

Prairie South Schools
BOARD OF EDUCATION

DATE: December 8, 2020
1:00 p.m. – 4:00 p.m.
Central Office, 1075 9th Avenue NW
Moose Jaw

AGENDA

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
 - 3.1.** Regular Board Meeting October 6, 2020
 - 3.2.** Organizational Board Meeting November 17, 2020
 - 3.3.** Special Board Meeting November 24, 2020
- 4. Decision and Discussion Items**
 - 4.1.** Annual Bursary Fund Directorship Appointments
 - 4.2.** Facilities Accountability Report 2019-20
 - 4.3.** Approval of 2019-20 Preventative Maintenance Renewal Amendment Form
 - 4.4.** Glentworth School Community Council Constitution
 - 4.5.** SHSAA and Public Section Delegates
 - 4.6.** 2021-2022 Calendar Parameters
 - 4.7.** Director of Education Resignation
 - 4.8.** Director of Education Yearly Role Expectation Summary
 - 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**
- 6. Information Items**
 - 6.1.** School Board Election Results from November 9th
 - 6.2.** SSBA Employee Benefits Plan
 - 6.3.** Johnson Shoyama Public Sector Governance Program
 - 6.4.** South Hill School Monthly Update

- 7. Provincial Matters**

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

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on October 6, 2020 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Dr. S. Davidson; Mr. A. Kessler; Ms. D. Pryor; Mr. J. Radwanski; Mr. B. Swanson; Ms. G. Wilson; Mr. L. Young; Ms. M. Jukes; D. Huschi, Superintendent of School Operations; L. Meyer, Superintendent of Learning; A. Olson, Superintendent of School Operations; R. Boughen, Superintendent of School Operations; D. Welter, Superintendent of Human Resources; T. Baldwin, Director of Education; L. Schlamp, Executive Assistant

Regrets:

S. Robitaille, Superintendent of Business and Operations

Delegations:

Prairie South Virtual School Presentation
Chantel Pernar, Transportation Inquiry

Motions:

- | | | |
|-------------------|---|-----------|
| 2020-10-06 - 3274 | That the meeting be called to order at 1:03 p.m.
- Bachmann | |
| 2020-10-06 - 3275 | That the Board adopt the agenda as presented.
- Davidson | Carried |
| 2020-10-06 - 3276 | That the Board adopt the minutes of the September 1, 2020 Board meeting.
- Jukes | Carried |
| 2020-10-06 - 3277 | That the Board appoint Heather Boese, Manager of Transportation, as the Returning Officer for the November 9, 2020 School Board Election.
- Kessler | Carried |
| | That the Board name the Chair and Vice-Chair as voting representatives at the SSBA AGM in November 2020 and direct administration to forward names of these trustees after the Board Organizational meeting on November 12 th , 2020.
- Jukes | Postponed |
| 2020-10-06 - 3278 | That the board tabled this motion to November 12, 2020 organizational meeting.
- Davidson | Carried |
| 2020-10-06 - 3279 | That the Board recess into closed session at 2:06 p.m. | Carried |

- Young
 - 2020-10-06 - 3280 That the Board reconvene in open session at 2:20 p.m. Carried
 - Pryor
 - 2020-10-06 - 3281 That administration prepare a new policy or add to an existing policy regards to PSSD position in regards to the use of cameras, web cameras and transmitting devices for the use of livestream broadcasting instruction with in our Prairie South classrooms and that a working paper be available for presentation and discussion. Carried
 - Young
 - 2020-10-06 - 3282 That the Board receive and file the information provided. Carried
 - Wilson
 - 2020-10-06 - 3283 That the Board receive and file the monthly reports as presented. Carried
 - Pryor
 - 2020-10-06 - 3284 That the Board receive and file the information as provided. Carried
 - Davidson
 - 2020-10-06 - 3285 That the Board recess into closed session at 3:38 p.m. Carried
 - Pryor
 - 2020-10-06 - 3286 That the Board reconvene in open session at 3:56 p.m. Carried
 - Kessler
- Inquires:
- 2020-10-06 - 3287 That the meeting be adjourned at 3:57 p.m. Carried
 - Jukes

R. Bachmann
Chairperson

S. Robitaille
Superintendent of Business and Operations

Next Regular Board Meeting:

Tuesday, December 8, 2020
Prairie South School Division Central Office, Moose Jaw

MINUTES OF THE ORGANIZATIONAL MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on November 17 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson; Ms. C. Froese; Mr. B. Hagan; Mr. T. Johnson; Ms. M. Jukes; Ms. D. Pryor; Ms. G. Wilson; Mr. L. Young; R. Purdy, Business Manager; A. Olson, Superintendent of School Operations; D. Welter, Superintendent of Human Resources; R. Boughen, Superintendent of School Operations; T. Baldwin, Director of Education; L. Schlamp, Executive Assistant

Regrets:

S. Robitaille, Superintendent of Business and Operations; L. Meyer, Superintendent of Learning; D. Huschi, Superintendent of School Operations

1. Tony Baldwin, Director of Education took the chair and called the meeting to order at 1:00 p.m.
2. Declaration of Office - all Trustees
3. Tony Baldwin called for nominations for Board Chair.
 - 3.1. Robert Bachmann was nominated for Board Chair by Lew Young.
 - 3.2. Todd Johnson moved for nominations to cease.
 - 3.3. Tony Baldwin declared Robert Bachmann as Board Chair by acclamation.
4. Robert Bachmann took the Chair and called for nominations for Vice-Chair.
 - 4.1. Lew Young was nominated for Vice-Chair by Mary Jukes.
 - 4.2. Giselle Wilson was nominated for Vice-Chair by Darcy Pryor
 - 4.3. Crystal Froese moved for nomination to cease.
 - 4.4. The ballot vote for Vice-Chair resulted in a tie.
 - 4.5. Giselle Wilson was declared Board Vice-Chair by a draw.
 - 4.6. Crystal Froese moved that the ballots be destroyed.

Motions:

- | | | |
|-------------------|---|---------|
| 2020-11-17 - 3288 | That the Board adopt the agenda as presented.
- Jukes | Carried |
| | | |
| 2020-11-17 - 3289 | That for the 2020/2021 fiscal year, trustee remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division shall be: <ul style="list-style-type: none">• Member: \$1,325 per month• Vice-Chair: \$1,399 per month• Chair: \$1,472 per month - Wilson | Carried |

2020-11-17 - 3290	That the Board confirm the schedule of meetings for the remainder of the 2020-2021 school year as listed on the attachment. - Pryor	Carried
2020-11-17 - 3291	That motion 2020-11-17 - 3291 be amended to: That the Board confirm the schedule of meetings for the remainder of the 2020-2021 school year with the following changes made to the attachment, the place holder note at bottom to say Aug 31 st instead of Aug 17 th , remove “at the call of the chair” and be a committee of the whole meeting. - Young	Defeated
2020-11-17 - 3292	That for the 2020/2021 fiscal year, any trustee may miss up to one regular Board Meeting or Committee of the Whole Planning and Inservice Session yearly without adjustment to remuneration. Missed meetings in excess of one day shall result in a reduction in remuneration of \$150 for every half day meeting missed thereafter, whether a Board Meeting or a Committee of the Whole Planning and Inservice Session, with the exception of meetings that are rescheduled after Board approval of the yearly continuous agenda. - Bumbac	Carried
2020-11-17 - 3293	That for the 2020/2021 fiscal year, trustee remuneration for attendance at out-of-division functions, meetings and other activities not directly Prairie South Schools meetings, whether attended in person or virtually shall be as follows, \$30/hour up to a max per day rate listed below: <ul style="list-style-type: none"> • Member: \$200 per day. • Vice-Chair: \$225 per day. • Chair: \$250 per day. With a minimum charge of one hour for any meeting attended, unless already compensated by another organization. - Davidson	Carried
2020-11-17 - 3294	That for the 2020/2021 fiscal year, trustee remuneration for travel time shall be set at \$.20 per kilometer. - Young	Carried
2020-11-17 - 3295	That an annual allotment for professional development for the Board of Education be provided in the amount of \$17,500. The funds are to be distributed to cover all trustee professional development activity expenses, as approved by the Board, with the exception of Public Section Executive meetings, Saskatchewan High School Athletic Association (SHSAA) meetings and Board Chairs’ Council (BCC) meetings. Mileage	Carried

and travel costs will be calculated on the assumption that trustees depart from Moose Jaw or nearer.

