

Prairie South Schools
BOARD OF EDUCATION

DATE: February 4, 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 January 7, 2020
- 4. Decision and Discussion Items**
 - 4.1.** Transportation Accountability Report
 - 4.2.** Out-of-Province Excursion Central Collegiate to Winnipeg (MB)
 - 4.3. Monthly Reports**
 - 4.3.1.** Teacher Absence and Substitute Usage Report
 - 4.3.2.** CUPE Staff Absence and Substitute Usage Report
 - 4.3.3.** Bus Driver Absence and Substitute Usage Report
 - 4.3.4.** Out of Scope Absence and Substitute Usage Report
 - 4.3.5.** Tender Report
- 5. Delegations and Presentation**
- 6. Information Items**
 - 6.1.** Staff Satisfaction Survey Outcomes
 - 6.2.** AE Peacock Correspondence (D.Swanson)
 - 6.3.** Safe Saskatchewan Memorandum of Understanding
 - 6.4.** 2020-21 Enrolment Projections
- 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 January 7, 2020 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. Huschi, Superintendent of School Operations; L. Meyer, Superintendent of Learning; R. Boughen, Superintendent of School Operations; D. Welter, Superintendent of Human Resources; T. Baldwin, Director of Education; S. Robitaille, Superintendent of Business and Operations; L. Schlamp, Executive Assistant

Regrets:

D. Teneycke, Superintendent of School Operations;

Delegations:

Jan Nelson and Cheryl Searle - Outcome Based Report - 1:30 p.m.
Geraldine Knudsen - SSBA Legal Services - 2:00 p.m.

Motions:

- | | | |
|-------------------|---|---------|
| 2020-01-07 - 3182 | That the meeting be called to order at 1:01 p.m.
- Bachmann | |
| 2020-01-07 - 3183 | That the Board adopt the agenda as presented.
- Kessler | Carried |
| 2020-01-07 - 3184 | That the Board adopt the minutes of the December 3, 2019 Board meeting.
- Jukes | Carried |
| 2020-01-07 - 3185 | That the Board receive and file the 1 st Quarter Financial Accountability Report.
- Davidson | Carried |
| 2020-01-07 - 3186 | That the Board of Education approve the amended Bengough School Community Council Constitution effective January 7, 2020.
- Wilson | Carried |
| 2020-01-07 - 3187 | That the Board approve the disposal of records listed above which are at or past their retention by shredding.
- Davidson | Carried |

2020-01-07 - 3188	That the Board receive and file the Human Resources Accountability Report. - Pryor	Carried
	Outcome Based Reporting presentation	
2020-01-07 - 3189	That the Board recess into closed session at 2:19 p.m. - McLeod	Carried
2020-01-07 - 3190	That the Board reconvene in open session at 3:48 p.m. - Kessler	Carried
2020-01-07 - 3191	That the Board adopt the recommendation of the Director of Education regarding Briefing Note 200107 - 01 dated January 07, 2020. - Davidson A recorded voted was requested. Against - Young, Jukes, Kessler, McLeod and Swanson. In Favour - Radwanski, Davidson, Wilson, Pryor, and Bachmann.	Defeated
2020-01-07 - 3192	That the Board approve Coronach's Grade 9-12 Ski Trip to Asessippi Ski Resort on March 26-28, 2020. - Wilson	Carried
2020-01-07 - 3193	That the Board approve Rockglen's Grade 7-12 Ski Trip to Hidden Valley, AB on January 17, 2020. - Davidson	Carried
2020-01-07 - 3194	That the Board approved École Palliser Heights Grade 8 Ski Trip to Asessippi Ski Resort on March 3-5, 2020. - McLeod	Carried
2020-01-07 - 3195	That the Board approved Lindale's Grade 8 Ski Trip to Asessippi Ski Resort on March 3-5, 2020. - Wilson	Carried
2020-01-07 - 3196	That the Board receive and file the monthly reports are presented. - McLeod	Carried

Inquires:

2020-01-07 - 3197	That the meeting be adjourned at 4:03p.m. - McLeod	Carried
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R. Bachmann
Chairperson

S. Robitaille
Superintendent of Business and Operations

Next Regular Board Meeting:

February 4, 2020
Prairie South School Division Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	February 4, 2020	Agenda Item #:	04.1
Topic:	Transportation Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: According to the Board's yearly plan, a Transportation Accountability Report is to be presented to the Board of Education in February of this year.

Current Status: Please see the attached Transportation Accountability Report.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Barry Stewart	January 27, 2020	Accountability Report: Transportation

Recommendation:

That the Board receive and file the Transportation Accountability Report.

2018-2019 Transportation Accountability Report

Prepared by Barry Stewart, Transportation Manager

Source Documents

Policy 12

1.0 Student Well Being

- 1.3 Ensures the safety and well-being of students while participating in school programs or while being transported to or from school programs on transportation provided by the Division.

Evidence

During the 2018-19 school year, Prairie South Schools provided daily transportation services to students on 105 bus routes with a total daily distance of about 17,776 kilometers or 3,288,560 kilometers per year.

Staff

Position	Number of Employees				
	2014-15	2015-16	2016-17	2017-18	2018-19
Regular Bus Drivers	123	121	115	113	105
Mechanic Helper/Assistant	2	2	2	2	2
Certified Mechanic	1	1	1	1	1
Journey-Person Mechanic	4	4	4	4	3
Shop Foreman (Journey-Person Mechanic)	2	2	2	2	2
Administrative Assistant	1.2	1.2	1.2	1	1
Assistant Managers	2	2	2	1	1
Manager	1	1	1	1	1
Sub-Total	136.20	134.20	128.20	125	116
Casual Bus Drivers	94	93	84	93	83
Total	230.20	227.20	212.20	218.00	199.00

School Bus Transportation is divided into two regions as follows:

Rural		Urban
Assiniboia 7 th Avenue School	Eyebrow School	École Palliser Heights School
Assiniboia Composite High School	Glentworth School	Empire School
Assiniboia Elementary School	Kincaid Central School	Holy Trinity - Special Needs
Avonlea School	Lafleche Central School	King George School
Bengough School	Lindale School	Riverview - Life Skills
Caronport Elementary School	Mankota School	Prince Arthur School
Central Butte School	Mortlach School	Sunningdale School
Central Collegiate (Rural)	Mossbank School	Westmount School
Chaplin School	Peacock Collegiate (Rural)	William Grayson School
Cornerstone Christian School (Rural)	Riverview Collegiate (Rural)	
Craik School	Rockglen School	
Coronach School	Rouleau School	
École Gravelbourg School	St. Michael (Holy Trinity Rural)	
École Palliser Heights (Rural French Immersion)	Vanier Collegiate (Holy Trinity Rural)	
École St. Margaret (Holy Trinity Rural)		

Number of Children Transported

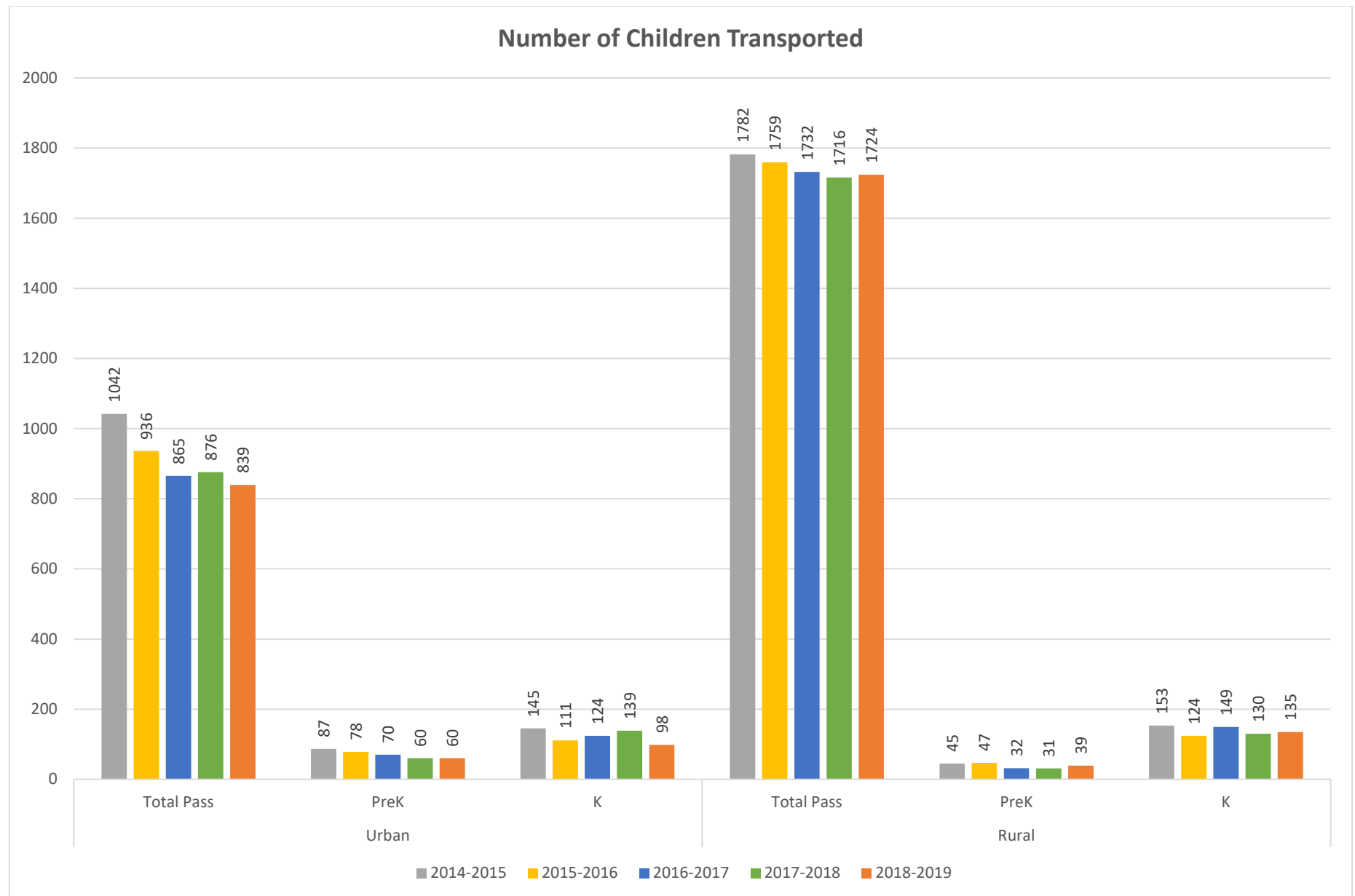
School Year	Urban	Urban Noon	Rural	Total
2018-2019	839	n/a	1724	2563
2017-2018	876	n/a	1716	2592
2016-2017	865	210	1732	2807
2015-2016	936	227	1759	2922
2014-2015	1042	224	1782	3048

