

Prairie South Schools
BOARD OF EDUCATION

DATE: January 7, 2020
1:00 p.m. – 4:00 p.m.
Central Office, 1075 9th Avenue NW
Moose Jaw

AGENDA

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
 - 3.1.** Regular Board Meeting December 3, 2019
- 4. Decision and Discussion Items**
 - 4.1.** 1st Quarter Financial Accountability Report
 - 4.2.** Bengough School Community Council Constitution
 - 4.3.** Disposal of Records
 - 4.4.** Human Resources Accountability Report
 - 4.5.** Out of Province Excursion Coronach to Asessippi Ski Resort (MB)
 - 4.6.** Out of Province Excursion Rockglen to Hidden Valley (AB)
 - 4.7.** Out of Province Excursion Palliser Heights to Asessippi Ski Resort (MB)
 - 4.8.** Out of Province Excursion Lindale to Assesippi Ski Resort (MB)
 - 4.9.** Personnel Matter
 - 4.10. Monthly Reports**
 - 4.10.1. Teacher Absence and Substitute Usage Report
 - 4.10.2. CUPE Staff Absence and Substitute Usage Report
 - 4.10.3. Bus Driver Absence and Substitute Usage Report
 - 4.10.4. Out of Scope Absence and Substitute Usage Report
 - 4.10.5. Tender Report
- 5. Delegations and Presentation**
 - 5.1.** Jan Nelson and Cheryl Searle – Outcomes Based Reporting 1:30 p.m.
 - 5.2.** Geraldine Knudsen – SSBA Legal Services 2:00 p.m.
- 6. Information Items**
 - 6.1.** PISA Assessment Information
- 7. Provincial Matters**
- 8. Celebration Items**

- 9. Identification of Items for Next Meeting Agenda**
 - 9.1.** Notice of Motions
 - 9.2.** Inquiries
- 10. Meeting Review**
- 11. Adjournment**

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on December 3, 2019 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Dr. S. Davidson; Mr. A. Kessler; Mr. T. McLeod; Ms. D. Pryor; Mr. J. Radwanski; Mr. B. Swanson; Ms. G. Wilson; Mr. L. Young; Ms. M. Jukes; 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; L. Schlamp, Executive Assistant

Regrets:

L. Meyer, Superintendent of Learning; D. Huschi, Superintendent of School Operations

Delegations:

Motions:

- | | | |
|-------------------|---|---------|
| 2019-12-03 - 3171 | That the meeting be called to order at 1:01 p.m.
- Bachmann | |
| 2019-12-03 - 3172 | That the Board adopt the agenda as presented.
- Young | Carried |
| 2019-12-03 - 3173 | That the Board adopt the minutes of the November 5, 2019 Board meeting.
- McLeod | Carried |
| 2019-12-03 - 3174 | That the Board adopt the minutes of the November 26, 2019 Special Board meeting.
- Jukes | Carried |
| 2019-12-03 - 3175 | That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2020: Greg Veillard, George Patterson, Claude Duke, John Livingston, Pam Ludwar, Ron Purdy, Mary Jukes, Steve Robitaille and Al Kessler.
- McLeod | Carried |
| 2019-12-03 - 3176 | That the Board receive and file the 2018-2019 Facilities Accountability Report.
- Davidson | Carried |
| 2019-12-03 - 3177 | That the Board table Discussion Item 4.3 to a future meeting.
- Jukes | Carried |

- 2019-12-03 - 3178 That the Board approve Lafleche Central's Grade 5-12 Ski Trip to Hidden Valley, AB on January 17, 2020. Carried
- Kessler
- 2019-12-03 - 3179 That the Board approve Central Collegiate's Grade 9-12 Ski Trip to Banff and Lake Louise, AB on April 9-12, 2020. Carried
- McLeod
- 2019-12-03 - 3180 That the Board receive and file the monthly reports as presented. Carried
- Wilson

Inquires:

- 2019-12-03 - 3181 That the meeting be adjourned at 2:33 p.m. Carried
- Wilson

R. Bachmann
Chairperson

S. Robitaille
Superintendent of Business and Operations

Next Regular Board Meeting:

January 7, 2020
Prairie South School Division Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.1
Topic:	1st Quarter Financial Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In accordance with the Board's annual work plan, a quarterly financial accountability report is to be presented to the Board at the end of each quarter.
Current Status:	The 1st Quarter Financial Accountability Report will be provided at the meeting.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	.

Prepared By:	Date:	Attachments:
Steve Robitaille	January 7 th 2020	1 st Quarter Financial Accountability Report (provided at the meeting)

Recommendation:

That the Board receive and file the 1st Quarter Financial Accountability Report.

1ST QUARTER FINANCE REPORT
For the period ended November 30, 2019

Source Documents

Policy 12 Section 3. Fiscal Responsibility

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

1. Accumulated Surplus

Following is the accumulated surplus as at August 31, 2019. While the board has just reviewed this in November, we can highlight the surplus early in the year for awareness and budget planning:

ACCUMULATED SURPLUS				
	August 31 2018	Additions during the year	Reductions during the year	August 31 2019
Invested in Tangible Capital Assets:				
Net Book Value of Tangible Capital Assets	\$ 52,592,088	\$ 2,326,539	\$ 4,851,811	\$ 50,066,816
Less: Debt owing on Tangible Capital Assets	-	-	-	-
	52,592,088	2,326,539	4,851,811	50,066,816
S.286 pre-April 2009 capital reserves (1)	-	-	-	-
PMR maintenance project allocations (1)	2,348,279	2,429,397	2,839,827	1,937,849
Designated Assets:				
Capital Projects:				
Designated for tangible capital asset expenditures	1,500,000	-	41,238	1,458,762
Allocation for School buses	1,344,327	2,875,000	-	4,219,327
Playgrounds	7,762	16,000	6,946	16,816
	2,852,089	2,891,000	48,184	5,694,905
Other:				
Innovation	-	325,000	98,335	226,665
Pre-Kindergarten Programming	620,548	-	-	620,548
Peacock Mechanical Upgrade	344,814	-	344,814	-
School budget carryovers	953,384	-	170,135	783,249
School Community Council carry forwards	36,938	-	3,650	33,288
School Development Fund	193,890	55,540	188,995	60,435
School Generated Funds	1,386,147	1,328,165	1,358,238	1,356,074
Support Staff Professional Development	108,909	-	24,789	84,120
Synchronous Learning	9,734	-	3,448	6,286
	3,654,364	1,708,705	2,192,404	3,170,665
Unrestricted Surplus	17,904,127	-	1,957,426	15,946,701
Total Accumulated Surplus	\$ 79,350,947	\$ 9,355,641	\$ 11,889,652	\$ 76,816,936

2. Revenue/Expense notes for the period September 1, 2019 to November 30, 2019:

Revenue:

Overall our revenue is at 24.29% of the 1st quarter budget:

- Grant revenue is tracking behind plan as grant monies budgeted for new joint school have not been received and PMR is budgeted but not received until June.

Expenditure:

Overall our expenditures are at 27.92% which is about where we expect to be in the 1st quarter:

- Administration is higher than plan as the first quarter number reflects full payment for our software annual licenses
- External – Salaries are higher than expected however Associate Schools are able to hire above the formula.

Governance Implications

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

Prairie South School Division No. 210
FORECAST Statement of Operations
For the Period Ended November 30, 2019

	2020 Budget	2020 Actual	2019 Actual	Pct of Budget
	\$	\$	\$	
	(Note 15)			
REVENUES				
Property Taxation	-	2,403	-	0.00%
Grants	78,382,306	18,788,440	18,754,414	23.97%
Tuition and Related Fees	207,500	104,465	43,910	50.34%
School Generated Funds	1,514,000	454,200	429,000	30.00%
Complementary Services (Note 12)	622,350	166,255	165,717	26.71%
External Services (Note 13)	3,478,558	887,062	896,060	25.50%
Other	675,500	212,644	209,360	31.48%
Total Revenues (Schedule A)	84,880,214	20,615,469	20,498,461	24.29%
EXPENSES				
Governance	416,488	96,287	93,193	23.12%
Administration	2,862,481	774,241	649,979	27.05%
Instruction	57,973,656	16,644,615	16,346,939	28.71%
Plant	13,558,213	3,410,317	3,288,413	25.15%
Transportation	6,539,787	1,761,720	1,815,208	26.94%
Tuition and Related Fees	10,000	6,000	3,750	60.00%
School Generated Funds	1,425,775	451,685	436,668	31.68%
Complementary Services (Note 12)	1,445,971	348,525	417,114	24.10%
External Services (Note 13)	3,700,220	1,053,723	1,012,301	28.48%
Other Expenses	-	399	-	0.00%
Total Expenses (Schedule B)	87,932,591	24,547,512	24,063,565	27.92%
Operating Surplus (Deficit) for the Year	(3,052,377)	(3,932,043)	(3,565,104)	
Accumulated Surplus from Operations, Beginning of Year	76,816,936	76,816,936	79,350,947	
Accumulated Surplus from Operations, End of Year	73,764,559	72,884,893	75,785,843	

AGENDA ITEM

Meeting Date:	January 7 th , 2020	Agenda Item #:	04.2
Topic:	Bengough School Community Council Constitution		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<i>The Education Act (1995)</i> requires that School Community Councils maintain an updated constitution. Board Policy 16 requires that updates to SCC constitutions be approved by the Board of Education.
Current Status:	The Bengough School Community Council has completed a review of their constitution.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	The attached Bengough School Community Council Constitution is in alignment with <i>The Education Act (1995)</i> and Board Policy 16.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	January 7, 2020	Bengough SCC Constitution

Recommendation:

That the Board of Education approve the amended Bengough School Community Council Constitution effective January 7, 2020.



