

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

DATE: September 1, 2020  
1:00 p.m. – 4:00 p.m.  
Central Office, 1075 9<sup>th</sup> Avenue NW  
Moose Jaw

**AGENDA**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
  - 3.1.** Regular Board Meeting June 2, 2020
- 4. Decision and Discussion Items**
  - 4.1.** Administrative Update – School Restart
  - 4.2.** Notice of Motion – Four Seasons of Reconciliation PD
  - 4.3.** Notice of Motion – School Viability
  - 4.4.** Proposed 2020-2021 Budget
  - 4.5.** 2020-2021 Calendars
  - 4.6.** Rates of Pay for Election Workers
  - 4.7.** School Board Election - Voting Options Subdivision 6
  - 4.8.** School Board Election - Polling Places
  - 4.9. Monthly Reports**
    - 4.9.1.** Teacher Absence and Substitute Usage Report
    - 4.9.2.** CUPE Staff Absence and Substitute Usage Report
    - 4.9.3.** Bus Driver Absence and Substitute Usage Report
    - 4.9.4.** Out of Scope Absence and Substitute Usage Report
    - 4.9.5.** Tender Report
- 5. Delegations and Presentation**
  - 5.1.** 2:00 pm - Jessica Taylor, Transportation Catchment Request
  - 5.2** 2:15 pm - Donna Carr, Transportation Catchment Request
- 6. Information Items**
  - 6.1.** Teacher Leadership in Curriculum
  - 6.2.** South Hill School Monthly Update
  - 6.3.** Monthly Report Correction from June 2020
  - 6.4.** SSBA Annual Report
  - 6.5.** PAS Letter of Involvement
  - 6.6.** Organizational Chart
  - 6.7.** SSBA Bylaw Amendments and Resolutions

- 6.8.** CAC Leadership Portfolios for 2020-2021
- 6.9.** South Hill School Traffic Impact Assessment Update
- 6.10.** Swanson Inquiry

**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 9<sup>th</sup> Avenue North West, Moose Jaw, Saskatchewan on June 2, 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; T. Baldwin, Director of Education; S. Robitaille, Superintendent of Business and Operations; L. Meyer, Superintendent of Learning; L. Schlamp, Executive Assistant

Regrets:

D. Huschi, Superintendent of School Operations; D. Teneycke, Superintendent of School Operations; R. Boughen, Superintendent of School Operations; D. Welter, Superintendent of Human Resources

Delegations:

Ashley Cockburn  
Kimberly Hazell  
Ward Cockburn

Motions:

- |                   |   |         |
|-------------------|---|---------|
| 2020-06-02 - 3236 | That the meeting be called to order at 1:04p.m.<br>- Bachmann   |         |
| 2020-06-02 - 3237 | That the Board add item 4.7 – Executive Management Consultation Proposal to the agenda.<br>- Wilson   | Carried |
| 2020-06-02 - 3238 | That the Board adopt the agenda as amended.<br>- McLeod   | Carried |
| 2020-06-02 - 3239 | That the Board adopt the minutes of the May 5, 2020 Board meeting.<br>- Young   | Carried |
| 2020-06-02 - 3240 | That the Board appoint Stephen Robitaille, Superintenedent of Business and Operations as the Returning Officer for the November 9, 2020 School Board Election.<br>- Jukes | Carried |
| 2020-06-02 - 3241 | That the Board receive and file the item related to nomination requirements for the November 9 <sup>th</sup> election.<br>- Swanson                                       | Carried |

2020-06-02 - 3242	That the Board of Education receive and file the Student Learning Accountability Report. - Wilson	Carried
2020-06-02 - 3243	That the Board consider that since there was no opportunity for the general public to examine the finalized site selection process for the new proposed joint use school location in Westheath (specifically west of 1700 blocks of Glendale St. and Spadina Dr), that the PSSD provide public presentations (virtually if needed) and the opportunity for formal input by citizens to the Board into the site selection process and the possible expenditure of \$2,541,848 for the purchase of City of Moose Jaw lands before any transaction on the purchase of lands is completed. - Radwanski	Defeated
2020-06-02 - 3248	That the Board approve the 2020-2021 Budget as presented with revenue of \$85,212,674 operating expenses of \$89,023,353 including capital purchases of \$2,447,660. - Davidson  A recorded voted was requested. For: Davidson, Kessler, Pryor, Wilson, Young, Jukes, Bachmann Against: McLeod, Radwanski, Swanson	Carried
2020-06-02 - 3244	That the Board table the pending motion, agenda item 4.5, until after our delegations present. - Wilson	Carried
2020-06-02 - 3245	That the Board recess into closed session at 2:18 p.m. - McLeod	Carried
2020-06-02 - 3246	That the Board reconvene in open session at 3:04 p.m. - McLeod	Carried
2020-06-02 - 3247	That the Board take from the table the previous pending motion, agenda item 4.5. - Wilson	Carried
2020-06-02 - 3249	That the Board alter the current restriction of funds of \$1,458,762 from “designated for tangible capital asset expenditures” to “designated for classroom composition mitigation” - Wilson  A recorded voted was requested.	Carried



For: Davidson, Kessler, McLeod, Pryor, Radwanski, Swanson,  
Wilson, Jukes, Bachmann  
Against: none

2020-06-02 - 3250 That the Board receive and file the monthly reports as presented. Carried  
- Kessler

2020-06-02 - 3251 That the Board accept the proposal for consultant services Carried  
provided by Randy Fox and direct the Board Chair to enter into  
a contract on behalf of the Board.  
- Jukes

Inquires: Swanson:  
For each individual PSSD school, what has been the total PMR  
and Capital funding since 2010?

Notice of Motion: Randwanski:  
That since there were no school viability review processes to  
date undertaken by PSSD #210 for the closing of Empire  
Community School and Westmount Elementary School, that the  
PSSD #210 provide opportunity for interested persons and  
delegations to participate in school viability review processes  
that allows for representatives of local governments and  
organizations, community members and others to be involved in  
school viability reviews for Empire Community School and  
Westmount Elementary School before approval of land  
transactions involving PSSD take place for a proposed new  
1000+ student joint use school on vacant City of Moose Jaw  
lands.

Bachmann:  
That the board offer the 4 Seasons of Reconciliation training to  
Trustees.

2020-06-02 - 3252 That the Board extend the meeting time to 5:00 p.m. Carried  
- McLeod

2020-06-02 - 3253 That the Board recess into closed session at 4:16 p.m. Carried  
- McLeod

2020-06-02 - 3254 That the Board reconvene in open session at 6:02 p.m. Carried  
- McLeod

2020-06-02 - 3255 That the meeting be adjourned at 6:04 p.m. Carried  
- Kessler

---

R. Bachmann  
Chairperson

---

S. Robitaille  
Superintendent of Business and Operations

Next Regular Board Meeting:

September 1, 2020  
Prairie South School Division Central Office, Moose Jaw

Draft

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	04.1
<b>Topic:</b>	<b>Administrative Update – School Restart</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	Students will be returning to school on September 8 <sup>th</sup> after a long interruption of “normal” school due to the global COVID-19 Pandemic.
<b>Current Status:</b>	The Director of Education and CAC will provide an update on administrative preparations for school restart, as well as a summary of governance impacts. An opportunity for trustee questions or discussion will be provided.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	

***Recommendation:***

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	04.2
<b>Topic:</b>	<b>Notice of Motion – Four Seasons of Reconciliation PD</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<p>At the June 2020 meeting of the Board of Education of Prairie South Schools, Trustee Bachmann provided the following Notice of Motion:</p> <p><i>That the Board offer the Four Seasons of Reconciliation training to trustees.</i></p> <p style="text-align: right;"><i>-Bachmann</i></p> <p>The following purpose/reason was provided:</p> <p>“In light of the SSBA passed resolution in regards to the Four Seasons of Reconciliation professional development program and the SSBA commitment to help subsidize the cost of this training program, and in light of current events and the continuing reality of racial inequalities it behooves us as a Board to do all we can to proactively do all we can to make a positive difference in our society.”</p>
<b>Current Status:</b>	
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	Prairie South has an 18-month subscription for Four Seasons of Reconciliation training for all staff; there would be no additional cost for Trustees to access the training.
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	n/a

**Recommendation:**

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	04.3
<b>Topic:</b>	<b>Notice of Motion – School Viability</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<p>At the June 2020 meeting of the Board of Education of Prairie South Schools, Trustee Radwanski provided the following Notice of Motion:</p> <p><i>That since there were no school viability review processes to date undertaken by PSSD #210 for the closing of Empire Community School and Westmount Elementary School, that the PSSD #210 provide opportunity for interested persons and delegations to participate in school viability review processes that allows for representatives of local governments and organizations, community members and others to be involved in school viability reviews for Empire Community School and Westmount Elementary School before approval of land transactions involving PSSD take place for a proposed new 1000+ student joint use school on vacant City of Moose Jaw lands.</i></p> <p style="text-align: right;"><i>-Radwanski</i></p>
<b>Current Status:</b>	The Board has previously directed Administration to acquire the preferred site for the new school. Administration is working with the project manager, representatives from Holy Trinity Catholic School Division, the Ministry of Education and City of Moose Jaw staff to make the Board's will a reality.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	All funding for the new school flows from the Ministry of Education. There is no financial exposure for Prairie South Schools.
<b>Governance/Policy Implications:</b>	The Board of Education has previously determined that Westmount School and Empire School should be replaced by a new school. No viability process exists in legislation for a school replacement project. Viability reviews are conducted when a school is closed and not replaced.
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	n/a

**Recommendation:**

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	04.4
<b>Topic:</b>	<b>Proposed 2020-2021 Budget</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	The Board of Education provides strategic direction during the budget development process, and has reviewed the proposed budget for the 2020-2021 at planning sessions on April 28 <sup>th</sup> , 2020 and May 26, 2020. The Board of Education approved the Operational Budget on June 2 <sup>nd</sup> , 2020
<b>Current Status:</b>	The Ministry of Education requires Board of Education to submit their 2020-2021 budget for approval prior to June 30, 2020. Following submission, the Ministry identified additional 2020-2021 Capital Grant funding for the New Joint School project and requested that the PSSD #210 budget be adjusted to reflect the funds. The Ministry has provided an accommodation for the updated motion to be submitted the week of September 1 <sup>st</sup> , 2020.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	The updated budget recognizes an additional \$1.925M in Revenue and matching \$1.925M in Capital Purchases
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	In accordance with <i>The Education Act 1995</i> , the Minister of Education must approve the School Division budget before it is implemented.
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Steve Robitaille	September 1, 2020	n/a

**Recommendation:**

**Original Motion:** “That the Board approve the 2020-2021 Budget as presented with revenue of \$85,212,674 operating expenses of \$89,023,353 and capital purchases of \$2,447,660.”

**Updated Motion:** “That the Board approve the 2020-2021 Budget as presented with revenue of \$87,137,674 operating expenses of \$89,023,353 and capital purchases of \$4,372,660.”

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	04.5
<b>Topic:</b>	<b>2020-2021 Calendars</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<p>The Education Act in conjunction with collective agreements at the provincial and local level provide guidelines for school calendar development.</p> <p>In accordance with subsection 163(5) of <i>The Education Act, 1995</i>, the first instructional day for all schools across the province is set by the Minister of Education. For the fall of 2020, the Minister has indicated that school will begin on September 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>. June 30 is the last instructional day allowed by legislation in any calendar year.</p> <ul style="list-style-type: none"> <li>The Ministry reviews board-approved school calendars to ensure they adhere to the prescribed requirements. Board-approved calendars for 2020-2021 are due at the Ministry by 01 May 2020.</li> </ul> <p>In November 2019, the Board approved the following calendar parameters for 2020-2021:</p> <ul style="list-style-type: none"> <li>197 teaching days (183 in alternate calendar)</li> <li>185 instructional days (171 in alternate calendar)</li> <li>Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours</li> <li>a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2</li> <li>a spring vacation consisting of not more than five consecutive school days</li> <li>12 non-instructional days include: <ul style="list-style-type: none"> <li>➤ 1 school-based organizational day (½ day start-up and ½ day year-end)</li> <li>➤ 5 teacher prep days (LINC contract)</li> <li>➤ 2 professional learning days at beginning of school year</li> <li>➤ 1 professional learning day for LIP work plan development</li> <li>➤ Professional learning days for Learning Improvement Teams to align with CLF renewal process</li> </ul> </li> </ul>
<b>Current Status:</b>	A draft calendar was circulated to SCCs and school staff for review in February 2020. 400 individuals provided feedback, with

	<p>approximately 80% preferring a full two weeks at Christmas and nearly 60% preferring two teacher preparation days in October rather than adjacent to Remembrance Day.</p> <p>The Base calendar was approved by the Board of Education on March 3<sup>rd</sup>.</p> <p>Additional consultation was completed with the K-12 and Colony principals.</p> <p>The completed K-12 and Hutterian calendars were approved by the Board on March 31, 2020.</p> <p>In June 2020, the Ministry of Education directed school divisions to set October 26<sup>th</sup> as a non-instructional day to accommodate the provincial election. This change has been achieved by moving the Prep/LIT day originally scheduled on October 30<sup>th</sup> to October 26<sup>th</sup>.</p> <p>In August 2020, the Premier announced that school would begin in Saskatchewan on September 8<sup>th</sup>. Staff days remain unchanged and instructional days were reduced by 4.0 to achieve this.</p>
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	Authority for the Board to set the yearly calendar is established in Board Policy 2.
<b>Legal Implications:</b>	
<b>Communications:</b>	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	<ul style="list-style-type: none"> <li>• K-12 School Calendar (Revised)</li> <li>• Hutterian Colony School Calendar (Revised)</li> <li>• Moose Jaw, Assiniboia, Caronport Calendar (Revised)</li> <li>• Calendar Hours Summary (Revised)</li> </ul>

**Recommendation:** That the Board review the material provided and determine whether an additional approval motion is necessary.



Prairie South Schools Calendar Summary 2020-2021  
200901

		Calendar One	
Name of Day	Number of Days	Student Instructional Minutes	Teacher Assigned Minutes
Regular Day (includes exam days)	177 x	310	310
Early Dismissal Day	5 x	250	310
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	15 x	0	300
Total Minutes		56840	61640
Total Hours		947.4	1027.4
Kindergarten Minutes		28420	
Kindergarten Hours		473.7	
Calendar One Schools	Schools in Moose Jaw, Assiniboia and Caronport		
Calendar Two			
Name of Day	Number of Days	Student Instructional Minutes	Teacher Assigned Minutes
Regular Day (includes exam days)	163 x	336	336
Early Dismissal Day	5 x	276	336
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	15 x	0	300
Total Minutes		56868	61668
Total Hours		947.8	1027.8
Kindergarten Minutes		28434	
Kindergarten Hours		473.9	
Calendar Two Schools	Schools in Craik, Eyebrow, Chaplin, Central Butte, Mortlach, Gravelbourg, Lafleche, Kincaid, Mankota, Glentworth, Rockglen, Coronach, Bengough, Avonlea, Rouleau and Mossbank		
Calendar Three			
Name of Day	Number of Days	Student Instructional Minutes	Teacher Assigned Minutes
Regular Day (includes exam days)	178 x	315	315
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	15 x	0	300
Total Minutes		56790	61290
Total Hours		946.5	1021.5
Kindergarten Minutes		28395	
Kindergarten Hours		473.3	
Calendar Three Schools	Schools on Hutterian Colonies at Baildon, Belle Plaine, Huron, Rose Valley and Vanguard.		



FIRST SEMESTER				
MON	TUE	WED	THU	FRI
AUGUST 2020				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
TD = 5 ID= 0				
MON	TUE	WED	THU	FRI
SEPTEMBER 2020				
31-Aug	1	2	3	4
Sept. 8: First Day of Classes				
7	8	9	10	11
Sept. 7: Labour Day				
14	15	16	17	18
21	22	23	24	25
28	29	30		
TD = 21 ID= 16.8				
MON	TUE	WED	THU	FRI
OCTOBER 2020				
			1	2
5	6	7	8	9
12	13	14	15	16
Oct. 12: Thanksgiving				
19	20	21	22	23
26	27	28	29	30
TD = 21 ID= 19				
MON	TUE	WED	THU	FRI
NOVEMBER 2020				
2	3	4	5	6
9	10	11	12	13
Nov. 11: Remembrance Day				
16	17	18	19	20
23	24	25	26	27
30				
TD = 20 ID= 19.8				
MON	TUE	WED	THU	FRI
DECEMBER 2020				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
Dec. 25: Christmas				
28	29	30	31	
TD = 14 ID= 14				
MON	TUE	WED	THU	FRI
JANUARY 2021				
				1
January 1 - New Years Day				
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
TD = 20 ID= 19				
First Semester Instructional Days = 88.6				
Teacher Days = 101				

SECOND SEMESTER				
MON	TUE	WED	THU	FRI
FEBRUARY 2021				
1	2	3	4	5
8	9	10	11	12
Feb. 15: Family Day				
15	16	17	18	19
22	23	24	25	26
TD = 15 ID= 15				
MON	TUE	WED	THU	FRI
MARCH 2021				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
TD = 23 ID= 21.8				
MON	TUE	WED	THU	FRI
APRIL 2021				
			1	2
Apr 2: Good Friday				
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
TD = 16 ID= 15.8				
MON	TUE	WED	THU	FRI
MAY 2021				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
May 24: Victoria Day				
31				
TD = 20 ID= 19.8				
MON	TUE	WED	THU	FRI
JUNE 2021				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
TD = 22 ID= 20				
Second Semester Instructional Days = 92.4				
Teacher Days = 96				
Instructional Days = 177 Regular + 5 Early Dismissal				
Non Instructional Days = 15				
Total Teacher Days = 197				

LEGEND			
Preparation Day .8; LIT .2	LIT/Early Dismissal	Stat Holiday Observed	
School-Based Org / Inservice	Preparation Day	Remembrance Day	
Holidays	Gov't Mandated	Professional Learning	



Prairie South School Division # 210  
2020-2021 School Year Calendar - K-12 Schools

FIRST SEMESTER					
MON	TUE	WED	THU	FRI	AUGUST 2020
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
TD = 5 ID= 0					
MON	TUE	WED	THU	FRI	SEPTEMBER 2020
31-Aug	1	2	3	4	Sept. 8: First Day of Classes
7	8	9	10	11	Sept. 7: Labour Day
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
TD = 20 ID= 15.8					
MON	TUE	WED	THU	FRI	OCTOBER 2020
			1	2	
5	6	7	8	9	
12	13	14	15	16	Oct. 12: Thanksgiving
19	20	21	22	23	
26	27	28	29	30	
TD = 20 ID= 18					
MON	TUE	WED	THU	FRI	NOVEMBER 2020
2	3	4	5	6	
9	10	11	12	13	Nov. 11: Remembrance Day
16	17	18	19	20	
23	24	25	26	27	
30					
TD = 18 ID= 17.8					
MON	TUE	WED	THU	FRI	DECEMBER 2020
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	Dec. 25: Christmas
28	29	30	31		
TD = 12 ID= 12					
MON	TUE	WED	THU	FRI	JANUARY 2021
				1	January 1 - New Years Day
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
TD = 19 ID= 18					
First Semester Instructional Days = 81.6					
Teacher Days = 94					

SECOND SEMESTER					
MON	TUE	WED	THU	FRI	FEBRUARY 2021
1	2	3	4	5	
8	9	10	11	12	Feb. 15: Family Day
15	16	17	18	19	
22	23	24	25	26	
TD = 14 ID= 14					
MON	TUE	WED	THU	FRI	MARCH 2021
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
TD = 22 ID= 20.8					
MON	TUE	WED	THU	FRI	APRIL 2021
			1	2	Apr 2: Good Friday
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	
TD = 15 ID= 14.8					
MON	TUE	WED	THU	FRI	MAY 2021
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	May 24: Victoria Day
31					
TD = 18 ID= 17.8					
MON	TUE	WED	THU	FRI	JUNE 2021
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			
TD = 20 ID= 18					
Second Semester Instructional Days = 85.4					
Teacher Days = 89					
Instructional Days = 163 Regular + 5 Early Dismissal					
Non Instructional Days = 15					
Total Teacher Days = 183					

LEGEND			
Preparation Day .8; LIT .2	LIT/Early Dismissal	Stat Holiday Observed	
School-Based Org / Inservice	Preparation Day	Remembrance Day	
Holidays	Gov't Mandated	Professional Learning	



Prairie South School Division # 210  
2020-2021 Hutterian School Year Calendar

FIRST SEMESTER				
MON	TUE	WED	THU	FRI
AUGUST 2020				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
TD = 5 ID= 0				
MON	TUE	WED	THU	FRI
SEPTEMBER 2020				
31-Aug	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
TD = 21 ID= 17				
MON	TUE	WED	THU	FRI
OCTOBER 2020				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
TD = 21 ID= 19				
MON	TUE	WED	THU	FRI
NOVEMBER 2020				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
TD = 20 ID= 20				
MON	TUE	WED	THU	FRI
DECEMBER 2020				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
TD = 14 ID= 14				
MON	TUE	WED	THU	FRI
JANUARY 2021				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
TD = 19 ID= 18				
First Semester Instructional Days = 88				
Teacher Days = 100				

SECOND SEMESTER				
MON	TUE	WED	THU	FRI
FEBRUARY 2021				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
Feb. 15: Family Day				
TD = 15 ID= 15				
MON	TUE	WED	THU	FRI
MARCH 2021				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
TD = 23 ID= 22				
MON	TUE	WED	THU	FRI
APRIL 2021				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
TD = 16 ID= 16				
MON	TUE	WED	THU	FRI
MAY 2021				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
May 13: Ascension				
May 21 - 25: Pentecost				
May 24: Victoria Day				
TD = 17 ID= 17				
MON	TUE	WED	THU	FRI
JUNE 2021				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
TD = 22 ID= 20				
Second Semester Instructional Days = 90				
Teacher Days = 93				
Instructional Days = 178				
Non Instructional Days = 15				
Total Teacher Days = 193				

LEGEND			
Preparation Day ; LIT 2	Hutterian Religious Holiday	Stat Holiday Observed	
School-Based Org / Inservice	Preparation Day	Remembrance Day	
Holidays	Gov't Mandated	Professional Learning	

## AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	04.6
<b>Topic:</b>	<b>Rates of Pay for Election Workers</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

In Accordance with the Local Government Election Act, the Board is to approve rates for election workers. We work with as many municipalities as possible where they hire the workers and act as the Deputy Returning Officer for us. In these cases we share costs with the municipality. However, we still have to hire our own workers for some polling places and in this case the Board needs to approve rates.