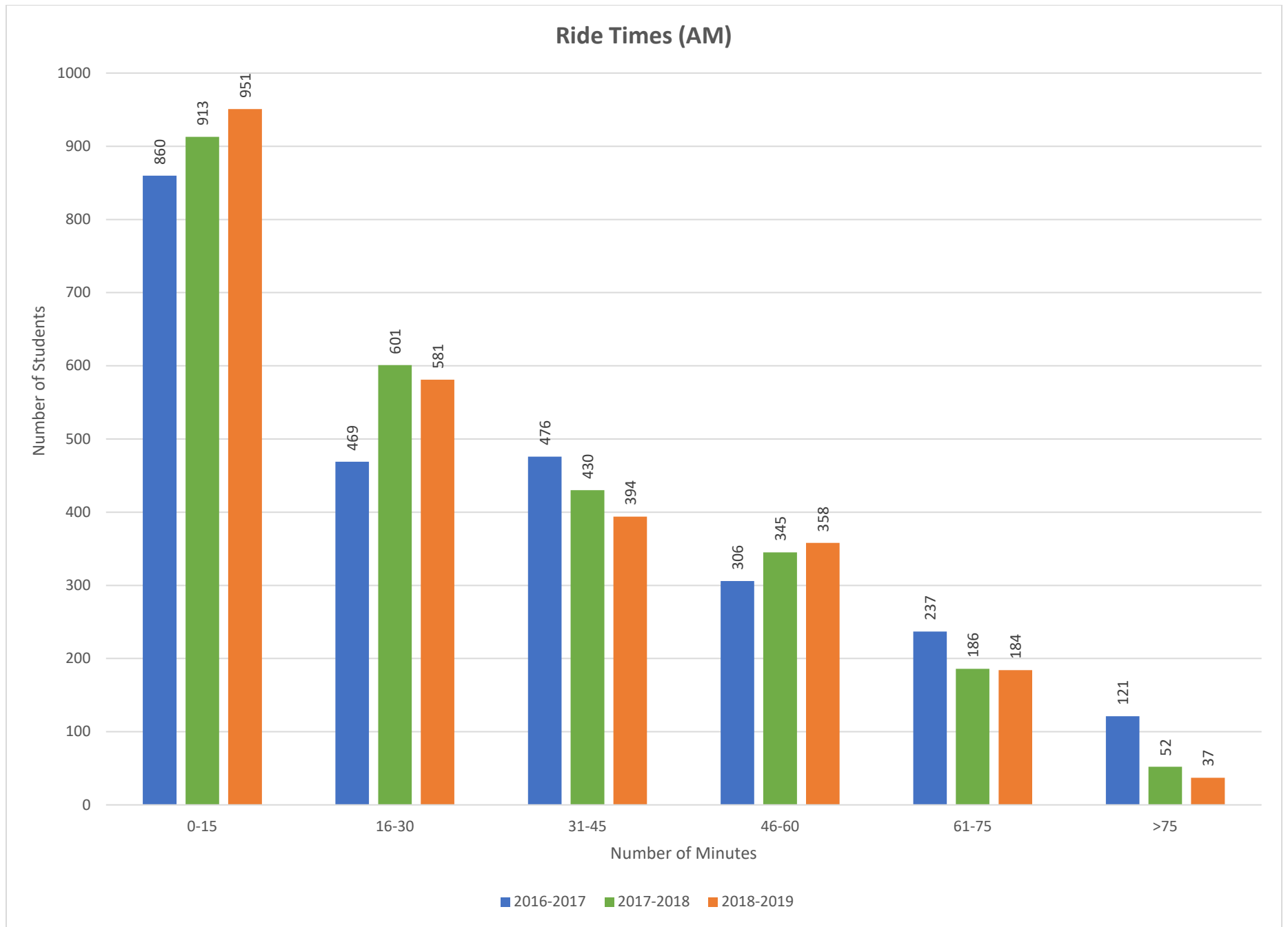
- In 2018-19 we transported 57 Holy Trinity students and 23 Cornerstone Christian School students for a total of 80 students.

Average Ride Times

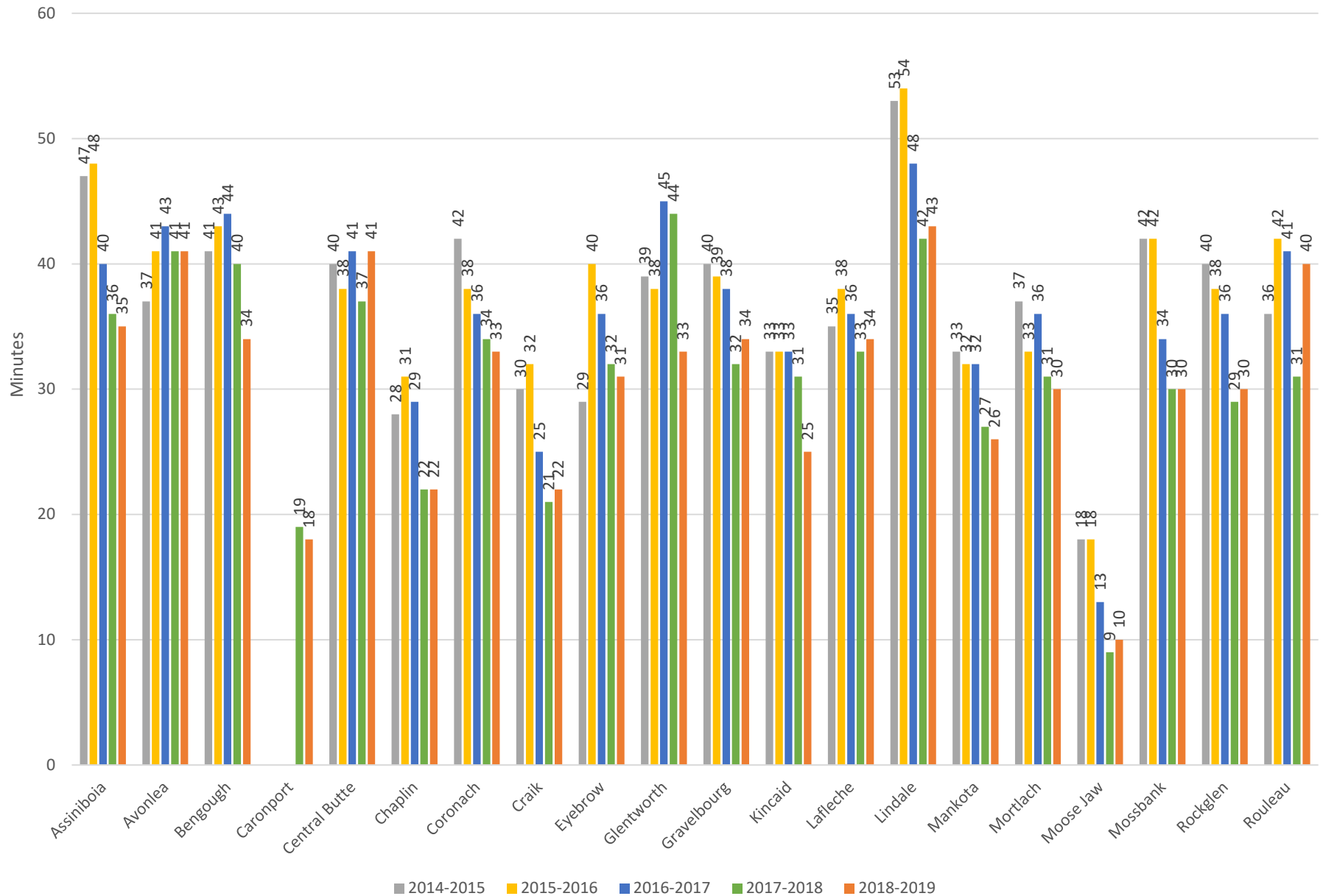
School Year	Urban	Rural
2018-2019	10 minutes	34 minutes
2017-2018	9 minutes	35.5 minutes
2016-2017	13 minutes	40 minutes

Route Information





Average Minutes on School Bus (AM)