Bengough School Community Council Constitution



Bengough School Community Council Mission Statement

Encouraging and supporting excellence within a community of lifelong learners.

Bengough School Community Council Guiding Principles

- Representative – The Bengough School Community Council will strive through their membership and their actions to be representative of all of our students attending the school.
- Inclusive- The Bengough School Community Council will recognize that all members of our school communities can make a difference in the learning success of our children and youth
- Respectful- The Bengough School Community Council will understand that the school's communities are complex environments and will strive to appreciate all viewpoints.
- Trustworthy- The Bengough School Community Council will conduct their affairs in an open and transparent manner. The Bengough School Community Council will honour the right to privacy of individuals and treat all information they are privy to with appropriate discretion and sensitivity
- Responsible- The Bengough School Community Council will make every effort to respond to the needs and aspirations of all members of our school community. The Bengough School Community Council will regularly consult with students, parents, community members, the Board of Education, the school Principal, school staff and others. In addition to this, the Bengough School Community Council will respond to requests for guidance and direction, by the Prairie South School Division No. 210 Board of Education, the school Principal and other community agencies and organizations that support our children and youth.

- **Effective-** The Bengough School Community Council will focus our attention and efforts that make a difference in student learning and well-being. Keeping in mind our understandings of our unique school community, the Bengough School Community Council will align our work with provincial and Prairie South School Division No. 210 goals and initiatives related to student learning and well-being outcomes.
- **Committed-** The Bengough School Community Council is committed to fulfilling our role as a vital link in school level governance. The Bengough School Community Council will evaluate our performance regularly, take advantage of opportunities to build our capacity and account to the public we represent and the Board of Education on our progress.

Membership

Representative Membership

The Bengough School Community Council will have the following Representative Members:

- 5 - 9 parent and community members elected at the Annual General Meeting and serve a 2 year term
- (2) secondary student(s)

Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher, who serves a two year term
- Other Non-voting Permanent Members that serve a 2 year term at the Bengough School Community Council's discretion

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Bengough School Community Council Roles and Responsibilities of Officers

Chairperson

The Chairperson will:

- Conduct meetings of the Bengough School Community Council;
- Ensure that all members have input to discussion and decisions;
- Prepare meeting agendas in consultation with the Principal and other Bengough School Community Council Members;
- Oversee operations of the Bengough School Community Council;

- Establish networks that support the Bengough School Community Council; and,
- Act as a spokesperson for the Bengough School Community Council.

The Vice-Chairperson will:

- Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- Perform responsibilities assigned by the Chairperson.

The Secretary will:

- Take minutes at the Bengough School Community Council meetings;
- Receive and send correspondence on behalf of the Bengough School Community Council ;
- Oversee management of the official records of the Bengough School Community Council; and
- Ensure that appropriate notice is given for all meetings of the Bengough School Community Council.

The Treasurer will:

- Manage the finances of the Bengough School Community Council using procedures outlined in AP 112 – School Community Councils - Finances

Bengough School Community Council Schedule of Meetings

- The Bengough School Community Council will meet on the **third** Thursday of every month with the meeting to start at 6:00
- The AGM and the Bengough School Community Council election will be held **during** April, prior to April 30.

Bengough School Community Council Provision for Special Meetings

- A special meeting of the Bengough School Community Council shall be called by the chair of the Bengough School Community Council if required to do so by the Prairie South School Division No. 210 Board of Education or by a request in writing signed by no fewer than 25 persons who have a child attending Bengough School or who are electors living in Bengough School's attendance area. Only business pertaining to the roles and responsibilities of the Bengough School Community Council can be

considered at a special meeting. The Bengough School Community Council will determine the time and place of the Special Meeting.

Bengough School Community Council Means of Public Consultation

The Bengough School Community Council may use various forms communications to consult with the Bengough School Community, such as:

- Mailed and/or Email Questionnaires
- Face-to-Face Interviews/Questionnaires; and
- Public Meetings

Bengough School Community Council Means of Public Communication

The Bengough School Community Council may use various methods of communicating with the Bengough School Community, such as:

- Bengough School Newsletter
- Bengough School Facebook Page
- Email
- Face-to Face Communication
- Public Meetings

Bengough School Community Council Code of Conduct

A Bengough School Community Council Member shall:

- Be guided by the overall vision and purpose of the Bengough School Community Council
- Practice the highest standards of honesty and integrity.
- Recognize and respect each member of the Bengough School Community Council.
- Encourage a positive atmosphere where individual contributions are encouraged and valued.
- Contribute to consensus building.
- Consider the best interests of all students.
- Use the appropriate communication channels when questions or concerns arise.
- Declare any conflict of interest.
- Endeavour to be familiar with Bengough School and Prairie South School Division No. 210 policies and operating practices and act in accordance with them.

Bengough School Community Council Code of Ethics

As a Member of Bengough School Community Council, Members shall:

- Be guided by the mission, guiding principles and goals of the Bengough School Community Council;
- Know and work toward the vision for Bengough School;
- Endeavor to be familiar with school policies and operating practices and act in accordance with them
- Practice the highest standards of honesty, accuracy, integrity and truth;
- Encourage a positive atmosphere where individual contributions are encouraged and valued;
- Recognize and respect the personal integrity of each member of the Bengough School community;
- Apply democratic principles;
- Consider the best interests of all students;
- Respect and maintain the confidentiality of student, parent and community member information;
- Limit discussions at Bengough School Community Council meetings to matters of concern to the school community as a whole;
- Use the appropriate communication channels when questions or concerns arise;
- Promote high standards of ethical practice within the Bengough School community;
- Accept accountability for the decisions of Bengough School Community Council;
- Declare any conflict of interest.

Bengough School Community Council Decision-Making Process

- Decisions by the Bengough School Community Council will be made with using a majority vote model. For a vote on a decision to pass the number in favor must be a majority of all elected Bengough School Community Council members.

Bengough School Community Council Complaints and Concerns Procedures

Complaints or Concerns about Bengough School Community Council Initiatives or Activities

a. Informal Complaints or Concerns

Provided Bengough School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about Bengough School Community Council initiatives or activities expressed informally to members of the Bengough School Community Council may be addressed immediately by the

Member. If a member is unsure of the appropriate response, s/he should say so but indicate that s/he will check and get back to the individual. If such a commitment is made the Member must follow through. After responding to the complaint or concern, the Member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the Bengough School Community Council in a more formal manner.

b. Formal Complaints or Concerns

Concerns or complaints can be brought to the attention of the Bengough School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the Bengough School Community Council at an upcoming meeting. The Bengough School Community Council will provide a written response regarding how they have or will address the concern or complaint.

Complaints or Concern about an Individual Student or Staff Member

Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the Bengough School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. For any concerns referring to an individual student or staff member refer to Prairie South School Division No. 210 AP 152 - Student and Parent Complaints and Grievances.

Bengough School Community Council Methods for Evaluation of Operations

Bengough School Community Council Formal Evaluation Methods

The Bengough School Community Council shall perform a minimum of one formal evaluation of the Bengough School Community Council Meetings using the “SCC Self-monitoring” survey provided by the Prairie South School Division No. 210.

Committees of Bengough School Community Council

The Bengough School Community Council will act in a coordination role for any committees that the Bengough School Community Council may create in the future to support the Bengough School Community Council and the school program.

Amending the Constitution of the Bengough School Community Council

The Bengough School Community Council may amend its constitution by sending suggestions for change in writing to the Prairie South School Division No. 210 Board of Education. Any suggestions for change put forward to the board must be first approved by 2/3 of the elected members of the Bengough School Community Council.

Chairman
Bengough S.C.C.

Secretary
Bengough S.C.C.

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.3
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Board Policy is that records be retained for the duration specified in the Saskatchewan Learning Records Retention and Disposal Schedule. They are to be retained and disposed of in accordance with the directives of the Education Act 1995, The Local Government Election Act and The Archives Act. The Local Authority and Freedom of Information and Protection of Privacy Act also requires that we not keep records with personal information any longer than the purpose for which the information was collected. The Acts require that the Board approve the disposal of public records. They do not give instruction on non-public records. This Board has chosen to approve the disposal of all records.