- Froese

- | | | |
|-------------------|---|---------|
| 2020-11-17 - 3296 | That the Board name the Chair and Vice-Chair as voting representatives at the SSBA AGM in November 2020 and direct administration to forward names of these trustees after the Board Organizational meeting on November 17 th , 2020. | Carried |
| | - Hagan | |
| 2020-11-17 - 3297 | That the Board direct the management of communications as follows: The Board Chair communicates on behalf of the Board with the media and public on governance issues and the Director of Education communicates on behalf of the Board with the media and public on administrative issues. | Carried |
| | - Jukes | |
| 2020-11-17 - 3298 | That for the 2020/2021 fiscal year, mileage expense be set at \$.44 per kilometer. | Carried |
| | - Young | |
| 2020-11-17 - 3299 | That for the 2020/2021 fiscal year, meal reimbursement expense rates be set at: | Carried |
| | <ul style="list-style-type: none">• Breakfast: \$10• Lunch: \$15• Supper: \$20 | |
| | - Pryor | |
| 2020-11-17 - 3300 | That for the 2020/2021 fiscal year, the parking expense rate be set at: | Carried |
| | <ul style="list-style-type: none">• Daily: \$5 without receipt or actual reasonable costs with receipt. | |
| | - Davidson | |
| 2020-11-17 - 3301 | That for the 2020/2021 fiscal year, the accommodation expense rate be set at: | Carried |
| | <ul style="list-style-type: none">• Actual reasonable costs supported by receipts or \$35 per night in a private residence outside of home location (no receipt required). | |
| | - Johnson | |
| 2020-11-17 - 3302 | That for the 2020/2021 school year the cheque signing authorities for the Board of Education be one of the Board Chair or Board Vice-Chair and one of the Superintendent of Business and Operations and the Director of Education. | Carried |
| | - Jukes | |

- | | | |
|-------------------|--|---------|
| 2020-11-17 - 3303 | That the Board reviews the information provided and authorizes the borrowing resolution as attached.
- Froese | Carried |
| 2020-11-17 - 3304 | That the meeting be adjourned at 3:09 p.m.
- Johnson | Carried |

Mr. R. Bachmann
Chairperson

Mr. S. Robitaille
Superintendent of Business and Operations

**MINUTES OF THE SPECIAL BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL
DIVISION NO. 210 BOARD OF EDUCATION held at the
Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan
on November 24, 2020 at 1:00 p.m.**

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson; Ms. C. Froese; Mr. B. Hagan; Mr. T. Johnson; Ms. M. Jukes; Ms. D. Pryor; Ms. G. Wilson; Mr. L. Young; R. Purdy, Business Manager; A. Olson, Superintendent of School Operations; D. Welter, Superintendent of Human Resources; D. Huschi, Superintendent of School Operations; R. Boughen, Superintendent of School Operations; T. Baldwin, Director of Education; Natalie Hazell, Accountant; L. Schlamp, Executive Assistant.

Regrets:

S. Robitaille, Superintendent of Business and Operations; L. Meyer, Superintendent of Learning

Delegations:

Deloitte LLP

Motions:

- | | | |
|---|---|---------|
| 2020-11-24 - 3305 | That the meeting be called to order at 1:07 p.m.
- Bachmann | |
| 2020-11-24 - 3306 | That the Board adopt the agenda as presented.
- Pryor | Carried |
| The Annual Report was presented by T. Baldwin, R. Purdy and Deloitte LLP. | | |
| 2020-11-24 - 3307 | That the Board go into closed session at 2:56 p.m.
- Jukes | Carried |
| 2020-11-24 - 3308 | That the Board reconvene at 3:21 p.m.
- Bumbac | Carried |
| 2020-11-24 - 3309 | That the Board accept the 2019-2020 Annual Report as presented, including the audited financial statements, and direct administration to complete final editing as necessary and to submit the report in accordance with Ministry guidelines.
- Davidson | Carried |
| 2020-11-24 - 3310 | That the meeting be adjourned at 3:26 p.m.
- Froese | Carried |

R. Bachmann
Chair

S. Robitaille
Superintendent of Business and Operations

Next Regular Board Meeting:

December 8, 2020
Prairie South School Division Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	04.1
Topic:	Annual Bursary Fund Directorship Appointments		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Directorships for the Moose Jaw School District No. 1 Bursary Fund Inc. are appointed by the Board of Education on an annual basis. The fund is a separate legal entity established by the Moose Jaw School Division No.1 to collect and invest money donated to provide scholarships to deserving students. The Prairie South Board of Education is now the sole member of the fund and as such has the duty to appoint directors. The appointments to the board are done annually and the recommended appointments below would be for the calendar year 2021.

The Bursary Fund has registered the business name of Prairie South Schools Bursary Fund so the fund can be seen as more than just a City of Moose Jaw fund. The dollars held in trust by the school division for scholarships have been transferred to the Bursary Fund. It is important to understand that the transfer of funds does not change anything for any individual scholarship except where the money is housed and accounted for and the return it earns.

Current Status:

The following people served as board members for 2020: Greg Veillard, John Livingston, George Patterson, Claude Duke, Pam Ludwar, Al Kessler, Mary Jukes, Steve Robitaille and Ron Purdy.

All current Bursary Fund board members have agreed to continue to serve on the board for 2021 and Jan Stewart has agreed to be added.

The Prairie South Board needs to appoint the Bursary Fund Board for the 2021 calendar year.

The Bursary Fund does not pay an indemnity for attendance at meetings or mileage and other expenses for travel to meetings.

Pros and Cons:

Financial Implications: There are no financial implications for the Board.

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	May 13, 2020	n/a

Recommendation:

That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2021.

Greg Veillard, George Patterson, Claude Duke, John Livingston, Pam Ludwar, Ron Purdy, Mary Jukes, Jan Stewart, Steve Robitaille and Al Kessler.

AGENDA ITEM

Meeting Date:	December 08, 2020	Agenda Item #:	04.2
Topic:	Facilities Accountability Report 2019-2020		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Board's annual work plan calls for the Board to receive the Facilities Accountability Report annually in December.
Current Status:	The 2019-2020 Facilities Accountability Report is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Ongoing review of accountability reports is an opportunity for the Board to learn about and confirm direction of administration in a variety of areas.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darren Baiton	December 08, 2020	<ul style="list-style-type: none"> 2019-2020 Facilities Accountability Report

Recommendation:

That the Board receive and file the 2019-2020 Facilities Accountability Report.



2019-2020 Facilities Accountability Report

December 2020

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Introduction

The efficient and effective management of school division facilities continues to be a factor in student achievement, as these facilities provide the infrastructure for a positive learning environment. Additionally, careful maintenance and repair of division facilities is a significant fiscal management strategy that will allow for continued focus on student learning in future years. During the 2019-2020 year, Facilities staff strived to maintain excellent levels of service in the following areas:

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

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

Operations and Facility Organization

Department Structure

The Facility Manager is responsible for the coordination of staffing; planning and monitoring of facility budget; prioritization of projects; monitoring of building conditions; overseeing of rental agreements; Staff training; Asset Planner management; safety code compliance and building security; Preventative Maintenance Renewal (PMR) management; and department administration.

The Facilities Supervisor is responsible for maintenance and operation of schools, grounds and additional buildings; Asset Planner ticket response; boiler automation; playground inspections; fleet management; and building / classroom moves.

The Facilities Assistant supports invoice coding, Atrieve entries, Connect records, key distribution, alarm code distribution, community rentals, training records, PMR filing, and coordination of shipping and receiving.

The Facilities Department works with school-based administrators to effectively monitor and maintain a level of cleanliness across the system for staff and students in accordance to Public Health guidelines and Prairie South Administrative Procedures.