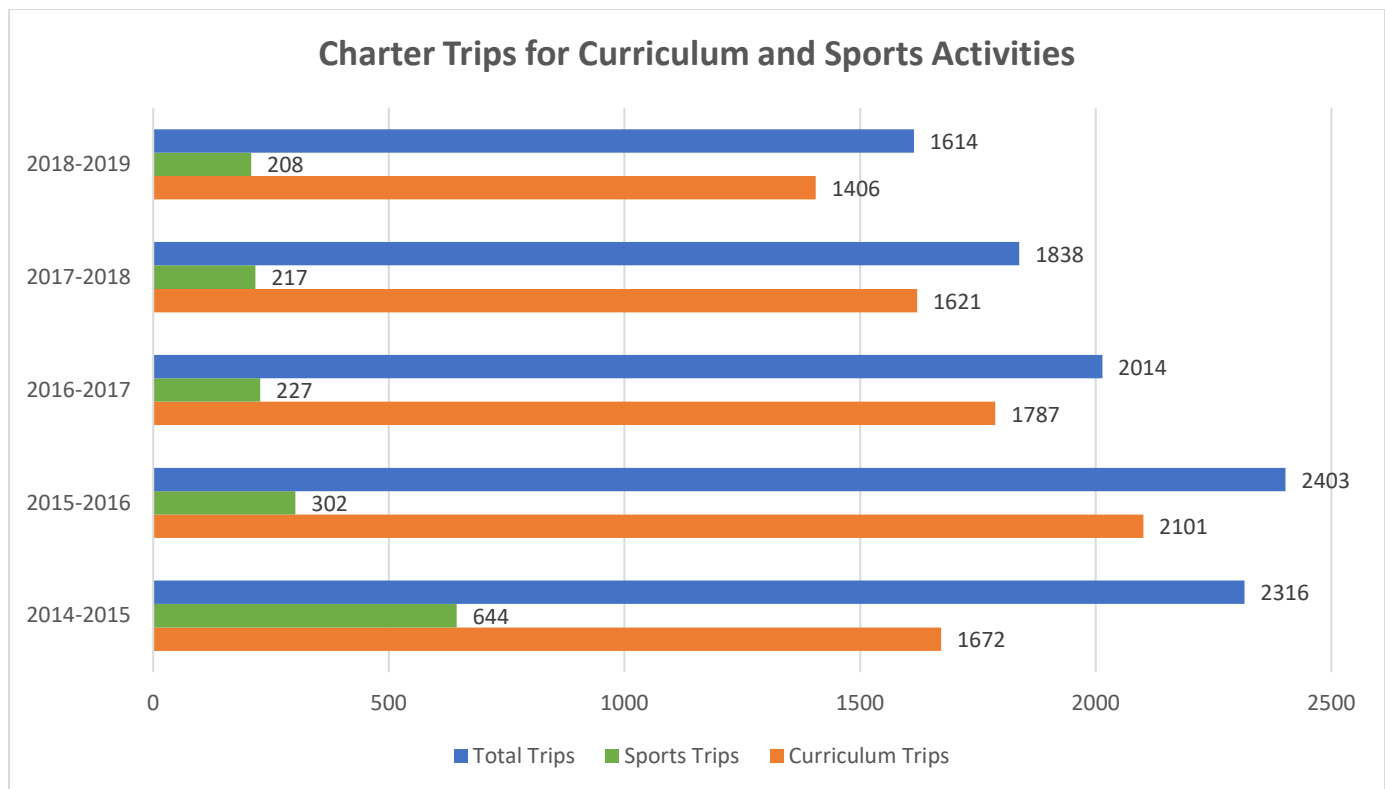


Passengers – Amount of Time on School Bus (AM) (Minutes)

School	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Assiniboia	5	95	1	98	3	110	2	86	4	91
Avonlea	5	90	5	90	2	85	2	90	9	81
Bengough	1	90	1	90	3	104	2	90	3	75
Caronport							7	27	2	29
Central Butte	2	90	5	90	7	90	1	68	4	80
Chaplin	5	60	5	70	7	53	6	55	7	49
Coronach	5	85	3	80	5	80	2	78	4	72
Craik	5	65	5	65	2	54	2	59	1	51
Eyebrow	11	73	10	78	10	72	2	74	10	57
Glentworth	3	77	2	77	4	87	3	78	4	63
Gravelbourg	4	95	5	85	2	85	2	74	2	74
Kincaid	2	70	2	72	3	73	2	73	3	63
Lafleche	5	72	5	79	3	76	3	64	7	74
Lindale	7	95	22	90	6	90	6	80	6	85
Mankota	5	70	5	70	4	63	3	71	3	60
Mortlach	10	85	9	70	8	85	4	70	7	59
Moose Jaw	1	65	1	70	1	44	1	25	1	37
Mossbank	5	78	4	95	3	88	4	74	5	68
Rockglen	5	85	5	85	1	85	1	80	1	65
Rouleau	5	64	7	76	3	87	3	60	8	72

Conveyance

No of Students	Description	Daily Amount			
		2015-2016	2016-2017	2017-2018	2018-2019
1	Special Needs	\$15.00			
1	Special Needs	\$10.20	\$10.20	\$10.20	\$0.90
1	French Immersion Program	\$15.16	\$15.60	\$15.60	\$15.60
1	French Immersion Program	\$17.64	\$17.64	\$17.64	\$17.64
1	French Immersion Program	\$10.80	\$10.80	\$10.80	\$10.80
1	French Immersion Program	\$50.00		\$6.00	\$6.00
1	French Immersion Program	\$15.00		\$15.00	\$15.00
1	French Immersion Program				\$9.60
1	French Immersion Program				\$37.20
Total Daily Amounts		\$133.80	\$54.24	\$75.24	\$112.74



Curriculum Charters: 2018-2019 School Year

Description	Month												Total
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Rural School Local Area	6	1	0	35	33	0	1	11	11	38	0	0	136
Moose Jaw Local	79	138	164	92	97	67	46	47	73	121	2	1	927
Rural School to Moose Jaw	0	1	0	3	0	0	1	1	43	19	0	0	68
Rural School to Other Rural School	23	15	11	8	8	8	8	10	19	20	0	0	130
To Points Outside PSS	16	7	9	3	2	9	25	6	27	41	0	0	145
Total	124	162	184	141	140	84	81	75	173	239	2	1	1406

**We did 8 Holy Trinity trips to points outside Prairie South and 3 within Moose Jaw which are included above.*

Sports Charters: 2018-2019 School Year

Description	Month												Total
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Rural School Local Area	1	0	0	0	0	0	0	0	0	0	0	0	1
Moose Jaw Local	17	21	1	3	4	3	1	3	0	24	0	0	77
Rural School to Moose Jaw	2	8	1	1	4	3	4	0	21	10	0	0	54
School to Rural School	2	10	1	0	0	1	3	2	1	16	0	0	36
To Points Outside PSS	9	12	1	4	7	1	3	0	1	0	0	2	40
Total	31	51	4	8	15	8	11	5	23	50	0	2	208

**There were 61 cancelled trips, mostly due to weather.*

Fleet Information

The bus fleet consisted of 150 units; 105 units are used on routes. The other 45 units are spare buses replacing designated route buses for maintenance requirements and some of these buses may also be used for extra and co-curricular trips. Starting in September of 2017 Prairie South started maintaining, servicing and completing mandatory SGI inspections on 12 Holy Trinity buses.

Year	No of Units				
	2014-15	2015-16	2016-17	2017-18	2018-19
1998	3	3	3	1	1
1999	3	3	3	0	0
2000	3	3	1	0	0
2001	6	6	4	1	1
2002	8	8	4	2	1
2003	14	14	13	11	6
2004	7	6	5	1	1
2005	6	6	6	4	2
2006	2	2	0	0	0
2007	9	9	9	9	9
2008	19	19	19	19	11
2009	45	45	45	45	45
2010	2	2	2	2	2
2011	17	17	17	17	17
2012	0	0	0	0	0
2013	10	10	10	10	10
2014	4	4	4	4	4
2015	19	19	19	18	18
2016	0	0	6	6	6
2017	0	0	0	5	5
2020	0	0	0	0	11
Total	177	176	170	155	150

Bus Unit Capacities (Passengers)	Total Number	Wheelchair Accessible
24 & Under	29	1998, 2007, 2007
28	1	
34/35/36	50	
42/46/47/48	28	
52/53/54	27	2002
72	15	2007
Total	150	5 Wheelchair Accessible

Other PSS Vehicles Maintained Including Trailers – 2018-2019

Asset Unit #	Year	Description	Primary Location
99-02	1999	Small Bus Converted to Cargo Vessel	Moose Jaw Bus Maintenance Shop
99-03	1999	Small Bus Converted to Service Vehicle	Moose Jaw Bus Maintenance Shop
01-08	2001	15 passenger van	Assiniboia Bus Maintenance Shop
05-03	2005	½ Ton Truck	Moose Jaw Bus Maintenance Shop
05-04	2005	½ Ton Truck	Assiniboia Bus Maintenance Shop
10-03	2010	Dodge Caravan	RVCI - Life Skills
11-16	2011	1 Ton Truck	Moose Jaw Bus Maintenance Shop
T-01	1994	Canoe Trailer	Moose Jaw
T-02	1994	Canoe Trailer	Moose Jaw
T-04	2012	Canoe Trailer	Moose Jaw
T-05	2015	6 x 12 Cargo Trailer	9 th Avenue Office
T-07	2005	Canoe Trailer	Coronach School
T-09	1980	Utility Trailer	Assiniboia Composite High School
T-10	2008	Canoe Trailer	Moose Jaw
T-12	2011	Canoe Trailer	Moose Jaw
T-13	2015	6 x 12 Cargo Trailer	9 th Avenue Office
T-14	2015	6 x 12 Cargo Trailer	9 th Avenue Office

* We also assist with the maintenance of 23 Facilities Department vehicles; facilities vehicles were serviced a total of 22 times in 2018-2019... this only includes maintenance that required work-orders, we also do a lot of ad-hoc servicing like bulb and fuse replacement, etc.