Current Status:

A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule follows. The record of disposal of records, i.e. this list, is a permanent record that must be retained permanently. These records contain personal information and will not be offered to Saskatchewan Archives.

Student CUM files -Birth year 1994, retain until student turns 25.

Learning Student files - Birth Year 1994, retain until student turns 25.

Inactive personnel files – files for staff who ceased employment in 2012 or earlier, retain for 7 years after end of employment.

We require Board approval for the disposal.

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	December 6, 2019	

Recommendation:

That the Board approve the disposal of records listed above which are at or past their retention by shredding.

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.4
Topic:	Human Resources Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Board Policy 2 describes a series of accountability reports that the Board receives on a yearly basis.
Current Status:	The Human Resources Accountability Report for 2018-2019 is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Accountability reports are an important component of the Board's oversight related to administrative work in the school division. The Human Resources Accountability Report has been reviewed in detail by the Partnerships and Teambuilding Committee.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Diana Welter	January 7, 2020	<ul style="list-style-type: none"> Human Resources Accountability Report

Recommendation:

That the Board receive and file the Human Resources Accountability Report.

2018-2019 Human Resources Accountability Report

January 2020

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Department Structure



This report is to provide the Board information that demonstrates how the work of the Human Resources Department supports and contributes to the success of Prairie South Schools.

Staff Composition

Job Category	FTEs
Classroom Teachers	429.05
Principals, Vice-Principals	38.94
Other Educational Staff (educational psychologists, counsellors, social workers, speech language pathologists, speech language assistants, educational assistants, library associates, school-based administrative assistants, concession workers, informational technology staff)	235.86
Administrative & Financial Staff (administrative/management positions within the following departments: learning, student information, human resources and business & operations)	18.98
Plant Operations & Maintenance (facility operators and maintenance and administrative/management positions within the Facilities Department)	62.69
Transportation (school bus drivers, mechanics and administrative/management positions within the Transportation Department)	114.94
LEADS (Director of Education and Education Superintendents)	5.0
Total Full-Time Equivalents Staff (FTE) as of September 30, 2018	905.46

* Data excludes casual and substitute employees

Salary & Benefits

Financial Category	2018-19 Actual		2017-18 Actual	
Administration	\$2,223,352	2.5%	\$2,263,052	2.5%
Complimentary Services *	\$1,256,069	1.4%	\$1,215,940	1.4%
External Services **	\$3,047,103	3.5%	\$2,935,717	3.3%
Instruction (Teacher)	\$42,388,844	48.7%	\$41,679,276	46.8%
Instruction (Support)	\$8,572,673	9.8%	\$8,474,044	9.5%
Plant Operations & Maintenance	\$4,087,788	4.7%	\$3,967,929	4.5%
Transportation	\$3,444,634	4.0%	\$3,754,986	4.2%
Total % of Expenses	\$65,020,463	74.6%	\$64,290,944	72.1%

* Complimentary Services includes ministry funded Pre-K and nutrition programming.

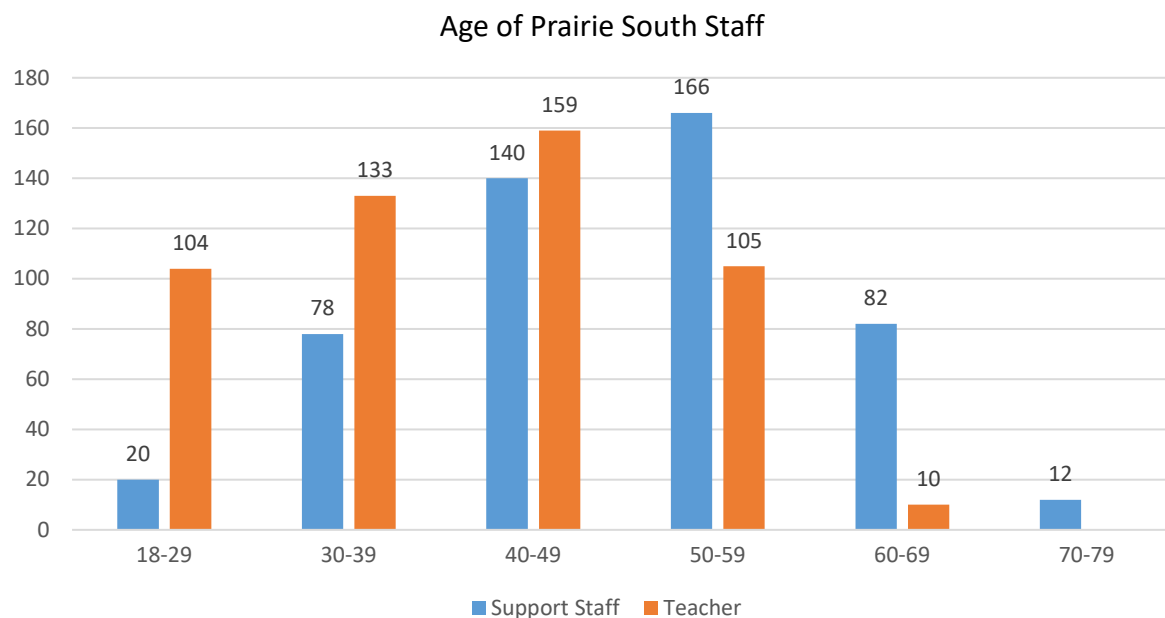
** External Services includes concessions at Riverview Collegiate, A.E. Peacock Collegiate and Central Collegiate. Professional teaching staff pursuant to the agreements related to the operations of Briercrest Christian Academy and Cornerstone Christian School are also included.

Central Administrative Council (CAC) – Leadership Portfolios

In accordance with Administrative Procedure 451, The CAC is comprised of Superintendents, the Manager of Human Resources and the Director of Education. The CAC's purpose is to assist the Director of Education to effectively and efficiently administer the Division and to make the Board's will a reality.

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

Demographics



Teachers are eligible to retire on the first day of any month following their 55th birthday provided the teacher has at least one year of eligibility service. A teacher may retire earlier than age 55 if the teacher has 30 or more years of eligibility service.

Support Staff who contribute to the Municipal Employees' Pension Plan (MEPP) are eligible to retire with no reduction if the employee's age plus eligibility service equals at least 80; or if the employee reaches 65 years of age.

Recruitment & Retention

A position is posted if a vacancy will be longer than a certain term; a minimum of 60 working days for support staff and 20 working days for teachers is a general guideline, however individual context may necessitate some flexibility. A vacant position may become available to replace an employee on a leave of absence (e.g. maternity/parental, medical, etc.), when an existing employee moves to another position, leaves Prairie South Schools or a new position is created.

Position Type	# of Postings
Central Office	1
Facilities	20
Support Staff	80
School Administration	13
Teacher	130
Transportation	22
Total	266

	Retirement	Resignation
Teachers	14	18
Support Staff	15	12
Total	29	30

Training & Development

Professional development is necessary to support excellent performance and improve teaching. In addition to self-directed learning, sessions are arranged that target specific priorities. In addition to these offerings, school administration may request targeted professional learning opportunities for their staff connected to their Learning Improvement Plan goals for their school or when an emergent need arises. Offerings during the 2018-19 school year include:

Teachers

Workshop	Required Attendance
Early Learning Workshops	Pre-K Teachers
Grade Rates Symposium	Grad Coaches, High School Administrators
Math Workshops	Grade 2/5/8 math teachers
MySchoolSask Training	Administrators, Lead Teachers
Robotics – Coding Workshop	K-8 teachers
School Based Administrator Meetings	Administrators
SST Math Workshops	Student Support Teachers
VTRA Training	New administrators
Writing Workshops	Grade 4/7/9 ELA teachers

Support Staff

Workshop	Required Attendance
Bobcat Training, Lift Training	New Maintenance Staff
Annual Transportation In-Service	Bus Drivers
MySchoolSask Training	Administrative Assistants
NVCI Training	Educational Assistant IIs
Transferring Lifting Repositioning (TLR)	Educational Assistant IIs

Tuition Reimbursement

Employees who are upgrading their qualifications are eligible to apply for tuition and book reimbursement each year. Their applications are assessed in accordance with the respective collective bargaining agreement.

Employee Type	# Employees	# of Courses	Total Cost
Teachers	42	100	\$96,165
Support Staff	18	34	\$16,991

Performance Management

All supervision models include formal and informal observations.

Supervision & Evaluation Model

	Teachers & School Administration	Support Staff (CUPE)
Track 1	1 st and 2 nd Year Teacher/Administrator	Probationary Employees (60 working days)
Track 2	4 Year Cycle of Supervision	3 Year Cycle of Supervision
Track 3	Annual Professional Growth Plan	On Review – As Required
Track 4	Not Demonstrating Proficiency	- - -

Out-of-Scope Staff

Each department head is responsible for the supervision and evaluation of their respective staff through a model that meets individual department needs. Human Resources provides support on an as needed and on-request basis.