Facilities include school buildings as listed below as well as a variety of additional smaller buildings, one teacherage, building grounds, playgrounds, parking lots, and sports facilities. Our two oldest schools are each 111 years old, and the newest was in its first year of operation in 2016-2017; the average age of our schools is 64 years. Average space utilization in Prairie



South Schools is 58%; thirteen schools in the division are operating at less than 50% capacity and two schools are operating at over 100% capacity.

Utilization is based on a formula that uses current K-12 enrolment and a school capacity number. In schools where the Ministry funds Prekindergarten programming, as in past years those students were included in the utilization formula however the current formula does not consider Prairie South funded Prekindergarten programs, resulting in lower utilization rates in several schools.

School Name	School Type	2019 Enrolment (FTE)	2019 Capacity (FTE)	2019 Utilization
Albert E. Peacock Collegiate	9-12	559	1022	55%
Assiniboia Composite High School	9-12	163	474	34%
Assiniboia Elementary School	5-8	172	266	65%
Assiniboia Seventh Avenue School	K-4	196	193	101%
Avonlea School	K-12	135	194	70%
Bengough School *	K-12	73	204	36%
Caronport Elementary School	K-8	170	196	87%
Central Butte School	K-12	109	312	35%
Central Collegiate	9-12	534	642	83%
Chaplin School *	K-12	30	158	19%
Coronach School	K-12	165	370	45%
Craik School *	K-12	65	244	26%
École Gravelbourg School	K-12	225	259	87%
École Palliser Heights School	K-8	613	684	90%
Empire School	K-8	112	375	30%
Eyebrow School	K-12	43	149	29%
Glentworth Central School	K-12	81	178	45%
Kincaid Central School	K-12	110	180	61%
King George School	K-8	370	359	103%
Lafleche Central School	K-12	107	122	87%
Lindale School	K-8	302	355	85%
Mankota School	K-12	43	195	22%
Mortlach School	K-12	67	234	28%
Mossbank School	K-12	114	261	44%
Prince Arthur Community School	K-8	221	352	63%
Riverview Collegiate Institute	9-12	96	522	18%
Rockglen School	K-12	102	361	28%
Rouleau School	K-12	117	167	70%
Sunningdale School	K-8	407	408	100%
Westmount School	K-8	323	448	72%
William Grayson School	K-8	160	227	71%

Facility Unfunded Space 2019-20120	Number of Outbuildings
9 th Avenue Facilities Office	2
9 th Avenue Office	1
Guthridge Field	5
John Chisholm	2
Lindale Warehouse	2
Moose Jaw Transportation Facility	3
Mankota Teacherage	
Assiniboia Transportation Facility	
Gravelbourg Facilities Office	2

Fleet/Equipment

For efficiency purposes, some equipment is shared in multiple locations within the school division. Examples include lifts, skid steer and V-blade attachment, grounds equipment, trailers, portable heater and dump trailer.

Asset	Primary Location	Unit Year
0402- Cube Truck	9 th Avenue Facilities Office	2004
9206- Dump Truck	Gravelbourg Facilities Office	1992
0501- Dump Truck	9 th Avenue Facilities Office	2005
0511- 1 Ton Sanding Truck	9 th Avenue Facilities Office	2005
0603- 3/4 Ton Truck	9 th Avenue Facilities Office	2006
0820- 3/4 Ton Truck	Gravelbourg Facilities Office	2008
0821- Cube Truck	9 th Avenue Facilities Office	2008
0946- Cube Truck	9 th Avenue Facilities Office	2009
1110- Cube Van (Mini)	9 th Avenue Facilities Office	2011
1120- 3/4 Ton Truck	9 th Avenue Facilities Office	2011
1201- Cube Truck	Gravelbourg Facilities Office	2012
1202- Cube truck	9 th Avenue Facilities Office	2012
1203- 1/2 Ton Truck	9 th Avenue Facilities Office	2012
1204- Cube Truck	9 th Avenue Facilities Office	2012
1311- Cube Truck	Gravelbourg Facilities Office	2013
9815- Cube Truck	9 th Avenue Facilities Office	2015
1520 Cube Truck	Gravelbourg Facilities Office	2015
Skid Steer	9 th Avenue Facilities Office	2019
Boom Lift	9 th Avenue Facilities Office	2014
Scissor Lift	9 th Avenue Facilities Office	2006
Bucket Lift	Gravelbourg Facilities Office	2013
Mowers/Tractors/Trailers/Sanders	All Zones	

Facilities Management

Asset Planner, our facility management software, is a web-based planning tool that helps us better understand the physical condition of our buildings and make informed decisions about capital expenditures. This continues to be a useful tool for the division, with different modules currently being used to support PMR funding, management, and operational efficiencies. Asset Planner provides accurate data related to service requests for operational decision making. The Asset Planner mobile app allows for real-time data entry from all Prairie South sites for facilities administration and maintenance staff. The asset inventory tracking module assists in identifying needs for preventative maintenance on building and facility equipment.

Strategic facilities planning allows projects to be in the queue in a logical sequence that provides effective service to schools, efficient allocation of resources, and high-quality workmanship through a variety of methods including bundling of service requests and work blitz strategies.

Learning Support Infrastructure

Facility	Elevator	Vertical Lift (stage)	Stair Lift	Auto Door Openers	Accessible Parking	Accessible Washrooms	Integrated Tracking System
9 th Office	no	no	partial	yes	yes	yes	no
A.E. Peacock	yes	yes	no	yes	yes	yes	no
Assiniboia 7th	no	no	no	yes	yes	no	no
Assiniboia Elem	no	no	no	no	yes	yes	no
Assiniboia High	no	no	no	no	yes	yes	no
Avonlea	no	no	no	yes	yes	yes	no
Bengough	no	no	no	no	no	yes	no
Caronport	no	no	yes	yes	yes	no	no
Central Butte	no	no	no	yes	no	yes	no
Central Collegiate	yes	no	no	yes	yes	yes	no
Chaplin	no	no	no	no	yes	yes	no
Coronach	no	no	no	no	yes	yes	no
Craik	no	no	no	yes	yes	yes	no
Gravelbourg	yes	no	no	yes	yes	yes	no
Empire	no	no	no	yes	yes	yes	no
Eyebrow	no	no	no	yes	yes	yes	yes
Glentworth	no	no	no	no	yes	yes	no
Kincaid	no	no	no	no	no	yes	no
King George	yes	no	no	yes	yes	yes	yes
Lafleche	no	no	no	no	yes	yes	no
Lindale	no	no	no	no	yes	no	no
Mankota	no	no	no	no	no	no	no
Mortlach	no	no	no	yes	yes	yes	no
Mossbank	no	no	no	no	no	yes	no
Palliser Heights	yes	no	yes	yes	yes	yes	yes
Prince Arthur	yes	no	no	no	yes	yes	no

Riverview	yes	yes	no	yes	yes	yes	yes
Rockglen	no	no	no	no	no	yes	no
Rouleau	no	no	no	yes	yes	yes	no
Sunningdale	no	no	no	no	yes	yes	no
Westmount	no	yes	yes	no	yes	yes	no
William Grayson	yes	on	no	yes	yes	yes	no

Technology-Supported Custodial and Maintenance Operations

Cell phones and mobile devices for maintenance staff allow real-time communication for Facetime, Microsoft Teams, email, text, GPS, and other communication reducing travel time and offering a faster and more effective response to facilities issues. Examples include: boiler maintenance and safety inspections, RTU and mechanical preventative maintenance logs, filter replacement tracking, mechanical and HVAC trouble-shooting, safety, security and emergency response systems, asset information, playground inspections and COVID supply replenishment. Staff training is provided in mobile device use and safety guidelines.

Atrieve Absence Management System allows facility manpower to be efficiently utilized.