Safety

Prairie South has two bus garages (one in Moose Jaw and the other in Assiniboia). Both garages are licensed by Saskatchewan Government Insurance (SGI) as Vehicle Inspection Facilities for school buses.

SGI has a Carrier Profile System which is part of a national initiative to enhance our safe-driving performance. The system collects information on the driving experience of our drivers, including traffic convictions, at-fault accidents, and on-road Commercial Vehicle Safety Alliance inspections. This information is the basis for measuring our safety performance. Our profile rating during this reporting period is satisfactory unaudited.

School buses are always required to be maintained to provincial standards and pass a formal comprehensive inspection annually. In Saskatchewan, school buses must undergo a “bumper to bumper” safety inspection every 12 months.

All school buses must be maintained to minimum acceptable equipment safety standards when operated on a public road, through the implementation of a continuous preventative maintenance program. All buses are scheduled every 6,000 kilometers for a service and inspection check. This occurs about every 4 to 8 weeks depending upon the number of kilometers driven. Our maintenance program is designed to keep our buses safe and to reduce delays and limit costly repairs to a minimum.

Inspections	2013-14	2015-16	2016-17	2017-18	2018-19
SGL Inspection	178	176	161	154	151
Regular Service Inspection & General Repairs	1,128	1,071	1,171	798	767
Total	1,306	1,247	1,332	952	918

School Bus Drivers

- Drivers are provided with a handbook outlining their responsibilities and a copy of the Saskatchewan School Bus Operating Regulations.
- Safety bulletins relating to their responsibilities are also provided as deemed necessary.
- To retain a school bus driver S Endorsement licence, a driver must re-test every five years (through SGI).
- Drivers must have a current satisfactory medical examination on file with SGI.
- Drivers SGI Abstracts are reviewed annually.
- Monitor status of driver's licenses on a monthly basis using SGI intranet.
- Review of accidents with the driver involved.

Training For School Bus Drivers

Description	Number of Drivers
Training New Drivers	18
Refresher Training (Pre-Trip Inspection and/or on road assessment)	23
SGL Recertification	31
First Aid Recertification	9

Promoting Positive Student Behaviour on Buses

The primary role of the bus driver is the safe operation of the bus. Students are expected to follow the same behaviour standards while riding school buses as are expected on school property or at school activities, functions or events. Bus drivers must communicate expectations and reinforce them appropriately. They must exhaust all avenues to correct minor behaviour problems. Additional supports and assistance are provided as necessary in cooperation with the school principal or their designate. We held a defensive driving course with all the drivers to start the 2018-19 school year. The presentation was put on by the Saskatchewan Safety Council and we had close to 100 drivers take part.

- Student Safety Awareness:
 - Student conduct rules posted visibly on all school buses.
 - Safety Awareness Information is circulated in School Newsletters.
 - School Bus Safety Presentations:
 - September 26, 2018 – Mortlach Safety Day – Grades 3&4 (~220 students)
 - Developed and delivered a "First Rider" program in Moose Jaw and Assiniboia for the first year in August 2018. In August 2019 we jointly hosted this program in Moose Jaw with the City of Moose Jaw, Moose Jaw Police Service and Holy Trinity School Division. The attendance was up in Moose Jaw. We need to work on increasing this program down in our south schools as we only had one family

attend in Assiniboia. We will look at the time of year it's offered (late August currently) and possibly move to the end of June so harvest doesn't interfere.

- Our bus safety brochure was sent home with all students at the beginning of the school year.

Vehicle Accidents

Description	2014-15	2015-16	2016-17	2017-18	2018-19
Other person at fault	4	3	10	2	2
Bus struck another vehicle	4	4	3	3	1
Bus struck a fixed object	5	3	2	1	1
Animal strike	4	0	3	4	0
Total	17	10	18	10	4

The total cost for damages assessed to the division was \$2,445.47.

Bus Planner

The Student Transportation Management and Route Planning System (Bus Planner) was installed during the 2015-16 school year. We continue to learn and implement the program and use it to identify and implement several efficiencies with our routes. Training for the software took place over the summer of 2017. This work continued and accelerated during 2017-18 with the addition of the GPS module. Primary work during 2018/2019 was implementation of the Where's My Bus addition to the parent portal... work continues on this module.

Current & Future Initiative(s) and Administrative Considerations

- Established a South Hill urban transportation strategy with Holy Trinity Catholic School Division with implementation September 2019.
- Established a Drivers' Committee in 2017-18 to leverage local knowledge, identify emerging issues, promote professionalism amongst drivers and act as a forum for drivers to bring things that are important to them.
- Implementing electronic student registration forms for transportation requests.
- Implementing electronic charter trip requests.
- Adding additional functionality and integration to the Parent Portal in BusPlanner including the "Where's My Bus" option so parents receive information regarding their child(ren)'s bus route and where their bus is at any given time.

Spare/Casual Bus Drivers

Availability of spare/casual drivers in all our areas but especially in the rural area has become our single biggest operational risk and driver recruitment and retention is ongoing. Our aging population of regular drivers is also a concern.

Increased Costs for Bus Replacement and Parts

There are four school bus manufacturers with the three largest being American. The fourth is Canadian but with major components made in the USA. Costs of school buses and parts have continued to increase, especially since the introduction of new tariffs in the summer of 2018. In November 2012 a 47 passenger bus cost ~\$82,500 and the same bus purchased in August 2018 was \$115,000. The cost to purchase a new bus increased by about 39.40% over a six year period.

Recommended Motion

That the Board receive and file the Transportation Accountability Report.

Appendix 1

REPORTING TRANSPORTATION PERFORMANCE INFORMATION September 2018 – June 2019

Performance Indicator*	Results	
	1 st Half	2 nd Half
Total students transported	2,610	2598
Number of transportation routes	105	105
Number of unfilled routes	0	0
Number of cancelations:	66	489
Mechanical	4 days	12.5 days
Weather	40.5 days	447 days
No substitute driver	21.5 days	29.5
Other	0	0 days
Average age of bus fleet	7.26yrs old	7.63yrs old
Capacity utilized on bus (average)	67.3%	67.8%
Average one-way ride time (in minutes)	28 minutes	27 minutes
Longest one-way ride time (in minutes)	91 minutes	91 minutes

1st Half: September 4, 2018 – January 31, 2019

2nd Half: February 1, 2019 – June 28, 2019

Emerging issues:

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

Regular & spare drivers remain difficult to recruit and retain in all areas as well as an aging staff.

AGENDA ITEM

Meeting Date:	February 4, 2020	Agenda Item #:	04.2
Topic:	Out-of-Province Excursion		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background: Central Collegiate's Grade 10-12 Muna Trip to Winnipeg, MB on April 30 – May 2, 2020

Current Status:

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Derrick Huschi	Jan 23, 2020	Out-of-Province Excursion

Recommendation:

That the Board approve Central Collegiate's Grade 10-12 Muna Trip to Winnipeg, MB on April 30 – May 2, 2020.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: <u>Lisa Veer</u>	School: <u>Central Collegiate</u>
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <u>MUNA</u> <input type="checkbox"/> High Risk Activity <u>Model United Nations Assembly</u>	
Grade Level: <u>10-12</u>	Number of Students: <u>5</u>
Destination: <u>Winnipeg, MB.</u>	Trip Date: <u>April 30 - May 2/20</u>
Number of School Days (Partial/Full): <u>1.5</u>	
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>Lisa Veer</u>	
Number of Teachers, Parents, Chaperones: _____	
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. 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 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 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 <u>Reg. \$1475, van - \$223, sub costs - \$450, mileage - \$</u> - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources <u>Rotary Club of Moose Jaw, Central Collegiate</u> ❖ Out of Pocket Cost per Participant _____

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

D. LEARNING OBJECTIVES

ELA 10-12 + Social Sciences / History 10-30

Examples of Possible Outcomes:

CCABO.3 - Present and express a range of ideas and information in formal (including a panel presentation and a business or community meeting) and informal (including discussions and collaborative work) situations for different audiences and purposes

CCB30.3

CC20.3 CC20.4

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

a) Pre-Excursion Learning

Prep. work must be done on the country each team is assigned. Regular meetings are taking place

b) Excursion Learning

Students will participate in MUNA (Model United Nations Assembly), which is a simulation of the real United Nations.

c) Post-Excursion Learning

Students will put together a reflection on their experience to be presented to the Rotary Club.

F. SCHEDULE OF ACTIVITIES

Thurs., Apr. 30/20 - drive to Winnipeg
- evening meeting

Fri., May 1 /20 - 9:00-4:00 MUNA simulation.

Sat., May 2/20 - 9:00-4:00 MUNA simulation
- drive home

Lisa Veer

Teacher Signature

Heidi Ka.