Central Administrative Council (CAC)

The Director of Education conducts an evaluation on members of the CAC every second year. The purpose of the Professional Growth Cycle Summary is to provide documented evidence of the superintendent's performance. The process includes:

- Professional Planning Conversations: yearly at the beginning of the school year to discuss goals and plans for growth; yearly at the end of the school year to discuss accomplishments and review progress.
- Evidence: Yearly at the end of March to document perceptions of school-based administrators.
- Written Summary: Yearly by the end of June to synthesize all data sources and provide feedback in a summative format.

Employee Health & Safety

Workplace Injuries for Employees Covered Under WCB

Workers' compensation is a mandatory insurance system for workplace injuries funded by employers. It is a no-fault system and protects employers from lawsuits. All employees, including substitute teachers, in Prairie South Schools are covered under WCB with the exception of teachers employed under a contract.

	2019	2018	2017
Claims Accepted	27	30	32
Time Loss Claims	12	19	13
Time Loss Days *	668	1631	1143
WCB Costs (Compensation & Medical) *	\$68,123	\$239,460	\$213,247
WCB Base Premium	\$194,634	\$197,522	\$199,624
WCB Premium Surcharge/Discount	\$252,858	\$256,108	\$116,021

Note: Data is reported based on a calendar year to match WCB Reporting and includes cost relief adjustments.

* Time loss days and compensation/medical costs include claims accepted in previous years.

Attendance Management

When our employees are healthy and at work our students and our school division benefit. In the 2014/15 school year, Prairie South Schools implemented an Attendance Support Program that uses the Bradford Formula to measure absenteeism as it relates to illness and medical leaves. The theory is that short, frequent and unplanned absences are more disruptive than longer absences.

Teachers (All Employees with a Teacher Certificate)

	2018-19	2017-18	2016-17	2015-16	2014-15
Prairie South Directed	4.6	3.4	3.0	3.5	3.5
Collective Agreement/Legislated	7.1	5.9	6.7	6.8	7.1
Illness Leave	7.1	6.7	6.5	6.4	7.6
Medical & Dental Leave	2.2	1.8	1.8	2.5	2.6
Total Average Days/Employee	21.0	17.8	18.0	19.1	20.8

Classroom Teachers

	2018-19
Prairie South Directed	3.1
Collective Agreement/Legislated	6.1
Illness Leave	6.4
Medical & Dental Leave	1.8
Total Average Days/Employee	17.4

Support Staff – CUPE

	2018-19
Prairie South Directed	0.7
Collective Agreement/Legislated	6.3
Illness Leave	9.3
Medical & Dental Leave	1.7
Total Average Days/Employee	18.0

Support Staff – Out of Scope

	2018-19
Prairie South Directed	0.7
Collective Agreement/Legislated	1.8
Illness Leave	6.2
Medical & Dental Leave	1.5
Total Average Days/Employee	10.2

Support Staff (CUPE & Out of Scope Combined – Historical Data)

	2017-18	2016-17	2015-16	2014-15
Prairie South Directed	0.6	0.2	0.3	0.6
Collective Agreement/Legislated	4.5	5.3	6.0	8.5
Illness Leave	9.4	9.9	8.6	9.9
Medical & Dental Leave	1.9	1.9	3.0	3.2
Total Average Days/Employee	16.4	17.3	17.9	22.2

Bus Drivers

	2018-19	2017-18
Prairie South Directed	0.0	0.0
Collective Agreement/Legislated	8.1	5.7
Illness Leave	4.5	4.9
Medical & Dental Leave	2.1	1.7
Total Average Days/Employee	14.7	12.3

* Employees on Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included.

* Prior to implementing the Atrieve Absence Management System on March 28, 2017, bus drivers applied for leave using a paper based system. 2017-18 is the first complete fiscal year we are able to provide accurate data.

Employee & Labour Relations

Progressive Discipline

	Teachers	Support Staff
Letters of Clarification/Verbal Warning	1	5
Letters of Discipline (Warning, Reprimand)	0	3
Suspensions	0	1
Workplace Investigations *	0	0
Mutual Termination/Removal of Duties	1	0
Involuntary Termination (Terminated or Frustration of Contract)	1	1

* Workplace investigations do not include the process of progressive discipline that leads to termination

Dispute Resolution

STF		
Grievances Filed	Show Cause Hearings	Referrals to Board of Reference
0	1	1

S.213 & S.215 *The Education Act* - A teacher may apply for an opportunity to attend a meeting of the board to show cause why their contract should not be terminated or amended.

CUPE		
Step 2 or 3 Grievance Hearings	Grievances Resolved or Withdrawn	Referrals to Arbitration or Mediation
7	5	2

A grievance exists when there is a dispute or difference in the interpretation or application of the collective bargaining agreement.

Collective Bargaining

Collective Agreements	Contract Expiry Date	Details
Saskatchewan Teachers' Federation (STF): Teachers	August 31, 2019	The Provincial Collective Bargaining Agreement expired August 31, 2019. The Government Trustee Bargaining Committee and the Saskatchewan Teachers' Federation began bargaining in May 2019.
Local Initiative Negotiating Committee (LINC): Teachers	July 31, 2021	On December 17 and 18, 2018 the teachers of Prairie South Schools voted 83% in favour of the agreement. On January 8, 2019 the Board of Education ratified the agreement with a term from the date of signing to July 31, 2021.
CUPE Local 5512: In-Scope Support Staff	August 31, 2017	Bargaining was scheduled and completed on the following dates: September 27, 28, October 10, December 1, April 8, April 15, April 17 and May 1. Mediation occurred on June 25 and 26, 2019. At this time the employer presented its last offer. The union agreed to take the last offer to the membership for a vote, however, the union bargaining committee urged members to vote against this offer.
Conditions of Employment: Non-Union Employees	Annual Review	No changes to this agreement for the 2018-19 year.

Human Rights Complaints

Two employees filed complaints with the Saskatchewan Human Rights Commission alleging that they had reasonable grounds to believe that Prairie South Schools violated section 16 of the Code (employment) on the basis of disability. In both cases, the Chief Commissioner dismissed the complaints.

Learning Support Services

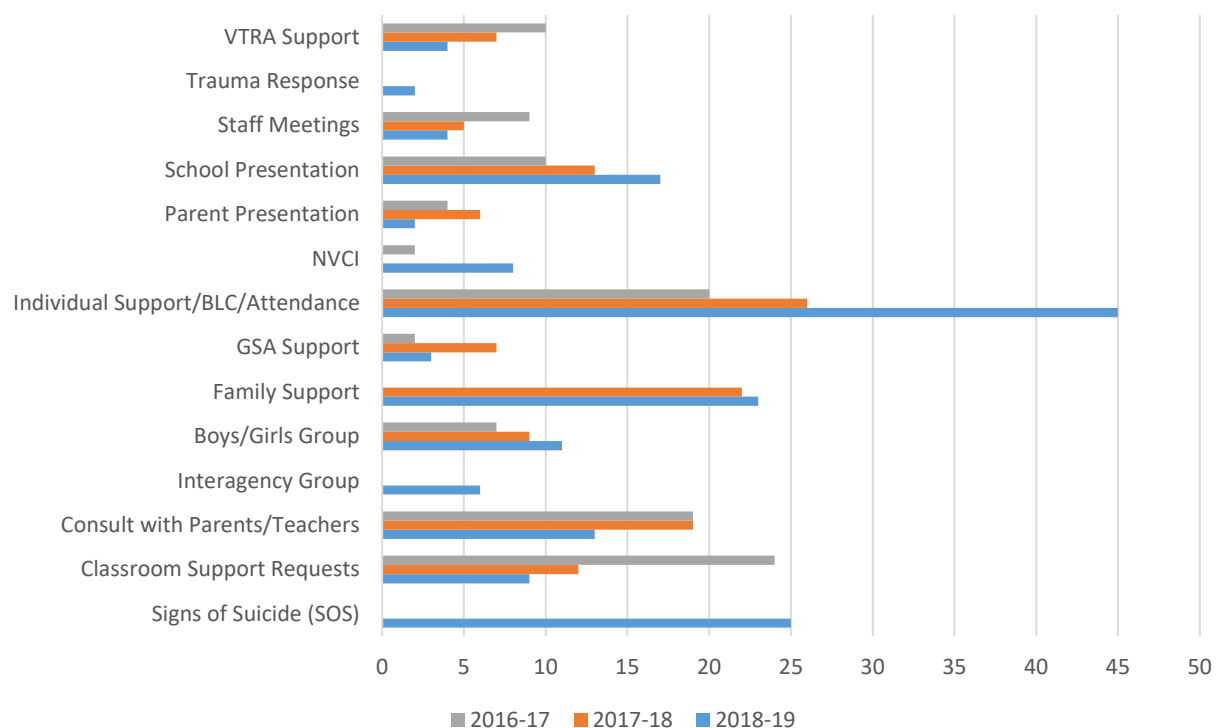
Service Provider	# of FTE	Referrals/Caseload	
		2018-19	2017-18
Psychologist	4	111	120
Speech/Language Pathologist	6	236	217
Family Support Worker (South)	1	18	18
Advocacy & Behaviour Consultants	4	168	121
Student Support Consultants	4	See Description Below	
Learning Consultants	3.1	See Description Below	
Career Development Consultant	1	See Description Below	

Psychologists provide consultation and assessment for students demonstrating learning and/or behavioral challenges.