Technology continues to provide efficiencies in the following areas:

- Asset Planner management
- Technical Safety Authority electronic documentation
- daily service request operations
- checklists for a variety of tasks and preventative maintenance
- live Facetime/Skype/Teams/Zoom communication to reduce travel time and costs
- utilization of live photos and videos for troubleshooting and ordering processes
- data retrieval
- weekly playground checks
- standardization of green cleaning products throughout the division
- pilot projects in electric hand dryers and waterless urinals to test for cost reduction
- electronic fleet safety logs and data entry
- grounds equipment logs and scheduled asset preventative maintenance processes
- targeted distribution of new and aging equipment

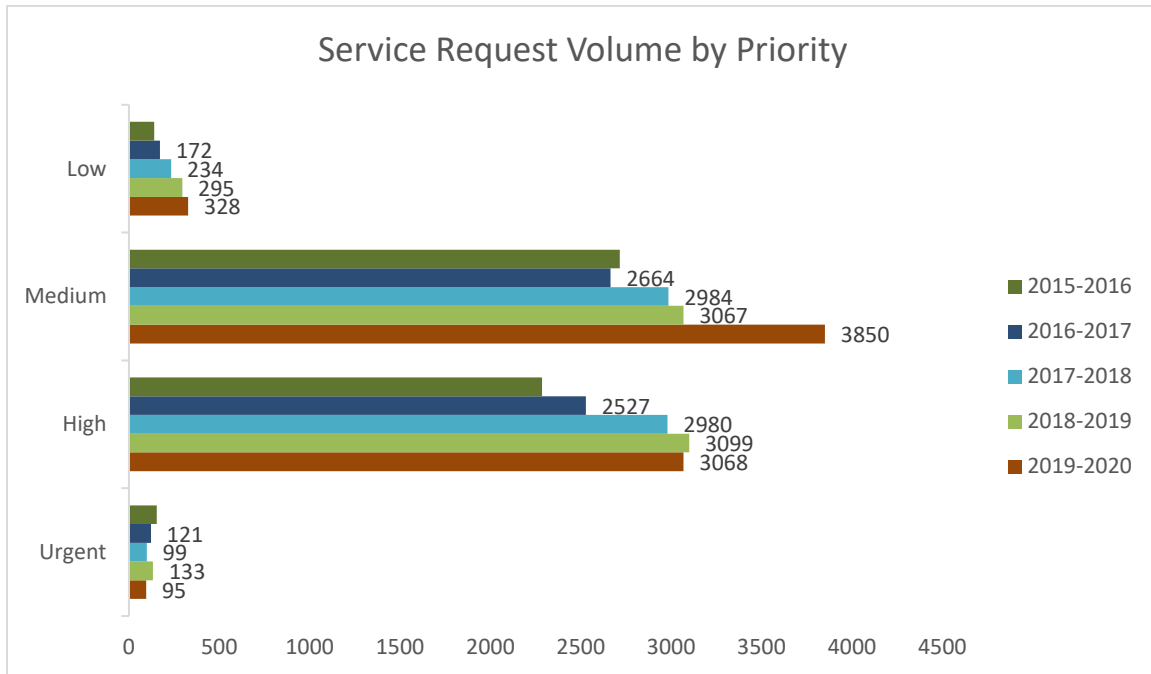
Annual Roof Assessments

Preventative roof inspections are done annually on 1/3 of our facility roofs and repairs are completed to reduce future damage. The following roof assessments were completed in 2019-2020

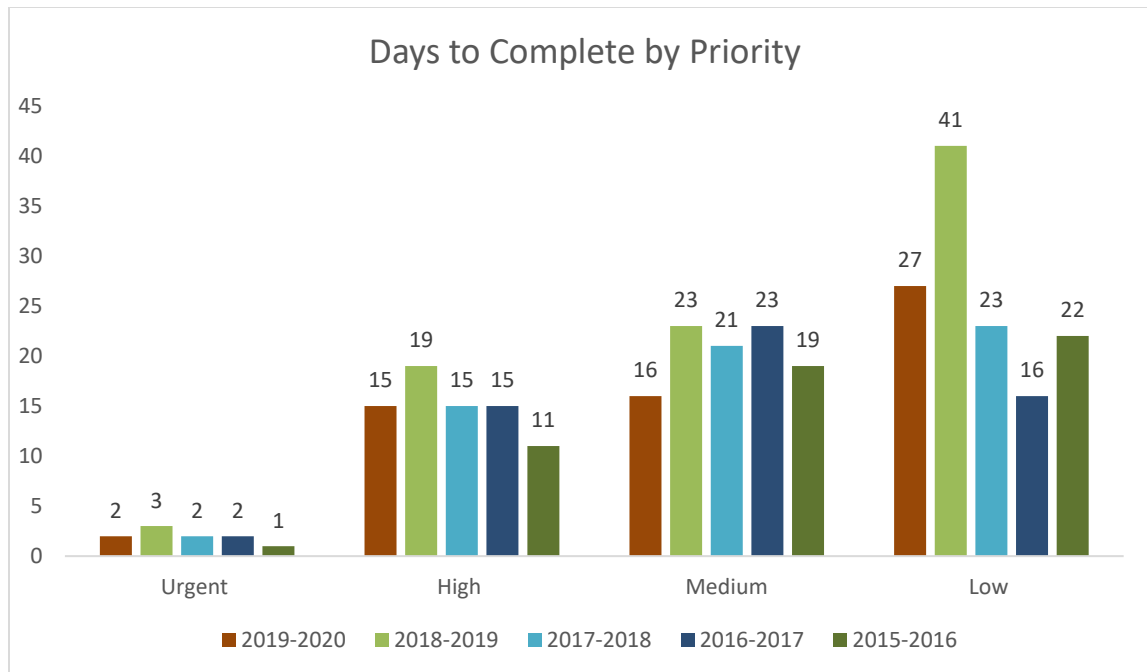
Bengough School	Empire Community School	École Palliser Heights School
Chaplin School	John Chisholm	Peacock Collegiate
Coronach School	King George School	Westmount School
Central Collegiate	Mankota School	

Service Request Volume by Facility

2019-09-01 to 2020-08-31



Year	Urgent Call first, submit service request	High Affects daily routine	Medium Standard Maintenance	Low Cosmetic
2019-2020	95	3068	3850	328
2018-2019	133	3099	3067	295
2017-2018	99	2980	2984	234
2016-2017	121	2527	2664	172
2015-2016	153	2285	2716	140



Days to Complete by Priority				
Year	Urgent Call first, submit service request	High Affects daily routine	Medium Standard Maintenance	Low Cosmetic
2019-2020	2	15	16	27
2018-2019	3	19	23	41
2017-2018	2	15	21	23
2016-2017	2	15	23	16
2015-2016	2	11	19	22

Maintenance Ticket History

Year	Submitted	Closed	Pending	Work in Progress	Denied	Routine Asset Service
2019-2020	7341	6681	35	559	63	14009
2018-2019	6595	6195	222	122	56	1831
2017-2018	6295	5913	299	18	65	158
2016-2017	5484	5222	199	19	44	n/a
2015-2016	5288	4981	219	3	88	n/a

Health & Safety/Security

The Facilities Department strives to send all staff home safe every day. Staff are trained with Saskatchewan Construction Safety Association modules, and online training is used for safety training and professional development.

Facility Training Modules		
Scaffolds	Confined Space	Power Mobile Equipment
Skid Steer	Respirator	Mould Training
WHMIS	Fall Protection	Playground Inspection
Boom lift	Scissor lift	Asbestos Awareness

- ✓ Fire extinguishers and sprinklers are inspected annually by an external vendor in bulk with security systems to reduce costs of travel in rural areas. All annual fire inspections were completed in 2019/2020. Moose Jaw fire hoses are capped to reduce hose replacement and inspection costs.
- ✓ Monthly safety/tool box meetings are held and documentation is filed in Connect.
- ✓ Safety stations are located in the shop and maintenance fleet is supplied with first aid kits and fire extinguishers.
- ✓ GPS locator app monitors staff location for safety and efficiency.
- ✓ Air, chlorine, and water quality inspections are performed as required. Some rural locations receive more regular inspections due to unique circumstances.
- ✓ Electronic or manual entries and site boiler inspections at all facilities are completed. (daily Asset Planner entries for Technical Safety Authority log).