**Current Status:**

We have in past elections used the Province of Saskatchewan Election rates.

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Steve Robitaille	September 1, 2020	Elections SK Schedule of Fees

***Recommendation:***

That the rates of pay for Election Workers for the 2020 School Board Election be paid at the rate set by Elections Saskatchewan.

Mileage to attend training, to attend the advanced poll, election day poll and to return ballot box be established at \$0.44/km.



## Schedule of Fees

**E-500**

*The Election Act, 1996*

### Schedule

The following table represents a summary of remuneration to be paid to election officials and fees for other election expenses under provisions of Part III of *The Election Act Regulations*. In the event of a conflict between this document and *The Election Act Regulations*, *The Election Act Regulations* shall take precedent.

#### Returning Office\*:

	Returning Officer	Election Clerk	Office Coordinator	Trainer	Administrative Assistant	Messenger	Office Assistant
Annual Allowance	\$973.00	-	-	-	-	-	-
Outside of Writ Period	\$27.50 / hr	\$22.50 / hr	\$21.00 / hr	\$21.00 / hr	\$17.00 / hr	\$13.00 / hr	\$13.00 / hr
Election Period	\$6,124.00	\$4,593.00	\$21.00 / hr	\$21.00 / hr	\$17.00 / hr	\$13.00 / hr	\$13.00 / hr
Post Election Services	\$2,040.00	\$1,531.00	\$21.00 / hr	\$21.00 / hr	\$17.00 / hr	\$13.00 / hr	\$13.00 / hr
Recount	\$150.00 / day	\$150.00 / day	\$21.00 / hr	-	\$17.00 / hr	-	\$13.00 / hr
School of Instruction	\$150.00 / day	\$150.00 / day	\$150.00 / day	\$150.00 / day	-	-	-
Completion of Online Training Assignment	-	-	\$15.00	\$15.00	-	-	-

#### Poll Officials\*:

	Supervisory Deputy Returning Officer	Deputy Returning Officer	Poll Clerk	Registration Officer	Information Officer	Interpreter	Security Assistant
For Duties Performed	\$20.00 / hr	\$18.50 / hr	\$15.00 / hr	\$14.00 / hr	\$14.00 / hr	\$14.00 / hr	\$14.00 / hr
Attendance at Training Session	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00	-	-
Completion of Online Training Assignment	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-	-
Use of Cell Phone	\$5.00 / day	\$5.00 / day	\$5.00 / day	-	-	-	-

#### Enumeration & Revision\*:

	Enumerator	Revising Agent
For Duties Performed	\$14.00 / hr	\$14.00 / hr
Attendance at Training Session	\$47.00	\$47.00
Completion of Online Training Assignment	\$15.00	\$15.00

#### Rental of Polling Places\*\*:

	Daily Rental (1 Poll)	Per Each Additional Poll at a Location	Special Poll Rates
Regular Poll Locations	\$180.00	\$45.00	-
Advance Poll Locations	\$180.00	\$45.00	-
Personal Care Facility, Mobile or Temporarily Displaced Voter Polls	-	-	\$15.00 / hr

\* Expenses for travel, sustenance and accommodation at the rates paid to members of the public service of Saskatchewan, where applicable.

\*\* Includes light, heat, janitorial service and the use of tables and chairs.

# AGENDA ITEM

<b>Meeting Date:</b>	September 1 , 2020	<b>Agenda Item #:</b>	04.7
<b>Topic:</b>	<b>School Board Election - Voting Options Subdivision 6</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The LGEA 90(2) states Boards may pass a resolution for the use of voting machines. It is recommended that the Board pass a motion for use of vote counting machines when used within the City of Moose Jaw (Subdivision No. 6) and administered by their election officials.

The LGEA 92 states Boards may pass a resolution to establish a mail-in ballot voting system. It is recommended that the Board pass a motion to use a mail-in ballot voting system when used within the City of Moose Jaw (Subdivision No. 6) and administered by their election officials.

The LGEA 29 states Boards may pass a resolution to establish a polling place in a hospital, personal care facility or other similar institution. It is recommended that the Board pass a motion to hold polls in a hospital, personal care facility or similar institution when used within the City of Moose Jaw (Subdivision No. 6) and administered by their election officials.

The LGEA 30 states Boards may pass a resolution to provide homebound voting. It is recommended that the Board pass a motion to provide for homebound voting when used within the City of Moose Jaw (Subdivision No. 6) and administered by their election officials.

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

Prepared By:	Date:	Attachments:
Steve Robitaille	September 1, 2020	LGEA 90(2), 92, 29, 30

***Recommendation:***

That, if used in the City of Moose Jaw (for Subdivision 6) and administered by their election officials, the Board use:

- a) vote counting machines;
- b) mail-in ballot voting system;
- c) polling places in a hospital, personal care facility or other similar institution; and/or
- d) homebound voting.



### **Voting machines**

90(1) If this section or the regulations conflict with any other provision of this Act or any other Act or any other regulations, this section and the regulations prevail.

**(2)** Notwithstanding any other provision of this Act but subject to the regulations, the council, or if the board conducts the election, the board, may, by bylaw in the case of a council and by resolution in the case of a board, provide for the use at elections of voting machines, voting recorders, optical scanning vote tabulators or other similar devices.

### **Mail-in ballot**

92(1) Notwithstanding any other provision of this Act but subject to subsection (2) and any regulations made for the purposes of this section, a council, by bylaw, or a board, by resolution, may establish a mail-in ballot voting system for the purpose of receiving ballots in an election.

(2) A bylaw or resolution mentioned in subsection (1):

(a) must not extend the period for the receipt of mail-in ballots beyond the closing of the polls on election day; and

(b) must provide that mail-in ballots received after the closing of the polls on election day:

(i) are deemed to be spoiled ballots; and

(ii) are to be dealt with by the deputy returning officer in the manner set out in subsection 118(2).

2015, c.L-30.11, s.92; 2019, c 10, s19

### **Hospitals and personal care facilities**

29(1) A council or a board, by resolution, may do either or both of the following:

(a) establish a polling place in a hospital, personal care facility or similar institution situated within the municipality or school division at which a voter of the municipality or school division who is receiving care in that institution may vote in an election;

(b) permit a voter of the municipality or school division who is receiving

care in a hospital, personal care facility or similar institution situated within the municipality or school division to vote in an election by mail-in ballot in accordance with a mail-in ballot voting system established by bylaw or resolution pursuant to section 92, and facilitate the use of mail-in ballots by delivering the ballots to the facility.

(2) The polling place mentioned in clause (1)(a) may be held on election day or on a day in advance of election day.

**Procedure for homebound voting**

30(1) Subject to subsections (2) and 46(3), a council or board may provide for the attendance of election officials at a voter's residence at any time between the first day of advance polling and the closing of polls on election day to take the vote:

(a) of a voter in the municipality or school division who is unable to attend at an established polling place to vote because he or she has a disability or limited mobility; and

(b) of a resident caregiver of the voter mentioned in clause (a) if:

(i) the resident caregiver is also a voter in the municipality or school division; and

(ii) because of the care required by the voter mentioned in clause (a), the resident caregiver is not able to attend at an established polling place to vote during the time when polls are open for voting.

(2) If a school division is situated wholly or substantially within a municipality and, pursuant to subsection 46(1), the administrator or another person appointed by the council is the returning officer with respect to both the municipal election and the board election, only the council may make provision pursuant to subsection (1) for the taking of votes mentioned in clauses (1)(a) and (b).

(3) If a council or board has made provision for the taking of votes of voters pursuant to subsection (1), a voter who has a disability or limited mobility, or a person acting on behalf of that voter, may apply to the returning officer in accordance with subsection (4):

(a) to have the voter's vote taken in the manner provided for in subsection (1);  
and

(b) if applicable, to have the resident caregiver's vote taken in the manner provided for in subsection (1).

21

LOCAL GOVERNMENT ELECTION, 2015 c. L-30.11

(4) An application made pursuant to subsection (3) must:

(a) be in writing and in the prescribed form;

(b) be made in the manner and within the time prescribed by the council or board;

(c) set out the voter's name and address and the reason the voter is not able to attend at an established polling place to vote; and

(d) if applicable, set out the name and address of the voter's resident caregiver and the reason the resident caregiver, who is also a voter in the municipality or school division, is unable to attend at an established polling place to vote during the time when polls are open for voting.

(5) If a returning officer receives an application in accordance with this section and is satisfied that the application is proper and complies with this section, the returning officer shall include each voter's name and address, arranged alphabetically or geographically, on a list in the prescribed form of voters entitled to vote at the election pursuant to this section.

(6) When the returning officer has completed the list pursuant to subsection (5), the returning officer shall advise each voter whose name appears on the list in writing in the prescribed form:

(a) that the name and address of the voter has been entered on the list of voters entitled to vote at the election pursuant to this section; and

(b) of the approximate time and the day when the voter's vote will be taken pursuant to this section.

# AGENDA ITEM

<b>Meeting Date:</b>	September 1 , 2020	<b>Agenda Item #:</b>	04.8
<b>Topic:</b>	<b>School Board Election - Polling Places</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

**Background:**

The LGEA 22 states the Board shall name the polling place for each polling area.

Subdivision 1:

Subdivision 2:

Subdivision 3:

Subdivision 4:

Subdivision 5:

Subdivision 6: City of Moose Jaw

**Current Status:**

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Steve Robitaille	September 1, 2020	LGEA 22

***Recommendation:***

That the Board name that the following locations may be used as polling places for each of the subdivisions listed:

Subdivision 1: Central Butte, Chaplin, Craik, Eyebrow, Mortlach, Keeler, Marquis, Riverhurst, Tugaske, Tuxford, Aylesbury

Subdivision 2: Avonlea, Caronport, Rouleau, Belle Plaine, Bricrest, Drinkwater

Subdivision 3: Assiniboia, Mossbank, Limerick, Crane Valley

Subdivision 4: Bengough, Coronach, Rockglen, Willow Bunch, Wood Mountain

Subdivision 5: Glentworth, Gravelbourg, Kincaid, Lafleche, Coderre, Hazenmore, Mankota, Aneroid

Subdivision 6: City of Moose Jaw

**Determination of polling areas and places**

22(1) If a school division is situated wholly or substantially within a municipality, the council shall:

(a) in accordance with section 25, divide the municipality and school division into as many polling areas as it considers necessary for the convenience of voters; and

(b) name the polling place for each polling area.

## AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	04.9
<b>Topic:</b>	<b>Monthly Reports</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

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

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	<ul style="list-style-type: none"> <li>Staff Absence Summaries</li> <li>Tender Summary</li> </ul>

***Recommendation:***

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

<b>Teacher Absences &amp; Substitute Usage</b>					
<b>Date Range:</b>	<b>May 27, 2020 - June 30, 2020</b>				
<b>Absence Reason</b>	<b>Days</b>	<b>% of Total Absences</b>	<b>Sub Days</b>	<b>% Needed Sub</b>	<b>% of possible days</b>
<b>LINC Agreement</b>					
Compassionate Leave	16.16	8.82%	0	0.00%	0.16%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	11.16	6.09%	0	0.00%	0.11%
Earned Day Off	3.49	1.91%	0	0.00%	0.04%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	0	0.00%	0	0.00%	0.00%
Pressing Leave	8.69	4.75%	0	0.00%	0.09%
PSTA	0	0.00%	0	0.00%	0.00%
Leave Without Pay	2	1.09%	0	0.00%	0.02%
<b>SUB TOTAL</b>	<b>41.50</b>	<b>22.66%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.42%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	27.42	14.97%	0	0.00%	0.28%
Illness - Long Term	69.42	37.91%	0	0.00%	0.70%
Medical/Dental Appt	33.96	18.55%	0	0.00%	0.34%
Paternity/Adoption Leave	4.32	2.36%	0	0.00%	0.04%
Secondment	2	1.09%	0	0.00%	0.02%
STF Business - Invoice	0	0.00%	0	0.00%	0.00%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>137.12</b>	<b>74.88%</b>	<b>0.00</b>	<b>0.00%</b>	<b>1.39%</b>
<b>Prairie South</b>					
Extra/Co-curr Teach	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%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC Teachers	4.5	2.46%	0	0.00%	0.05%
School Operations Meet/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>4.50</b>	<b>2.46%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.05%</b>
<b>Total Absences</b>	<b>183.12</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>1.86%</b>

Teachers (FTE)

428.19

# of teaching Days

23

Possible Days

9848.37

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

## CUPE Staff Absences & Casual Usage 2019 - 2020

Date: May 25, 2020 - June 30, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	10.61	2.66%	0	0.00%	0.15%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	7	1.75%	0	0.00%	0.10%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	2.99	0.75%	0	0.00%	0.04%
CUPE Business - Invo	9.01	2.26%	0	0.00%	0.00%
Earned Day Off	9.82	2.46%	0	0.00%	0.14%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0.3	0.08%	0	0.00%	0.00%
Illness - Support	129.28	32.36%	36.88	28.53%	1.80%
Med/Den Appt Support	35.63	8.92%	0	0.00%	0.50%
Parenting/Caregiver	7.45	1.86%	0	0.00%	0.10%
Pressing Leave	12.34	3.09%	0	0.00%	0.17%
Service Recognition Days	2	0.50%	0	0.00%	0.03%
TIL Support	4.04	1.01%	0	0.00%	0.06%
Without Pay Support	12.95	3.24%	0	0.00%	0.18%
<b>SUB TOTAL</b>	<b>243.42</b>	<b>60.93%</b>	<b>36.88</b>	<b>15.15%</b>	<b>3.38%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	134.01	33.55%	19.5	14.55%	1.86%
Workers Compensation	22.06	5.52%	11	49.86%	0.31%
<b>SUB TOTAL</b>	<b>156.07</b>	<b>39.07%</b>	<b>30.5</b>	<b>19.54%</b>	<b>2.17%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	0	0.00%	0	0.00%	0.00%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>399.49</b>	<b>100.00%</b>	<b>67.38</b>	<b>16.87%</b>	<b>5.55%</b>

### Possible Days

May 25, 2020 - June 30, 2020

### Days

27.00

### FTE

266.5

### Total Days

7195.50

\*\* 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: May 25, 2020 - June 30, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	0.00	0.00%	0.00	0.00%	0.00%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	0.00	0.00%	0.00	0.00%	0.00%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	0.00	0.00%	0.00	0.00%	0.00%
Illness - Support	0.00	0.00%	0.00	0.00%	0.00%
Med/Den Appt Support	0.00	0.00%	0.00	0.00%	0.00%
Parenting/Caregiver	0.00	0.00%	0.00	0.00%	0.00%
Pressing Leave	0.00	0.00%	0.00	0.00%	0.00%
Without Pay Support	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Employment Act</b>					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>

### Possible Days

May 25, 2020 - June 30, 2020

Days

25.00

Staff

107.00

Total Days

2675.00

\*\* 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.

\*\*There were no bus driver absences due to Covid 19

## Out of Scope Staff Absences & Casual Usage 2019 - 2020

Date: May 25, 2020 - June 30, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	0	0.00%	0	0.00%	0.00%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	0	0.00%	0	0.00%	0.00%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	2.5	2.33%	0	0.00%	0.21%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	15.5	14.43%	0	0.00%	1.28%
Med/Den Appt Support	4.95	4.61%	0	0.00%	0.41%
Parenting/Caregiver	1.5	1.40%	0	0.00%	0.12%
Pressing Leave	0.69	0.64%	0	0.00%	0.06%
Without Pay Support	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>25.14</b>	<b>23.40%</b>	<b>0</b>	<b>0.00%</b>	<b>2.08%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	76.67	71.36%	0	0.00%	6.34%
Workers Compensation	5.63	5.24%	0	0.00%	0.47%
<b>SUB TOTAL</b>	<b>82.3</b>	<b>76.60%</b>	<b>0</b>	<b>0.00%</b>	<b>6.81%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
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%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
PD Out of Province	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>107.44</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>8.89%</b>

### Possible Days

May 25, 2020 - June 30, 2020

### Days

27.00

### FTE

44.758

### Total Days

1208.47

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

## CUPE Staff Absences & Casual Usage 2019 - 2020

Date: July 1 - 31, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	7.97	2.45%	1.25	15.68%	0.62%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	2.5	0.77%	0	0.00%	0.19%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
CUPE Business - Invo	2.5	0.77%	0	0.00%	0.00%
Earned Day Off	0	0.00%	0	0.00%	0.00%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	61.71	18.95%	23.75	38.49%	4.81%
Med/Den Appt Support	5.83	1.79%	1	17.15%	0.45%
Parenting/Caregiver	0.88	0.27%	0	0.00%	0.07%
Pressing Leave	0.48	0.15%	0	0.00%	0.04%
Service Recognition Days	0	0.00%	0	0.00%	0.00%
TIL Support	14.69	4.51%	0	0.00%	1.15%
Without Pay Support	12.5	3.84%	0	0.00%	0.97%
<b>SUB TOTAL</b>	<b>109.06</b>	<b>33.49%</b>	<b>26</b>	<b>23.84%</b>	<b>8.50%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	211.04	64.81%	5	2.37%	16.46%
Workers Compensation	5.53	1.70%	0	0.00%	0.43%
<b>SUB TOTAL</b>	<b>216.57</b>	<b>66.51%</b>	<b>5</b>	<b>2.31%</b>	<b>16.89%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	0	0.00%	0	0.00%	0.00%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>325.63</b>	<b>100.00%</b>	<b>31</b>	<b>9.52%</b>	<b>25.39%</b>

### Possible Days

July 1 - 31, 2020

### Days

22.00

### FTE

58.293

### Total Days

1282.45

\*\* 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.

## Out of Scope Staff Absences & Casual Usage 2019 - 2020

Date: July 1 - 31, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	0	0.00%	0	0.00%	0.00%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	0.5	0.18%	0	0.00%	0.05%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	14.79	5.41%	0	0.00%	1.44%
Med/Den Appt Support	1.92	0.70%	0	0.00%	0.19%
Parenting/Caregiver	0	0.00%	0	0.00%	0.00%
Pressing Leave	1	0.37%	0	0.00%	0.10%
Without Pay Support	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>18.21</b>	<b>6.65%</b>	<b>0</b>	<b>0.00%</b>	<b>1.77%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	255.42	93.35%	0	0.00%	24.83%
Workers Compensation	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>255.42</b>	<b>93.35%</b>	<b>0</b>	<b>0.00%</b>	<b>24.83%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
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%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
PD Out of Province	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>273.63</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>26.60%</b>

### Possible Days

July 1 - 31, 2020

### Days

22.00

### FTE

46.758

### Total Days

1028.68

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

## CUPE Staff Absences & Casual Usage 2019 - 2020

Date: August 1 - 23, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	0	0.00%	0	0.00%	0.00%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	0	0.00%	0	0.00%	0.00%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
CUPE Business - Invo	3.125	1.12%	0	0.00%	0.00%
Earned Day Off	0	0.00%	0	0.00%	0.00%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0.3125	0.11%	0	0.00%	0.04%
Illness - Support	48.15	17.32%	19.75	41.02%	6.30%
Med/Den Appt Support	2.48	0.89%	0	0.00%	0.32%
Parenting/Caregiver	1.47	0.53%	0	0.00%	0.19%
Pressing Leave	0.78	0.28%	0	0.00%	0.10%
Service Recognition Days	0	0.00%	0	0.00%	0.00%
TIL Support	3.5	1.26%	0	0.00%	0.46%
Without Pay Support	7.27	2.61%	0	0.00%	0.95%
<b>SUB TOTAL</b>	<b>67.0875</b>	<b>24.13%</b>	<b>19.75</b>	<b>29.44%</b>	<b>8.78%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	209.44	75.33%	17.75	8.47%	27.40%
Workers Compensation	1.5	0.54%	0	0.00%	0.20%
<b>SUB TOTAL</b>	<b>210.94</b>	<b>75.87%</b>	<b>17.75</b>	<b>8.41%</b>	<b>27.59%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	0	0.00%	0	0.00%	0.00%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>278.0275</b>	<b>100.00%</b>	<b>37.5</b>	<b>13.49%</b>	<b>36.37%</b>

### Possible Days

August 1, 2020 - August 23, 2020

### Days

14.00

### FTE

54.605

### Total Days

764.47

\*\* 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.

## Out of Scope Staff Absences & Casual Usage 2019 - 2020

Date: August 1 - 23, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	0	0.00%	0	0.00%	0.00%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	0	0.00%	0	0.00%	0.00%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	2.61	1.43%	0	0.00%	0.40%
Med/Den Appt Support	2.32	1.27%	0	0.00%	0.35%
Parenting/Caregiver	0.76	0.42%	0	0.00%	0.12%
Pressing Leave	3	1.64%	0	0.00%	0.46%
Without Pay Support	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>8.69</b>	<b>4.75%</b>	<b>0</b>	<b>0.00%</b>	<b>1.33%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	174.22	95.25%	0	0.00%	26.58%
Workers Compensation	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>174.22</b>	<b>95.25%</b>	<b>0</b>	<b>0.00%</b>	<b>26.58%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
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%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
PD Out of Province	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>182.91</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>27.90%</b>

### Possible Days

August 1, 2020 - August 23, 2020

### Days

14.00

### FTE

46.82

### Total Days

655.48

\*\* 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 May 27, 2020 to August 25, 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:

The following competitive bids were awarded for the reporting period:

- A request for proposals was issued for photocopiers for a new five year term. The competition was awarded to Toshiba Tec of Regina based on points.
- A tender was issued for the purchase of School Buses. The tender was awarded to Legacy Bus Sales based on points.
- A request for quotes was issued for brick repairs at Gravelbourg. The quote was awarded to Walchuk Masonry for \$40,000 before taxes.
- A tender was issued for an outdoor classroom/gazebo type structure for Sunningdale School. The tender was awarded to C&S construction for a cost of \$69,345 plus taxes.
- A request for proposals was issued to upgrade the irrigation system and level and place new sod on the football field at Assiniboia High School. The request for proposals was awarded to EBS Designs for a quoted cost \$158,500 plus taxes.
- A tender was issued to replace sidewalks at Coronach School. The tender was awarded to C+S Builders for a cost of \$214,688 before taxes.
- A tender was issued for new concrete curbs and asphalt at Central Collegiate. The tender was awarded to Cyprus Paving for a cost of \$360,850 before taxes.
- A tender was issued for replacement of windows at the Board Office. The tender was awarded to C+S Builders for a cost of \$114,802 before taxes.
- A tender was issued for the Peacock Auditorium update Phase 2. The tender including alternates 2 and 3 was awarded to Arnil Construction for a cost of \$159,700.