Speech and Language Pathologists (SLPs) provide consultation, assessment and treatment for students demonstrating speech and/or language challenges.

Family Support Worker (south) provides support and advocacy for families who may otherwise be referred to social services. The work is intense and often occurs outside of regular working hours. The position is partially funded by the Ministry of Social Services (approximately 90% is funded by Prairie South).

Advocacy & Behaviour Consultants (MJ based) provide a range of responses to the requests for service including:



Student Support Consultants and **Learning Consultants** work with classroom teachers and teams on an informal request basis thus the numbers are not tracked in the same fashion.

The **Student Support Consultants** work closely with the counsellors and the Coordinator in the implementation of the Behavior Learning Cycle.

The **Learning Consultants** provide support for the implementation of Students Achieve and outcomes based reporting on an as requested basis. In addition they provide in-service and support for reading and writing achievement and respond to individual requests for support in planning, implementing and assessing in a variety of grades and subject areas. Support for MySchoolSask, beginning teachers, FNM initiatives, early learning classrooms and newcomers are also delivered through this group.

The **Career Development Consultant** works collaboratively with school administration, students, staff, and parents to advise students on educational programming, transitioning to post-secondary education and/or career pathways.

Stakeholder Engagement

The Partnerships and Teambuilding Committee focused on community outreach and engagement during the 2018-19 school year. The committee met with representatives from the following school community councils: Mossbank School, Lafleche School, Riverview Collegiate and Westmount Elementary School. Engagement sessions were further held with local government in the communities of Eyebrow, Moose Jaw and Rockglen.

Human Resource Initiatives

Atrieve Implementation

During our third phase of PowerSchool Atrieve implementation, the Human Resource/Payroll department implemented the eDocs module. This module is an employee's electronic personnel file.

BCL Consulting

In May 2017, Prairie South Schools entered into a service agreement with BCL Consulting Group Inc. The consultants do a historical review of our WCB history of claims for possible savings. The service is provided on a contingency basis in accordance with the following sliding scale:

- ✓ 50% of the first \$50,000 of actual, total savings identified/realized;
- ✓ 40% of the second \$50,000; and
- ✓ 35% thereafter.

Where an administrative error by WCB has resulted in additional costs to an employer's cost experience, the employer shall receive cost relief and have their experience rating reviewed. During the 2018-19 year, BCL was successful in achieving \$146,981 in cost relief, applied during the years of 2017 to 2019 inclusive. The total contingency fee paid to BCL Consulting Group Inc. was \$57,471 inclusive of GST.

Our Experience Rating Statements for 2018 and 2019 were also revised as follows:

Year	Industry Premium	PSSD Original	PSSD Revised
2018	\$1.18	\$2.93	\$2.71
2019	\$1.17	\$3.00	\$2.69

The industry premium rate means the rate applied to all employers within a rate code expressed as a dollar amount for every \$100 of assessable payroll. As noted above, WCB applied a surcharge to our industry premium rate due to our claims history.

Safety Management System

In 2017, Prairie South Schools was identified as a 'priority employer' by the Occupational Health and Safety Division. We learned that our processes were not effective in reducing injury rates. With the support of WCB and OH&S, Prairie South developed a Safety Management System that includes plans and procedures to promote and manage the safety elements of our workplace. This system includes:

- Level 1 & 2 OHC Training
- Transferring Lifting Repositioning (TLR) Training
- Monthly Administrator/Facility Operator Facility Inspections
- Quarterly Occupational Health Committees (OHC) Facility Inspections
- Safety Bulletin Board in Schools
- Annual Employee Safety Orientation (August Start-Up)
- Monthly Safety Updates and Information Items
- Employee Injury Investigations
- Workplace WHMIS Training for staff
- Safety/Training Record Keeping Protocols
- Standing Item on CAC Agenda

Manulife Absence Management Consultation Services Pilot Project

In the 2018-19 school year, Prairie South Schools was one of four school divisions that partnered with Manulife in the delivery of a pilot project that supported non-teaching employees that were absent due to illness or non-work related injuries. We referred 40 cases resulting in 990 lost days of work. Of the 990 days 149 days were deemed non-supported. This means the information provided to Manulife did not illustrate how the employee's illness or injury prevented them from performing the specific tasks of their job.

Appendix A: 2018-19 Total Absences (In Days)

	Classroom Teachers	All Teachers	CUPE	Out of Scope	Bus Drivers
Prairie South Directed					
Extra/Co-curricular Leave	310.8	353.3	18.4	0.0	0.0
Internship Seminar Leave	11.9	13.9	n/a	0.0	n/a
Meetings/PD - Business & Operations	27.8	313.4	30.9	31.0	0.0
Meetings/PD - Learning	468.4	571.3	4.5	1.0	0.0
Meetings/PD - School Operations	212.0	338.2	69.3	0.0	0.0
Professional Development (School Determined)	297.1	415.7	64.0	n/a	n/a
	1328.0	2005.8	187.1	32.0	0.0
Collective Agreement/Legislated					
Compassionate Care Leave	95.6	111.7	82.5	6.0	21.5
Compassionate/Bereavement Leave	147.2	175.3	135.6	18.4	18.5
Competition Leave	6.7	6.7	0.0	0.0	0.5
Convocation Leave	44.3	50.1	14.2	1.0	3.0
Court/Jury	5.2	5.2	0.0	1.0	0.0
Earned Day Off - CUPE (Article 17.04)	n/a	n/a	52.5	n/a	n/a
Education Leave	0.0	0.0	n/a	n/a	n/a
Emergency/Hazardous/Acts of God Leave	38.7	38.7	28.0	0.0	2.5
Executive/Community Service Leave	12.5	22.9	0.0	0.0	0.0
Family Responsibilities Leave	n/a	n/a	134.2	1.0	57.5
Leave Without Pay	206.1	214.5	400.6	5.0	698.5
Noon & Extra-Curricular Supervision Leave	629.6	779.7	71.1	0.0	0.0
Parenting/Caregiver Leave	n/a	n/a	262.0	13.7	10.5
Parenting/Adoption Leave	6.7	6.7	2.0	0.0	0.0
Prep Time Leave	1193.0	1336.4	n/a	n/a	n/a
Pressing Leave	216.7	252.1	174.6	39.4	43.0
PSTA or CUPE Leave	6.7	7.7	195.0	n/a	n/a
Secondment	26.7	35.3	n/a	n/a	n/a
STF Business	22.3	34.7	n/a	n/a	n/a
Time In Lieu	n/a	n/a	78.7	0.0	n/a
	2658.0	3077.7	1630.9	85.4	855.5
Illness Leave (paid and unpaid)	2799.5	3084.5	2412.9	288.8	466.6
Medical & Dental Leave	798.3	944.9	436.5	69.7	221.0

Note: Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.5
Topic:	Out-of-Province Excursion		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Coronach's Grade 9-12 Ski Trip to Asessippi Ski Resort on March 26-28, 2020

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	Dec 13, 2019	Out-of-Province Excursion

Recommendation:

That the Board approve Coronach's Grade 9-12 Ski Trip to Asessippi Ski Resort on March 26-28, 2020.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Nathan Beselaere Alicia Menke Ashley Gagne	School: Coronach School
Type of Activity: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular <u>Curricular</u> <input checked="" type="checkbox"/> High Risk Activity <u>Skiing/Snowboarding</u>	
Grade Level: 9/10/11/12	Number of Students: 41
Destination: Asessippi Ski Area and Resort	Trip Date: March 26-28
Number of School Days (Partial/Full): March 26, 2019 (students will be absent from PM classes only) March 27, 2019 (no school) March 28, 2019 (no school)	
Transportation: <input checked="" type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input type="checkbox"/> Travel by Car/Van (List names of drivers):	
Number of Teachers, Parents, Chaperones: 3 Chaperones (3 Teachers)	
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. SAFETY GUIDELINES
<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 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 type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

C. BUDGET
- Anticipated Budget ❖ Budget breakdown (be sure to include cost of substitute staff)

Available dates		Occupancy	Night 1	Night 2	Lift	Rentals	Pizza Hut	MV	Subway	Bus		
March 26-28	Students	6	\$38.10	\$38.10	\$47.50	\$41.00	\$13.50				\$178.20	36 \$6,415.20
		5	\$43.48	\$43.48	\$47.50	\$41.00	\$13.50				\$188.96	5 \$944.80
		4	\$51.53	\$51.53	\$47.50	\$41.00	\$13.50				\$205.06	\$0.00
	Chaperones	1	Free	Free	Free	Free	\$13.50	\$28.00			\$41.50	3 \$124.50
												\$7,484.50

1. Excursion Trip for 41 students and 3 teacher chaperones: \$7, 484.50
 2. Substitute Teacher Salary: \$0 (*Substitute not required*)
- ❖ Description of Funding Sources
1. The SRC will fundraise for additional costs through food sales/special events
(7,484.50 – 5,125.00 = \$2359.50)
- ❖ Out of Pocket Cost per Participant
2. The students will be required to bring \$125.00 (125 X 41 = \$5,125.00)

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

D. LEARNING OBJECTIVES

Physical Education 9 (Grades 9/10)

PE9.5

Build skills towards proficiency in four self-selected complex movement skills including one from four of the following categories:

- target games (e.g., bowling, curling, golf, archery)
- striking/fielding games (e.g., long ball, softball, slo-pitch, cricket)
- net/wall games (e.g., badminton, tennis, table tennis, volleyball)
- invasion/territorial games (e.g., basketball, soccer, touch football, soft lacrosse, floor hockey, rugby, ultimate frisbee, double ball, team handball)
- alternate environment activities (e.g., orienteering, skating, cross-country skiing, canoeing, roping, downhill skiing, dog sledding, wall climbing, in-line skating, skate boarding, cycling)
- body management activities (e.g., dance, wrestling, track and field, pilates, martial arts, yoga, aerobics, gymnastics).