School Defibrillator Locations

9 th Avenue Office	Cornerstone Christian School	Mankota School
A.E. Peacock Collegiate	Coronach School	Mossbank
Assiniboia Composite High	Craik School	Riverview Collegiate
Assiniboia Elementary	École Gravelbourg School	Sunningdale School
Bengough School	École Palliser Heights School	Westmount School
Caronport Elementary School	Empire School	Westmount School
Central Butte School	Eyebrow School	
Central Collegiate	King George School	
Chaplin School	Lindale School	

Network Infrastructure

Network Bandwidth	
Assiniboia Services Office – 10 Mbit	Belle Plaine Colony – 10 Mbit
Mankota Central School – 25 Mbit	Assiniboia Elementary School – 50 Mbit
Avonlea School – 50 Mbit	Bengough School – 50 Mbit
Caronport Elementary School – 50 Mbit	Central Butte School – 50 Mbit
Chaplin School – 50 Mbit	Coronach School – 50 Mbit
Craik School – 50 Mbit	Eyebrow School – 50 Mbit
Glentworth Central School – 50 Mbit	Kincaid Central School – 50 Mbit
Lafleche Central School – 50 Mbit	Mortlach School – 50 Mbit
Mossbank School – 50 Mbit	Rockglen School – 50 Mbit
Rouleau School – 50 Mbit	Assiniboia 7 th Avenue School – 100 Mbit
Assiniboia Composite High School – 100 Mbit	Ecole Gravelbourg School – 100 Mbit
Ecole Palliser Heights School – 100 Mbit	Empire School – 100 Mbit
King George School – 100 Mbit	Lindale School – 100 Mbit
Moose Jaw (Paul Drive) Bus Shop – 100 Mbit	Prince Arthur Community School – 100 Mbit
Sunningdale School – 100 Mbit	Westmount School – 100 Mbit
William Grayson School – 100 Mbit	Central Collegiate Institute – 1 Gbit
Peacock Collegiate Institute – 1 Gbit	Riverview Collegiate Institute – 1 Gbit

9th Avenue Division Office (Core Network)

- ✓ 1 Gbit CNET connection to service all inbound and outbound internet traffic for every location in the division
- ✓ 1 Gbit LANSPAN connection that connects all urban (Moose Jaw) schools to the 9th Avenue core network
- ✓ 300 Mbit SaskTel infiNet SIP trunk into our core (core VoIP system)
- ✓ 300 Mbit infiNet connection servicing BYOD-Student wireless traffic for all schools in the division

Network Switches / Routers	
Cisco Catalyst 9300	24
Cisco Catalyst 2960x	149
Cisco Catalyst 3650	5
Unifi Edgeswitch (IP Camera switches)	17
HP 5700 iSCSI (core server switches)	1
Aruba 8320 iSCI (core server network switches)	2
Palo Alto 3020 firewalls (high availability, core network firewall)	2
Cisco ASA 5520 (Disaster Recovery site firewall)	1
Cisco 2911 and Cisco 2921 CME (VoIP) routers in various locations	13

There are currently 214 network switches and routers total dispersed across 39 geographically separate locations in our environment

Wireless Access Points	
Cisco 2702 access points	141
Cisco 2802 access point	1
Cisco 3702 access points	3
Ruckus R610 access points	226
Ruckus R710 access points	48
Ubiquiti NanoBeam 5AC Gen2 access points	2
Cisco WLC 5508 wireless controllers (HA configuration)	2
Ruckus SZ124 wireless controllers (HA configuration)	2

There are currently 421 wireless access points total dispersed across 39 geographically separate locations in our environment

IP Cameras	
Hikvision security cameras	91
91 Unifi security cameras	157

There are currently 248 IP security / surveillance cameras dispersed across 16 geographically separate locations in our environment

Infrastructure Processes	
<ul style="list-style-type: none"> • Capital assets and budgets are closely monitored to ensure the budget is being used effectively and efficiently to minimize costs • Update 3-year Preventative Maintenance Renewal plan • Develop and submit Ministry capital plan annually • Coordinate in-house work with skilled labour to reduce dependency on external contractors and complete projects in an efficient manner • Completed emergent infrastructure projects • Completed planned infrastructure projects • Accelerated pace of PMR backlog remediation 	

Facilities Infrastructure Projects			
School	Project	Details	2019-20 Cost
9 th Avenue Office	Renovation	Window Replacement	9,465
9 th Avenue Office	Lighting	Lighting Upgrade	7,598
9 th Maintenance Shop	IT	Cameras	7,847
Assiniboia Composite	Grounds	Field Upgrade	170,166
Assiniboia Composite	Lighting	Lighting Upgrade	4,463
Assiniboia Composite	Lighting	Lighting Upgrade (CAIF 2020)	34,404
Assiniboia Elementary	Lighting	Lighting Upgrade	2,225
Assiniboia Office	Lighting	Lighting Upgrade	1,266
Avonlea	Roof	Partial Roof Replacement Sec. 4,5,6	85,500
Avonlea	Plumbing	Sewer Replacement	50,949
Avonlea	Security	Security Alarm	902
Avonlea	Lighting	Lighting in Gym	7,473
Caronport Elementary	Lighting	Lighting Upgrade (CAIF 2020)	4,216
Caronport Elementary	Renovation	Door Replacement	37,073
Caronport Elementary	Grounds	School Sign	15,108
Centennial Auditorium	Renovation	Auditorium Upgrade Phase I	223,299
Centennial Auditorium	Renovation	Upgrade Phase II	51,799
Central Butte	Lighting	Lighting Upgrade (CAIF 2020)	13,067
Central Butte	Lighting	Lighting Upgrade	2,285
Central Butte	HVAC	Boiler Controls Upgrade	1,262
Central Collegiate	Lighting	Lighting Upgrade	1,266
Central Collegiate	HVAC	Boiler Automation /HVAC Upgrade	404,645
Central Collegiate	HVAC	Venting	24,367
Central Collegiate	Renovation	Floor Replacement	6,675
Central Collegiate	Renovation	Shop Floor Replacement	1,302
Central Collegiate	Grounds	Asphalt Curbing	407,910
Central Collegiate	Remediation	Asbestos	133,063
Coronach	Grounds	Concrete Replacement	212,886
Coronach	Lighting	Lighting Upgrade	2,175
Coronach	Lighting	Lighting Upgrade CAIF 2020	59,951
Ecole Gravelbourg	Renovation	Brick Repairs	51,373
Eyebrow	Lighting	Lighting Upgrade (CAIF 2020)	4,159
Eyebrow	Roof	Partial Roof Replacement Sec. 7	46,270
Glentworth	Renovation	Window and Door Replacement	114,952
Guthridge Field	Grounds	Track Replacement	256,264
Guthridge Field	Grounds	Asphalt Cap Walking Path	5,918

Kincaid	Renovation	Home Ec. and IA Shop Renovation	12,312
Kincaid	Renovation	Window and Door Replacement	142,505
King George	Grounds	Playground Tarmac Recap	20,239
King George	HVAC	Boiler Controls Upgrade	866
King George	Lighting	Lighting Upgrade	17,723
King George	Plumbing	Water Heater Replacement	6,155
King George	IT	Camera Wiring Upgrade	6,088
Lindale	Lighting	Lighting Upgrade	6,356
Mankota	Roof	Roof Repairs	10,536
Mankota	Renovation	Window and Door Replacement	126,363
Mortlach	Grounds	Playground Tarmac Recap	18,507
Mossbank	Grounds	Playground	41,796
Palliser Heights	Grounds	Staff Parking Lot Gravel	4,855
Palliser Heights	Renovation	Home Ec. Upgrade	19,264
Palliser Heights	Grounds	Track Upgrade	17,889
Palliser Heights	Plumbing	Sewer Lining Replacement	38,628
Palliser Heights	IT	Cameras	9,815
Peacock Collegiate	Lighting	Lighting Upgrade Phase I	13,936
Peacock Collegiate	Lighting	LED Lighting Upgrade Phase II	148,645
Peacock Collegiate	Roof	Roof Replacement Sec. 12	107,338
Peacock Collegiate	HVAC	Computer Room Air Conditioner Replacement	2,254
Prince Arthur	Lighting	LED Tubes	1,266
Prince Arthur	Grounds	Playground Tarmac Recap	22,811
Rockglen	Footprint	Decommission	445,195
Rockglen	Grounds	Outdoor Learning Center	4,720
Rouleau	HVAC	Roof Top 3 Replacement	368
Sunningdale	Lighting	LED Tubes	12,684
Sunningdale	Grounds	Outdoor Learning Space	53,396
Transportation	HVAC	Boiler Controls Upgrade	494
Transportation	Lighting	LED Tubes	1,280
Transportation Shop	Grounds	Gravel	20,314
William Grayson	Grounds	Outdoor Learning Centre	11,436
William Grayson	Grounds	Playground Asphalt Partial	19,906
William Grayson	Remediation	Flood	260,097
Total			\$4,089,578