- A tender was issued for an Interior lighting upgrade for Coronach school. The tender was awarded to Flyer Electric for a cost of \$254,170 before taxes.
- A tender was issued for a lighting upgrade at Central Butte School. The tender was awarded to Town and Country Plumbing Heating and Electrical for a cost of \$74,900 before taxes.



# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.1
<b>Topic:</b>	<b>Teacher Leadership in Curriculum</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

**Background:**

Each time the Ministry of Education is preparing a new curriculum they ask for teachers to participate as curriculum writers, pilots, vetters and implementers from school divisions.

Attached is a report outlining the involvement and leadership from Prairie South teachers in the 2019-2020 school year.

Those highlighted in yellow indicate involvement in more than one curriculum but are only counted once.

**Current Status:**

Please see attached report

**Pros and Cons:**

**Financial Implications:**

**Governance Implications:**

**Legal Implications:**

**Communications:**

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Lori Meyer	September 1, 2020	Curriculum Leadership Report

***Recommendation:***

Prairie South School Division			
Curriculum Area	Session	Participant	Number
Arts Education	Curriculum Writing	Kurt Gillet	1
Autobody	Curriculum Writing	Theran Bloudoff	1
Band	Curriculum Writing	Kurt Gillett	1
Clothing, Textiles and Fashion	Curriculum Writing	Catherine Price	1
Drafting and CAD	Curriculum Writing	Shauna Van Den Heuvel	1
French Immersion	Curriculum Writing	Amanda McCann	1
Mechanical and Automotive	Curriculum Writing	Vern Schafer	1
French immersion	Piloting	Dominique Simonsen	1
Robotics and Automation	Piloting	Tim Burghardt Jeff Boulton Roger Morgan	3
Law	Piloting	Cal Carter	1
Financial Literacy	Piloting	Scott Wicker Chris Brennan	2
Mechanical and Automotive	Vetting	Corbin Froshaug	1
Electrical and Electronics	Vetting	Joel Robinson	1
Law	Vetting	Dustin Chahley	1
Information Processing	Vetting	Corbin Froshaug Joel Robinson	1

Curriculum Area	Session	Participant	Number
Psychology	Vetting	Shannon Mchanson	1
French Immersion	Implementation	Dominique Simonsen Lori Meyer	2
Physical Education	Implementation	Darcey Huyghebaert Lori Meyer Jenn Chan	3
Robotics and Automation	Implementation	Jenn Chan	1
Financial Literacy	Implementation	Rae-Ann Fieger Theresa Mooney Scott Wicker Rayleen Eberl	4
Career and Work Exploration (CWEX)	Implementation	Jeff Feeley Logan Petlak	2
Arts ED Dance DramaMusic Visual Arts	Implementation	Lori Meyer Charmaine Collinge Amanda McCann	3
<b>Total</b> (Note: some teachers are participating on multiple projects.)			28

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.2
<b>Topic:</b>	South Hill School Monthly Update		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	Prairie South Schools is building a new joint-use school in Moose Jaw. The school is scheduled to open in the fall of 2023.
<b>Current Status:</b>	An update of activities since the last meeting of the Board of Education is included.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	<ul style="list-style-type: none"> <li>• June 2020 Update</li> <li>• July 2020 Update</li> </ul>




## ***Recommendation:***

That the Board review the attached materials.

## PROJECT STATUS REPORT

To:	Project Steering Committee & Working Group	Contact:	Sean Chase & Tony Baldwin
From:	Mike Sazynski	Ref:	860672-0126 (1.0)
Project:	Moose Jaw Joint-Use School	Date:	June 25, 2020
Report Period:	Monthly Status Report: June 2020		

### 1. Project Dashboard

Status	Overall Status	Scope	Budget	Schedule
This Period				

**Green** = On track. **Yellow** = moderate risk. **Red** = high risk, likely to affect project outcome.

### 2. Completed Activities this Period (June 2020)

Numerous activities were advanced during this reporting period. The table below shows details of those activities and when they were completed. The focus this period was the Expression of Interest (EOI) for the Westheath site, virtual design visioning, development of the Owners Project Requirements (OPR) and procurement of a commissioning authority (CxA).

Description	Owner	Completed
1. 1st OPR Development Meeting (bi-weekly)	SPRA	27-May-2020
2. EOI Evaluation Ends	Mike Sazynski	29-May-2020
3. Commissioning Authority RFP Posted	Mike Sazynski	03-Jun-2020
4. EOI Evaluation Review Meeting	Mike Sazynski	04-Jun-2020
5. Concept Design Visioning (teachers and staff)	Mike Sazynski / SPRA	18-Jun-2020
6. Commissioning Authority RFP Closes	Mike Sazynski	24-Jun-2020
7. Commissioning Authority Evaluation Begins	Mike Sazynski	25-Jun-2020

### 3. Planned Activities next Period (July 2020)





Activities in July are focused on advancing the OPR, conceptual design and site acquisition.

Description and Information Required	Owner	Due By
1. Revised Design/Project Schedule	SPRA	30-Jun-2020
2. Commissioning Authority Evaluation Complete	Mike Sazynski	8-Jul-2020
3. Commissioning Authority Anticipated Award	SaskBuilds	24-Jul-2020
4. Steering committee direction on land	Steering Committee	30-Jul-2020
5. OPR Development Finalized	SPRA	TBD

## PROJECT STATUS REPORT

To:	Project Steering Committee & Working Group	Contact:	Sean Chase & Tony Baldwin
From:	Mike Sazynski	Ref:	860672-0148 (1.0)
Project:	Moose Jaw Joint-Use School	Date:	July 30, 2020
Report Period:	Monthly Status Report: July 2020		

### 1. Project Dashboard

Status	Overall Status	Scope	Budget	Schedule
This Period				

**Green** = On track. **Yellow** = moderate risk. **Red** = high risk, likely to affect project outcome.

### 2. Completed Activities this Period (July 2020)

Progress was made on key activities during this reporting period. The table below shows details of those activities and when they were completed. The focus of this period was evaluations of the independent commissioning authority (CxA) proposals, continuous improvement of the Owners Project Requirements (OPR) and land acquisition with the City of Moose Jaw.

	Description	Owner	Completed
1	Land MOU presented to City of Moose Jaw	Steering Committee	06-Jul-2020*
2	CxA Evaluation Complete	Mike Sazynski	09-Jul-2020
3	CxA Recommendation Made	Mike Sazynski	14-Jul-2020
4	CxA Approval from Steering Committee	Mike Sazynski	14-Jul-2020
5	CxA Contract Executed	Mike Sazynski	27-Jul-2020
6	Meeting with Moose Jaw Council	Steering Committee	27-Jul-2020
7	Traffic Impact Assessment (TIA) Authorized	Mike Sazynski	29-Jul-2020

\*Note: Estimated date; this item was not submitted by Colliers.

### 3. Planned Activities next Period (August 2020)

Activities in August are focused on finalizing the OPR, risk assessment and site acquisition.

	Description and Information Required	Owner	Due By
1	Response to City MOU	Steering Committee	07-Aug-2020
2	Qualitative Risk Assessment Workshop	Mike Sazynski	12-Aug-2020
3	OPR Development Finalized	SPRA	14-Aug-2020
4	Updated Design/Project Schedule	SPRA	14-Aug-2020

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.3
<b>Topic:</b>	Monthly Report Correction from June 2020		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The Board has requested a monthly summary of staff absences.
<b>Current Status:</b>	A cell reference error was detected in the Monthly Staff Absence reports provided at the June 2020 meeting of the Board of Education. The error was corrected, and updated staff absence is provided.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	<ul style="list-style-type: none"> <li>Corrected June 2020 Staff Absences</li> </ul>

## ***Recommendation:***

That the Board review the materials provided.



## Bus Driver Staff Absences & Casual Usage 2019 - 2020

Date: April 27, 2020 - May 24, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	0.00	0.00%	0.00	0.00%	0.00%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	0.00	0.00%	0.00	0.00%	0.00%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	0.00	0.00%	0.00	0.00%	0.00%
Illness - Support	0.00	0.00%	0.00	0.00%	0.00%
Med/Den Appt Support	0.00	0.00%	0.00	0.00%	0.00%
Parenting/Caregiver	0.00	0.00%	0.00	0.00%	0.00%
Pressing Leave	0.00	0.00%	0.00	0.00%	0.00%
Without Pay Support	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Employment Act</b>					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00%</b>

### Possible Days

April 27, 2020 - May 24, 2020

### Days

19.00

### Staff

107.00

### Total Days

2033.00

\*\* 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.

\*\*There were no bus driver absences due to Covid 19



## CUPE Staff Absences & Casual Usage 2019 - 2020

Date: April 27, 2020 - May 24, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	4.5	2.52%	0	0.00%	0.09%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	0.5	0.28%	0	0.00%	0.01%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
CUPE Business - Invo	2.86	1.60%	0	0.00%	0.00%
Earned Day Off	0.5	0.28%	0	0.00%	0.01%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	4.75	2.66%	0	0.00%	0.09%
Illness - Support	68.61	38.42%	15.5	22.59%	1.35%
Med/Den Appt Support	7.07	3.96%	0	0.00%	0.14%
Parenting/Caregiver	2.85	1.60%	0	0.00%	0.06%
Pressing Leave	2.55	1.43%	0	0.00%	0.05%
Service Recognition Days	0	0.00%	0	0.00%	0.00%
TIL Support	8.25	4.62%	0	0.00%	0.16%
Without Pay Support	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>102.44</b>	<b>57.36%</b>	<b>15.5</b>	<b>15.13%</b>	<b>2.02%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	41.14	23.04%	1.63	3.96%	0.81%
Workers Compensation	35	19.60%	15	42.86%	0.69%
<b>SUB TOTAL</b>	<b>76.14</b>	<b>42.64%</b>	<b>16.63</b>	<b>21.84%</b>	<b>1.50%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	0	0.00%	0	0.00%	0.00%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>178.58</b>	<b>100.00%</b>	<b>32.13</b>	<b>17.99%</b>	<b>3.53%</b>

### Possible Days

April 27, 2020 - May 24, 2020

Days

19.00

FTE

266.5

Total Days

5063.50

\*\* 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.

## Out of Scope Staff Absences & Casual Usage 2019 - 2020

Date: April 27, 2020 - May 24, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0	0.00%	0	0	0.00%
Bereavement Leave	0	0.00%	0	0	0.00%
Community Service	0	0.00%	0	0	0.00%
Compassionate Care	0	0.00%	0	0	0.00%
Competition Leave	0	0.00%	0	0	0.00%
Convocation Leave	0	0.00%	0	0	0.00%
Family Responsibilities	0	0.00%	0	0	0.00%
Illness - Support	9.27	15.58%	0	0	1.09%
Med/Den Appt Support	2.2	3.70%	0	0	0.26%
Parenting/Caregiver	0	0.00%	0	0	0.00%
Pressing Leave	0.13	0.22%	0	0	0.02%
Without Pay Support	0	0.00%	0	0	0.00%
<b>SUB TOTAL</b>	<b>11.6</b>	<b>19.50%</b>	<b>0</b>	<b>0.00%</b>	<b>1.36%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	30.4	51.09%	0	0	3.57%
Workers Compensation	17.5	29.41%	0	0	2.06%
<b>SUB TOTAL</b>	<b>47.9</b>	<b>80.50%</b>	<b>0</b>	<b>0.00%</b>	<b>5.63%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0	0.00%
BUSI Meet/PD	0	0.00%	0	0	0.00%
FACI Meet/PD	0	0.00%	0	0	0.00%
HUMA Meet/PD	0	0.00%	0	0	0.00%
LRNG Meet/PD	0	0.00%	0	0	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0	0.00%
TRAN Meet/PD	0	0.00%	0	0	0.00%
PD Out of Province	0	0.00%	0	0	0.00%
<b>SUB TOTAL</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Total Absences</b>	<b>59.5</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>7.00%</b>

### Possible Days

April 27, 2020 - May 24, 2020

### Days

19.00

### FTE

44.758

### Total Days

850.40

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



<b>Teacher Absences &amp; Substitute Usage</b>					
<b>Date Range:</b>	<b>April 27, 2020 - May 26, 2020</b>				
<b>Absence Reason</b>	<b>Days</b>	<b>% of Total Absences</b>	<b>Sub Days</b>	<b>% Needed Sub</b>	<b>% of possible days</b>
<b>LINC Agreement</b>					
Compassionate Leave	3.95	3.23%	0	0.00%	0.04%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Earned Day Off	0	0.00%	0	0.00%	0.00%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	1.08	0.88%	0	0.00%	0.01%
Pressing Leave	4.6	3.76%	0	0.00%	0.05%
PSTA	0	0.00%	0	0.00%	0.00%
Leave Without Pay	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>9.63</b>	<b>7.88%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.11%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	5.08	4.16%	0	0.00%	0.06%
Illness - Long Term	87.80	71.84%	0	0.00%	0.98%
Medical/Dental Appt	11.31	9.25%	0	0.00%	0.13%
Paternity/Adoption Leave	2	1.64%	0	0.00%	0.02%
Secondment	1.4	1.15%	0	0.00%	0.02%
STF Business - Invoice	0	0.00%	0	0.00%	0.00%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>107.59</b>	<b>88.03%</b>	<b>0.00</b>	<b>0.00%</b>	<b>1.20%</b>
<b>Prairie South</b>					
Extra/Co-curr Teach	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%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	1	0.82%	0	0.00%	0.01%
PD DEC Teachers	4	3.27%	0	0.00%	0.04%
School Operations Meet/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>5.00</b>	<b>4.09%</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.06%</b>
<b>Total Absences</b>	<b>122.22</b>	<b>100.00%</b>	<b>0.00</b>	<b>0.00%</b>	<b>1.36%</b>

Teachers (FTE)

427.19

# of teaching Days

21

Possible Days

8970.99

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

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.4
<b>Topic:</b>	SSBA Annual Report		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The Saskatchewan School Boards Association represents boards of education in Saskatchewan and provides professional learning opportunities for trustees. The SSBA fiscal year is not aligned with the school division fiscal year and, as a result, there is an offset between reporting dates from school divisions and the SSBA. Prairie South is a member board of the Saskatchewan School Boards Association.
<b>Current Status:</b>	The 2019 Annual Report of the SSBA has been provided.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	• SSBA Annual Report 2019

## ***Recommendation:***

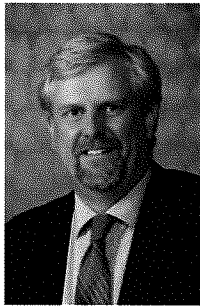
That the Board review the materials provided.

# ANNUAL REPORT 2019

 **SASKATCHEWAN**  
**School Boards**  
ASSOCIATION



# President's Message



Reflecting on 2019, I think we should all be very proud of the significant work that was completed. The SSBA, along with leadership and engagement from member boards, senior staff and education partners, undertook some important things.

As partners in co-constructing a vision and plan for education in the province beyond 2020, Saskatchewan's 27 boards of education, with the support of the SSBA Education Visioning Working Advisory Group (WAG), helped to ensure education and investment in students is a priority for our province. Also significant was the work of the Student Transportation WAG and the General Insurance Plan Design Team. By bringing many partners together, we strengthen and broaden the inputs into our efforts.

We continue to prioritize our work at the SSBA in the categories of Services, Board Development and Advocacy. We emphasize engagement and relationships with our members, education partners and stakeholders. We focus on advancing our strategic priorities – priorities our members have set forth. We strive to be a strong voice for boards and for publicly funded education, consistently and passionately advocating on their behalf. A special thanks to the SSBA Executive and staff for all they do – and thank you to our members for their continued support of the SSBA and the work we do on behalf of boards across the province.



Dr. Shawn Davidson  
President

---

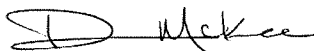
## Executive Director's Message

We at the SSBA are pleased to support school boards in the important efforts they undertake on behalf of the children and youth of our province. Generally, we work to advocate for boards and the local voices they represent and to speak on behalf of publicly funded education. We also provide opportunities for board development, in part through events such as our general assemblies. And, we offer a variety of services specifically designed to support the education sector in Saskatchewan.



Our operations and the work we do on behalf of members represents great value, thanks to the commitment and dedication of our talented staff. We offer services related to communications and policy support, employee benefits, Indigenous education, insurance, group tendering, legal services and strategic human resources and employee relations. Many member boards already use these services and we are continually working to improve and enhance them to be most relevant and useful. As always, we welcome engagement and feedback about the work of the Association.

My sincere thanks to Executive and the trustees of our member boards for supporting the SSBA throughout the year. School board members serve on many committees and engage in many other pieces of work led by the Association – and we couldn't thrive in those efforts without their expertise and perspectives.



Darren McKee  
Executive Director

# Strategic Direction

## Vision 2025

By 2025, Saskatchewan has a globally recognized education system that others wish to emulate.

## Mission

Provide leadership, coordination and services to member boards of education to support student achievement.

## Values

- Personal integrity and courageous leadership – we take pride and responsibility for our work and our decisions;
- Honest relationships built through collaboration, open and transparent communication; and,
- An atmosphere of trust and mutual respect.

## Strategic Intent

The Saskatchewan School Boards Association, as a democratic and voluntary organization, ensures advocacy, leadership and support for member boards of education by speaking as the voice of public education, offering opportunities for trustee development and providing information and services. We are committed to:

- Engagement at All Levels
- Alignment at All Levels
- Accountability for All
- Courageous Leadership





# 2019 SSBA Strategic Initiatives & Outcomes

---

## *Board and Public Engagement*

---

### Education Funding

The SSBA has eight principles for education funding that have been identified by our members as important; they are: sufficiency, autonomy, equity, engagement, predictability, reciprocal accountability, sustainability and transparency. Sufficiency, transparency and predictability continued to be at the forefront in 2019 with funding for education not fully restored after being cut significantly in 2017.

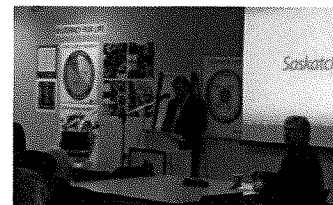
Advocacy efforts related to the sufficiency of education funding that began in 2017 continued in 2018 and 2019. The advocacy contributed to significant public awareness and concern about the long-term impact of the funding cuts to education. Key messages and information were shared with boards to support them in engaging with the stakeholders, communities and families they represent.

- **The target:** Restoration of funding cut in 2017, plus recognition of enrollment and inflation for 2019/20 budget.
- **The outcome:** The provincial budget announced on March 20, 2019, included some further restoration of operational funding that was significantly cut two years ago, but the increase was not enough to fully meet pressures of growth and inflation. The budget did include announcements on designing new schools, continuing capital projects underway and increasing infrastructure maintenance and renewal. It also recognized salary increases negotiated as part of the provincial teacher collective agreement. The budget fell short of providing status-quo level of funding for school divisions, and did not include the investment we wanted to see for students. Membership feedback indicates sufficiency is still at the forefront of our concerns.

### Local Voice and Decision Making in Education

The focus in 2019 was on supporting boards in ensuring local voice and decision making in education continues to be respected and heard. The SSBA advocated in 2018 for a renewed commitment from the Government of Saskatchewan to collaborative processes that include local community voice to fully engage boards with our partners and staff in education as we move forward on education policies, goals of education, legislation review, curriculum renewal and the Education Sector Strategic Plan (ESSP). This advocacy also continued in 2019.

- **The target:** Maintain and support local voice and decision making in education by ensuring consultation and engagement continues and that local autonomy, including the input from boards is authentically valued and considered when decisions are being made in education.
  - Regular meetings with the Minister of Education, government officials and partners.
  - Clear protocols for decisions making and consultation for key education decisions and policies.
- **The outcome:** The Minister of Education confirmed his support for locally elected school boards and committed to renewed engagement and meetings with boards of education. Regular meetings are occurring with the Ministry and education partners. Minister is attending and/or speaking at the SSBA Assemblies and has met with Board Chairs Council regularly.





# 2019 SSBA Strategic Initiatives & Outcomes

---

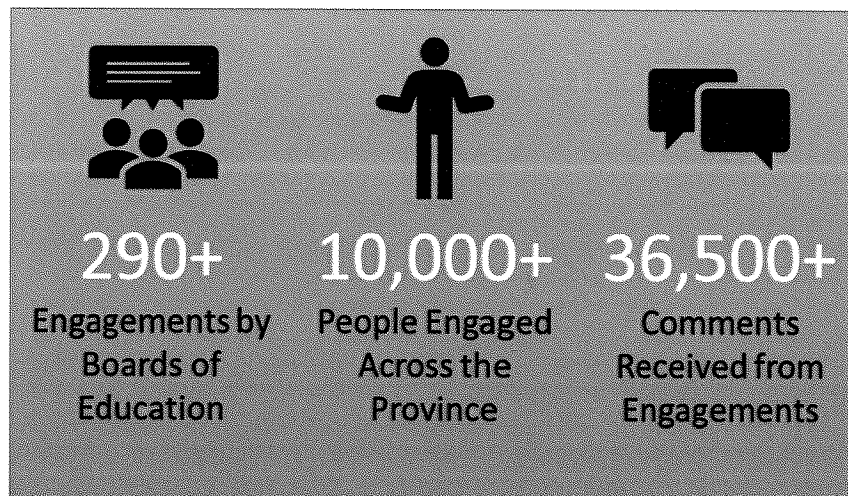
## *Board and Public Engagement* (continued)

---

### Youth and Parent Engagement Strategies

As part of the strategic work of the SSBA on behalf of boards of education – a priority was set to help ensure youth and parent/caregiver voice is considered and embedded in the work and planning for education in the province.

- **The target:** Evidence of youth and parent/caregiver engagement in the Education Vision project.
- **The outcome:** The Vision engagements conducted by boards of education included significant input from School Community Councils, parents, caregivers and students.



### Implementation of Review of Position Statement 2.3: *Teaching & Learning with Technology*

As per the SSBA's Executive Policy No. 11, Position Statement 2.3 was due for review and was identified as needing to be updated. The Resolutions and Policy Development Committee is responsible for the review and update.

- **The target:** Create a Working Advisory Group (WAG) to review the existing statement and develop options for changes to the Statement.
- **The outcome:** Research, review and re-write began in the fall of 2018 to enable engagement of members for input and feedback that occurred in early 2019. The updated position statement was considered and voted on at the 2019 SSBA Fall General Assembly under the sponsorship of the Executive. The Digital Literacy and Citizenship Position Statement was adopted by the membership.