PE9.7

Design and implement, collaboratively, plans to use effective tactics and strategies to enhance performance and enjoyment of self and others, while showing respect for the environment, when participating in a variety of alternate environment activities (e.g., orienteering, skating, cross-country skiing, canoeing, roping, downhill skiing, dog sledding, wall climbing, in-line skating, skate boarding, cycling, completing a challenge course, Quincy building)

Physical Education 20 (Grades 11/12)

PE20.3

Body Management – Explore and participate in body management activities as pathways towards personal well-being

PE20.4

Complex Skills – Demonstrate improvement in performance of complex skills

PE20.5

Physical Activity within Multiple Environments – Investigate how physical activity within multiple environments contributes to the well-being of self and others

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

Thursday, March 26, 2019

Time: 1:00PM Departing Coronach School

Time: 7:00PM Arriving at Russell Inn, Russell Manitoba

Time: 7:00-11:00PM – Dinner and Swimming

Friday, March 27, 2019

Time: 8:00AM Breakfast at the Russell Inn (provided by Russell Inn)

Time: 9:00AM Arriving Asessippi Ski Area and Resort (Orientation and rental equipment)

Time: 10:00AM-4:00PM Ski/Snowboard Package (lesson, lift, lunch)

Time: 4:30PM Depart Asessippi Ski Area and Resort

Time: 5:00PM Arriving at Russell Inn, Russell Manitoba

Time: 6:00PM Dinner

Time: 7:00-11:00PM Swimming/Movie/Games

Saturday, March 28, 2019

Time: 8:00AM Breakfast at the Russell Inn (provided by Russell Inn)

Time: 9:00AM-1:00PM Ski/Snowboard Package (lesson, lift, lunch)

Time: 1:00PM Departing Asessippi Ski Area and Resort

Time: 7:00PM Arriving at Coronach School

Alicia Menke

Teacher Signature

[Signature]

Principal Signature

Dec. 3, 2019

Date

Dec. 03, 2019

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.6
Topic:	Out-of-Province Excursion		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Rockglen's Grade 7-12 Ski Trip to Elk Water (Hidden Valley, AB) on January 17, 2020

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	Dec 17, 2019	Out-of-Province Excursion

Recommendation:

That the Board approve Rockglen's Grade 7-12 Ski Trip to Hidden Valley, AB on January 17, 2020.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: MICHELLE MARCENKO	School: ROCKGLEN
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input checked="" type="checkbox"/> High Risk Activity <u>SKI TRIP</u>	
Grade Level: GRADE 7-12	Number of Students: 50
Destination: ELKWATER (HIDDEN VALLEY)	Trip Date: FRIDAY, JANUARY 17, 2020
Number of School Days (Partial/Full): _____	
Transportation: <input checked="" type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: _____ <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____	
Number of Teachers, Parents, Chaperones: 5-8	
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. SAFETY GUIDELINES
<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 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 type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

C. BUDGET
❖ Anticipated Budget _____ - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources <u>FUNDRAISING</u> ❖ _____ ❖ Out of Pocket Cost per Participant <u>\$50</u>

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

D. LEARNING OBJECTIVES

- BUILDING HEALTHY RELATIONSHIPS
- MODERATE TO VIGOROUS MOVEMENT ACTIVITY
- IMPROVE MUSCULAR ENDURANCE AND FLEXIBILITY
- USE OF COMPLEX SKILLS
- ENJOY AND ENGAGE IN HALTHY LEVELS OF PARTICIPATION IN MOVEMENT ACTIVITIES TO SUPPORT LIFELONG ACTIVE LIVING IN THE CONTEXT OF SELF, FAMILY AND COMMUNITY

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

- a) Pre-Excursion Learning
 - PROPER EQUIPMENT AND SKI HILL ETIQUETTE
- b) Excursion Learning
 - SKI LESSONS
- c) Post-Excursion Learning

F. SCHEDULE OF ACTIVITIES

- LEAVE SCHOOL @ 3:30 ON THURSDAY, STAY OVERNIGHT AT YMCA CAMP
- ARRIVE AT SKI HILL AT 9AM
- CHECK IN AND FIT EQUIPMENT
- 10 AM LESSONS
- 4:30 LEAVE FOR HOME
- 6:30 SUPPER IN SWIFT CURRENT
- 10AM ARRIVE IN ROCKGLEN

Teacher Signature

Michelle Marcenko
Principal Signature

Date

Dec 15, 2019
Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.7
Topic:	Out-of-Province Excursion		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Ecole Palliser Heights Grade 8 Ski Trip to Asessippi Ski Resort (Inglis Manitoba) on March 3-5, 2020

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	Dec 18, 2019	Out-of-Province Excursion

Recommendation:

That the Board approve Ecole Palliser Heights Grade 8 Ski Trip to Asessippi Ski Resort on March 3-5, 2020.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Lamontagne, Gallagher	School: Ecole Palliser Heights School
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input checked="" type="checkbox"/> High Risk Activity _____	
Grade Level: 8	Number of Students: 59
Destination: Asessippi Ski Resort (Inglis Manitoba)	Trip Date: March 3-5 th
Number of School Days (Partial/Full) – 3 Day	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: Chartered Bus <input checked="" 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 checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input checked="" type="checkbox"/> Other <u>Leveled Ski Instructor</u>	

B. SAFETY GUIDELINES
<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.

C. BUDGET
<p>PLEASE NOTE: The total cost of the excursion shall not exceed \$250/student</p> <p>❖ Anticipated Budget \$90 per student for skiing, mileage for emergency vehicle, \$2700 for busing & \$1200.00 for accommodations.</p>

- ❖ Description of Funding Sources _____ De-Centralized & School SRC fundraiser , donations
- ❖ Out of Pocket Cost Per Participant _Optional \$12.00 for lunches & optional Tubing pass (\$10.00)
- ❖ 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

F. SCHEDULE OF ACTIVITIES

March 3rd

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

March 4th

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

March 5th

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

Andrew M. Gallagher
Dwight W. [unclear]

Teacher Signature

Principal Signature

Director/Superintendent Signature

Dec 17, 2019

Date

Dec 12, 2019

Date



Request Approved



Request Denied

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.8
Topic:	Out-of-Province Excursion		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Lindale's Grade 8 Ski Trip to Asessippi Ski Resort on March 3-5, 2020

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	Dec 19, 2019	Out-of-Province Excursion

Recommendation:

That the Board approve Lindale's Grade 8 Ski Trip to Asessippi Ski Resort on March 3-5, 2020.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Trina Couzens	School: Lindale
Type of Activity: <input checked="" type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input type="checkbox"/> High Risk Activity _____	
Grade Level: Eight	Number of Students: 36
Destination: Assessippi Ski Resort	Trip Date: March 3-5
Number of School Days (Partial/Full): 2 full	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: Chartered Bus <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____ _____	
Number of Teachers, Parents, Chaperones: 6	
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. SAFETY GUIDELINES
<input checked="" type="checkbox"/> Parent consent forms and medical information including the Health Card Number will be obtained. 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 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, SSBA safety guidelines and restrictions will be followed.