Principal Signature

Jan. 21/20

Date

Jan-21, 2020

Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	February 4, 2020	Agenda Item #:	04.3
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	February 4, 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:	December 13, 2019 - January 22, 2020				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	23.66	3.51%	22.1	93.41%	0.29%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	1.08	0.16%	1	92.59%	0.01%
Earned Day Off	60.19	8.94%	52.13	86.61%	0.74%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	1.51	0.22%	1.36	90.07%	0.02%
Executive Leave	0.4	0.06%	0.4	100.00%	0.00%
Prep Time	52.19	7.75%	51.14	97.99%	0.64%
Pressing Leave	24.74	3.67%	22.1	89.33%	0.31%
PSTA	0	0.00%	0	0.00%	0.00%
Leave Without Pay	2.66	0.40%	2.5	93.98%	0.03%
SUB TOTAL	166.43	24.72%	152.73	91.77%	2.05%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	260.14	38.63%	231.71	89.07%	3.21%
Illness - Long Term	105.76	15.71%	0	0.00%	1.31%
Medical/Dental Appt	93.23	13.85%	80.78	86.65%	1.15%
Paternity/Adoption Leave	0	0.00%	0	0.00%	0.00%
Secondment	2.08	0.31%	2	96.15%	0.03%
STF Business - Invoice	0	0.00%	0	0.00%	0.00%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	461.21	68.49%	314.49	68.19%	5.69%
Prairie South					
Extra/Co-curr Teach	22.78	3.38%	17.5	76.82%	0.28%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	8.1	1.20%	6.08	75.06%	0.10%
PD DEC Teachers	14.43	2.14%	13	90.09%	0.18%
School Operations Meet/PD	0.4	0.06%	0.4	100.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	45.71	6.79%	36.98	80.90%	0.56%
Total Absences	673.35	100.00%	504.20	74.88%	8.31%

Teachers (FTE)

426.33

of teaching Days

19

Possible Days

8100.27

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

CUPE Staff Absences & Casual Usage 2019 - 2020

Date: December 16, 2019 - January 26, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	2.5	0.39%	1.93	0.00%	0.04%
Bereavement Leave	5.14	0.80%	2	0.00%	0.08%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	6.81	1.06%	4.81	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	13	2.03%	13	0.00%	0.00%
Earned Day Off	1.24	0.19%	0.86	0.00%	0.02%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	3.82	0.60%	2.54	0.00%	0.06%
Illness - Support	268.53	41.85%	147.63	54.98%	3.92%
Med/Den Appt Support	45.13	7.03%	30.01	66.50%	0.66%
Parenting/Caregiver	27.41	4.27%	17.15	0.00%	0.40%
Pressing Leave	14.38	2.24%	10.01	0.00%	0.21%
Service Recognition Days	6.68	1.04%	5.73	0.00%	0.10%
TIL Support	6.97	1.09%	2	0.00%	0.10%
Without Pay Support	38.04	5.93%	25.99	0.00%	0.56%
SUB TOTAL	439.65	68.52%	263.66	59.97%	6.42%
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	185.96	28.98%	101.04	54.33%	2.72%
Workers Compensation	15	2.34%	8.5	0.00%	0.22%
SUB TOTAL	200.96	31.32%	109.54	54.51%	2.94%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	1	0.16%	1	0.00%	0.01%
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	1	0.16%	1	0.00%	0.01%
Total Absences	641.61	100.00%	374.2	58.32%	9.38%

Possible Days

December 16, 2019 - January 26, 2020

Days

26.00

FTE

263.2

Total Days

6843.20

** 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: December 16, 2019 - January 26, 2020

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	8.00	5.76%	8.00	0.00%	0.37%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	11.00	7.91%	11.00	0.00%	0.51%
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	4.00	2.88%	3.50	0.00%	0.19%
Illness - Support	33.50	24.10%	33.50	0.00%	1.57%
Med/Den Appt Support	19.50	14.03%	19.50	0.00%	0.91%
Parenting/Caregiver	0.50	0.36%	0.50	0.00%	0.02%
Pressing Leave	6.00	4.32%	5.00	0.00%	0.28%
Without Pay Support	56.50	40.65%	55.00	0.00%	2.64%
SUB TOTAL	139.00	100.00%	136.00	97.84%	6.50%
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	139.00	100.00%	136.00	97.84%	6.50%

Possible Days

December 16, 2019 - January 26, 2020

Days

20.00

Staff

107.00

Total Days

2140.00

** 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: December 16, 2019 - January 26, 2020

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	5	2.53%	0	0	0.43%
Community Service	1	0.51%	0	0	0.09%
Compassionate Care	0.73	0.37%	0	0	0.06%
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	37.72	19.09%	0	0	3.26%
Med/Den Appt Support	11.97	6.06%	0	0	1.03%
Parenting/Caregiver	2.37	1.20%	0	0	0.20%
Pressing Leave	2.53	1.28%	0	0	0.22%
Without Pay Support	0.59	0.30%	0	0	0.05%
SUB TOTAL	61.91	31.33%	0	0.00%	5.34%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	109.54	55.44%	0	0	9.46%
Workers Compensation	26.13	13.23%	0	0	2.26%
SUB TOTAL	135.67	68.67%	0	0.00%	11.71%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0	0.00%
BUSI Meet/PD	0	0.00%	0	0	0.00%
FACI Meet/PD	0	0.00%	0	0	0.00%
HUMA Meet/PD	0	0.00%	0	0	0.00%
LRNG Meet/PD	0	0.00%	0	0	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0	0.00%
TRAN Meet/PD	0	0.00%	0	0	0.00%
PD Out of Province	0	0.00%	0	0	0.00%
SUB TOTAL	0	0.00%	0	0	0.00%
Total Absences	197.58	100.00%	0	0.00%	17.05%

Possible Days

December 16, 2019 - Januaray 26, 2020

Days

26.00

FTE

44.558

Total Days

1158.51

** 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 December 9, 2019 to January 29, 2020

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:

No competitive bids were awarded for the reporting period:

AGENDA ITEM

Meeting Date:	February 4, 2020	Agenda Item #:	06.1
Topic:	Staff Satisfaction Survey Outcomes		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

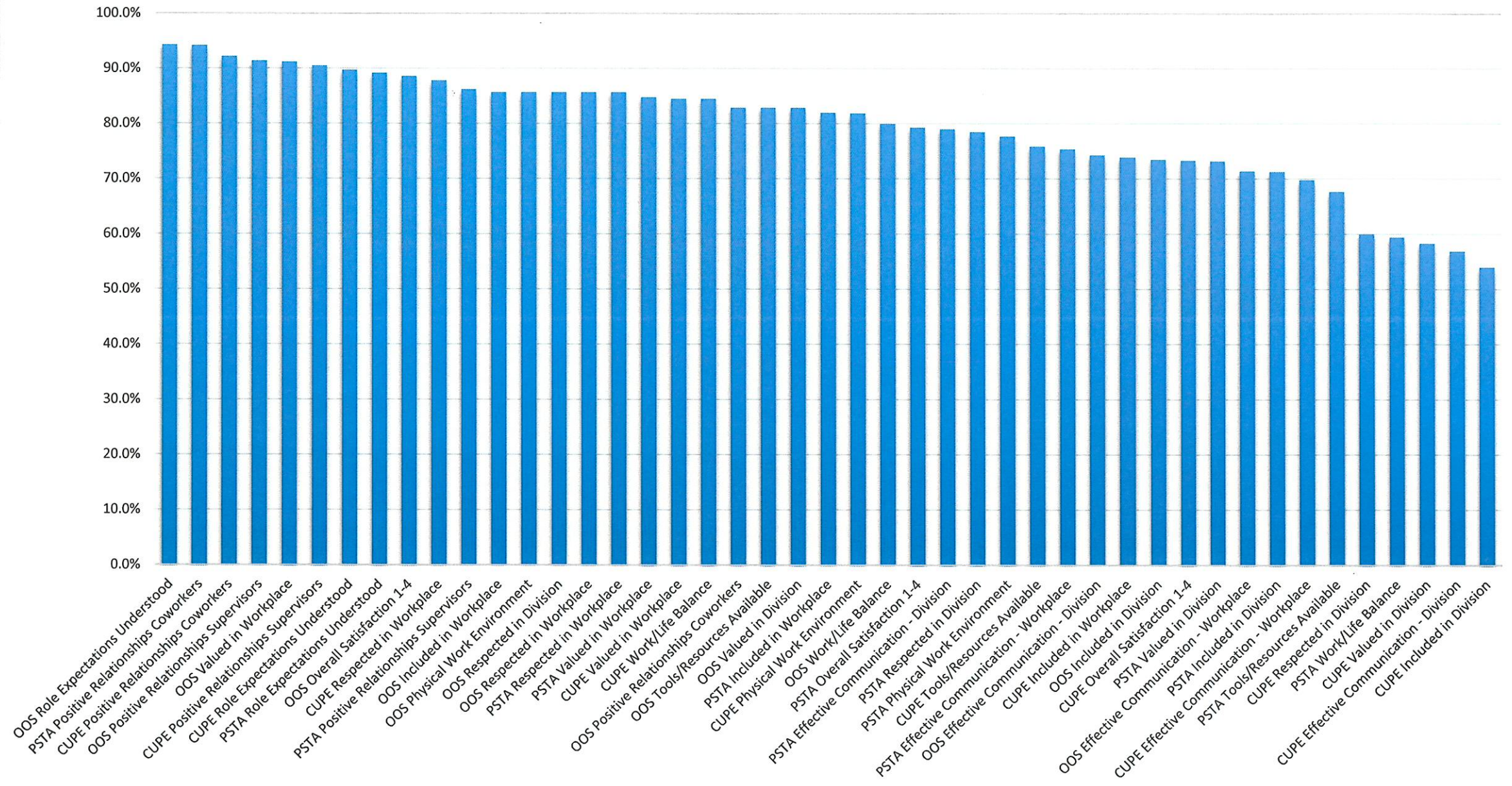
Background:	<p>The Prairie South Schools Board of Education began a staff engagement process in 2014-2015 after a needs assessment during a facilitated Board self-evaluation in April, 2014. In September 2014, the Board directed school division staff to develop a staff engagement plan, and subsequently, in November 2014, an initial plan was approved by the Board. Subsequent staff engagement plans have been implemented each year since 2014.</p> <p>A component of the plan involves the development of a Staff Satisfaction Survey, where different employee groups can provide information to the Board related to their work. This survey was conducted annually in 2015 and 2016, and then every second year in 2018 and 2020.</p>
Current Status:	<p>The fourth Prairie South Schools Staff Satisfaction Survey was developed by Prairie South, with review by the presidents of CUPE and the PSTA under the oversight of the Partnerships and Teambuilding committee of the Board of Education. The survey was administered for two weeks beginning on January 5th, 2020, and data was collated in late January. A summary of current and historic outcomes is attached.</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	<p>Collation of the survey is an important first step to improvement. A detailed analysis of the data provided by Prairie South staff will be carried out in the coming months, and will lead to a school division response that will guide our work related to staff satisfaction for the coming two years.</p>