# 2019 SSBA Strategic Initiatives & Outcomes

---

## *Service Improvements*

---

### SSBA Member Services

As part of the SSBA's commitment to ongoing service improvement, a priority for 2019 was to provide current information about the services and support available to boards, trustees and administrators.

- **The target:** To develop an orientation package describing SSBA Member Services – workshops, professional development, information and materials in the form of an educational package, i.e. SSBA 101 / Executive 101.
- **The outcome:** The SSBA 101 and Executive 101 information packages were developed and completed. Executive 101 was delivered at the 2019 SSBA Spring Assembly.
  - In addition to the ongoing services and advice provided by the SSBA, individual board requests for specific projects, workshops, strategic planning, facilitation and evaluation services was delivered by staff and we saw an increase of 43% over 2018 requests.

### Sector-Wide Approach to Service Improvement and Shared Services Opportunities for Vulnerable Students

Priority resolutions identified for 2019:

- Resolution 16-08 – SSBA affirm the commitment of Boards of Education to the principles and vision for inclusion outlined in the Saskatchewan Disability Strategy, and that the SSBA request that the Ministry of Education dedicate new, targeted funding for school accessibility projects that reflect the intent of Saskatchewan's Disability Strategy.
- Resolution 16-01 – SSBA demand that the Government Saskatchewan provide adequate mental health support for all students in Saskatchewan.
- Resolution 16-07 – SSBA initiate a provincial strategy to support students experiencing a high degree of transience.
- Resolution 18-02 – WHEREAS the socioeconomic status of families can affect their physical and mental health, and the health of the family impacts the children's ability to learn and succeed at school; BE IT RESOLVED that the Saskatchewan School Boards Association invite the Ministry of Education to consider the possibility of creating a committee of professionals from Social Services, Health, Justice and Education to explore how the four can work together to help vulnerable children access what they need to be healthy and stay in and succeed at school.

# 2019 SSBA Strategic Initiatives & Outcomes

---

## *Service Improvements*

*(continued)*

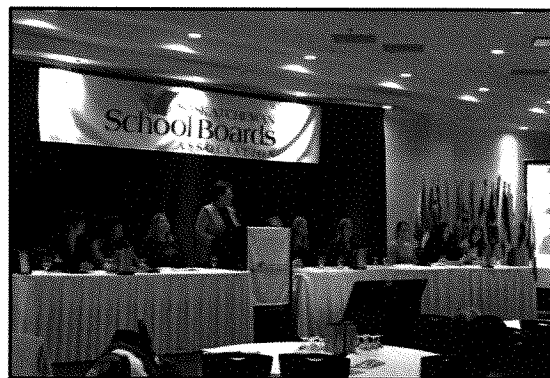
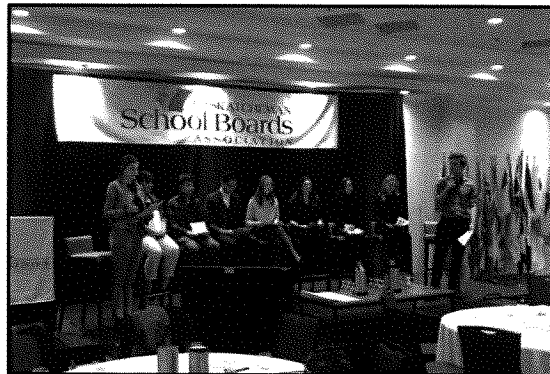
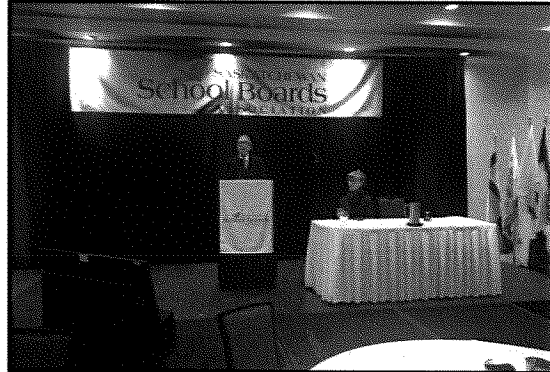
---

### **The targets:**

- Advocate for more coordination and programming with education partners related to mental health and vulnerable students.

### **The outcomes:**

- Meetings and discussions held with Minister of Education and Minister of Health advocating for more inter-ministerial coordination. Commitment was made to work together and invite boards to participate in the working group they have established.
- The SSBA Fall Assembly theme and focus was “Student Wellness/Mental Health”. Professional development workshops and sessions were based on this theme and offered to participants, including:
  - Trauma-Informed Teaching Through Play Art Narrative by Dr. Patrick Lewis and Karen Wallace
  - Student Wellness/Mental Health Through Student’s Eyes by the Minister of Education’s Youth Council
  - A Comprehensive School Community Health Approach to Mental Health by Good Spirit School Division



# 2019 SSBA Strategic Initiatives & Outcomes

---

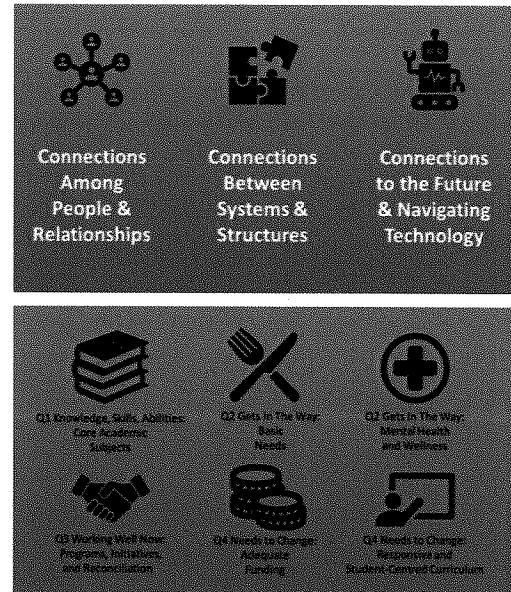
## *Managing and Supporting Education Sector Changes: Research Policy that Supports and Builds Capacity for Evidence Based Decision Making*

---

### Beyond 2020 – A Shared Vision for Education

As part of the Ministry of Education led process to develop a vision and plan for education for 2020 and beyond, the SSBA established an Education Visioning Working Advisory Group in late 2018 to lead the consultation and engagement process with boards of education beginning in early 2019.

- **The target:** A comprehensive consultation report from the SSBA to the Minister of Education that summarizes the data collected from engagement sessions of 27 boards of education identifying themes to attend to in the development of a new vision and plan for Education 2020 and beyond in Saskatchewan.
- **The outcome:** The SSBA approved the Connections report and submitted it to the Minister of Education. This report is among the data sets being analyzed to form the development of the provincial education plan framework.



### SSBA Membership Fee, Executive Composition and Voting Structure Review

Priority resolutions identified for 2019:

- Resolution 15-10 – SSBA undertake a review of its membership fee structure and its relationship to the funding formula used for that purpose as outlined by the Ministry of Education funding distribution model.
  - Resolution 18-06 – That the SSBA initiate an Executive Composition review with results reported to the members prior to the 2019 AGM.
- 
- **The target:** A process of consultation with member boards to review membership fees, voting, and Executive composition. Any proposed changes to be brought to Fall Assembly 2019.
  - **The outcome:** A Request for Quotes (RFQ) was distributed in April 2019 without response. The RFQ was subsequently extended to others and resubmitted without response. Discussions with SELU in the summer resulted in SELU submitting a proposal. At the Board Chairs Council in November the proposal was presented. Boards provided direction to the SSBA Executive by year-end on whether to proceed with SELU, or address the resolution through a different approach. Historical research was completed to provide the history of the current SSBA membership fee and voting structure. The decision was made to address the resolution through a different process with options to be considered in early 2020, as such the project is delayed and will continue in 2020.

# 2019 SSBA Strategic Initiatives & Outcomes

---

## *Managing and Supporting Education Sector Changes: Research Policy that Supports and Builds Capacity for Evidence Based Decision Making (continued)*

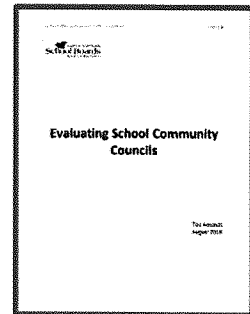
---

### SCC Review Recommendations

The review looked at the effectiveness of School Community Councils (SCCs) in achieving their mandate. Priority resolution identified for implementation in 2019:

Resolution 16-04 – SSBA establish a working advisory group to evaluate the effectiveness of the current School Community Council framework in supporting the educational needs of schools and their communities and make recommendations to the government based on its findings.

- **The target:** Implementation of SCC report recommendations that results in clearer alignment between SCC roles and their mandate.
- **The outcome:** Engagement and relationships was identified as a theme from the engagement sessions conducted by boards related to the vision for education work. Engagement had also already been identified in many of the eight themes that emerged from the Provincial Summit on Education in 2018. The role of SCCs and further engagement will be done in alignment with the Education Vision work and planning so that it encompasses aspects of the SCC Review.



### SSBA General Insurance Governance Improvements

The SSBA General Insurance Plan (GIP WAG) was established in 2018 and then it transitioned to the next phase as a Design Team in 2019. Continuing priority resolution identified for 2019:

Resolution 16-12 – SSBA annually report to boards on the level of insurance fund reserves held by the Association and potential claims against said loss pools, compare same against the loss pool levels contemplated in the respective loss pool trust documentation and best practice, and provide a concrete plan for dealing with either surplus or deficit situations; the goal being to provide contributing boards with more meaningful information regarding their funds, held in trust by the SSBA, that can be gleaned from a review of the Association's Audited Financial Statements.

- **The target:** Develop an annual GIP report format and content under the oversight of the Design Team.
- **The outcome:** The Design Team, comprised of SSBA Executive members and representatives of SASBO, LEADS and SSBA Staff received education sessions on typical reporting for similar insurance programs, and have the development of an annual GIP report format in their 2019 work plan. The Design Team reported regularly to the membership, and the work continued to be on time and on budget.

# 2019 SSBA Strategic Initiatives & Outcomes

---

## *Managing and Supporting Education Sector Changes: Research Policy that Supports and Builds Capacity for Evidence Based Decision Making (continued)*

---

### SSBA Employer Follow-up

In support of provincial bargaining, the SSBA prioritized processes and structures in support of our members who are the employers in education. Bargaining commenced in 2019.

- **The target:** Provide research and information on inclusive education, class size, and composition.
- **The outcomes:**
  - The SSBA established a Provincial Bargaining Advisory Committee to facilitate feedback and seek input from our members and provide this information to the Government-Trustee Bargaining Committee (GTBC). SSBA President Shawn Davidson and Vice-President Aleana Young acted as the liaisons between the committee and our members.
  - The BC School Trustees Association presented at Board Chairs Council in September.
  - In November the Government announced it would be establishing a Committee on Class Size and Composition comprised of education sector partners to develop a framework to guide class size and composition practices. SSBA President Shawn Davidson was appointed to this committee in December.

# 2019 SSBA Strategic Initiatives & Outcomes

---

## *First Nations and Métis Education - Student Achievement*

---

### TRC Calls to Action

The SSBA [FNME webpage](#) includes highlights of action in education related to the Truth and Reconciliation Commission (TRC) recommendations. The SSBA actively supported this work by:

- Gathering and sharing actions in education with our member boards.
- Collaborating with education partners regarding strengthening Reconciliation through Treaty awareness and education.



### Priority resolutions identified for 2019:

Resolution 18-04 – That the Saskatchewan School Boards Association advocate to the Ministry of Education to create and implement an assessment tool, forming a measurement of student knowledge of Treaty Education in Saskatchewan Schools.

- This resolution is being considered within the Indigenous Education Accountability Framework development.

### Memorandum of Understanding on Treaty Education

The Federation of Sovereign Indigenous Nations, the Saskatchewan Indigenous Cultural Centre, the Office of the Treaty Commissioner and the Saskatchewan School Boards Association signed a Memorandum of Understanding (MOU) on Reconciliation through Treaty education in February of 2018. The MOU recognizes that Reconciliation through Treaty education can be the tool to overcome obstacles that affect Treaty relations. It also endorses partnerships to address the advancement of Treaty awareness and education, as vehicles toward the elimination of systemic discrimination and embody the Truth and Reconciliation Commission's Calls to Action. Key actions in 2019 included:

- FSIN Vice Chief Pratt presented a Treaty symbol to each board chair at the SSBA Spring Assembly.
- Preliminary discussions with the Ministry & OTC on hosting a Treaty Education Summit in 2020. Conversations on planning the event are in progress.

### Memorandum of Understanding "Strengthening Our Commitment for Success of Saskatchewan Métis Students"

The Métis Nation–Saskatchewan (MN-S) and the Saskatchewan School Boards Association (SSBA) signed a Memorandum of Understanding (MOU) on "strengthening our commitment for success of Saskatchewan Métis Students" in July of 2018. The MOU recognizes that the advancement of Métis culture, traditions and ways of knowing can be the vehicle to overcome obstacles that affect Métis student success and their educational aspirations. In 2019 the focus was on advocating for Métis history in curriculum and assisting in identifying the supports required for Métis student success.

# Resolutions

Resolutions passed at the Annual General Meeting help drive the work of the SSBA and priorities are set based in part upon adopted resolutions. While some of the resolutions are identified under our strategic priorities for 2019– the following resolutions have also been prioritized for 2019. For a complete update of all resolutions and the associated work plans, you can [view more details online](#).

(AGM-18-05)

That the Saskatchewan School Boards Association request that the Government of Saskatchewan add additional scope for school boards to restrict campaign donations per *The Local Government Election Act, 2015*, s. 34.

(AGM-18-03)

That the SSBA advocate to the Ministry of Education and Ministry of Advanced Education for a collaborative approach in the co-construction of a recruitment and retention strategy for Saskatchewan teachers.

## Dashboard

# Saskatchewan School Boards Association

## ADOPTED RESOLUTIONS PROGRESS

Updated April 2020

	Complete		In progress		Early stages	PS = Position Statement
--	----------	--	-------------	--	--------------	-------------------------

For detailed information on resolutions, visit: <http://saskschoolboards.ca/about-us/resolutions/>

**2019** — workplan online at <http://saskschoolboards.ca/wp-content/uploads/2019/09/2019-Adopted-Resolutions-Work-Plan-and-Assignments-April-2020.pdf>

Bylaw Amendment No. 4.1 (15)	Bylaw Amendment No. 4.1 (14)	Budget Resolution	AGM 19-01 Position Statement 1.2	AGM 19-02 Position Statement 2.1	AGM 19-03 Position Statement 2.3	AGM 19-04 Position Statement 3.1	AGM 19-07 Local Improvement	AGM 19-08 Inclusive Education	AGM 19-09 FAME Achievement	AGM 19-10 Relocatable Classrooms	AGM 19-11 Election Proceedings	AGM 19-12 Trilateral Agreement	AGM 19-13 Immune Guidance	AGM 19-14 Vaping Marketing

**2018** — workplan online at <http://saskschoolboards.ca/wp-content/uploads/2018/09/2018-Adopted-Resolutions-Work-Plan-and-Assignments-April-2020.pdf>

Bylaw Amendment No. 4.1 (6) (vii)	Bylaw Amendment No. 4.1.7. (5)	Bylaw Amendment No. 4.1.7. (7)	Budget Resolution	AGM 18-01 Position Statement 1.1	AGM 18-02 Vulnerable Children	AGM 18-03 Recruitment Strategy	AGM 18-04 Treaty Education	AGM 18-05 Campaign Donations	AGM 18-06 Executive Composition					

**2017** — workplan online at <http://saskschoolboards.ca/wp-content/uploads/2017/09/2017-Adopted-Resolutions-Work-Plan-and-Assignments-April-2020.pdf>

Bylaw 17-01 Bylaw Amendment	Bylaw 17-02 Bylaw Amendment	Budget Resolution	AGM 17-01 PS 3.3 Equity	AGM 17-02 PS 4.1 Bargaining	AGM 17-03 PS 5.2 Partnerships	AGM 17-04 Vulnerable Check	AGM 17-05 Repeal Clause	AGM 17-07 Governance Funding	AGM 17-08 Personal Finance	AGM 17-09 Cannabis Legislation	AGM 17-10 Treaty Symbol	AGM 17-11 Indigenous Studies	AGM 17-12 Funding Conditions	AGM 17-13 PST Exemptions

This Adopted Resolutions Progress dashboard is regularly updated and shared with members.

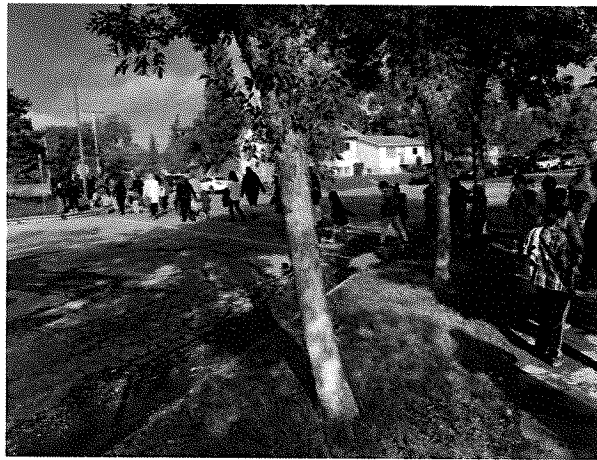


# Community and Partner Support

---

## Mosaic Extreme School Makeover Challenge 2019

Ten Saskatchewan schools each received \$10,000 to support student nutrition after winning the Mosaic Extreme School Makeover Challenge for 2019. The grants, provided by the Mosaic Company, supported projects that have goals including creating or improving kitchen and garden facilities; enhancing education for students, families and communities about nutrition, food safety, life skills and Indigenous knowledge; aiding in the path toward reconciliation; and, developing or furthering breakfast, snack and other programs.



*Walk to Breakfast 2019*

---

## Premier's Board of Education Award for Innovation and Excellence 2019

Saskatchewan Rivers Public School Division and Saskatchewan Rivers Students for Change received the 2019 Premier's Board of Education Award for Innovation and Excellence in Education, for the submission of Empowering Students & Responding to Student Voice: A Student-led Pathway to Improve Student Outcomes.



*Presentation of the 2019 Premier's Award*

# Community and Partner Support

(continued)

---

## 2019 Executive Delegations

The SSBA Provincial Executive met with many delegations in 2019, including:

- CUPE Education Workers Steering Committee
- LEADS
- Minister of Education
- Métis Nation – Saskatchewan
- Deloitte (Auditors)
- Catholic Section
- Public Section
- SUMA
- SASBO
- University of Saskatchewan
- SHSAA
- Opposition Education Critic
- University of Regina



# SSBA Highlights for 2019

---

## 2019 Scholarships and Awards



*Matthias Georgiades and Damon Kako were the recipients of SSBA Education Scholarships in 2019.*



*Bernie Howe was honoured as a Life Member at the 2019 Fall Assembly.*

# SSBA Highlights for 2019

(continued)

## Loss Control and Prevention Seminar



The SSBA General Insurance Plan Loss Control and Prevention Seminar was attended by 33 delegates from 20 school divisions. Based on the feedback received, the seminar provided excellent value to participants and the knowledge gained can improve how they manage their facilities.

## Connections Report Released



Saskatchewan's school boards shared that they consistently heard about the importance of Connections for education during local public engagements conducted in 2019. The findings resulted from more than 300 engagements involving more than 10,500 people.

## Mosaic Commits to Partners



Community partners from 12 non-profit organizations, including the SSBA, gathered in January at the Regina and District Food Bank to hear The Mosaic Company commit to funding food security and food education initiatives over the next three years.

## Orange Shirt Day & Students' Day



At the SSBA's request, Provincial Students' Day and Orange Shirt Day are proclaimed in September each year. Provincial Students' Day is to help ensure a focus on safety as students return to school. Orange Shirt Day is an opportunity for reflection to occur regarding residential schools.

# SSBA Highlights for 2019

(continued)

## Treaty Symbols Presented



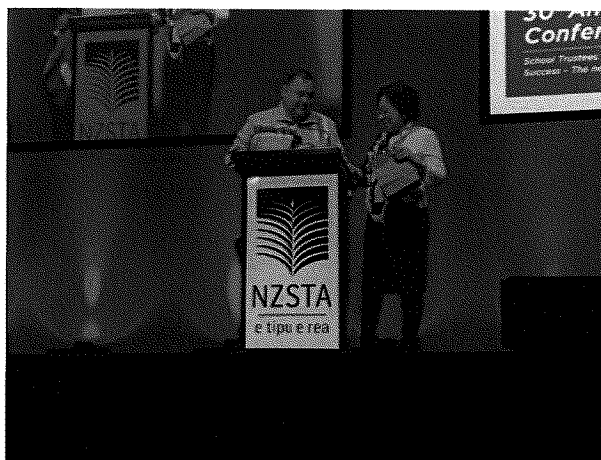
During the Spring General Assembly in April, school board chairs from across the province were presented with treaty symbols by Federation of Sovereign Indigenous Nations 2nd Vice-Chief David Pratt. Treaty Commissioner Mary Culbertson was in attendance for the event in Saskatoon.

## Provincial Budget Day



SSBA President Shawn Davidson and Vice-President Aleana Young attended at the provincial Legislative Building for budget day. They brought forward a message continuing to call for increased investment in education and doing more than maintaining the status quo.

## New Zealand Presentations



SSBA Executive Director Darren McKee was invited to provide a keynote and several presentations to the New Zealand School Trustees Association, which has more than 15,000 trustees. His keynote and presentations focused on good governance, leadership and relationships.

## Student Transportation WAG



The Student Transportation Working Advisory Group met throughout the year to continue its work regarding student transportation and safety. The Executive approved an extension of time for work of the WAG to continue in expectation of significant concrete recommendations.