C. BUDGET
❖ Anticipated Budget attached - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources: attached ❖ Out of Pocket Cost per Participant: none

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

D. LEARNING OBJECTIVES

As attached

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

a) Pre-Excursion Learning

b) Excursion Learning

As attached

c) Post-Excursion Learning

F. SCHEDULE OF ACTIVITIES

As attached


Teacher Signature


Date


Principal Signature


Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

Grade 8 Asessippi Ski Trip 2019

Date: March 3-5

Tuesday March 3

2:00pm load the bus at Lindale
2:30-3:00 pm depart
5:30 supper break at Western Pizza in Melville
7:30 Arrive at Ingles Community Hall
7:30-10:00 unload bus and set up the hall
 -general meeting with students on responsibilities, rules, and jobs
 -games and free time until 10:00pm
10:00pm-11:00pm quiet time with cell phone use
11:00 pm phones off and lights out

Wednesday March 5

7:00am Rise and Shine and breakfast
8:00am load bus to the hill
8:30 arrive at the hill
9:00 am Skiing/Snowboarding
 *Mandatory Lessons
4:00pm load bus back to the hall
4:30-6:00 pm downtime and get ready for supper
6:00 pm supper
7:00pm-10:00pm games and free time
10:00pm-11:00pm quiet time with cell phone use
11:00 pm phones off and lights out

Thursday March 6

7:00am Rise and Shine and breakfast
8:00am load bus to the hill
8:30 arrive at the hill
9:00am Day of Skiing
 *ski for the morning and option to tube in the afternoon
4:00pm load bus back to Lindale
6:00 pm snack stop and washroom break
8:00-8:30 Arrive back at Lindale

Extras

*extra spending money for snacks on bus or on the hill

*Lunch vouchers are given each day and students can eat at leisure.

*we provide buns and veggies and snacks for ride home

*Costs:

*bus

Fundraising:

Chaperones:

Food/Meals:

Cell phones/Free Time:

Lessons/Equipment:

Ski/Board/tubing and switching ski and board.

December 17th, 2019

To Whom It May Concern:

Attached is my proposal for the Grade 8 Asessippi trip I take the Grade 8's on annually in February. I am sending it in now as I need to confirm bookings for the trip as soon as possible. Starting the process earlier will give me more preparation time after approval.

Thank you for your consideration!

Lindale Middle Years Staff

Grade 8 Winter Alternate Environment Activity Proposal

Teachers : Trina Couzens, Mike Wourms

As part of the Alternate Environment Activities within the Grade 8 Outcomes Movement Activities Focus, I would like to plan 3-day, 2-night excursion for all the grade 8 students to Asessippi Ski Resort and Winter Park from Tuesday, March 3rd to Thursday, March 8th. There are approximately 34 students involved as well as parent and teacher chaperones.

Trina Couzens

Outcomes

Physical Education

8.8- Alternate Environment Activities

Apply and adapt selected activity - related skills (e.g., turning, balancing, snow ploughing,) and strategies required for participation in alternate environment activities (eg. downhill skiing, tobogganing.).

Indicators

Willingly participates in the alternate environment activities of downhill skiing and tobogganing focusing on developing the skills that are unique to these activities.

Apply self, peer, and/or teacher-determined adaptations to skill performance in downhill skiing to support participation and/or skill development of self and others.

Determine and practice skills required to enhance enjoyment of movement in downhill skiing.

Assessment

Formative

- Each student is required to take a lesson on the first morning of skiing. 5 — 6 qualified instructors group the students according to their experience and whether they are skiing or snowboarding. The instructors do a preassessment of each student in their group for their current ability level. They then teach the students according to what the students' weaknesses are from the pre-assessment.

Summative

- **At the end of the first lesson, the students are assessed again for level of competence.** Each student is given a lift pass according to the competence level. This pass will only allow them to go on certain lifts as there are 4 lifts in Asessippi, each with varying degrees of difficulty. The student will only be allowed to use lifts with runs at their competency level.

At any time in the 2 days we are skiing, the students can set up an appointment with their instructor to be re-evaluated. If they have improved, they are given a different pass accordingly.

Health

USC8.1 -Analyze and establish effective strategies of support for purposes of helping others increase health-enhancing behaviours.

Indicators

a. Recognize times and situations in which others might appreciate help.

Assessment

Formative

- Packing and Unpacking

Students are verbally instructed, monitored and given verbal feedback on their willingness to help.

Meals

Students are put into work groups for preparing for and cleaning up after meals. The groups decide on their individual tasks and are monitored and given feedback by chaperones during their tasks.

Setting up and Packing up **sleeping areas**

Each individual is responsible for preparing their sleeping area in the hall and cleaning up their area.

General Clean-up of Hall

All students are responsible for general clean-up of the hall on our last morning. Chaperones assess and give verbal feedback to help students get responsibilities done.

USC8.6 - Examine and assess the concept of **sustainability from many perspectives, and develop an understanding of its implications for the well-being of self, others, and the environment.**

Indicators

Investigate the connections between the health of the environment and the health of people.

Examine and appreciate the ways natural environments meet physical, aesthetic, and spiritual needs.

Assessment

Formative

Prior to the trip, students watch a DVD provided by Asessippi that deals with that deals with the expectations for taking care of the environment while students are at Asessippi. Discussion will follow.

Throughout the trip, whole group discussions take place regularly about the importance of looking after our environment so activities like this can continue. Discussion also occurs around what is the environmental impact of skiing as compared to other outdoor activities.

E. LEARNING ACTIVITIES

a) Pre-Excursion Learning

Handout — School Trip Safety Guidelines by Canada West Ski Areas Association

includes what to wear, helmet safety, what to expect, Alpine Responsibility Code, safe use of the ski lifts, signage, and emergency situation protocol.

2- DVD package — A Little Respect — Think First

Meal planning

Expectations of students for spending an extended time in a large group setting.

Expectations for packing
Regular fitness activities associated with skiing/snowboarding in Phys. Ed.
b) Excursion Learning
Mandatory Ski lessons
Day 1 —Structured skill lessons and evaluations
Day 2 — opportunity to further their skill level with small group instruction on more challenging terrain than Day 1.
Presentation reviewing safety and ski hill etiquette by Asessippi instructors
Cooperation in a group setting
Meal preparation and clean-up
Cooperative games
c) Post-Excursion Learning.
Student written evaluation/self-assessment
Review of basic movement patterns used and major muscle groups important for skiing/snowboarding

Proposed Expenses

Individual Cost per student
2 night accommodation -
2 day lift passes -
2 Day Skis, Boots, Helmet & Pole Rent
Food Voucher (each day)
\$25.00
- \$54.00
- \$40.50
-\$11.00

Total per student -\$130.50
I. Add Ons (Optional for students)
Tubing Add On - \$9.00 not applicable
Board Boots Only (Per Day) -\$10.00
Board Only (per day) -\$15.25
Equipment Switch (by 1:00pm) - \$ 5.00
Skis Only (per day) -\$12.00

Note: Students who decide to take snowboarding lessons and then want to switch back to skis, will only be charges \$5.00 if the equipment is returned by 1:00 and \$10.00 if returned before the end of the day.

Note: Tubing is offered to students on the second day. Approximately one-third of the students will choose just to tube and not ski. The hill will reimburse our second day lift passes for those students.

Note : The rentals of equipment and helmets may not apply to some students as they bring their own equipment and helmet. In the past about one-quarter to one-third of our students have their own equipment.

Bus cost - \$4000

This includes travel. Accommodations for 2 nights for the bus driver is extra.

Groceries — Breakfast -2

- lunch — 2

- supper — 1

- Cost approximately \$100

Note: To help cover costs for food, a meal plan is made and distributed to all parents. Any

parents that are willing to donate food items communicate with me on which items they will donate. Whatever is left over is what I purchase. In the past, the response to this has been outstanding. I have not spent more than \$125 on groceries as the rest is generously covered by the parent donations.

Grand Total Projected cost — $40 \times 130.50 + 4000 + 100 = \9300

Funding Sources

Decentralized Budget \$5300

Projected Fundraising \$4000

Total \$9300

General comments

Throughout my teaching career, I have taken students to Mission Ridge Ski Resort. In my judgement, Asessippi stands out above the rest for the following reasons:

I. SAFETY

Asessippi is the only resort that controls what lifts and runs the students are able to ski on. Many accidents occur while skiing when skiers choose runs that are above their level. At this resort, the students cannot go on the more difficult runs until they are ready which provides for a much safer and more positive experience for the students.

Distance

- With Asessippi being only 3.5 hours away from Moose Jaw, it is closer than both Table Mountain and Ochapaway which cuts down on travel costs.

Accommodations

With Inglis being only about 5—10 minutes away from the hill, the hall works as a perfect place for us to sleep and eat. We could not get accommodations that close to the hill for the same price at any other ski hill.

Differentiation

With 4 chairlifts and a t-bar, the diversity of runs offered at Asessippi addresses the needs of all levels of skiers that a school group will bring on any ski excursion. There is safe runs and challenging runs for all levels of skiers. The mountains is the only other place where you can find such diversity.

Grade 8 Winter Alternate Environment Activity Proposal

Lindale School

The itinerary is as follows:

Tuesday, Mar. 3rd

3:00 Departure from Lindale

5:30 Supper break (Western Pizza in Melville)

7:30 —8:00 Arrival at Inglis Hall

8:00 —9:30 Unpacking

General meeting with students on responsibilities, rules, etc.