Prepared By:	Date:	Attachments:
Tony Baldwin	04 February 2020	Staff Satisfaction Outcomes 2015-2020

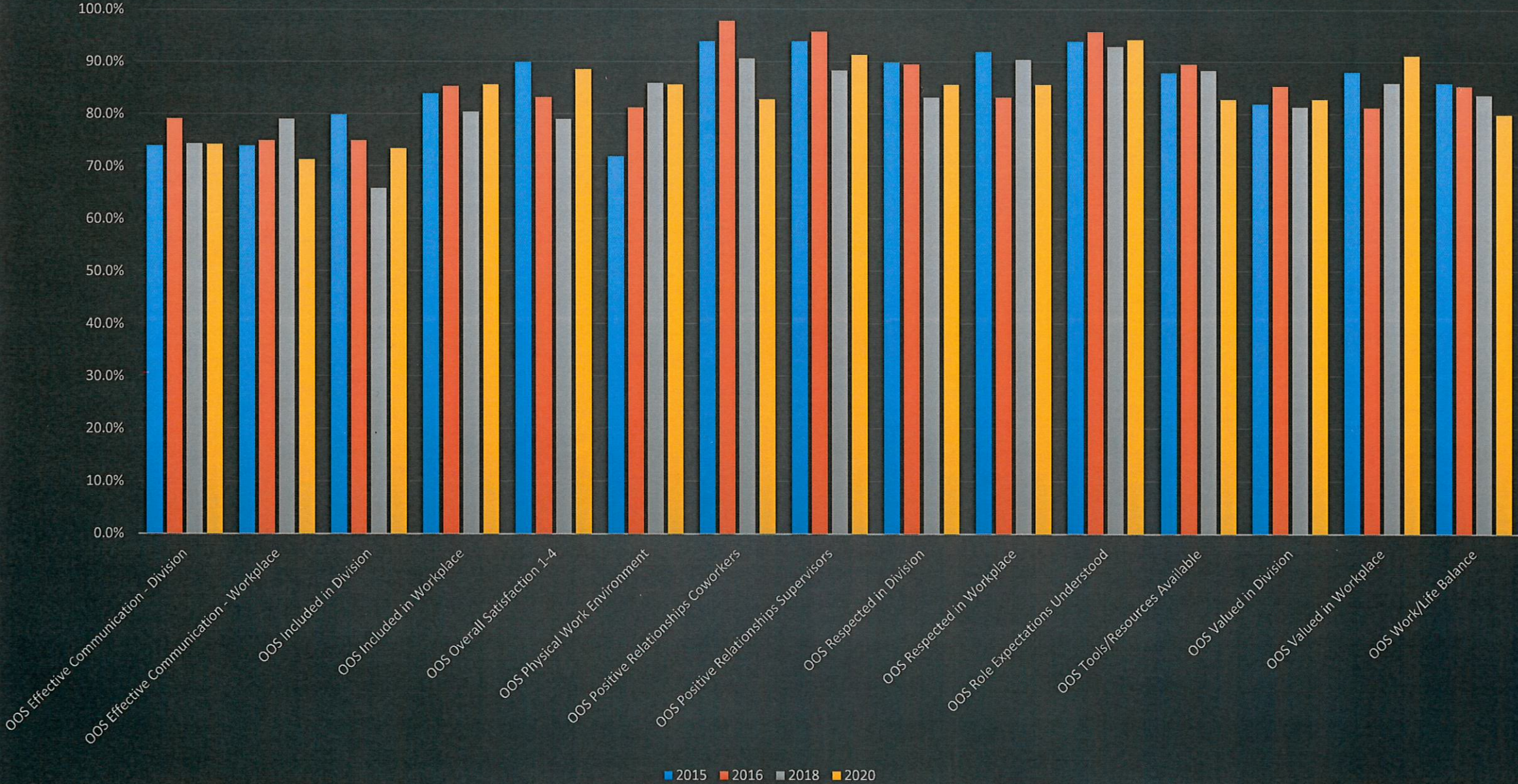
Recommendation:

That the Board review the information provided.

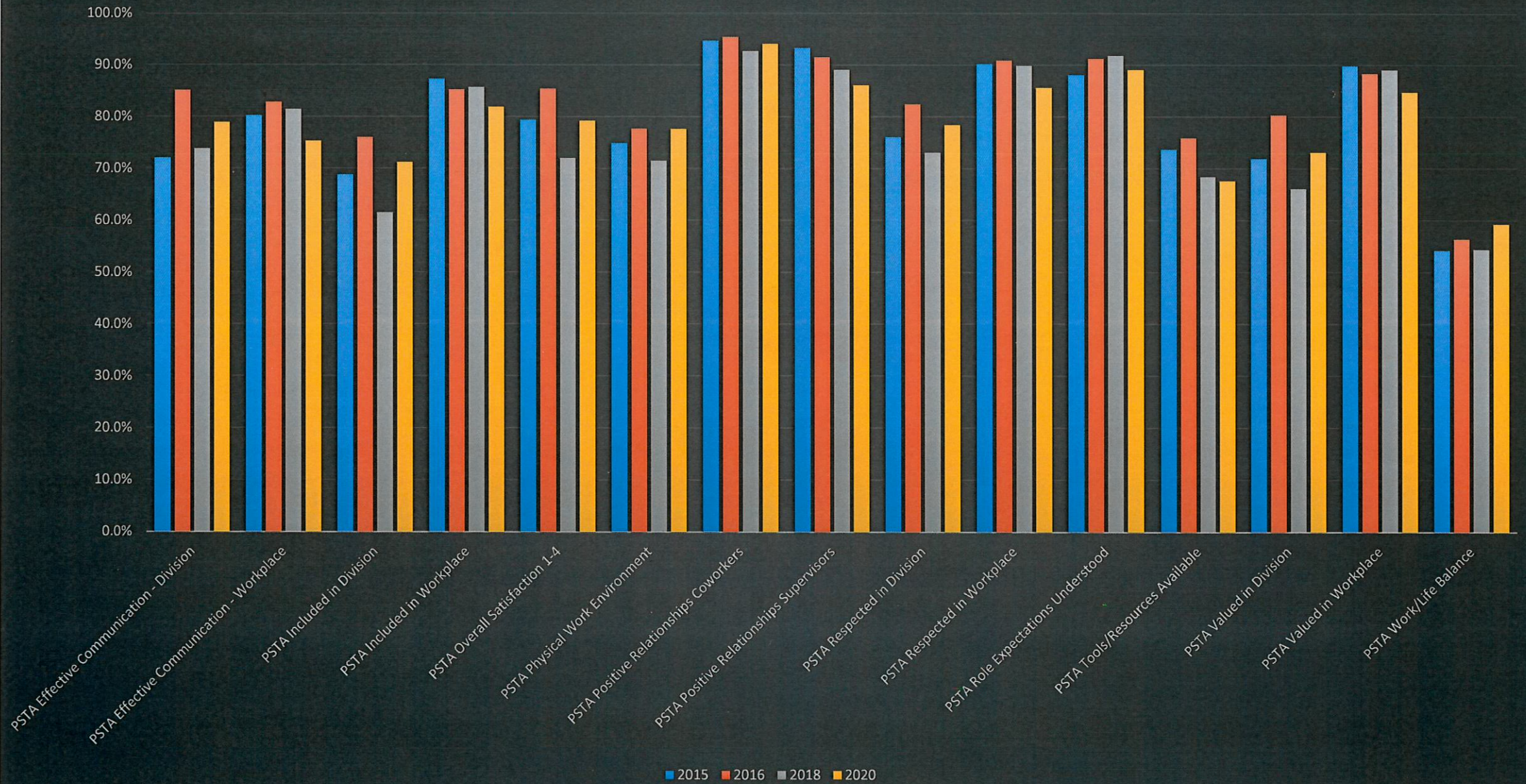
2020 Staff Satisfaction Levels, Prairie South Schools