# SSBA Highlights for 2019

(continued)

---

## Employee Benefits Plan (EBP)

Offering benefits to 25 Boards of Education:

- ✓ \$6.7 million in Health Claims
- ✓ \$5.4 million in Dental Claims
- ✓ \$3.6 million in Life and Disability Claims

## General Insurance Plan (GIP)

All 27 Boards of Education participate and receive:

- ✓ Shared Value
- ✓ Shared Risk
- ✓ Shared Protection

## Group Tendering

- ✓ Hotel Lodging
- ✓ School Bus Tires

## Board Development

- ✓ Connections Report
- ✓ Risk Management Workshops & Presentations
- ✓ Board Evaluations & Policy Reviews
- ✓ SCC Advice and Presentations
- ✓ SSBA Spring & Fall Assemblies

## Legal Services

- ✓ Advice to all 27 Boards
- ✓ Presentations & Workshops
- ✓ Feedback on Legislative Amendments
- ✓ Direct Support on Education, Privacy, Copyright & Employment Law

## Human Resources & Employees Relations

- ✓ Advice & Research
- ✓ Contingency Planning for Job Action Reference Materials
- ✓ Bargaining Support
- ✓ Data Warehouse

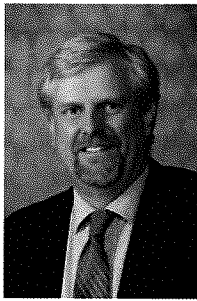
## Communications, Advocacy & Policy Support

- ✓ Provincial Advocacy & Local Support
- ✓ Advice & Issues Management
- ✓ Strategic Planning & Facilitation
- ✓ Workshops & Presentations
- ✓ Media Relations
- ✓ Policy & Research Support

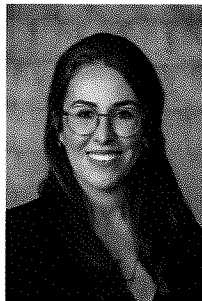
## First Nations and Métis Education

- ✓ Advice
- ✓ Presentations
- ✓ Information & Research

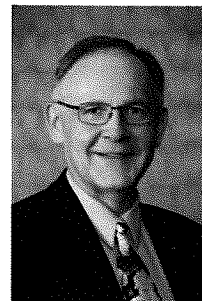
# Provincial Executive



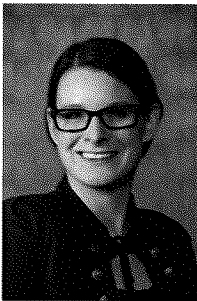
Dr. Shawn Davidson  
President



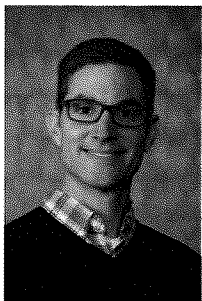
Aleana Young  
Vice-President



Jerome Niezgoda  
Catholic Constituency



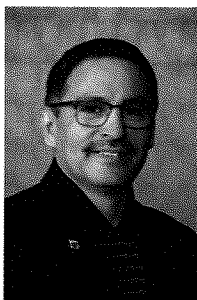
Jaimie Smith-Windsor  
Central Constituency



Martin Prince  
CSF Constituency



Kimberly Greeyes  
Indigenous Constituency  
(as of November 2019)



Harry Morin  
Northern Constituency  
(as of November 2019)



Janet Kotylak  
Southern Constituency



Donna Banks  
Urban Public Constituency

Thanks to Jansen Corrigan and Joe Daigneault (outgoing in 2019) for their service on the Executive.

# SSBA Staff



Darren McKee  
Executive Director



Ted Amendt  
Director, Board Development,  
Strategic HR, Legal Services  
and First Nations and Métis  
Education



Jamie Lerat  
Strategic Advisor,  
First Nations and  
Métis Education <sup>1</sup>



Jeff McNaughton  
Director, Employee  
Benefits and  
Insurance Plans



Catherine Vu  
Director, Corporate  
Services



Jill Welke  
Director,  
Communications  
and Policy Support



Leona Baun  
Benefits Supervisor



April Blondeau  
Strategic HR / ER



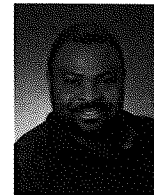
Ketan Chavda  
Accounting and  
Benefits Clerk <sup>2</sup>



Joe Couture  
Communications,  
Research and  
Policy Analyst



Rong Hu  
Accounting Clerk



Innocent Ihenyen  
Insurance  
Administrator



Maureen Jickling  
Solicitor



Bini Johnson  
Benefits Clerk



Geraldine Knudsen  
Solicitor



Krista Lenius  
Administrative  
Paralegal



Chris Petford  
Benefits  
Administrator



Leanne Petford  
Benefits  
Administrator



Reshma Santhosh  
Data and  
Technology  
Administrative  
Assistant <sup>3</sup>



Kristen Slinn  
Administrative  
Assistant <sup>4</sup>



Rachel Tabrizi-  
Reardigan  
Benefits Clerk <sup>5</sup>



Debby Thomas  
Administrative  
Assistant <sup>6</sup>



Patty Webb  
Benefits  
Administrator

## Staff Celebrations in 2019

- ✓ Long Service Awards: Krista Lenius (15 years), April Blondeau (5 years), Joe Couture (5 years)
- ✓ Ted Amendt earned his Doctor of Philosophy in Education degree
- ✓ Joe Couture earned his Master of Public Administration degree
- ✓ Darren McKee completed the CommunityShift program at the Ivey School of Business
- ✓ Jamie Lerat received multiple scholarships during her Master-level studies
- ✓ Staff members completed Red Cross CPR/AED certification or re-certification

## Notes:

1. Jamie Lerat left the SSBA in February 2020.
2. Ketan Chavda left the SSBA in September 2019.
3. Reshma Santhosh joined the SSBA in May 2019 and left the SSBA in May 2020.
4. Kristen Slinn joined the SSBA in January 2020.
5. Rachel Tabrizi-Reardigan covered for Bini Johnson's leave starting June 2019.
6. Debby Thomas left the SSBA in January 2020.



# Financial Summary

The Association maintains a strong financial position with total net assets of \$2.5M in the Operating Fund and \$24.3M in the Benefits and Insurance Funds. The Association ended the year with a net surplus of almost \$150K in operations, a net deficit of \$797K in the Benefits Fund, and a net surplus of \$1.9M in the Insurance Fund.

The final result was better than budgeted due to spending restraints, minimal use of external consultants, and contract negotiations to manage known cost pressures. The Association's operating fund net surplus of \$150K for 2019 is due primarily to the following:

- (\$30K) net loss in rental income due to current vacancies in the SSBA building;
- \$44K surplus in Executive director/administration due to a vacant position during the year;
- \$100K savings in Legal and Employee relations related to not utilizing funds for external consultants;
- \$24K savings in Association operating expense due to management minimizing expense throughout the year to offset tenant vacancy and renegotiating service and purchase contracts; and
- \$10K recovery of bad debt expense related to unpaid membership fee.

During the year, the investment market rebounded from the significant decline at the end of 2018 and the investments of the Benefits and Insurance Funds grew to \$2.8M.

The Benefits Fund reflects a deficit of \$797K due to a higher number of claims in the current year and reduced administration fee to utilize the unappropriated reserves accumulated over several years (\$1.9M). Premiums were increased in 2019 and a transfer between reserve funds was completed to address the excess claims. The reserve fund of \$1.2M exists to manage unexpected claims activity.

The Insurance Fund had a net revenue over expenses of \$1.9M after all claims were recorded and an excess capital distribution of \$1.2M from the insurance pools to the members during the year. The net revenue situation is due primarily to the higher investment earnings.

Financial statements of

**SASKATCHEWAN SCHOOL BOARDS  
ASSOCIATION**

December 31, 2019



Deloitte LLP  
2103 - 11th Avenue  
Suite 900  
Bank of Montreal Building  
Regina SK S4P 3Z8  
Canada

Tel: 306-565-5200  
Fax: 306-757-4753  
[www.deloitte.ca](http://www.deloitte.ca)

## Independent Auditor's Report

To the Members of  
**Saskatchewan School Boards Association**

### Opinion

We have audited the financial statements of Saskatchewan School Boards Association (the "Association"), which comprise the statement of financial position as at December 31, 2019, and the statements of revenue, expenses and changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Accounting Standards for Not for Profit Organizations.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Accounting Standards for Not for Profit Organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Deloitte LLP*

Chartered Professional Accountants  
Regina, Saskatchewan  
May 21, 2020

# SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

## Statement of financial position

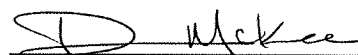
as at December 31, 2019

	Operating Fund	Benefits Fund	Insurance Fund	2019	Total 2018
<b>ASSETS</b>					
Current assets					
Cash	\$ 1,752,265	\$ -	\$ -	\$ 1,752,265	\$ 959,211
Accounts receivable	9,936	779,560	-	789,496	722,453
Prepaid expenses	8,066	-	-	8,066	12,443
Due from other funds	-	-	387,623	387,623	257,868
Short-term investments (Note 3)	1,320,724	432,962	1,982,304	3,735,990	4,146,273
	3,090,991	1,212,522	2,369,927	6,673,440	6,098,248
Long-term investments (Note 3)	-	4,140,647	22,733,983	26,874,630	26,106,438
Capital assets (Note 4)	1,021,288	-	-	1,021,288	1,048,735
	\$ 4,112,279	\$ 5,353,169	\$ 25,103,910	\$ 34,569,358	\$ 33,253,421
<b>LIABILITIES</b>					
Current liabilities					
Accounts payable and accrued liabilities	\$ 126,764	\$ 2,194,521	\$ 366,619	\$ 2,687,904	\$ 3,059,502
Provision for unpaid claims	-	824,000	2,497,296	3,321,296	3,770,000
Due to other funds	175,118	212,505	-	387,623	257,868
Deferred revenue	1,329,451	-	-	1,329,451	580,099
	1,631,333	3,231,026	2,863,915	7,726,274	7,667,469
<b>NET ASSETS (Schedule 1)</b>					
Appropriated	1,789,920	1,165,671	22,239,995	25,195,586	23,036,206
Unappropriated	691,026	956,472	-	1,647,498	2,549,746
	2,480,946	2,122,143	22,239,995	26,843,084	25,585,952
	\$ 4,112,279	\$ 5,353,169	\$ 25,103,910	\$ 34,569,358	\$ 33,253,421

See accompanying notes

Approved by the Executive

 President

 Executive Director

# SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

## Statement of revenue, expenses and changes in net assets for the year ended December 31, 2019

	Operating Fund	Benefits Fund	Insurance Fund	Total 2019	Total 2018
<b>REVENUE</b>					
Membership fees	\$ 2,238,894	\$ -	\$ -	\$ 2,238,894	\$ 2,140,531
Premiums	-	20,812,902	2,995,979	23,808,881	21,330,217
Investment income	36,776	493,156	2,272,953	2,802,885	63,777
Other income	208,608	-	-	208,608	169,841
Assemblies, events and board development	113,420	-	-	113,420	119,245
Building	168,675	-	-	168,675	270,621
Mosaic Breakfast for Learning	115,000	-	-	115,000	115,000
	<b>\$ 2,881,373</b>	<b>\$ 21,306,058</b>	<b>\$ 5,268,932</b>	<b>\$ 29,456,363</b>	<b>\$ 24,209,232</b>
<b>EXPENSES</b>					
Executive activity/membership engagement	\$ 347,537	\$ -	\$ -	\$ 347,537	\$ 342,624
Executive director/ administration	654,426	-	-	654,426	598,148
Communication services	276,588	-	-	276,588	267,444
Board of education development services	303,858	-	-	303,858	287,017
Employee relations	161,940	-	-	161,940	216,463
Legal services	367,096	-	-	367,096	352,505
First nations and metis education services	86,904	-	-	86,904	73,779
Association operations	200,603	653,239	411,150	1,264,992	1,303,150
Building	200,958	-	-	200,958	207,873
Mosaic Breakfast for Learning	114,913	-	-	114,913	113,557
Claims/carrier (Note 5)	-	21,449,545	1,794,431	23,243,976	21,891,745
Insurance pool rebate (Note 11)	-	-	1,159,096	1,159,096	1,817,127
Bad debt (recovery) expense	(10,500)	-	-	(10,500)	10,500
Amortization	27,447	-	-	27,447	27,447
	<b>\$ 2,731,770</b>	<b>\$ 22,102,784</b>	<b>\$ 3,364,677</b>	<b>\$ 28,199,231</b>	<b>\$ 27,509,379</b>
Excess (deficit) of revenue over expenses	\$ 149,603	\$ (796,726)	\$ 1,904,255	\$ 1,257,132	\$ (3,300,147)
Net assets, beginning of year	2,331,343	2,918,869	20,335,740	25,585,952	28,886,099
<b>NET ASSETS, END OF YEAR</b>	<b>\$ 2,480,946</b>	<b>\$ 2,122,143</b>	<b>\$ 22,239,995</b>	<b>\$ 26,843,084</b>	<b>\$ 25,585,952</b>

See accompanying notes

# SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

## Statement of Cash Flows

for the year ended December 31, 2019

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Excess (deficit) of revenue over expenses	\$ 1,257,132	\$ (3,300,147)
Items not involving cash		
Amortization	27,447	27,447
Unrealized (gain) loss on investments	(1,427,556)	1,344,958
Change in non-cash working capital		
(Increase) decrease in accounts receivable	(67,043)	79,184
Decrease (increase) in prepaid expenses	4,377	(6,534)
(Decrease) increase in accounts payable and accrued liabilities	(371,598)	625,649
(Decrease) increase in provision for unpaid claims	(448,704)	368,000
Increase in deferred revenue	749,352	568,969
<b>Cash used in Operating Activities</b>	<b>\$ (276,593)</b>	<b>\$ (292,474)</b>
<b>INVESTING ACTIVITIES</b>		
Proceeds from sale of investments	\$ 4,706,341	\$ 3,657,868
Purchase of investments	(3,636,694)	(4,445,636)
<b>Cash provided by (used in) Investing Activities</b>	<b>\$ 1,069,647</b>	<b>\$ (787,768)</b>
<b>Increase (decrease) in cash</b>	<b>\$ 793,054</b>	<b>\$ (1,080,242)</b>
<b>Cash, beginning of year</b>	<b>959,211</b>	<b>2,039,453</b>
<b>CASH, END OF YEAR</b>	<b>\$ 1,752,265</b>	<b>\$ 959,211</b>

See accompanying notes



# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 1. PURPOSE OF THE ASSOCIATION

The Saskatchewan School Boards Association (the "Association") is a democratic and voluntary organization. It provides advocacy, leadership and support for member boards of education by speaking as the voice for quality public education for all children, offering opportunities for trustee development and providing information and services. The Association operates an Employee Benefits Plan for non-teaching staff in the Province of Saskatchewan and a group Insurance Plan for school divisions.

The Association is incorporated under "An Act to Incorporate Saskatchewan School Boards Association" and is exempt from income tax.

### 2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not for-profit organizations (ASNPO) and include the following significant accounting policies:

#### *a. Fund accounting*

##### Operating Fund

Revenue and expenses related to program delivery and administrative activities are reported in the Operating Fund.

##### Benefits Fund

Revenue and expenses related to the services offered through the Employee Benefits Plan (EBP) are reported in the Benefits fund. This plan is a group employee benefits plan offering group insurance and related products to member school boards.

##### Insurance Fund

Revenue and expenses related to the services offered through the General Insurance Plan are reported in the Insurance Fund. This is a group insurance plan offering general insurance coverage (property, general liability, sexual molestation/abuse and air quality liability) to member school boards.

#### *b. Cash*

Cash represents cash held in the bank. The Association operates one bank account and therefore for financial statement purposes, the cash held by the Association is allocated between the operating fund, the benefits fund, and the insurance fund.

**Saskatchewan School Boards Association**  
**Notes to the financial statements**  
**December 31, 2019**

---

**2. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**c. *Financial instruments***

Financial assets and financial liabilities are initially recognized at fair value when the Association becomes a party to the contractual provisions of the financial instrument. Subsequently, all financial instruments are measured at amortized cost except investments, which are measured at fair value.

Transaction costs related to financial instruments measured subsequent to initial recognition at fair value are expensed as incurred.

With respect to financial assets measured at cost or amortized cost, the Association recognizes in net earnings an impairment loss, if any, when there are indicators of impairment and it determines that a significant adverse change has occurred during the period in the expected timing or amount of future cash flows. When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed to net earnings in the period the reversal occurs.

**d. *Capital Assets***

Land and building are stated at cost. Amortization is recognized to write off the cost of the building and related capital expenditures over its useful life of 40 years, using the straight-line method.

Office furniture and equipment are stated at cost. Amortization is recognized to write off the cost over its useful life of 5 years, using the straight-line method.

**e. *Impairment of long-lived assets***

Long-lived assets are tested for recoverability whenever events or changes in circumstances indicate their carrying value exceeds the total undiscounted cash flows expected from their use and eventual disposition. When conditions indicate that a tangible capital asset is impaired, the net carrying amount of the tangible capital asset is written down to the asset's fair value or replacement cost. The write-down of tangible capital assets is recognized as an expense in the statement of operations and changes in fund balances. A write-down should not be reversed.

**f. *Revenue recognition***

Membership fees are recorded as revenue over the applicable membership period as services are performed and collection is reasonably assured.

Premiums are recognized as revenue in the period to which they relate. Any premiums relating to the current year and not yet received at the end of the year are accrued as revenue for the current year.

# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 2. SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### *f. Revenue recognition (continued)*

Interest on investments is recognized as revenue as it is earned. Dividend income is recognized as revenue when received. Realized and unrealized gains and losses from changes in market values are recognized in income in the period that gains and losses occur.

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably assured and collection is reasonably assured.

All other revenues are recognized in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

#### *g. Claims incurred not yet reported*

An accrual is recorded for benefit claims that occurred at the end of the year but have not yet been paid by the Benefit Fund.

#### *h. Employee Pension Plan*

Employees of the Saskatchewan School Boards Association participate in the Municipal Employees' Pension Plan (MEPP). The multiemployer plan is a defined benefit pension plan that provides pensions calculated using a formula that takes into account a member's service and salary history. The contributions by the participant employers are not segregated in separate accounts or restricted to provide benefits to the employees of a particular employer. The portion of the annual benefit costs and of the asset surpluses (deficits) that are attributable to the Association cannot be easily determined. Accordingly, the multiemployer plan is accounted for on the defined contribution basis. No portion of the asset (deficit) surplus of the plan is recognized in these financial statements. The Association's liability is limited to the employer contribution which are expensed in the period that they become payable.

#### *i. Use of estimates*

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Key areas of estimation include useful lives of capital assets and accruals for claims incurred not yet reported. Actual amounts could differ from these estimates.

#### *j. Adoption of new accounting standards*

The Association has adopted ASNPO Section 4433, Tangible Capital Assets Held by Not-for-Profit Organizations. This accounting standard is effective for fiscal years beginning on or after January 1, 2019. The adoption of this standard did not affect the financial statements.

# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

### 3. INVESTMENTS

Short term investments are reported separately on the financial statements. Short term investments include highly liquid investments that can be quickly converted into cash or remaining maturity or have a maturity date of 12 months or less.

	Operating Fund	Benefits Fund	Insurance Fund	Total 2019	Total 2018
Cash & short-term investments	\$ 1,320,724	\$ 432,962	\$ 1,982,304	\$ 3,735,990	\$ 4,146,273
Pooled funds - fixed income	-	2,910,678	15,955,889	18,866,567	19,061,359
Pooled funds - Canadian equities	-	999,437	5,527,219	6,526,656	5,074,105
Pooled funds - U.S. equities	-	230,532	1,250,875	1,481,407	1,970,974
Long-term investments	-	4,140,647	22,733,983	26,874,630	26,106,438
Total investments	\$ 1,320,724	\$ 4,573,609	\$ 24,716,287	\$ 30,610,620	\$ 30,252,711

The net investment income and unrealized gains for each fund is provided in the following table:

	2018 Balance	Net Investment Income	Unrealized Gains	Transfers	2019 Balance
Operating Fund	\$ 1,291,712	\$ 29,495	\$ -	\$ (483)	\$ 1,320,724
Benefits Fund	5,286,528	206,523	271,420	(1,190,862)	4,573,609
Insurance Fund	23,674,471	1,044,776	1,156,136	(1,159,096)	24,716,287
Total investments	\$ 30,252,711	\$ 1,280,794	\$ 1,427,556	\$ (2,350,441)	\$ 30,610,620

### 4. CAPITAL ASSETS

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Building	\$ 2,181,040	\$ (1,267,334)	\$ 913,706	\$ 936,098
Land	100,000	-	100,000	100,000
Office furniture and equipment	25,275	(17,693)	7,582	12,637
	\$ 2,306,315	\$ (1,285,027)	\$ 1,021,288	\$ 1,048,735

The most recently published valuation appraisal as of October 11, 2019 reported the following:

Cost of Reproduction New:	\$7,647,667
Cost of Reproduction New Less Depreciation:	\$4,533,718

# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 5. BENEFITS FUND

In 2005, the Association entered into an agreement with Manufacturers Life Insurance Company (Manulife) whereby the Association assumed the risk for the extended health, dental and vision plans. Manulife is responsible for the administration of the plans and provides an annual accounting of the financial results of the plans - premiums less claims and certain administrative expenses.

The Association currently estimates a deficit of \$105,000 (2018 - \$662,000) for the Benefits Fund for the period of January 1 to December 31, 2019. This amount is reflected in provision for unpaid claims.

### 6. PENSION PLAN

During the year, the employee's contribution rate and the Association's contribution rates relating to MEPP remained at 9.00% (2018 – 9.00%). The Association's contributions were \$170,879 (2018 – \$160,307).

Every three years, MEPP has an actuary perform an actuarial valuation of the pension fund. The most recently published actuarial valuation as of December 31, 2018 reported the following:

Plan Assets:	\$2,519,436,000
Plan Liabilities:	\$2,021,710,000
Plan Surplus:	\$ 497,726,000
Funded Ratio:	124.6%

### 7. CONTRACTUAL OBLIGATIONS AND COMMITMENTS

Significant contractual obligations and commitments of the Association are as follows:

	Office Equipment	Building Equipment	Total
2020	\$ 7,192	\$ 3,420	\$ 10,612
2021	7,192	4,560	11,752
2022	3,596	4,560	8,156
2023	-	4,560	4,560
2024	-	4,560	4,560
2025	-	1,140	1,140
Total	\$ 17,980	\$ 22,800	\$ 40,780

# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 8. CONTINGENT LIABILITIES

A contingent liability exists for the Insurance fund associated with legal action related to various insurance claims. The liability for some of the claims cannot be estimated until the results of the legal action are known.

### 9. FUNDS HELD IN TRUSTS

The Association administers funds for the School Division Specific Land Claims Tax Loss Compensation Fund held in trust pursuant to an agreement between the Government of Saskatchewan and the Association. The total cash and investments held in the trust as at December 31, 2019 was \$2,260,286 (2018 - \$2,278,917). These amounts are not reflected in the financial statements.

### 10. ALLOCATION OF EXPENSES

The Association allocates expenses associated with administrative and communications support to the Benefits and Insurance Funds. The appropriate cost driver was determined for each function and applied appropriately. Examples of cost drivers include payroll costs allocated based on percentage of employees in each department and communications support allocated based on percentage of time of specific employees used to support the Benefits and Insurance Fund activities.

