.
<b>Legal Implications:</b>	
<b>Communications:</b>	The Audited Financial Statements are a component of the Prairie South School Division Annual Report, which will be tabled in the Legislative Assembly of Saskatchewan and available at <a href="http://www.prairiesouth.ca">www.prairiesouth.ca</a> .

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	December 4, 2018	Planned Involvement Package

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



**PROVINCIAL AUDITOR**  
*of Saskatchewan*

November 19, 2018

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 Ms 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,

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

/ah

Attachment

cc: See Distribution List

We read and understand the attached audit involvement plan.

19 November 2018

Date

Chair, Board of Education

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

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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## Prairie South School Division No. 210

August 31, 2018

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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 Deputy Provincial Auditor	Deputy in charge	306-787-6305 stjohn@auditor.sk.ca
Stephanie Russell, CPA, CA, PPAC Senior Manager	Assigned Lead Reviewer	306-787-6370 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 November 5, 2018	November 9, 2018
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

	Date Available	Completion Date
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
Receive final reliance reports	---	December 7, 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.

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.

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



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

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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.

## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	07.4
<b>Topic:</b>	<b>2017-2018 STF Staff Absence Summary</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The board has requested monthly updates of staff absence information.
<b>Current Status:</b>	An updated draft summary of STF 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	December 4, 2018	<ul style="list-style-type: none"> <li>STF Staff Absence Summary Document (Updated)</li> </ul>

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



<b>2017 - 2018 Teacher Absences</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	237.98	2.72%
Competition Leave	2	0.02%
Convocation Leave	32.67	0.37%
Education Leave	9.4	0.11%
Emergency Leave	29.21	0.33%
Executive Leave	24.21	0.28%
Prep Time	1315.34	15.04%
Pressing Leave	237.59	2.72%
PSTA	12.94	0.15%
Rec. Of Service	548.23	6.27%
Leave Without Pay	98.76	1.13%
<b>SUB TOTAL</b>	<b>2548.33</b>	<b>29.14%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>		
Court/Jury	0.9	0.01%
Illness - Teacher	2062.95	23.59%
Illness - Long Term	1214.96	13.89%
Medical/Dental Appt	886.97	10.14%
Internship Seminar	31.08	0.36%
Paternity/Adoption Leave	12	0.14%
Secondment	9.66	0.11%
Unpaid Sick Leave	28.92	0.33%
<b>SUB TOTAL</b>	<b>4247.44</b>	<b>48.57%</b>
<b>Prairie South</b>		
Extra/Co-curr Teach	386.74	4.42%
FACI Meet/PD	0	0.00%
HUMA Meet/PD	275.2	3.15%
IT Meet/PD	0	0.00%
LRNG Meet/PD	393.16	4.50%
Noon Supervision Day	264.02	3.02%
PD DEC Teachers	343.78	3.93%
School Operations Meet/PD	251.57	2.88%
STF Business - Invoice	34.66	0.40%
TRAN Meet/PD	0	0.00%
<b>SUB TOTAL</b>	<b>1949.13</b>	<b>22.29%</b>
<b>Total Absences</b>	<b>8744.90</b>	<b>100.00%</b>

Teachers (FTE)  
427.76

# of teaching Days  
197

Possible Days  
84268.72

## AGENDA ITEM

<b>Meeting Date:</b>	December 4, 2018	<b>Agenda Item #:</b>	07.5
<b>Topic:</b>	<b>PAT Committee Report</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The Partnerships and Teambuilding Committee is a standing committee of the Board of Education. Trustee Pryor is the 2018-2019 Chair of the PAT Committee.
<b>Current Status:</b>	<p>Trustee Pryor has provided the following update:</p> <p style="padding-left: 40px;">On November 26, the Partnership and Teambuilding Committee met with the SCC from Riverview Collegiate. This was our first of four SCCs we will meet with this year. We are following the same format as we did last year when we met with staff at schools. We discussed interesting things about their school, celebrations, challenges and questions for the Board. These meetings are always a great way for the Board to hear directly from the people within the school. Thank you to Riverview's SCC for taking the time to meet with us and we look forward to meeting with other SCCs.</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	December 4, 2018	

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