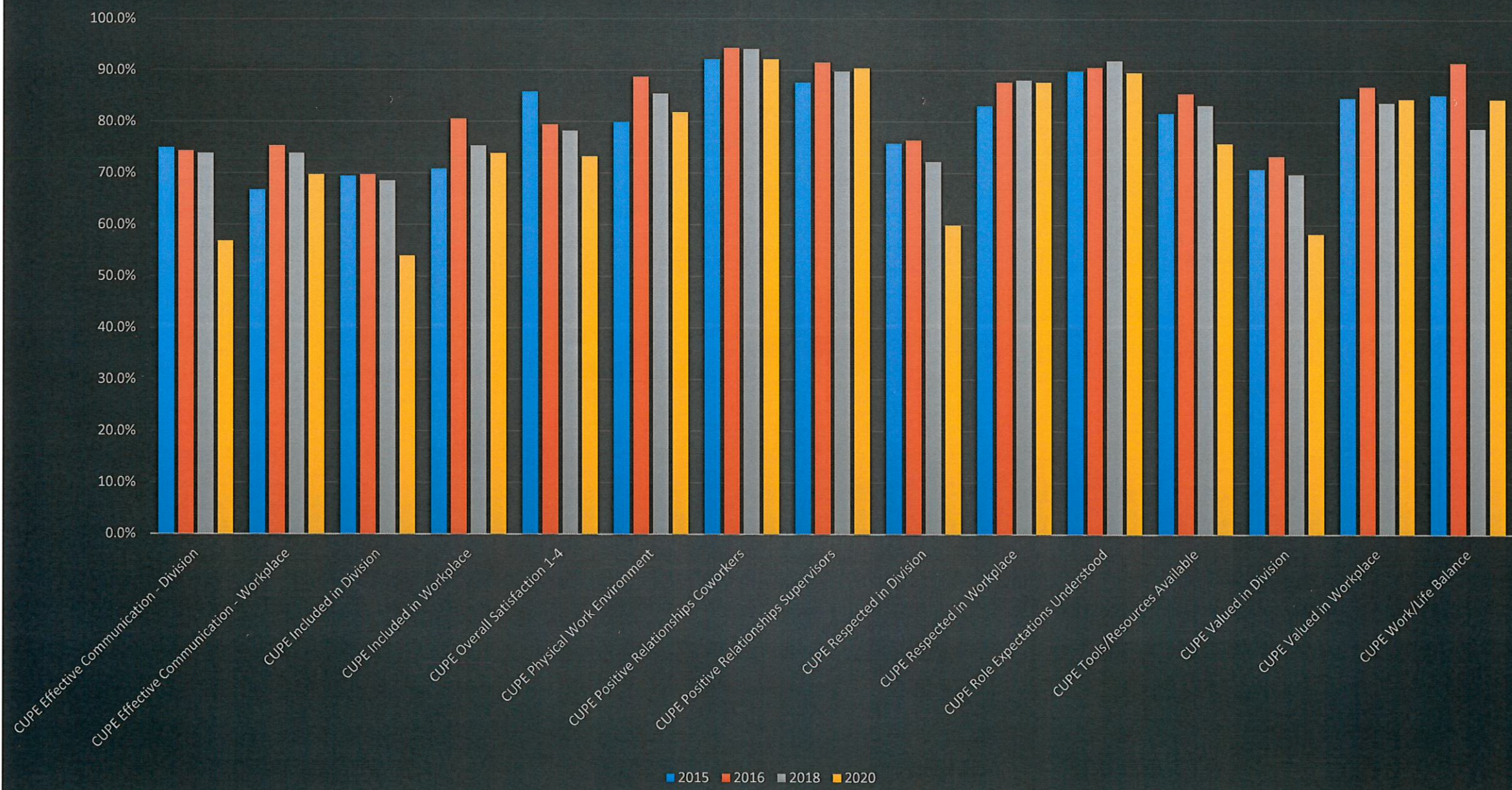
OOS Staff Satisfaction, Prairie South Schools, 2015-2020



PSTA Staff Satisfaction Levels, Prairie South Schools, 2015-2020



CUPE Staff Satisfaction Levels, Prairie South Schools, 2015-2020



AGENDA ITEM

Meeting Date:	February 4, 2020	Agenda Item #:	06.2
Topic:	AE Peacock Correspondence (D. Swanson)		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Beginning in 2019, the school division preventative maintenance and repair budget has funded significant improvements in many schools, including the auditorium at AE Peacock Collegiate in partnership with that school community.
Current Status:	A letter from Dustin Swanson is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	04 February 2020	D. Swanson Correspondence 200120

Recommendation:

That the Board review the information provided.

DUSTIN SWANSON
Principal
swanson.dustin@prairiesouth.ca

TANA ARNOTT
Vice-Principal
arnott.tana@prairiesouth.ca

ALBERT E. PEACOCK COLLEGIATE
145 Ross Street East Moose Jaw, Saskatchewan S6H 0S3
Telephone: 306.693.4626 • Fax: 306.692.5330
www.aepeacock.com

January 20, 2020

To Prairie South Schools Board of Trustees:

On behalf of the students and staff of Peacock Collegiate, we would like to thank you for supporting and facilitating the upgrading of the Centennial Auditorium audience seating, flooring, and house lighting.

The upgrade has had a substantial positive impact on the overall safety, comfort and well-being of anyone using the auditorium space. In speaking with our students, staff, parents, and visitors who have visited the auditorium all comments have been overwhelmingly positive.

Your decision to support upgrades to the auditorium does not just benefit high school students from Peacock Collegiate and Central Collegiate who utilize the primary space for musicals and drama productions. It is also a benefit to all the Prairie South school students and families who use the Centennial Auditorium to host Christmas concerts, one act performances, grade 8 farewell celebrations, and guest speakers. The renovation also positively impacts all the community renters which utilize the Centennial Auditorium for a diverse range of arts, culture, and performances.

The Centennial Auditorium is a centerpiece for youth arts, culture, and performance in our community and the upgrades are having a positive impact. Thank you again for supporting the Centennial Auditorium upgrades. The impact is felt every day and greatly appreciated by all who use the beautiful Centennial Auditorium!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dustin Swanson', with a long horizontal flourish extending to the right.

Dustin Swanson
Principal

cc: Tony Baldwin, Director of Education
Darren Baiton, Superintendent of Facilities
Derrick Huschi, Superintendent of School Operations

AGENDA ITEM

Meeting Date:	February 4, 2020	Agenda Item #:	06.3
Topic:	Safe Saskatchewan Memorandum of Understanding		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Prairie South Schools has been working with Safe Saskatchewan to implement the Community Safety Education Strategy (CSES) pilot since 2016 as part of our commitment to student safety and injury prevention.
Current Status:	The pilot phase of the CSES is complete, and Prairie South has signed a memorandum of understanding with Safe Saskatchewan to confirm our wish to continue with the partnership.
Pros and Cons:	
Financial Implications:	<p>Each year, several students sustain injuries in schools in Prairie South. Promoting a safety culture will reduce yearly injury levels and help students achieve to their best potential.</p> <p>Prairie South pays a significant yearly penalty related to WCB claims from our staff. Improvements in the safety culture at the school division, in conjunction with a supportive safety management system, will help Prairie South staff members be safer in the workplace and enhance productivity while reducing financial penalties.</p>
Governance/Policy Implications:	
Legal Implications:	
Communications:	Superintendent Huschi will continue to provide information to students and staff connected to safety practices in Prairie South.

Prepared By:	Date:	Attachments:
Tony Baldwin	04 February 2020	Memorandum of Understanding between Prairie South Schools and Safe Saskatchewan

Recommendation:

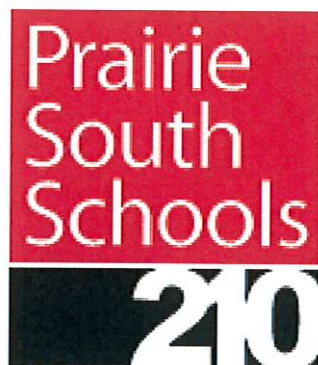
That the Board review the information provided.

Memorandum of Understanding

BETWEEN



~AND~



Safe Saskatchewan Inc. is a provincial private, public, not-for-profit, and cooperative sector [coalition](#) with the objective of achieving a continuous reduction in the number of unintentional injuries in Saskatchewan. Its key strategic priority is to facilitate and coordinate strategies and activities aimed at transforming the Saskatchewan culture and positioning injury prevention as a core value.

A solution to ending our provincial, unintentional injury epidemic lies in teaching future generations, injury prevention values at an early age. Developing a cultural norm with injury prevention as a core value, however, takes a collaborative effort among students, parents, staff, community members, government, and industry.

Safe Saskatchewan, in collaboration with key provincial organizations, has led the creation of the [Community Safety Education Strategy \(CSES\)](#), a comprehensive framework that provides injury prevention education and supports for school division to implement in Saskatchewan. This CSES involves education, industry, and community collaborates coming together to share responsibility for the integration of injury prevention knowledge and practices into Saskatchewan schools and communities.

Prairie South Schools was involved in the creation and implementation of the CSES. The focus was on safe and healthy relationships among students, employees, home and school community. The school division employees, home and the community, support students towards developing ownership and leadership in preventing injuries.

Safe Saskatchewan

~ AND ~

Prairie South Schools

have agreed to enter into this partnership. Both organizations recognize that the partnership involves education, industry, and community collaborates coming together to share responsibility for the integration of injury prevention knowledge and practices into Saskatchewan schools and communities. The intended outcome is well-informed students, surrounded by healthy physical and social environments in a community that supports living injury-free.

Organizations will benefit from pride and commitment, expanded communication between education, industry, and community-based organizations, ongoing public relations, and heightened exposure for teacher and student injury prevention resources.

Expected Outcomes

One of the four key components of the CSES is **Supportive Social Environment**. This partnership agreement is intended to support and enable its following component outcomes:

1. Safe and healthy relationships are evident among students, employees, home, and the school community.
2. School division employees, home and the community, support students towards developing ownership and leadership in preventing injuries.

DEFINITION

For the purpose of this agreement, "Partnership" is defined as a direct, supportive relationship between Safe Saskatchewan and Saskatchewan Prairie South Schools.