Energy Management

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

Facility	Zone	Building Management System	Gym Lighting T-5 and LED Retrofits	Exterior LED Lighting Retrofits	Gym LED Tube Retrofit	School LED Tube Retrofit	Project Retrofit
9th Avenue Maintenance Shop	Central	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
9th Avenue Office	Central	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Albert E. Peacock Collegiate	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Assiniboia Bus Shop	South	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Assiniboia Composite High	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAIF 2020	<input checked="" type="checkbox"/>	CAIF 2020
Assiniboia Elementary School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Assiniboia Office	South	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>			
Assiniboia Seventh Avenue School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Assiniboia Transportation Shop	South	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Avonlea School	North	BLA	BLA	BLA	BLA		
Bengough School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Caronport Elementary School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In progress			CAIF 2021
Central Butte School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAIF 2020	CAIF 2020
Central Collegiate	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Chaplin School	North	BLA	BLA	In progress			
Coronach School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CAIF 2021	CAIF 2021
Craik School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	In progress	
Empire School	Central	BLA	BLA	BLA			
Eyebrow School	Central	BLA			CAIF 2021	CAIF 2021	CAIF 2021
Glentworth Central School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Ecole Gravelbourg High School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Guthridge	Central Field	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>			
John Chisholm Alternate School	Central	BLA	N/A	BLA		BLA	
Kincaid Central School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
King George School	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Lafleche Central School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Lindale School	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Mankota School	South	BLA	BLA	BLA			
Mortlach School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mossbank School	South	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
Palliser Heights School	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Prince Arthur Community School	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Riverview Collegiate Institute	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Rockglen School	South	BLA	BLA	BLA			
Rouleau School	North	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Sunningdale School	Central	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Transportation (Bus) Shop Moose Jaw	Central	<input checked="" type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Transportation shop Assiniboia	south					<input checked="" type="checkbox"/>	
Westmount School	Central	BLA	BLA	BLA			
William Grayson School	Central	BLA	BLA	BLA	BLA	BLA	

BLA Basic Limited Automation

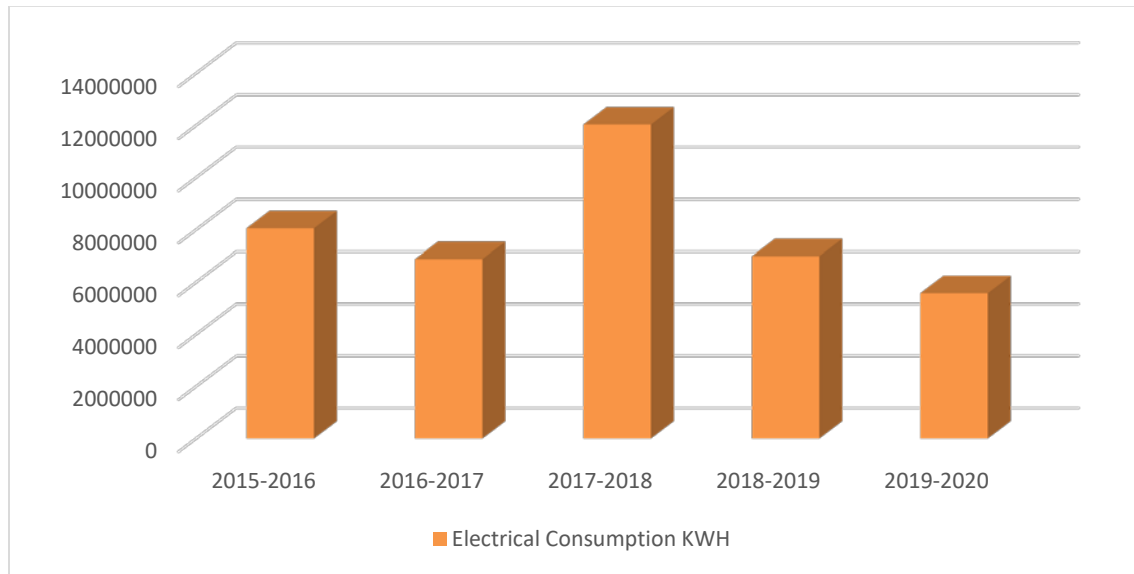
☒ Complete

☒ Completed In House

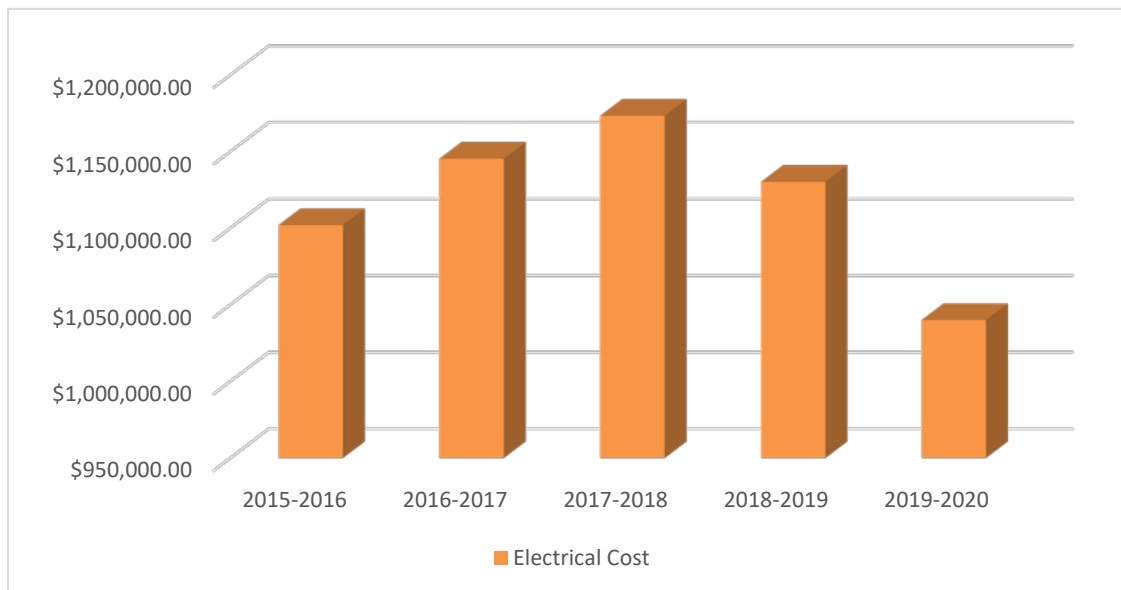
☒ CAIF Climate Action Incentive Plan

Utility Consumption

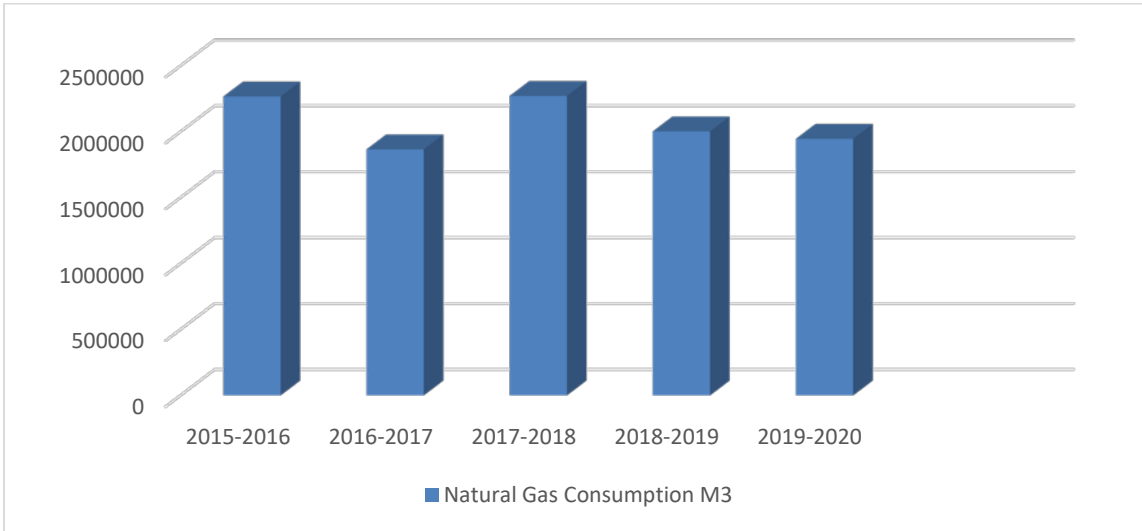
Total Consumption Electrical
2015-10-01 to 2020-09-30