9:30-10:30 Planned activities

10:30 Bed preparation

11:00 Lights out

Wednesday, Mar. 4

7:00 — 8:30 Rise and Shine

Breakfast

8:30 Depart for the hill

9:00 — 4:00 Skiing/Snowboarding

Mandatory lesson to begin.

4:00-4:30 Return to Inglis Hall

4:30 — 6:30 Supper

6:30— 10:30 Organized skits/activities

Option to return to hill for night skiing

10:30 Bed preparation

11:00 Lights out

Thursday, Mar. 5

7:00 — 9:00 Rise and Shine

Breakfast

Pack up

9:00 Travel to the hill

9:30 -- 4:00 Ski/Snowboard/tubing

4:00 Depart for home

6:00 Supper stop

8:00 — 8:30 Arrival back at Lindale

Chaperones will include myself; another teacher chaperone and 4-5 parent chaperones

that will have costs covered. Any other parents that come will have to cover their own costs.

Trina Couzens

Excursion Organizer

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	04.10
Topic:	Monthly Reports		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Tony Baldwin	January 7, 2020	<ul style="list-style-type: none"> Staff Absence Summaries Tender Summary

Recommendation:

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

Teacher Absences & Substitute Usage					
Date Range:	November 18, 2019 - December 12, 2019				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	34.73	4.47%	21.6	62.19%	0.43%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Earned Day Off	67.77	8.73%	49.75	73.41%	0.84%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0.65	0.08%	0.6	92.31%	0.01%
Executive Leave	5.16	0.66%	5	96.90%	0.06%
Prep Time	55.81	7.19%	54.6	97.83%	0.69%
Pressing Leave	28.04	3.61%	25	89.16%	0.35%
PSTA	1	0.13%	0	0.00%	0.01%
Leave Without Pay	15.77	2.03%	13.71	86.94%	0.19%
SUB TOTAL	208.93	26.92%	170.26	81.49%	2.58%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	238.81	30.77%	200.88	84.12%	2.95%
Illness - Long Term	98.44	12.68%	0	0.00%	1.22%
Medical/Dental Appt	114.19	14.71%	97.55	85.43%	1.41%
Paternity/Adoption Leave	3.86	0.50%	3.62	93.78%	0.05%
Secondment	4.08	0.53%	4	98.04%	0.05%
STF Business - Invoice	2	0.26%	2	100.00%	0.02%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	461.38	59.44%	308.05	66.77%	5.70%
Prairie South					
Extra/Co-curr Teach	13.62	1.75%	10.56	77.53%	0.17%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	47.57	6.13%	39.22	82.45%	0.59%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	8.12	1.05%	7.04	86.70%	0.10%
PD DEC Teachers	33.27	4.29%	24.5	73.64%	0.41%
School Operations Meet/PD	3.3	0.43%	3.3	100.00%	0.04%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	105.88	13.64%	84.62	79.92%	1.31%
Total Absences	776.19	100.00%	562.93	72.52%	9.59%

Teachers (FTE)

425.78

of teaching Days

19

Possible Days

8089.82

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

CUPE Staff Absences & Casual Usage 2019 - 2020

Date: November 25, 2019 - December 15, 2019

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	10	2.66%	7.5	0.00%	0.25%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	4	1.07%	4	0.00%	0.10%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
CUPE Business - Invo	6	1.60%	5	0.00%	0.00%
Earned Day Off	0.5	0.13%	0.5	0.00%	0.01%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0.5	0.13%	0.5	0.00%	0.01%
Illness - Support	183.42	48.84%	98.5	53.70%	4.64%
Med/Den Appt Support	34.1	9.08%	16.42	48.15%	0.86%
Parenting/Caregiver	29.79	7.93%	18.2	0.00%	0.75%
Pressing Leave	8.73	2.32%	4	0.00%	0.22%
Service Recognition Days	5.71	1.52%	5.71	0.00%	0.14%
TIL Support	5	1.33%	1	0.00%	0.13%
Without Pay Support	17.74	4.72%	13.67	0.00%	0.45%
SUB TOTAL	305.49	81.35%	175	57.29%	7.72%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	54.49	14.51%	38.04	69.81%	1.38%
Workers Compensation	13.13	3.50%	5	0.00%	0.33%
SUB TOTAL	67.62	18.01%	43.04	63.65%	1.71%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0.43	0.11%	0.43	0.00%	0.01%
FACI Meet/PD	2	0.53%	2	0.00%	0.05%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	0	0.00%	0	0.00%	0.00%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	2.43	0.65%	2.43	0.00%	0.06%
Total Absences	375.54	100.00%	220.47	58.71%	9.49%

Possible Days

November 25, 2019 - December 15, 2019

Days

15.00

FTE

263.7

Total Days

3955.50

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

** Noon Supervision and Recognition of Service Days are now Service Recognition Days.

Bus Driver Staff Absences & Casual Usage 2019 - 2020

Date: November 25, 2019 - December 15, 2019

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	5.50	3.20%	5.00	0.00%	0.37%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	2.50	1.45%	2.50	0.00%	0.17%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	3.00	1.74%	2.50	0.00%	0.20%
Illness - Support	46.50	27.03%	44.50	0.00%	3.10%
Med/Den Appt Support	11.50	6.69%	11.00	0.00%	0.77%
Parenting/Caregiver	6.50	3.78%	5.50	0.00%	0.43%
Pressing Leave	11.00	6.40%	10.50	0.00%	0.73%
Without Pay Support	85.50	49.71%	79.50	0.00%	5.71%
SUB TOTAL	172.00	100.00%	161.00	93.60%	11.48%
Employment Act					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Prairie South					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Total Absences	172.00	100.00%	161.00	93.60%	11.48%

Possible Days

November 25, 2019 - December 15, 2019

Days

14.00

Staff

107.00

Total Days

1498.00

** 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 2019 - 2020

Date: November 25, 2019 - December 15, 2019

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0	0.00%	0	0	0.00%
Bereavement Leave	0	0.00%	0	0	0.00%
Community Service	0	0.00%	0	0	0.00%
Compassionate Care	0	0.00%	0	0	0.00%
Competition Leave	0	0.00%	0	0	0.00%
Convocation Leave	0	0.00%	0	0	0.00%
Family Responsibilities	0	0.00%	0	0	0.00%
Illness - Support	15.18	16.51%	0	0	2.27%
Med/Den Appt Support	8.96	9.74%	0	0	1.34%
Parenting/Caregiver	0.38	0.41%	0	0	0.06%
Pressing Leave	0.93	1.01%	0	0	0.14%
Without Pay Support	0.13	0.14%	0	0	0.02%
SUB TOTAL	25.58	27.82%	0	0.00%	3.82%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	36.27	39.44%	0	0	5.42%
Workers Compensation	13.19	14.34%	0	0	1.97%
SUB TOTAL	49.46	53.78%	0	0.00%	7.39%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0	0.00%
BUSI Meet/PD	0	0.00%	0	0	0.00%
FACI Meet/PD	0	0.00%	0	0	0.00%
HUMA Meet/PD	0.42	0.46%	0	0	0.06%
LRNG Meet/PD	6	6.52%	0	0	0.90%
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	10.5	11.42%	0	0	1.57%
SUB TOTAL	16.92	18.40%	0	0	2.53%
Total Absences	91.96	100.00%	0	0.00%	13.75%

Possible Days

November 25, 2019 - December 15, 2019

Days

15.00

FTE

44.596

Total Days

668.94

** 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 November 26, 2019 to December 9, 2019

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:

The following competitive bids were awarded for the reporting period:

- A tender was issued for Phase 2 of the Peacock Lighting upgrade. The tender was awarded to SK Schultz Electric 101104050 Saskatchewan Ltd for a cost of \$117,000.

AGENDA ITEM

Meeting Date:	January 7, 2020	Agenda Item #:	06.1
Topic:	PISA Assessment Information		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:

The Programme for International Student Assessment (PISA) took place internationally in the spring of 2018. The assessment is delivered electronically to 15 year olds in reading, math and science, taking 90 mins to 2 hours to complete. In the spring of 2018 2200 students from Saskatchewan participated in the PISA.

Current Status:

8 groups of grade 8 students in Prairie South were selected to participate in the PISA in the spring of 2018. The students were from the following schools: Craik, Caronport Elementary, Coronach, Ecole Palliser Heights, Sunnigndale and Westmount. PISA Results were released last week. Results are available at the provincial level only.

Results from PISA indicate that Saskatchewan students continue to be globally competitive. Saskatchewan students performed above the international average in reading and science, and similar to the international average in mathematics.

Eighty-three per cent of Saskatchewan 15 year-olds were at or above the level of reading proficiency required to participate fully in modern society; 84 per cent were at or above in science and 78 per cent were at or above in math.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

The full report can be found at this web address:
www.cmec.ca/publications/lists/publications/PISA2018

Prepared By:	Date:	Attachments:
Lori Meyer	January 7, 2020	PISA Assessment Results

Recommendation:

That the board receive and file information regarding Prairie South student and teacher participation in PISA 2018.