Administrative support includes costs associated with information technology, payroll, expense processing, financial management, financial reporting, communications, and Executive Director support. In addition, building rent costs were transferred to each fund using existing office space square footage and the rate charged to other building tenants.

The cost transfers from the Operating Fund to the Benefits and Insurance Funds are provided in the following table:

	2019		2018	
	Benefits Fund	Insurance Fund	Benefits Fund	Insurance Fund
Administrative support and office space	\$ 133,368	\$ 44,055	\$ 117,310	\$ 37,022

# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 11. APPROPRIATED FUNDS

#### Operating Fund Reserves

- a. Reserve for Building Repairs and Renovations - Amounts have been appropriated in expectation of future major building repairs. Expenditures for major repairs and renovations are charged to the reserve.
- b. Investment in Property - This reserve is equal to the net book value of property.
- c. Provincial Bargaining – The purpose of this reserve is to set aside an appropriation for costs incurred by the Association for involvement in the Provincial Bargaining process.
- d. Unappropriated Reserve – The purpose of this reserve is to:
  - i) set aside an appropriation for costs associated with the winding down of the Association if the corporation is dissolved; and
  - ii) to set aside an appropriation for unbudgeted expenditures that were unforeseen and could not have been reasonably anticipated at the time the budget was approved and to address emergent situations that arise between budgets.

#### Benefits Fund Reserves

- a. Unappropriated reserves - The amount of this reserve shall not be more than \$1,000,000 as per Association policy. The purpose of this fund is:
  - i) to set aside an appropriation for administrative costs associated with the winding down of the plan if dissolved,
  - ii) to set aside an appropriation for costs incurred as a result of a significant group withdrawal from the plan, creating a plan deficit,
  - iii) to set aside an appropriation for administrative expenditures that have not been budgeted for that were unforeseen and could not have been reasonably anticipated at the time the budget was approved and to address emergent situations that arise between budgets, and
  - iv) to set aside an appropriation for development of administrative infrastructure to support the Employee Benefits Plan in its role as a third party benefit administrator and policy holder.

The unappropriated reserve has been in excess of the Association policy and a plan was developed to utilize the excess by reducing administration fees collected over several years to minimize the impact. The administration fee is estimated around \$700,000 per year.

- b. Claims Fund Reserve - The purpose of this fund is to set aside an appropriation for Incurred But Not Reported (IBNR) amounts and to ensure that an amount is appropriated for claims fluctuations.



# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 11. APPROPRIATED FUNDS (Continued)

#### Insurance Fund Reserves

Reserve accounts have been established to set aside an appropriation for self-insurance amounts and/or unanticipated costs.

- a. Property pool – This reserve is designated as a “group self-insurance plan” for members’ losses for property claims to be used to cover members’ losses in excess of the basic insurance deductible of \$5,000 to a maximum of \$200,000 per occurrence. The Association’s maximum annual exposure for the pool is \$2,000,000.
- b. General liability pool – This reserve is designated as a “group self-insurance plan” for general liability claims against school boards for bodily injury and property damage. The statute of limitations on liability insurance is currently two years beyond the age of majority for an individual to claim damages for negligence against a school board. \$400,000 is set aside annually for this pool with a maximum of \$45,000 available per claim.
- c. Sexual molestation pool – This reserve is designated as a “group self-insurance plan” for the risk and exposure to school boards resulting from sexual molestation claims. Association policy requires a minimum balance of \$2,000,000 in this pool. Annual coverage is provided by insurers for expenses between \$1,000,000 and \$8,000,000. This reserve is funded by the addition of \$1.00 per student to the cost of insurance to school boards.
- d. Air quality pool – This reserve is designed as a “group self-insurance plan” to offset the risk and exposure to school boards resulting from air quality, mold and fungus. There is a maximum of \$1,000,000 annual aggregate expenses to this reserve and a \$500,000 per claim limit, with a \$5,000 deductible for each claim. This reserve is funded by the addition of \$1.00 per student to the cost of insurance to the school boards.

Schedule 1 outlines the transfers between the unappropriated and appropriated reserves.

The insurance funds reserves have been in excess of the Association policy for many years. On September 19, 2019, the Executive approved the distribution of \$1,159,096 (2018 - \$1,817,127) of excess insurance funds reserves as follows:

	2019	2018
Property pool	\$ 703,135	\$ -
Sexual molestation pool	436,665	-
General liability pool	19,296	-
Air quality pool	-	1,817,127
Total	\$ 1,159,096	\$ 1,817,127

# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 12. FINANCIAL RISKS

The Association is exposed to various risks through its financial instruments.

#### a. *Market Risk*

Market risk is the risk of loss that may arise from change in market factors such as interest rates, foreign currency rates and equity prices. The Association is mainly exposed to this market risk in its investing activities.

##### i) Interest rate risk

Interest rate risk refers to the adverse consequences of interest rate changes on the Association's cash flows and appropriated and unappropriated funds. The investment portfolio is exposed to interest rate risk in respect to its fixed income and short-term investments. Fixed rate instruments subject the Association to a fair value risk. To manage, interest rate risk, the Association investment policy provides for distribution of investments among several classes of investments in order to reduce exposure to investment volatility.

##### ii) Foreign currency risk

Foreign currency exposure arises from holdings of non-Canadian investments. The investment policy limits foreign currency risk by providing maximum investment amounts in US and International Equities as a percentage of the total investment portfolio for both the Benefits and Insurance Funds. Investment in international equities requires prior approval from the Audit and Investment Committee.

The Operating Fund is limited to investments in Canadian cash and short-term securities.

At December 31, 2019, investments in U.S. equities accounted for 5% (2018 – 7%) of the total portfolio for both the Benefits and the Insurance Funds as compared to a policy limit of 15% for each fund. There are no investments in international equities.

# Saskatchewan School Boards Association

## Notes to the financial statements

December 31, 2019

---

### 12. FINANCIAL RISKS (continued)

#### a. *Market Risk (continued)*

##### iii) Equity price risk

Equity price risk is the risk the fair value or future cash flows of an equity investment will fluctuate because of changes in market prices (other than those arising from interest risk or foreign currency risk), whether those changes are caused by factors specific to the individual equity instrument or factors affecting similar equity instruments traded in the market.

The investment policy limits equity price risk by providing maximum investment amounts in equities as a percentage of the total investment portfolio. At December 31, 2019, investments in equities accounted for 22% (2018 - 24%) of the total portfolio for both the Benefits and the Insurance Funds as compared to a policy limit of 25% for each fund.

#### b. *Credit Risk*

Credit risk is the potential financial loss resulting from the failure of a counterparty to settle its financial and contractual obligations of the Association, as and when they come due.

The investment policy limits credit risk by dealing with investees that are considered to be of high quality.

Cash and short term securities investments are limited to Treasury Bills and other securities issued or guaranteed by the federal government, provinces or municipalities of Canada, Bankers Acceptances and other bank and trust company obligations or deposits, and corporate and asset backed commercial paper with credit ratings of A or stronger.

Fixed Income Securities are limited to securities issued or guaranteed by the federal government, provinces, or municipalities of Canada, corporate bonds with credit ratings of A or stronger, and mortgage and other asset backed securities.

None of the assets in the investment portfolio are past due or impaired as at December 31, 2019 (2018 - \$nil).

#### c. *Liquidity Risk*

The business of the Association necessitates the management of liquidity risk. Liquidity risk is the risk of being unable to meet financial commitments, under all circumstances, without having to raise funds at unreasonable prices or sell assets at a forced basis.

As at December 31, 2019, the Association has accounts payable, accrued liabilities, and provision for unpaid claims of \$6,009,200 (2018 - \$6,829,502).

# **Saskatchewan School Boards Association**

## **Notes to the financial statements**

**December 31, 2019**

---

### **13. SUBSEQUENT EVENT**

Subsequent to the year-end, on March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time and it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial results and condition of the Association in future periods.

# SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

## Schedule 1 - Schedule of changes in reserves

for the year ended December 31, 2019

	Net Assets 2018	Net revenue over expenses	Transfers	Net Assets 2019
<b>OPERATING FUND</b>				
Building repairs	\$ 556,215	\$ -	\$ 100,000	\$ 656,215
Investment in capital assets	1,048,736	(27,447)	-	1,021,289
Provincial bargaining	93,201	(30,785)	50,000	112,416
Unappropriated	633,191	207,835	(150,000)	691,026
	<u>2,331,343</u>	<u>149,603</u>	<u>-</u>	<u>2,480,946</u>
<b>BENEFITS FUND</b>				
Claims Reserve	1,002,314	(636,643)	800,000	1,165,671
Unappropriated	1,916,555	(160,083)	(800,000)	956,472
	<u>2,918,869</u>	<u>(796,726)</u>	<u>-</u>	<u>2,122,143</u>
<b>INSURANCE FUND</b>				
Property pool	3,484,066	36,173	-	3,520,239
Sexual molestation pool	6,217,599	448,614	-	6,666,213
General liability pool	8,641,960	1,182,192	-	9,824,152
Air quality pool	1,992,115	237,276	-	2,229,391
	<u>20,335,740</u>	<u>1,904,255</u>	<u>-</u>	<u>22,239,995</u>
	<u>\$ 25,585,952</u>	<u>\$ 1,257,132</u>	<u>\$ -</u>	<u>\$ 26,843,084</u>

See Note 11 for further information regarding the reserves and their purpose.



**400-2222 13th Ave.**

**Regina, Sask.**

**S4P 3M7**

**306-569-0750**

**[www.saskschoolboards.ca](http://www.saskschoolboards.ca)**

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.5
<b>Topic:</b>	<b>PAS Letter of Involvement</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The Provincial Auditor of Saskatchewan annually selects school divisions where the PAS is involved directly in the yearly financial audit process. School divisions not selected in a given year have their audits monitored by the PAS in collaboration with the school division auditor.
<b>Current Status:</b>	During the audit of the 2019-2020 school year in the fall of 2020, the Provincial Auditor of Saskatchewan will be involved in a monitoring capacity.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	In June, 2020, the Provincial Auditor of Saskatchewan corresponded with the Board of Education through the Board Chair, who acknowledged receipt of the PAS intentions on behalf of the Board.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	• Audit Involvement Letter June 2020

## ***Recommendation:***

That the Board review the materials provided.





June 10, 2020

R. Bachman, Chair  
Prairie South School Division No. 210  
1075 9th Avenue N.W.  
Moose Jaw, SK S6H1V7

(via Email)

Dear R. Bachman:

**Re: Planned Involvement in Annual Audit of Prairie South School Division No. 210 for the Year Ended August 31, 2020**

In this letter we set out an overview of our audit expectations for all 27 school divisions. We are also communicating these expectations, in writing, to your appointed auditor.

We plan to use a cyclical approach for our direct involvement in the audits of the school divisions. Under this approach, we will annually select certain school divisions in which we expect to be involved in the key steps of the audits. We have selected the following school divisions for the year ended August 31, 2020:

Prairie Spirit School Division No. 206  
Regina School Division No. 4  
Saskatoon School Division No. 13  
St. Paul's Roman Catholic Separate School Division No. 20  
North East School Division No. 200  
Northern Lights School Division No. 113  
Prince Albert Roman Catholic Separate School Division No. 6  
Regina Roman Catholic Separate School Division No. 81  
South East Cornerstone School Division No. 209

This letter sets out our audit expectations for the annual audit of Prairie South School Division No. 210 for the year ended August 31, 2020.

As in prior years, we ask your appointed auditor to provide us with a copy of the school division's financial statements, its audit report thereon, the summary of errors, the materiality used and various representations (e.g., independence), as well as the following standard reports for reliance purposes, addressed to the Provincial Auditor:

- a) The appointed auditor's opinion on the school division's system of control (see **Appendix A**)
- b) The appointed auditor's opinion on the school division's compliance with legislative and related authorities (see **Appendix B**)
- c) The appointed auditor's report on other arising matters that came to its attention during the audit for the purpose of assisting the Provincial Auditor in discharging her responsibilities under *The Provincial Auditor Act*, and for preparing her annual report to the Legislative Assembly of Saskatchewan (see **Appendix C**)
- d) The appointed auditor's letter to management on results of the audit (e.g., management letter, constructive services letter) including a summary of errors in the financial statements

Confidentiality notice: This may contain confidential information exempt from disclosure under *The Provincial Auditor Act*. We issue final documents (plans and reports) electronically using the Office's secure file-share program. Please whitelist the email account [saskauditor@auditor.sk.ca](mailto:saskauditor@auditor.sk.ca) to ensure it is not blocked or sent to junk.

For the August 31, 2020 audit of the school division, we plan to limit our involvement to reviewing the above-listed information. Where either your appointed auditor or our Office identify matters of significance to report to the Legislative Assembly, we will work with your appointed auditor to obtain the necessary support, and vet the draft chapter with the appointed auditor and officials of your school division.

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

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

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

Our *2021 Report – Volume 1* to the Legislative Assembly will include the results of the school division's audit for the year ended August 31, 2020. We expect to issue this Report in June 2021.

We would be pleased to answer any questions concerning our involvement in the annual audit. If there are matters you would like to discuss, please contact me (306-787-6305, [stjohn@auditor.sk.ca](mailto:stjohn@auditor.sk.ca)) or Michelle Lindenbach (306 787-2716, [lindenbach@auditor.sk.ca](mailto:lindenbach@auditor.sk.ca)).

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

Yours truly,



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

/ah  
Attachment

cc: T. Baldwin, Director of Education, Prairie South School Division No. 210  
S. Robitaille, Superintendent of Business and Operations, Prairie South School Division No. 210  
T. Paton, Provincial Comptroller, Ministry of Finance  
R. Currie, Deputy Minister, Ministry of Education  
R. Jensen, Acting Assistant Deputy Minister, Ministry of Education  
T. Olfert, CPA, CA, Stark & Marsh

*We read and understood the attached audit involvement plan.*

June 12, 2020  
Date

  
Chair, Board of Education



---

## APPENDIX A—STANDARD WORDING FOR THE EXPRESSION OF AN OPINION ON INTERNAL CONTROL (CSAE 3001)

### INDEPENDENT PRACTITIONERS' REASONABLE ASSURANCE REPORT

To: The Provincial Auditor of Saskatchewan

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

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

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

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

We used the control framework included in COSO's *Internal Control—Integrated Framework* to make our judgments about the effectiveness of Prairie South School Division No. 210's internal controls.<sup>15</sup> We did not audit certain aspects of internal controls concerning the effectiveness, economy, and efficiency of certain management decision-making processes.

We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements (CSAE) 3001, *Direct Engagements*. This standard requires that we plan and perform this engagement to obtain reasonable assurance as to the effectiveness of [Agency]'s internal controls related to the objectives stated above. The nature, timing and extent of procedures performed depends on our professional judgment, including an assessment of the risks of material misstatement, whether due to fraud or error, and involves obtaining evidence about the effectiveness of internal controls. An audit includes obtaining an understanding of the significant risks related to these objectives, the key control elements and control activities to manage these risks, and examining, on a test basis, evidence relating to control.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists.

Our audit on the effectiveness of [Agency]'s internal controls related to the above objectives does not constitute an audit of internal control over financial reporting performed in conjunction with an audit of financial statements in *CPA Canada*

---

<sup>15</sup>The Committee of Sponsoring Organizations of the Treadway Commission's *Internal Control—Integrated Framework*. ([https://www.aicpastore.com/content/media/producer\\_content/generic\\_template\\_content/Illustrative\\_Tools.jsp](https://www.aicpastore.com/content/media/producer_content/generic_template_content/Illustrative_Tools.jsp)) (26 November 2018).

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



*Handbook—Assurance, Section 5925, An Audit of Internal Control Over Financial Reporting that is Integrated with an Audit of Financial Statements.*

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

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.

In our opinion, subject to the limitations noted above, [Agency]'s internal controls were operating effectively, in all material respects, to meet the objectives stated above as of [Year End] based on COSO's *Internal Control—Integrated Framework*.

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

This report is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of [Agency], its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of information contained in this report, or any reliance or decisions based on such information, is the responsibility of such third parties.

We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on information contained in this report.

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

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

Chartered Professional Accountants  
Regina, Saskatchewan  
Date



---

## APPENDIX B—STANDARD WORDING FOR THE EXPRESSION OF AN OPINION ON COMPLIANCE WITH SPECIFIED AUTHORITIES (CSAE 3001, 3531)

### INDEPENDENT PRACTITIONERS' REASONABLE ASSURANCE REPORT ON COMPLIANCE

To: The Provincial Auditor of Saskatchewan

We have undertaken a reasonable assurance engagement of [Agency]'s compliance with the provisions of the following legislative and related authorities pertaining to its financial reporting, safeguarding of assets, spending, revenue raising, borrowing, and investment activities during the year ended [Year End]:

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

Compliance with the provisions of the stated legislative and related authorities is the responsibility of management of [Agency]. Management is also responsible for such internal control as management determines necessary to enable the [Agency]'s compliance with the specified requirements.

Our responsibility is to express a reasonable assurance opinion on [Agency]'s compliance based on the evidence we have obtained.

We conducted our reasonable assurance engagement in accordance with Canadian Standard on Assurance Engagements (CSAE) 3531 *Direct Engagements to Report on Compliance*. This standard requires that we plan and perform this engagement to obtain reasonable assurance whether [Agency] complied with the criteria established by the legislation and related authorities referred to above, in all significant respects. A reasonable assurance compliance reporting engagement involves performing procedures to obtain evidence about the entity's compliance with the specified requirements. The nature, timing and extent of procedures selected depends on our professional judgment, including an assessment of the risks of significant non-compliance, whether due to fraud or error.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists.

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.

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

We do not provide a legal opinion on the [Agency]'s compliance with the aforementioned legislative and related authorities.

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

This report is provided solely for the purpose of assisting the Provincial Auditor in discharging her responsibilities and for preparing her annual report to the Legislative Assembly of Saskatchewan and is not to be referred to or distributed to any person who is not a member of management or the Board of [Agency], its supervising agencies or the Office of the Provincial Auditor and should not be used for any other purpose. Any use that a third party makes of information contained in this report, or any reliance or decisions based on such information, is the responsibility of such third parties.

We accept no responsibility for loss or damages, if any, suffered by any third party as a result of decisions made or actions taken based on information contained in this report.



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

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

Chartered Professional Accountants  
Regina, Saskatchewan  
Date

## APPENDIX C— STANDARD WORDING FOR REPORTING OTHER MATTERS PURSUANT TO SECTION 12 OF *THE PROVINCIAL AUDITOR ACT* (CSRS 4460)

### REPORT ON SUPPLEMENTARY MATTERS ARISING FROM AN AUDIT ENGAGEMENT

To: The Provincial Auditor of Saskatchewan

In accordance with Section 12(1) of *The Provincial Auditor Act*, we are required to report the details of reservations of opinion, if any, made in an audit report and to identify any instances we consider to be of significance and of a nature that should be brought to the attention of the Legislative Assembly, including any cases in which we observe situations as noted in Section 12(1) (the "other reporting responsibility") in which:

- a) Any officer or employee has wilfully or negligently omitted to collect or receive any public money belonging to the Crown
- b) There has been a deficiency or loss to the Crown through the fraud, default or mistake of any person
- c) Any expenditure was made for which there was no authority or which was not properly vouchered or certified

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

This report has been prepared in accordance with Canadian Standards on Related Services (CSRS) 4460. Our responsibility is to report on the supplementary matter. This standard requires us to comply with ethical requirements and to plan and perform procedures to address the other reporting responsibility. The procedures were selected based on our professional judgment to enable us to form a basis for this report. The procedures vary in nature from, and are less extent than for, those required when providing an audit opinion or a review conclusion. Users are cautioned that the procedures performed may not be suitable for their purposes.

Accordingly, we do not express an audit opinion or a review conclusion on this supplementary matter.

---

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



---

In response to the other reporting responsibility, [explain the details of reservations of opinion, if any, made in an audit report. Explain details of any instances we consider to be of significance and of a nature that should be brought to the attention of the Legislative Assembly, including any cases in which we observe situations as noted in Section 12(1).] OR [we have nothing to report.]

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

Chartered Professional Accountants  
Regina, Saskatchewan  
Date

## APPENDIX D—INDEPENDENCE AND CONFIDENTIALITY

### Independence

We are independent, and are unaware of any relationships between the Prairie South School Division No. 210 and our audit team that, in our professional judgment, may reasonably be thought to bear on our independence and objectivity. We complied with the ethical requirements of the CPA Saskatchewan's *Rules of Professional Conduct* founded on fundamental principles of integrity, objectivity, professional competency and due care, confidentiality, and professional behaviour.

The Office uses the following processes to maintain and confirm our independence consistent with professional and legislative requirements.

The Office applies the *Canadian Standard on Quality Control 1* issued by CPA Canada and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards, and applicable legal and regulatory requirements. We provide additional details about our quality control processes on our website at [auditor.sk.ca/about/audit-quality](http://auditor.sk.ca/about/audit-quality).

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

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

The Act sets the Provincial Auditor's salary and benefits. Each year, PAC recommends to the Standing Committee on House Services the amount of resources for the Provincial Auditor's Office. The Act gives the Provincial Auditor





administrative independence to decide what audit work to do, how to do that work, which employees to hire, and for how much.

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

### **Confidentiality**

The Act and Office policies require all employees to preserve confidentiality with respect to all matters that come to their knowledge in the course of their duties under *The Provincial Auditor Act* and not to communicate those matters to any person, other than when required to do so under the Act or by a court of law.

This letter and attached report are intended solely for the use of those to whom it is addressed; it should not be used or distributed for any other purposes. This communication is considered confidential in accordance with *The Provincial Auditor Act*.