As a Partner in Education, Safe Saskatchewan will:

- *Maintain communications with Prairie South Schools to support the CSES implementation process through monthly scheduled meetings.*
- *Collaborate with the University of Saskatchewan and Prairie South Schools to administer the Student Safety Climate Survey to Grade 9 students and Grade 12 students in 2022.*
- *Advocate for designated resources to support safety management systems in school divisions.*
- *Promote the partnership, its existence and benefits, and the CSES vision of an injury-free Saskatchewan where safe lifestyles influence how we live, learn, work, and play.*

As a Partner in Education, Prairie South Schools will:


- *Maintain ongoing communication with the Safe Saskatchewan, Community Safety Education Coordinator, to actualize the four-step process (Appendix A) review it annually, and maintain it on an ongoing basis.*
- *Collaborate with the University of Saskatchewan and Safe Saskatchewan to administer the Student Safety Climate Survey to Grade 9 and Grade 12 students in 2022.*
- *Continue to designate resources, to oversee and actualize the CSES- four-step process.*
- *Promote the partnership, its existence and benefits, and the CSES vision of an injury-free Saskatchewan where safe lifestyles influence how we live, learn, work, and play.*
- *With support from Safe Saskatchewan, and/or its expert injury prevention partners, continue to develop and maintain a safety management system (SMS) that provides a systematic way to identify*

hazards and control risks as well as monitoring, to assure that these controls are effective.

IT IS UNDERSTOOD BY ALL PARTNERS TO THIS AGREEMENT THAT:

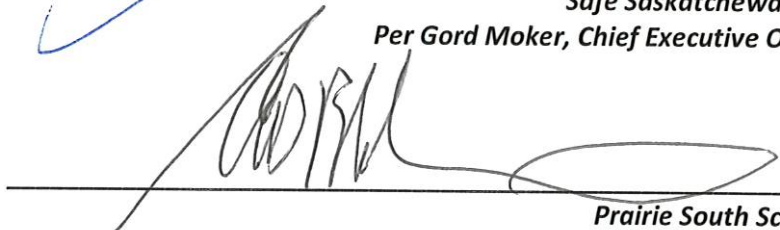
- (a) *The academic achievement and welfare of students and residents will receive priority in every decision.***
- (b) *This agreement can be adjusted or terminated by either party at any time.***
- (c) *This agreement will be reviewed annually.***

SIGNED:



Safe Saskatchewan Inc.
Per Gord Moker, Chief Executive Officer

SIGNED:



Prairie South Schools
Per Tony Baldwin, Director of Education

DATE Signed:

January 20, 2020

CONTACT PERSONS:

Prairie South Schools:

Derrick Huschi
Superintendent of School Operations
1075 9th Ave NW
Moose Jaw, SK, S6J 1L8
Phone: 306.694.1200 Email: Huschi.derrick@prairiesouth.ca

Safe Saskatchewan Contact

Barbara Compton
Community Safety Education Strategy Coordinator
Safe Saskatchewan Inc.
1867 MacKay Street
Regina, SK S4N 6E7
Phone: 306.640.9807 Email: compton.barbara@outlook.com

Appendix A

The CSES guides stakeholders to review and analyze school division data and create action plans that respond to the needs your employees, students and communities. This is a strategic framework that focuses on injury prevention through the implementation of a four-step process:

Step One: Establish and Actualize a School Division Safety Management System

- Critical to the success of the Community Safety Education Strategy is the development of a Safety Management System. Safety Management System is the collection of all data systems, documents, forms, policies, procedures, practices, training and communication required to effectively manage health and safety in a workplace.

Step Two: Collect, Collate and Review Baseline Data

- Review *Saskatchewan Workers' Compensation (WCB)* reports and tabulate results for employee injuries
- Review *Marsh Canada* reports from SSBA and tabulate results for injuries to students
- Administer and review employee *Safety Climate Benchmark Survey*
- Administer and review student *Safety Climate Benchmark Survey*

Step Three: Develop Safety and Injury Prevention Action Plan

- Share data with employees, students and community and engage them in a process to gather feedback.
- Develop and implement an *Injury Prevention Action Plan* that responds to data and feedback gathered.

Step Four: Inform and Engage Stakeholders

- Regular reporting to employees, students, School Community Councils and community
- Report progress of the *Injury Prevention Action Plan* to the Board.
- Review data and update *Injury Prevention Action Plan* annually

Implementation of the CSES using the four-step process is a method to inform, involve and engage stakeholders to meet and exceed legislation while reducing injuries and their related costs. The CSES provides the framework for Saskatchewan school divisions to meet objectives of continuously improving efficiency and reducing costs.

CSES will provide efficient and streamlined administration and accountability and clarify roles and responsibility to manage an injury prevention implementation plan.

The intended outcome of the *Community Safety Education Strategy* is well-informed students, surrounded by healthy physical and social environments in a community that supports living injury-free.

AGENDA ITEM

Meeting Date:	February 4, 2020	Agenda Item #:	06.4
Topic:	2020-21 Enrolment Projections		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Each December we use Baragar and local knowledge from school principals to determine enrolment projections for the following school year. The Baragar projection is based on enrolment data provided by the school division, information from Canada Post, CRA, Statistics Canada-Census and the Provincial Bureau of Vital Statistics. It includes information on births, population, migration and participation rates in the school division regular program.
Current Status:	For the 2020-21 school year, the school division is projected to grow by 47 students.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Diana Welter	February 4, 2020	2020-21 FTE and Headcount Projections

Recommendation:

Information only.

2020-21 K to Gr.12 FTE Projection

School	09.30.19 Actuals	2020-21 Projections	+/-
Assiniboia 7th Avenue School	187.5	181.5	-6.0
Assiniboia Composite High School	163.0	155.0	-8.0
Assiniboia Elementary School	173.0	176.0	3.0
Avonlea School	135.0	130.5	-4.5
Bengough School	73.0	76.0	3.0
Caronport Elementary School	169.5	171.0	1.5
Central Butte School	109.0	108.0	-1.0
Central Collegiate	534.0	519.0	-15.0
Chaplin School	30.0	33.0	3.0
Coronach School	164.5	167.5	3.0
Craik School	64.5	55.5	-9.0
Ecole Gravelbourg School	225.0	228.0	3.0
Ecole Palliser Heights School	612.5	631.0	18.5
Empire Community School	104.5	102.5	-2.0
Eyeblow School	43.0	41.0	-2.0
Glentworth School	80.5	80.0	-0.5
Kincaid Central School	113.0	113.0	0.0
King George Elementary School	354.0	359.0	5.0
Lafleche Central School	106.5	107.0	0.5
Lindale Elementary School	302.0	297.5	-4.5
Mankota School	43.0	40.5	-2.5
Mortlach School	66.5	70.0	3.5
Mossbank School	114.0	114.0	0.0
Peacock Collegiate	559.0	590.0	31.0
Prince Arthur Community School	213.0	200.5	-12.5
Riverview Collegiate High School	96.0	94.0	-2.0
Rockglen School	102.0	107.5	5.5
Rouleau School	117.0	121.5	4.5
Sunningdale Elementary School	407.0	431.5	24.5
Westmount Elementary School	307.0	297.5	-9.5
William Grayson School	152.0	160.0	8.0
Total K-12	5920.5	5959	38.5
Briercrest Christian Academy	141.0	145.0	4.0
Cornerstone Christian School	284.5	280.0	-4.5
Total Associate Schools	425.5	425.0	-0.5
Home Based Education	92.25	92.25	0.0
Virtual School	18.0	18.0	0.0
Baildon Colony School	24.0	31.5	7.5
Belle Plaine Colony School	21.5	22.0	0.5
Huron Colony School	9.0	8.5	-0.5
Rose Valley Colony School	12.0	13.0	1.0
Vanguard Colony School	2.0	3.0	1.0
Total Colony Schools	68.5	78.0	9.5
Total Students	6524.75	6572.25	47.5

2020-21 K to Gr.12 Headcount Projection

School	09.30.19 Actuals	2020-21 Projections	+/-
Assiniboia 7th Avenue School	204	205	1
Assiniboia Composite High School	163	155	-8
Assiniboia Elementary School	173	176	3
Avonlea School	139	134	-5
Bengough School	77	79	2
Caronport Elementary School	179	179	0
Central Butte School	114	114	0
Central Collegiate	534	519	-15
Chaplin School	31	35	4
Coronach School	173	176	3
Craik School	66	58	-8
Ecole Gravelbourg School	232	236	4
Ecole Palliser Heights School	649	666	17
Empire Community School	111	110	-1
Eyeblow School	45	43	-2
Glentworth School	82	82	0
Kincaid Central School	117	120	3
King George Elementary School	374	379	5
Lafleche Central School	109	111	2
Lindale Elementary School	321	310	-11
Mankota School	43	42	-1
Mortlach School	70	70	0
Mossbank School	117	120	3
Peacock Collegiate	559	590	31
Prince Arthur Community School	219	210	-9
Riverview Collegiate High School	96	94	-2
Rockglen School	108	114	6
Rouleau School	122	124	2
Sunningdale Elementary School	429	455	26
Westmount Elementary School	326	315	-11
William Grayson School	162	169	7
Total K-12	6144	6190	46
Briercrest Christian Academy	141	145	4
Cornerstone Christian School	296	290	-6
Total Associate Schools	437	435	-2
Home Based Education	194	185	-9
Virtual School	18	18	0
Baildon Colony School	24	34	10
Belle Plaine Colony School	22	23	1
Huron Colony School	9	9	0
Rose Valley Colony School	13	13	0
Vanguard Colony School	2	3	1
Total Colony Schools	70	82	12
Total Students	6863	6910	47
* Data exclusive of Pre K	269	258	
Total PreK to Gr.12	7132	7168	