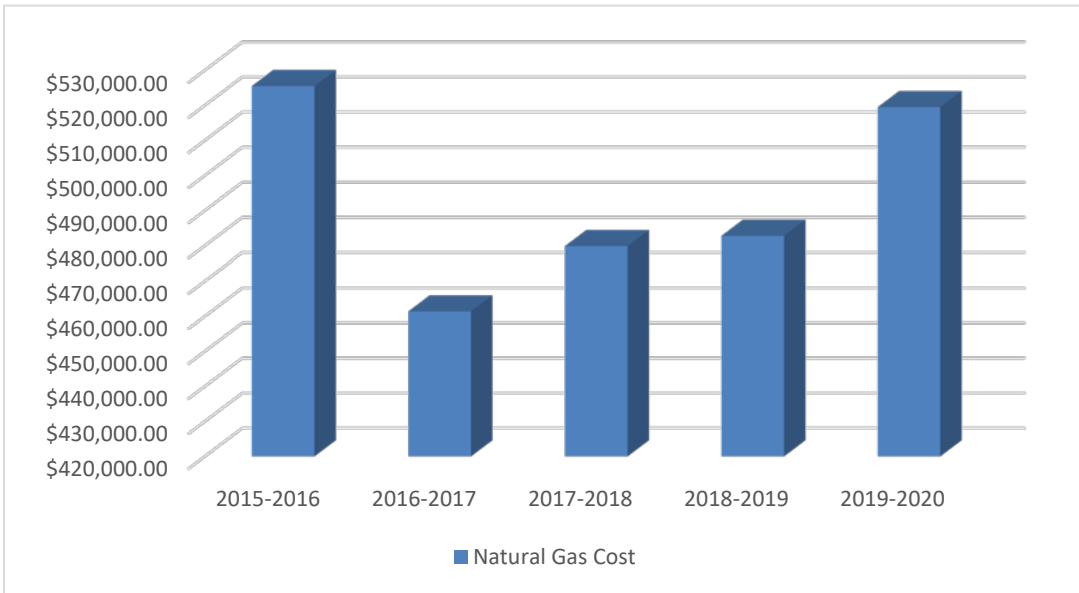
Total Cost Electrical
2015-10-01 to 2020-09-30



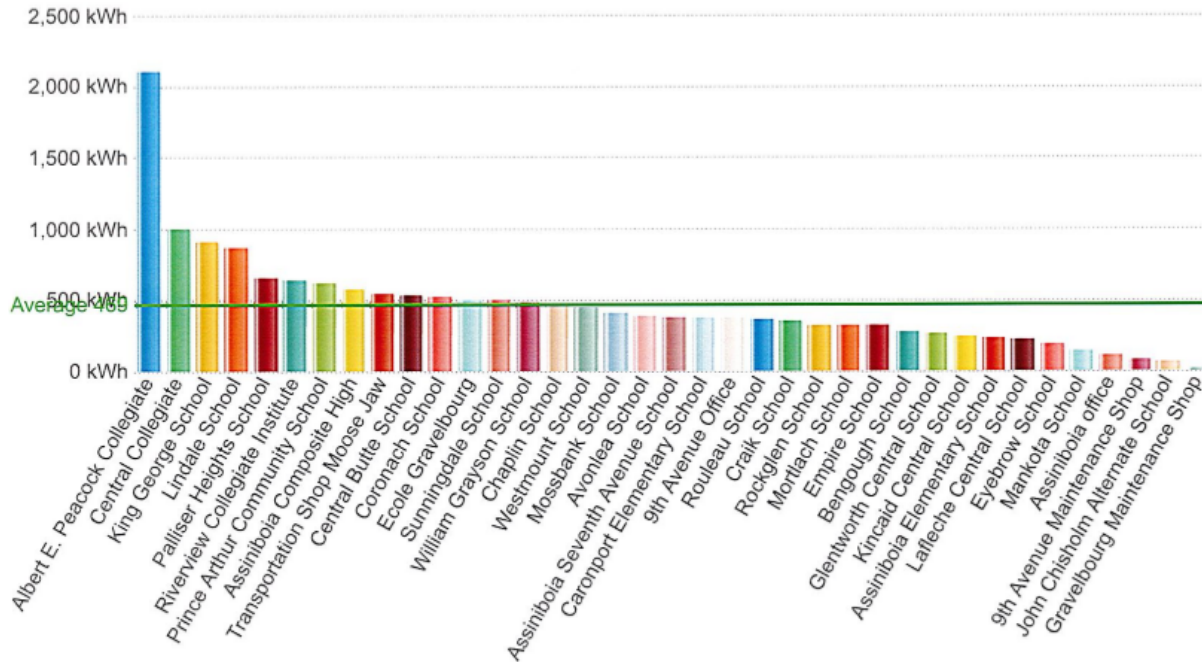
Total Consumption Natural Gas
2015-10-01 to 2020-09-30



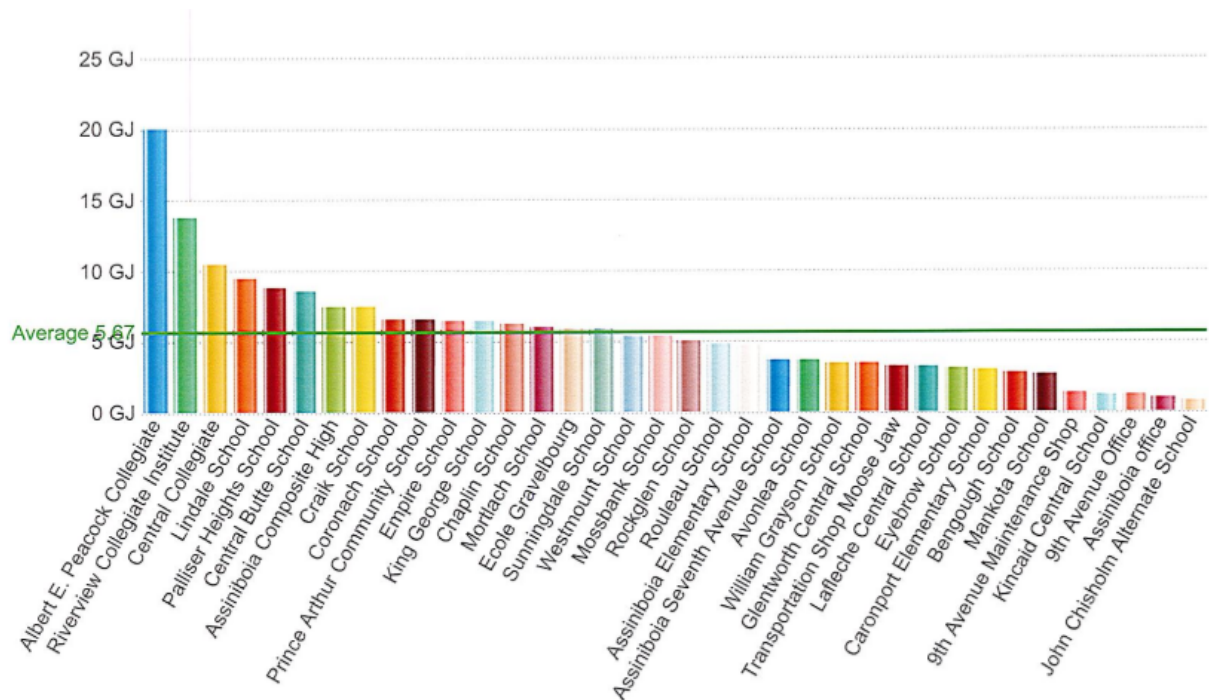
Total Cost Natural Gas
2015-10-01 to 2020-09-30