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

# AGENDA ITEM

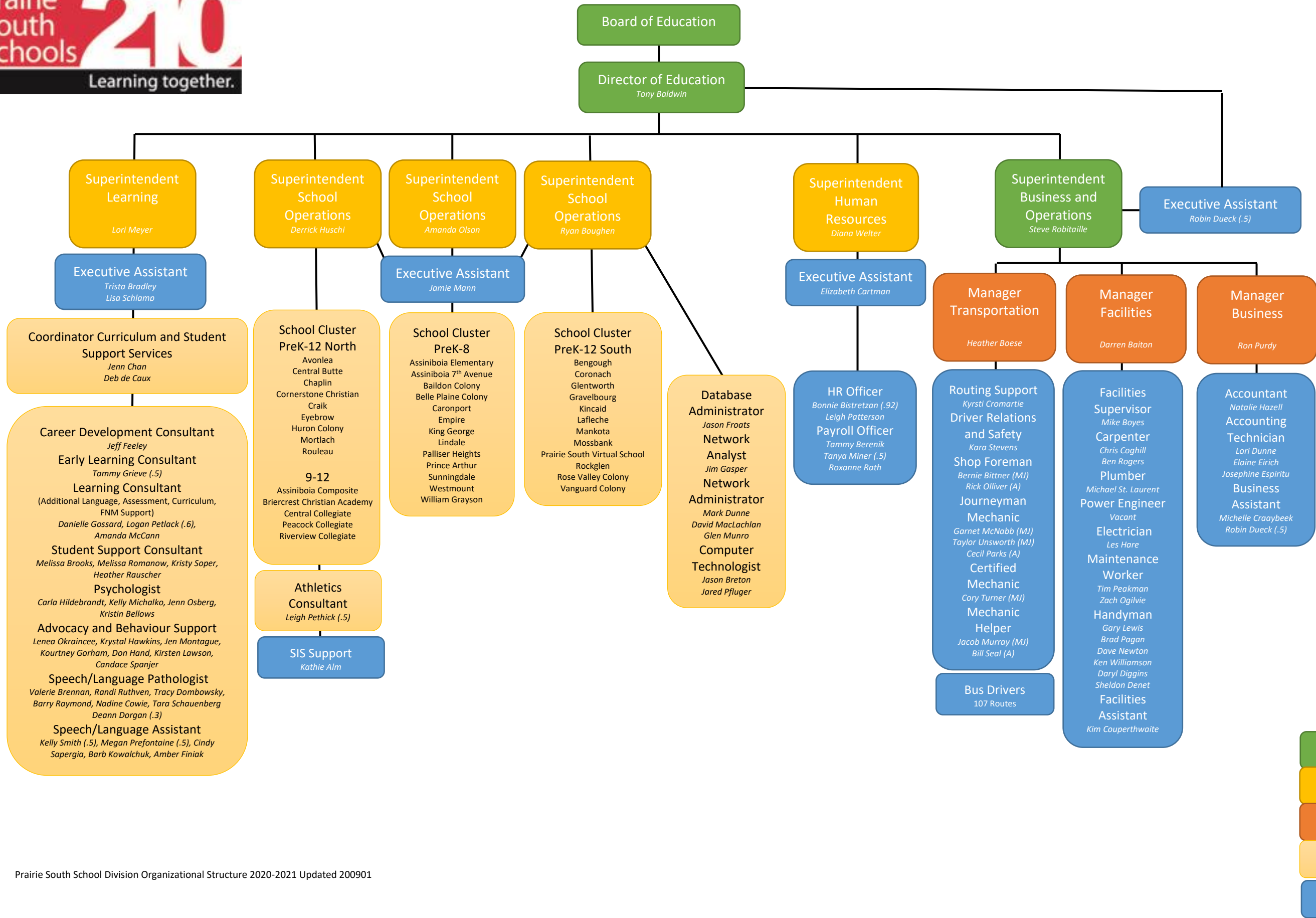
<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.6
<b>Topic:</b>	<b>Organizational Chart</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The organizational chart is a shared responsibility between the Director and the Board, and is determined on a yearly basis as a component of the budgeting process.
<b>Current Status:</b>	A draft organizational chart was previewed by the Board of Education during the budget process in 2020, and agreement in principle was received related to the organizational structure for 2020-2021. The final organizational chart is provided for Board review.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	01 September 2020	• 2020-2021 Organizational Chart

## ***Recommendation:***

That the Board review the information provided.



# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.7
<b>Topic:</b>	<b>SSBA Bylaw Amendments and Resolutions</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The Saskatchewan School Boards Association represents boards of education in Saskatchewan and provides professional learning opportunities for trustees. Bylaw Amendments and Resolutions are a key part of the SSBA's Annual General Meeting held yearly in November. Prairie South is a member board of the Saskatchewan School Boards Association.
<b>Current Status:</b>	A memorandum regarding submission of bylaw amendments and resolutions has been included. Deadline for submissions is October 9, 2020. This item will appear on the Committee of the Whole agenda on October 6 for trustee consideration.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	• SSBA Memorandum - 17 August 2020

## ***Recommendation:***

That the Board review the materials provided.

## MEMORANDUM

August 17, 2020

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

FROM: Resolutions and Policy Development Committee

RE: Submission of Bylaw Amendments and Resolutions for the 2020 AGM

---

The 2020 Fall General Assembly will be held in Regina at the DoubleTree by Hilton (subject to approval of the Executive based upon the advice of Saskatchewan's Chief Medical Officer) on November 25-27, 2020. Bylaw Amendments and Resolutions are a key part of the Association's Annual General Meeting, which is part of the Fall General Assembly. The AGM is tentatively set for November 26, 2020. The purpose of this memorandum is to remind boards of the bylaw amendments and resolutions process and to communicate deadlines for submission to the Committee for presentation by the Committee at the Annual General Meeting.

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

### **Bylaw Amendments:**

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

This year the **deadline for submission of bylaw amendments** is 4:30 p.m., **October 9 2020.**

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

2. The Committee will examine and edit proposed bylaw amendments.
3. The package of proposed bylaw amendments will be forwarded to boards and posted on the Association's website no later than November 3, 2020.



## **Resolutions:**

1. Bylaw No. 12, Paragraph 4, states that resolutions are to be submitted to the Resolutions and Policy Development Committee “at least 30 days prior” to the commencement of the general meeting at which they will be voted on. This year the **deadline for submission of resolutions** is 4:30 p.m., **October 26, 2020**. Resolutions received by the deadline will be presented by the Committee at the AGM.

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

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

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

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

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

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

3. The Committee will examine, edit, and, where considered necessary, combine similar resolutions.
4. The package of resolutions to be presented by the Committee at the AGM will be e-mailed to boards, posted on the Association website no later than November 3, 2020 and included in the Fall General Assembly registration package.
5. Resolutions provide directives for action to the Association by its members and direction for development of Association position statements. To increase the effectiveness of resolutions, the wording of a resolution should, whenever possible, describe what boards of education or the Association will do, rather than directing others, over whom the Association has no control, to act.

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

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

### SSBA Resolutions Costing Rubric

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

	<b>Low Cost &lt;\$1,000</b>	<b>Medium Cost \$1,000-\$10,000</b>	<b>High Cost &gt;\$10,000</b>
<b>Advocacy</b>	<ul style="list-style-type: none"> <li>Minimal advocacy, potentially a letter to a government official or Ministry.</li> <li>1-2 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> </ul>	<ul style="list-style-type: none"> <li>Moderate advocacy which may include letters to government officials or Ministries, and follow up.</li> <li>2-4 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing advocacy throughout the year.</li> <li>&gt; 5 meetings of the President, Vice-President, other Executive/board members, and/or senior SSBA staff involved in the action(s).</li> <li>A working advisory group may be formed as a result of the resolution.</li> </ul>
<b>Services</b>	<ul style="list-style-type: none"> <li>The proposed resolution action will require minimal utilization of existing SSBA services/resources.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed resolution action will significantly draw upon SSBA services/resources.</li> </ul>	<ul style="list-style-type: none"> <li>The proposed resolution action includes elements that require existing SSBA services/resources, and/or requires services and/or resources beyond those provided by the SSBA.</li> </ul>
<b>Unanticipated Costs</b>	<ul style="list-style-type: none"> <li>There is minimal likelihood of the resolution action resulting in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are generally known.</li> </ul>	<ul style="list-style-type: none"> <li>There is a moderate likelihood that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are relatively anticipated or assumed.</li> </ul>	<ul style="list-style-type: none"> <li>There is a high likelihood that the resolution action may result in unanticipated costs for Boards of Education and/or the SSBA as the cost factors of the resolution are primarily unknown.</li> </ul>



## AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.8
<b>Topic:</b>	<b>CAC Leadership Portfolios for 2020-2021</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	CAC Leadership Portfolios are adjusted yearly to align with the goals of the Board and administrative requirements.
<b>Current Status:</b>	The 2020-2021 CAC Leadership Portfolios are provided.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	• 2020-2021 CAC Leadership Portfolios

### ***Recommendation:***

That the Board review the information provided.

## Prairie South Schools CAC Leadership Portfolios – 2020/2021

<b>Baldwin, Anthony</b>	<b>Director of Education</b>
<i>Strategic and Operational Support: All Areas.</i> Governance Support; Communications; Strategic Plan Implementation; School-Based Administrator Professional Learning; Staff Satisfaction Data Synthesis, Reporting and Improvement Planning; School Year Calendar; COVID-19 Response Board Committee Support: All Committees	
<b>Boughen, Ryan</b>	<b>Superintendent of School Operations</b>
<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; Preservice Placements; Enrolment Data; Asynchronous and Synchronous Learning Support, Innovation and IT Standards; Technology Management Oversight; WCLN Leadership Board Committee Support: Innovation	
<b>Huschi, Derrick</b>	<b>Superintendent of School Operations</b>
<i>Direct Operational Support: Assiniboia Composite, Avonlea, Briercrest Christian Academy, 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; Joint Use Agreements Board Committee Support: TBD	
<b>Meyer, Lori</b>	<b>Superintendent of Learning</b>
<i>Direct Operational Support: Curriculum, Instruction, Assessment, Student Services.</i> Professional Learning Coordination; Early Learning; Nutrition; Second Language Coordination; FNM Coordination; Career Development; Partnerships; Scholarship Selection; Staff Orientation; RIC and HUB Support; Student Outcome and Perceptual Data Synthesis, Reporting and Improvement Planning; Provincial Education Plan Support Board Committee Support: Student Outcomes	
<b>Olson, Amanda</b>	<b>Superintendent of School Operations</b>
<i>Direct Operational Support: Assiniboia Elementary, Assiniboia 7<sup>th</sup> Avenue, Baildon Colony, Belle Plaine Colony, Caronport, Empire, King George, Lindale, Palliser Heights, Prince Arthur, Sunningdale, Westmount, William Grayson.</i> School Staffing; School Community Councils; Libraries; Band Board Committee Support: Partnerships and Teambuilding	
<b>Robitaille, Steve</b>	<b>Superintendent of Business</b>
<i>Direct Operational Support: Transportation, Facilities, Business.</i> Budget Planning and Implementation; Scholarship Funding and Renewal; Governance Support; Ministry Reporting and Coordination Board Committee Support: Business, Infrastructure, and Governance	
<b>Welter, Diana</b>	<b>Superintendent of Human Resources</b>
<i>Direct Operational Support: Human Resources.</i> Staff Attendance Support; School and Division Staffing Level Management; Staff Evaluation Leadership; Performance Management; Collective Agreement Interpretation; Labour Relations; Projection Data; Staff Recruitment and Recognition; Workplace Safety (WCB) Board Committee Support: TBD	

# AGENDA ITEM

<b>Meeting Date:</b>	September 1, 2020	<b>Agenda Item #:</b>	06.9
<b>Topic:</b>	South Hill School Traffic Impact Assessment Update		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	<p>Prairie South Schools is building a new joint-use school in Moose Jaw. The school is scheduled to open in the fall of 2023.</p> <p>In September 2019, the Board of Education directed administration (Motion 3140) to begin the process of acquiring a parcel of land at Westheath for the new school.</p>
<b>Current Status:</b>	<p>A comprehensive update of negotiations since September, 2019 will be provided at the October 6<sup>th</sup> meeting of the Board of Education.</p> <p>The steering committee has commissioned a Traffic Impact Assessment (TIA) for the Westheath site. Traffic Impact Assessments are a valuable tool for analyzing traffic generated by proposed developments with new access or increased use of an existing access. A TIA generally includes a description of the scope and intensity of the proposed project, a summary of the projected impacts and any required mitigation measures, and helps ensure that the road network can safely accommodate a proposed subdivision/ development. A TIA does not provide a “pass/fail” outcome.</p> <p>For the proposed school, the TIA will evaluate traffic operations for two planning concepts at Westheath and assess post-development traffic operations in the area including mitigation strategies that may be required.</p> <p>The TIA is expected to be complete in the 3<sup>rd</sup> week of September, at which time the results will be shared with the City of Moose Jaw.</p>
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	<p>All costs, including the Traffic Impact Assessment, associated with planning and development for the South Hill Joint School project are paid through Prairie South using funding provided specifically for this purpose by the Ministry of Education.</p>

<b>Governance/Policy Implications:</b>	In October, the Board will have the opportunity to review administration's progress related to the direction provided through Motion 3140. The Board may choose to complete additional advocacy activities or provide additional direction at that time. As the project is a partnership between Prairie South, Holy Trinity and the Ministry of Education with technical support provided by SaskBuilds, there will be value in moving in a direction that is aligned with these other stakeholders.
<b>Legal Implications:</b>	
<b>Communications:</b>	A Press Release will be provided by the Board of Education following the October 6 <sup>th</sup> meeting.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	

***Recommendation:***

That the Board review the materials provided.

# AGENDA ITEM

<b>Meeting Date:</b>	01 September 2020	<b>Agenda Item #:</b>	06.10
<b>Topic:</b>	<b>Swanson Inquiry</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	Trustee Swanson made the following inquiry at the June meeting:  Swanson: For each individual PSSD school, what has been the total PMR and Capital funding since 2010?
<b>Current Status:</b>	Information is attached.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Tony Baldwin	September 1, 2020	<ul style="list-style-type: none"> <li>Individual School Funding – Capital and PMR</li> </ul>

## **Recommendation:**

That the Board of Education review the information provided.

213-414-110 Total	ASSE	Data Update	30,480.00	2016	
213-417-110 Total	ASSE	Fire Alarm	87,638.83	2012	
213-418-110 Total	ASSE	Floor	47,316.19	2011	
213-418-110 Total	ASSE	Floor	14,703.88	2015	
213-421-110 Total	ASSE	HVAC	908,478.29	2012	
213-421-110 Total	ASSE	HVAC	1,020,259.69	2013	
213-421-110 Total	ASSE	HVAC	302,347.21	2014	
214-421-110 Total	ASSE	HVAC	15,645.04	2019	
213-423-110 Total	ASSE	Lighting	5,411.02	2011	
213-423-110 Total	ASSE	Lighting	51,921.63	2012	
214-423-110 Total	ASSE	Lighting	61,586.99	2019	
213-407-110 Total	ASSE	Playground	16,905.02	2012	
213-407-110 Total	ASSE	Playground	45,884.67	2018	
213-432-110 Total	ASSE	Roof	262,312.14	2013	
213-432-110 Total	ASSE	Roof	7,985.41	2014	
214-432-110 Total	ASSE	Roof	155,675.00	2018	
213-406-110 Total	ASSE	SCDF	41,659.49	2017	
213-406-110 Total	ASSE	SCDF	1,160.99	2018	
213-439-110 Total	ASSE	Windows/Doors	77,119.82	2012	3,154,491.31
213-410-111 Total	ASSH	Bleachers	35,274.32	2012	
214-411-111 Total	ASSH	Boiler	128,318.45	2016	
214-411-111 Total	ASSH	Boiler	30,058.31	2017	
214-421-111 Total	ASSH	HVAC	13,772.80	2019	
213-422-111 Total	ASSH	Lab	21,048.25	2015	
213-423-111 Total	ASSH	Lighting	13,125.76	2012	
213-427-111 Total	ASSH	Plumbing	36,986.08	2011	
214-432-111 Total	ASSH	Roof	12,286.60	2018	
213-433-111 Total	ASSH	Roof Top Units	364,418.62	2012	
214-433-111 Total	ASSH	Roof Top Units	21,146.87	2017	
214-433-111 Total	ASSH	Roof Top Units	1,868.42	2018	
213-406-111 Total	ASSH	SCDF	2,506.65	2016	680,811.13
214-411-112 Total	ASSS	Boiler	105,521.47	2016	
214-411-112 Total	ASSS	Boiler	151,692.45	2017	
213-414-112 Total	ASSS	Data Update	22,352.00	2016	
214-418-112 Total	ASSS	Floor	35,136.00	2018	
214-418-112 Total	ASSS	Floor	6,870.61	2019	
214-423-112 Total	ASSS	Lighting	8,179.98	2018	
214-423-112 Total	ASSS	Lighting	6,244.42	2019	
213-407-112 Total	ASSS	Playground	5,990.40	2011	
213-407-112 Total	ASSS	Playground	7,820.06	2012	
213-407-112 Total	ASSS	Playground	28,287.61	2019	
213-824-112 Total	ASSS	PreK	6,081.95	2011	
213-824-112 Total	ASSS	PreK	86,604.18	2012	
213-432-112 Total	ASSS	Roof	2,072.64	2014	
214-432-112 Total	ASSS	Roof	77,526.60	2016	
213-435-112 Total	ASSS	Signs	9,093.20	2011	559,473.57
213-431-258 Total	Auditorium	Renovation	12,018.66	2011	
214-431-258 Total	Auditorium	Renovation	202,175.58	2019	
213-426-258 Total	Auditorium	Stage	2,620.12	2019	
213-0-258 Total	Auditorium		32,965.87	2011	
213-0-258 Total	Auditorium		5,440.20	2012	
213-0-258 Total	Auditorium		16,856.46	2013	272,076.89
213-411-113 Total	AVON	Boiler	198,603.72	2012	
213-423-113 Total	AVON	Lighting	6,031.43	2015	

213-406-113 Total	AVON	SCDF	10,000.00	2018	
213-435-113 Total	AVON	Signs	9,093.20	2011	223,728.35
213-415-114 Total	BENG	Dust Collection Equip	214,811.11	2013	
213-417-114 Total	BENG	Fire Alarm	112,168.37	2012	
213-418-114 Total	BENG	Floor	24,584.14	2015	
213-421-114 Total	BENG	HVAC	149,460.45	2014	
213-421-114 Total	BENG	HVAC	129,132.33	2015	
213-423-114 Total	BENG	Lighting	85,492.11	2011	
213-404-114 Total	BENG	Paint	4,826.00	2015	
213-432-114 Total	BENG	Roof	59,054.81	2012	
213-432-114 Total	BENG	Roof	75,669.60	2013	
214-432-114 Total	BENG	Roof	126,346.85	2018	
213-406-114 Total	BENG	SCDF	8,400.00	2016	
213-435-114 Total	BENG	Signs	9,093.20	2011	
213-508-114 Total	BENG	VOIP	108,704.63	2012	
213-439-114 Total	BENG	Windows/Doors	269,575.37	2013	
213-439-114 Total	BENG	Windows/Doors	36,932.34	2014	1,414,251.31
206-866-115 Total	CARE	Innovation	22,958.65	2018	
206-866-115 Total	CARE	Innovation	3,189.05	2019	
214-425-115 Total	CARE	New Construction	6,079.40	2019	
213-404-115 Total	CARE	Paint	9,321.80	2015	
213-407-115 Total	CARE	Playground	10,748.56	2012	
213-407-115 Total	CARE	Playground	24,753.58	2013	
213-432-115 Total	CARE	Roof	223,178.46	2014	
213-432-115 Total	CARE	Roof	91,272.44	2015	
213-433-115 Total	CARE	Roof Top Units	25,400.00	2013	
213-433-115 Total	CARE	Roof Top Units	3,979.74	2014	
213-433-115 Total	CARE	Roof Top Units	9,334.56	2015	
213-406-115 Total	CARE	SCDF	12,013.12	2018	
213-406-115 Total	CARE	SCDF	3,191.27	2019	
214-439-115 Total	CARE	Windows/Doors	2,576.50	2018	
214-439-115 Total	CARE	Windows/Doors	22,121.78	2019	470,118.91
213-413-116 Total	CENB	Crawl Space	18,422.97	2011	
213-413-116 Total	CENB	Crawl Space	2,167.17	2012	
213-413-116 Total	CENB	Crawl Space	357,852.36	2013	
213-418-116 Total	CENB	Floor	13,855.30	2015	
214-418-116 Total	CENB	Floor	66,964.00	2018	
214-418-116 Total	CENB	Floor	13,095.24	2019	
214-421-116 Total	CENB	HVAC	16,600.00	2019	
213-423-116 Total	CENB	Lighting	15,355.66	2012	
213-432-116 Total	CENB	Roof	2,081.34	2017	
214-432-116 Total	CENB	Roof	137,609.12	2017	
214-432-116 Total	CENB	Roof	89,463.26	2018	
214-433-116 Total	CENB	Roof Top Units	10,934.22	2017	
213-406-116 Total	CENB	SCDF	30,000.00	2019	774,400.64
214-441-140 Total	CENC	Asphalt	12,022.67	2017	
213-410-140 Total	CENC	Bleachers	47,608.77	2013	
214-414-140 Total	CENC	Data Update	7,774.00	2019	
213-416-140 Total	CENC	Elevator	13,733.18	2011	
213-418-140 Total	CENC	Floor	4,935.99	2015	
214-421-140 Total	CENC	HVAC	162,248.20	2019	
206-866-140 Total	CENC	Innovation	3,785.63	2018	
206-866-140 Total	CENC	Innovation	18,380.92	2019	
214-422-140 Total	CENC	Lab	22,953.29	2019	
213-423-140 Total	CENC	Lighting	18,034.00	2014	

214-423-140 Total	CENC	Lighting	5,120.54	2019	
213-432-140 Total	CENC	Roof	29,521.54	2013	
214-432-140 Total	CENC	Roof	240,530.85	2018	
213-406-140 Total	CENC	SCDF	1,149.06	2016	
213-406-140 Total	CENC	SCDF	247,988.11	2019	
214-437-140 Total	CENC	Univent	595,388.30	2019	
213-508-140 Total	CENC	VOIP	50,957.78	2011	
213-439-140 Total	CENC	Windows/Doors	66,857.68	2011	1,548,990.51
213-411-117 Total	CHAP	Boiler	4,199.38	2015	
213-411-117 Total	CHAP	Boiler	41,306.98	2016	
213-411-117 Total	CHAP	Boiler	2,672.80	2017	
214-411-117 Total	CHAP	Boiler	16,400.85	2017	
213-423-117 Total	CHAP	Lighting	78,881.24	2012	
213-407-117 Total	CHAP	Playground	538.75	2017	
213-432-117 Total	CHAP	Roof	14,161.20	2012	
213-435-117 Total	CHAP	Signs	9,093.20	2011	167,254.40
213-411-118 Total	CORO	Boiler	263,966.42	2012	
213-411-118 Total	CORO	Boiler	132,386.11	2013	
213-418-118 Total	CORO	Floor	23,739.90	2015	
213-423-118 Total	CORO	Lighting	127,056.66	2011	
213-404-118 Total	CORO	Paint	9,829.80	2015	
213-407-118 Total	CORO	Playground	4,298.79	2014	
213-407-118 Total	CORO	Playground	6,251.56	2015	
213-407-118 Total	CORO	Playground	8,901.10	2016	
213-432-118 Total	CORO	Roof	141,116.61	2013	
213-432-118 Total	CORO	Roof	3,825.94	2014	
213-432-118 Total	CORO	Roof	212,579.13	2015	
214-432-118 Total	CORO	Roof	11,792.02	2017	
214-432-118 Total	CORO	Roof	197,844.21	2018	
213-406-118 Total	CORO	SCDF	4,774.70	2012	
213-406-118 Total	CORO	SCDF	16,256.54	2014	
213-406-118 Total	CORO	SCDF	3,588.32	2015	
213-435-118 Total	CORO	Signs	9,093.20	2011	1,177,301.01
214-414-119 Total	CRAI	Data Update	3,455.53	2019	
213-418-119 Total	CRAI	Floor	55,987.75	2011	
213-418-119 Total	CRAI	Floor	4,367.16	2015	
213-421-119 Total	CRAI	HVAC	422,224.44	2011	
213-421-119 Total	CRAI	HVAC	806,901.74	2012	
213-421-119 Total	CRAI	HVAC	103,863.31	2013	
214-421-119 Total	CRAI	HVAC	14,855.24	2018	
213-423-119 Total	CRAI	Lighting	9,641.16	2013	
213-404-119 Total	CRAI	Paint	4,826.00	2015	
214-432-119 Total	CRAI	Roof	226,963.51	2018	
214-432-119 Total	CRAI	Roof	314,942.37	2019	
213-435-119 Total	CRAI	Signs	9,093.20	2011	
213-439-119 Total	CRAI	Windows/Doors	89,995.19	2013	2,067,116.60
214-421-122 Total	EGRA	HVAC	18,722.40	2019	
206-866-122 Total	EGRA	Innovation	2,899.95	2018	
213-431-122 Total	EGRA	Renovation	7,791.35	2013	
213-431-122 Total	EGRA	Renovation	258,078.53	2014	
213-431-122 Total	EGRA	Renovation	1,497,847.64	2015	
213-431-122 Total	EGRA	Renovation	7,603,333.78	2016	
213-431-122 Total	EGRA	Renovation	754,207.39	2017	
213-406-122 Total	EGRA	SCDF	16,030.13	2019	
213-65-122 Total	EGRA	Weatherbug	5,445.12	2016	10,164,356.29



214-441-141 Total	EMPI	Asphalt	41,866.52	2018	
213-411-141 Total	EMPI	Boiler	307,721.55	2012	
213-411-141 Total	EMPI	Boiler	96,399.07	2013	
213-418-141 Total	EMPI	Floor	57,609.27	2011	
213-418-141 Total	EMPI	Floor	12,546.13	2015	
213-423-141 Total	EMPI	Lighting	12,254.96	2011	
213-407-141 Total	EMPI	Playground	1,772.87	2014	
213-407-141 Total	EMPI	Playground	1,793.39	2016	
213-407-141 Total	EMPI	Playground	36,907.87	2019	
213-824-141 Total	EMPI	PreK	5,189.50	2011	
213-824-141 Total	EMPI	PreK	163,859.52	2012	
213-432-141 Total	EMPI	Roof	142,032.90	2014	
213-432-141 Total	EMPI	Roof	17,153.04	2015	
213-432-141 Total	EMPI	Roof	239,474.21	2016	
213-432-141 Total	EMPI	Roof	1,373.21	2017	
214-432-141 Total	EMPI	Roof	180,185.96	2017	
214-432-141 Total	EMPI	Roof	14,480.39	2018	
213-406-141 Total	EMPI	SCDF	5,023.23	2016	
213-435-141 Total	EMPI	Signs	9,093.20	2011	
213-508-141 Total	EMPI	VOIP	128,266.56	2011	1,475,003.35
213-411-120 Total	EYEB	Boiler	170,353.49	2014	
213-411-120 Total	EYEB	Boiler	29,053.32	2015	
214-414-120 Total	EYEB	Data Update	1,457.96	2019	
213-417-120 Total	EYEB	Fire Alarm	155,313.34	2013	
213-417-120 Total	EYEB	Fire Alarm	44,847.08	2014	
213-418-120 Total	EYEB	Floor	45,878.19	2012	
213-418-120 Total	EYEB	Floor	6,364.67	2015	
213-406-120 Total	EYEB	SCDF	89,237.14	2017	
213-406-120 Total	EYEB	SCDF	6,188.29	2019	
213-435-120 Total	EYEB	Signs	1,906.01	2012	
213-438-120 Total	EYEB	Washroom	181,524.06	2012	
213-439-120 Total	EYEB	Windows/Doors	114,797.13	2011	
213-439-120 Total	EYEB	Windows/Doors	62,327.18	2012	909,247.86
213-418-121 Total	GLEN	Floor	22,351.56	2015	
213-421-121 Total	GLEN	HVAC	253,484.95	2011	
213-421-121 Total	GLEN	HVAC	837,438.93	2012	
213-421-121 Total	GLEN	HVAC	254,126.96	2013	
213-421-121 Total	GLEN	HVAC	239,562.08	2014	
213-421-121 Total	GLEN	HVAC	5,013.22	2015	
214-421-121 Total	GLEN	HVAC	12,266.40	2019	
213-422-121 Total	GLEN	Lab	24,968.26	2011	
213-422-121 Total	GLEN	Lab	143,762.59	2012	
213-423-121 Total	GLEN	Lighting	4,955.83	2011	
213-423-121 Total	GLEN	Lighting	5,050.64	2013	
213-423-121 Total	GLEN	Lighting	26,785.04	2014	
213-407-121 Total	GLEN	Playground	2,457.91	2018	
213-435-121 Total	GLEN	Signs	9,093.20	2011	
213-508-121 Total	GLEN	VOIP	117,918.41	2011	
213-438-121 Total	GLEN	Washroom	46,255.50	2011	
213-438-121 Total	GLEN	Washroom	625,832.67	2012	
213-438-121 Total	GLEN	Washroom	123,017.92	2013	2,754,342.07
213-421-122 Total	GRAH	HVAC	1,306,307.05	2011	
213-435-122 Total	GRAH	Signs	9,093.20	2011	1,315,400.25
213-408-123 Total	GRAV	Daycare	506,887.17	2011	
213-435-123 Total	GRAV	Signs	9,093.20	2011	515,980.37

213-417-142 Total	JOHN	Fire Alarm	54,628.85	2012	
213-423-142 Total	JOHN	Lighting	11,362.61	2012	
213-432-142 Total	JOHN	Roof	135,065.98	2011	
213-432-142 Total	JOHN	Roof	146,662.01	2012	
213-435-142 Total	JOHN	Signs	9,093.20	2011	
213-439-142 Total	JOHN	Windows/Doors	19,017.14	2013	375,829.79
213-411-124 Total	KINC	Boiler	203,584.41	2011	
213-411-124 Total	KINC	Boiler	220,658.10	2012	
213-418-124 Total	KINC	Floor	43,351.76	2011	
213-418-124 Total	KINC	Floor	35,007.72	2015	
213-421-124 Total	KINC	HVAC	734,439.04	2012	
213-421-124 Total	KINC	HVAC	394,989.19	2013	
214-421-124 Total	KINC	HVAC	11,400.00	2019	
213-423-124 Total	KINC	Lighting	207,985.86	2013	
213-423-124 Total	KINC	Lighting	3,233.53	2014	
214-423-124 Total	KINC	Lighting	17,682.90	2019	
214-431-124 Total	KINC	Renovation	119,049.63	2019	
214-433-124 Total	KINC	Roof Top Units	29,710.64	2017	
214-433-124 Total	KINC	Roof Top Units	4,980.63	2018	
213-406-124 Total	KINC	SCDF	64,309.12	2017	
213-435-124 Total	KINC	Signs	9,093.20	2011	
213-508-124 Total	KINC	VOIP	42,851.41	2012	
213-508-124 Total	KINC	VOIP	71,881.90	2013	
213-438-124 Total	KINC	Washroom	328,172.25	2014	
213-438-124 Total	KINC	Washroom	83,265.63	2015	2,625,646.92
214-441-143 Total	KING	Asphalt	39,511.87	2017	
213-418-143 Total	KING	Floor	1,991.15	2014	
213-423-143 Total	KING	Lighting	9,611.49	2011	
214-423-143 Total	KING	Lighting	3,383.85	2019	
213-407-143 Total	KING	Playground	52,778.36	2017	
213-407-143 Total	KING	Playground	2,481.55	2019	
213-432-143 Total	KING	Roof	266,286.78	2014	
214-432-143 Total	KING	Roof	69,883.69	2016	
213-435-143 Total	KING	Signs	9,093.20	2011	455,021.94
214-441-125 Total	LAFL	Asphalt	3,228.00	2017	
214-411-125 Total	LAFL	Boiler	211,829.85	2018	
214-411-125 Total	LAFL	Boiler	28,506.91	2019	
213-408-125 Total	LAFL	Daycare	728,752.92	2011	
213-418-125 Total	LAFL	Floor	45,507.71	2011	
213-418-125 Total	LAFL	Floor	23,043.54	2015	
213-423-125 Total	LAFL	Lighting	34,704.97	2015	
213-423-125 Total	LAFL	Lighting	30,289.55	2016	
213-404-125 Total	LAFL	Paint	9,682.48	2015	
213-407-125 Total	LAFL	Playground	28,380.64	2013	
214-431-125 Total	LAFL	Renovation	4,586.64	2018	
214-431-125 Total	LAFL	Renovation	136,419.36	2019	
214-432-125 Total	LAFL	Roof	47,663.98	2017	
213-406-125 Total	LAFL	SCDF	15,969.41	2016	
213-406-125 Total	LAFL	SCDF	3,999.50	2017	
213-442-125 Total	LAFL	SCDF	20,302.46	2018	
213-442-125 Total	LAFL	SCDF	3,897.40	2019	
213-435-125 Total	LAFL	Signs	9,093.20	2011	
213-438-125 Total	LAFL	Washroom	23,339.78	2013	
213-438-125 Total	LAFL	Washroom	311,872.11	2014	
213-438-125 Total	LAFL	Washroom	114,209.41	2015	

213-439-125 Total	LAFB	Windows/Doors	154,475.91	2012	1,989,755.73
214-441-126 Total	LIND	Asphalt	17,294.31	2018	
213-418-126 Total	LIND	Floor	22,806.26	2015	
214-423-126 Total	LIND	Lighting	3,396.31	2019	
214-425-126 Total	LIND	New Construction	6,231.08	2019	
213-407-126 Total	LIND	Playground	23,527.29	2015	
213-407-126 Total	LIND	Playground	43,039.52	2016	
213-432-126 Total	LIND	Roof	284,581.83	2011	
214-433-126 Total	LIND	Roof Top Units	121,330.26	2017	
214-433-126 Total	LIND	Roof Top Units	80,347.78	2018	
214-433-126 Total	LIND	Roof Top Units	23,863.16	2019	626,417.80
214-441-127 Total	MANK	Asphalt	10,447.96	2017	
213-411-127 Total	MANK	Boiler	236,773.35	2013	
213-411-127 Total	MANK	Boiler	75,000.01	2014	
213-417-127 Total	MANK	Fire Alarm	58,519.15	2012	
213-418-127 Total	MANK	Floor	45,131.79	2011	
213-418-127 Total	MANK	Floor	9,949.03	2015	
213-432-127 Total	MANK	Roof	50,710.17	2014	
213-432-127 Total	MANK	Roof	10,540.59	2015	
213-432-127 Total	MANK	Roof	12,647.82	2016	
213-433-127 Total	MANK	Roof Top Units	4,934.76	2014	
213-433-127 Total	MANK	Roof Top Units	28,255.68	2015	
213-435-127 Total	MANK	Signs	9,093.20	2011	
213-508-127 Total	MANK	VOIP	113,770.38	2011	665,773.89
213-423-128 Total	MORT	Lighting	9,453.44	2012	
214-423-128 Total	MORT	Lighting	81,906.89	2018	
213-404-128 Total	MORT	Paint	4,699.00	2015	
213-407-128 Total	MORT	Playground	10,673.51	2012	
213-406-128 Total	MORT	SCDF	5,738.29	2015	
213-406-128 Total	MORT	SCDF	8,045.81	2017	
213-435-128 Total	MORT	Signs	9,093.20	2011	129,610.14
213-414-129 Total	MOSS	Data Update	27,940.00	2016	
213-418-129 Total	MOSS	Floor	2,938.60	2015	
214-421-129 Total	MOSS	HVAC	129,917.48	2018	
214-421-129 Total	MOSS	HVAC	16,390.17	2019	
213-423-129 Total	MOSS	Lighting	143,980.49	2014	
213-423-129 Total	MOSS	Lighting	2,708.27	2015	
213-407-129 Total	MOSS	Playground	1,519.81	2014	
213-432-129 Total	MOSS	Roof	220,399.34	2011	
213-406-129 Total	MOSS	SCDF	15,584.92	2017	
213-435-129 Total	MOSS	Signs	9,093.20	2011	
213-439-129 Total	MOSS	Windows/Doors	164,739.30	2012	
213-439-129 Total	MOSS	Windows/Doors	207,945.24	2013	943,156.82
214-441-144 Total	PALL	Asphalt	1,038.37	2018	
214-421-144 Total	PALL	HVAC	41,354.24	2017	
214-421-144 Total	PALL	HVAC	337,232.17	2018	
214-421-144 Total	PALL	HVAC	42,018.96	2019	
206-866-144 Total	PALL	Innovation	2,178.29	2018	
206-866-144 Total	PALL	Innovation	10,217.12	2019	
213-423-144 Total	PALL	Lighting	12,245.76	2016	
214-423-144 Total	PALL	Lighting	2,068.00	2018	
214-423-144 Total	PALL	Lighting	137,003.80	2019	
214-425-144 Total	PALL	New Construction	4,793.58	2019	
213-407-144 Total	PALL	Playground	7,359.27	2011	
213-407-144 Total	PALL	Playground	37,805.54	2013	

213-407-144 Total	PALL	Playground	7,558.37	2017	
213-431-144 Total	PALL	Renovation	154,052.98	2011	
214-431-144 Total	PALL	Renovation	120,070.60	2019	
213-432-144 Total	PALL	Roof	205,356.45	2012	
213-432-144 Total	PALL	Roof	12,785.85	2013	
213-432-144 Total	PALL	Roof	4,630.90	2015	
214-432-144 Total	PALL	Roof	89,821.86	2016	
213-508-144 Total	PALL	VOIP	42,374.90	2011	1,271,967.01
213-415-145 Total	PEAC	Dust Collection Equip	169,109.23	2011	
213-418-145 Total	PEAC	Floor	277,695.15	2011	
213-418-145 Total	PEAC	Floor	17,447.54	2012	
213-418-145 Total	PEAC	Floor	13,872.88	2015	
213-418-145 Total	PEAC	Floor	2,301.97	2017	
214-418-145 Total	PEAC	Floor	50,312.84	2018	
213-421-145 Total	PEAC	HVAC	163,965.53	2017	
213-421-145 Total	PEAC	HVAC	1,755,186.27	2018	
213-421-145 Total	PEAC	HVAC	578,429.38	2019	
213-422-145 Total	PEAC	Lab	179,154.60	2011	
213-422-145 Total	PEAC	Lab	8,340.40	2012	
213-423-145 Total	PEAC	Lighting	66,882.90	2015	
214-423-145 Total	PEAC	Lighting	68,200.46	2016	
214-423-145 Total	PEAC	Lighting	3,267.32	2017	
214-423-145 Total	PEAC	Lighting	158,060.52	2019	
213-427-145 Total	PEAC	Plumbing	449,797.25	2013	
213-427-145 Total	PEAC	Plumbing	189,824.05	2014	
213-427-145 Total	PEAC	Plumbing	10,363.93	2015	
213-428-145 Total	PEAC	Power Service	41,680.63	2012	
213-428-145 Total	PEAC	Power Service	440,660.40	2013	
214-431-145 Total	PEAC	Renovation	5,668.30	2018	
214-431-145 Total	PEAC	Renovation	36,622.68	2019	
214-432-145 Total	PEAC	Roof	532,421.73	2018	
214-432-145 Total	PEAC	Roof	6,203.59	2019	
213-406-145 Total	PEAC	SCDF	25,150.50	2016	
213-435-145 Total	PEAC	Signs	5,116.80	2012	
214-437-145 Total	PEAC	Univent	172,693.00	2017	
213-166-145 Total	PEAC	Wrestling	7,878.63	2015	5,436,308.48
213-423-146 Total	PRIN	Lighting	6,257.39	2015	
214-423-146 Total	PRIN	Lighting	13,377.04	2019	
213-407-146 Total	PRIN	Playground	66,718.46	2018	
213-432-146 Total	PRIN	Roof	6,522.20	2015	
214-432-146 Total	PRIN	Roof	169,461.22	2016	
214-432-146 Total	PRIN	Roof	166,835.73	2017	
213-435-146 Total	PRIN	Signs	9,093.20	2011	
213-436-146 Total	PRIN	Stairs	25,391.98	2011	
213-436-146 Total	PRIN	Stairs	83,276.74	2012	
213-508-146 Total	PRIN	VOIP	38,821.15	2011	585,755.11
213-410-147 Total	RIVE	Bleachers	26,831.04	2014	
213-440-147 Total	RIVE	Emergent	2,801.62	2016	
213-440-147 Total	RIVE	Emergent	74,504.60	2017	
211-778-147 Total	RIVE	Life Skills	2,166.17	2017	
213-423-147 Total	RIVE	Lighting	20,082.00	2014	
214-425-147 Total	RIVE	New Construction	9,014.36	2018	
214-425-147 Total	RIVE	New Construction	2,901.98	2019	
213-429-147 Total	RIVE	Relocation	3,685.75	2015	
213-435-147 Total	RIVE	Signs	9,093.20	2011	

213-437-147 Total	RIVE	Univent	186,149.31	2014	
213-437-147 Total	RIVE	Univent	38,918.45	2015	
214-437-147 Total	RIVE	Univent	104,707.58	2016	
214-437-147 Total	RIVE	Univent	142,527.78	2017	
213-121-147 Total	RIVE	Welding	159,301.36	2012	
213-121-147 Total	RIVE	Welding	10,379.20	2013	793,064.40
213-411-130 Total	ROCK	Boiler	321,485.69	2013	
213-411-130 Total	ROCK	Boiler	103,727.78	2014	
213-417-130 Total	ROCK	Fire Alarm	235,169.29	2012	
213-417-130 Total	ROCK	Fire Alarm	76,670.88	2013	
213-418-130 Total	ROCK	Floor	7,875.70	2015	
213-423-130 Total	ROCK	Lighting	208,662.19	2014	
213-423-130 Total	ROCK	Lighting	4,533.45	2015	
213-407-130 Total	ROCK	Playground	8,305.99	2014	
213-431-130 Total	ROCK	Renovation	107,825.25	2019	
213-432-130 Total	ROCK	Roof	30,053.45	2011	
213-432-130 Total	ROCK	Roof	15,661.41	2014	
213-432-130 Total	ROCK	Roof	88,754.71	2016	
214-432-130 Total	ROCK	Roof	217,030.13	2016	
214-432-130 Total	ROCK	Roof	103,983.26	2018	
214-432-130 Total	ROCK	Roof	18,538.71	2019	
213-406-130 Total	ROCK	SCDF	5,954.77	2013	
213-406-130 Total	ROCK	SCDF	7,268.35	2019	
213-435-130 Total	ROCK	Signs	9,093.20	2011	1,570,594.21
206-866-131 Total	ROUL	Innovation	6,922.02	2018	
214-423-131 Total	ROUL	Lighting	40,585.13	2018	
214-423-131 Total	ROUL	Lighting	4,096.35	2019	
214-432-131 Total	ROUL	Roof	59,534.32	2018	
214-433-131 Total	ROUL	Roof Top Units	58,382.41	2019	
213-406-131 Total	ROUL	SCDF	20,000.00	2018	189,520.23
214-441-148 Total	SUNN	Asphalt	90,600.19	2018	
213-412-148 Total	SUNN	Chillers	58,847.76	2013	
213-412-148 Total	SUNN	Chillers	6,496.17	2014	
213-418-148 Total	SUNN	Floor	65,633.60	2014	
214-421-148 Total	SUNN	HVAC	172,940.54	2018	
214-421-148 Total	SUNN	HVAC	36,995.05	2019	
213-423-148 Total	SUNN	Lighting	12,645.11	2011	
214-423-148 Total	SUNN	Lighting	16,114.60	2019	
214-437-148 Total	SUNN	Univent	70,127.89	2017	
214-437-148 Total	SUNN	Univent	67,629.56	2018	
213-508-148 Total	SUNN	VOIP	36,104.54	2011	634,135.01
214-441-149 Total	WEST	Asphalt	5,829.55	2018	
213-411-149 Total	WEST	Boiler	26,746.80	2013	
213-408-149 Total	WEST	Daycare	272,288.91	2013	
213-408-149 Total	WEST	Daycare	387,574.39	2014	
213-418-149 Total	WEST	Floor	50,543.77	2011	
213-423-149 Total	WEST	Lighting	11,897.44	2011	
213-407-149 Total	WEST	Playground	2,020.07	2012	
213-407-149 Total	WEST	Playground	31,577.37	2018	
213-432-149 Total	WEST	Roof	11,497.73	2015	
213-432-149 Total	WEST	Roof	127,950.73	2016	
214-432-149 Total	WEST	Roof	120,432.58	2016	
214-432-149 Total	WEST	Roof	6,248.40	2017	
213-435-149 Total	WEST	Signs	9,093.20	2011	
213-508-149 Total	WEST	VOIP	158,913.88	2011	

213-439-149 Total	WEST	Windows/Doors	263,413.75	2011	1,486,028.57
214-441-150 Total	WILL	Asphalt	2,839.84	2018	
213-411-150 Total	WILL	Boiler	285,297.88	2013	
213-411-150 Total	WILL	Boiler	45,055.96	2014	
214-414-150 Total	WILL	Data Update	6,590.50	2019	
213-423-150 Total	WILL	Lighting	6,031.43	2015	
214-423-150 Total	WILL	Lighting	4,891.16	2019	
213-407-150 Total	WILL	Playground	2,800.92	2015	
213-435-150 Total	WILL	Signs	9,093.20	2011	362,600.89