Total Electricity Consumption per Day
2019-09-01 to 2020-08-31

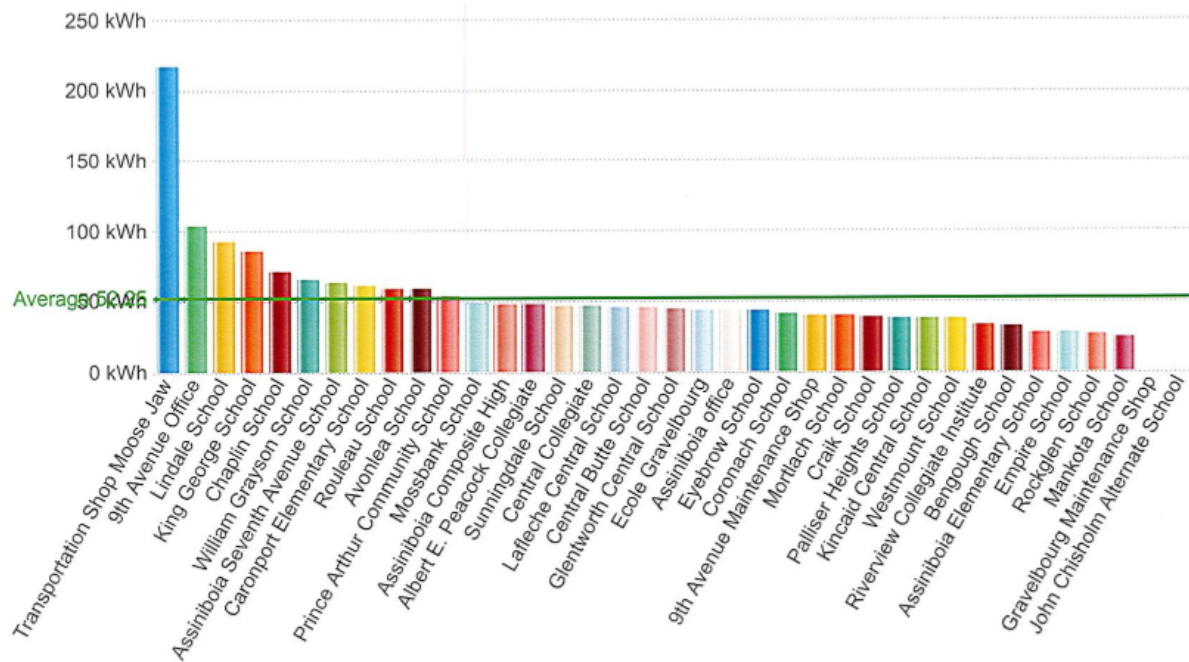


Total Natural Gas Consumption per Day
2019-09-01 to 2020-08-31



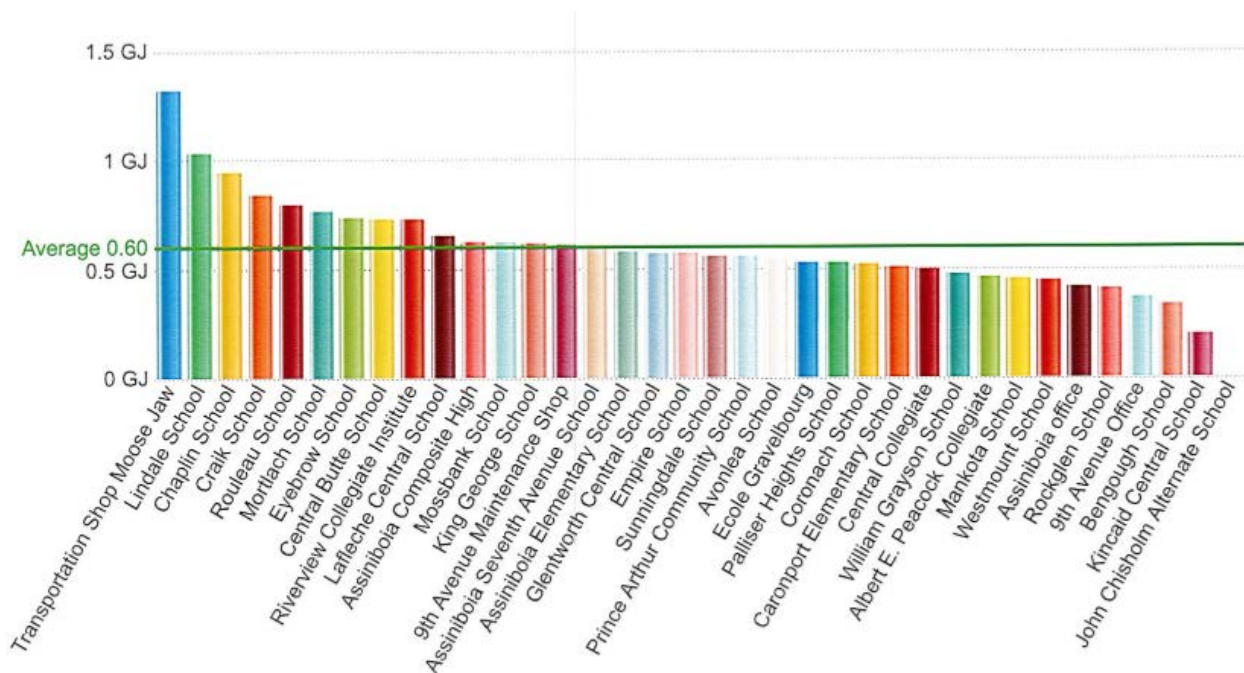
Electricity Consumption per Area (Sq. M)

2019-09-01 to 2020-08-31



Natural Gas Consumption per Area (Sq. M)

Between 2019-09-01 and 2020-08-31



Administrative Priorities

- ✓ Scheduling, staff absences
- ✓ Daily prioritization of work between emergent and planned maintenance
- ✓ Ongoing balance between efficiency initiatives and regular maintenance
- ✓ Seasonal grounds priorities and low priority cosmetic requests puts a strain on the department for public visibility of facility upkeep
- ✓ Asset preventative maintenance work continues to increase
- ✓ Increased emphasis on PMR projects, COVID-19, and project management
- ✓ Increased emphasis on staff safety/reduction of workplace incidents

AGENDA ITEM

Meeting Date:	December 08, 2020	Agenda Item #:	04.3
Topic:	Approval of 2019-2020 Preventative Maintenance Renewal Amendment Form		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

PSSD#210 manages a multi-year PMR plan. The Ministry requires that an annual updated plan, approved by the Board of Education, be submitted by May 31st.

Current Status:

The 2019-20 PMR Renewal Amendment Plan was presented to Building Infrastructure Committee on Dec. 7th, 2020. Any amendments to the current plan require Board of Education approval prior to submitting the revised amendment form.

Pros:

Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Darren Baiton	Nov 26, 2020	2019-2020 Preventative Maintenance Renewal Amendment Plan

Recommendation:

That the Board approve the 2019-20 Preventive Maintenance Renewal Amendment Plan.

School Division Prairie South Schools 210

Project Number	Funding Request Number (FR#)	Facility Name	Summary (Project Description)	Start Date	Cost
818.001	8795	9th Maintenance Shop	cameras	2019-20	7,847
812.001	7596	9th Ave Office	LED Lighting	2019-20	7,598
816.001	7709	Peacock	Phase 2 LED Lighting Upgrade	2019-20	162,581
410.001	755	Peacock	Centennial Auditorium Phase 2	2019-20	248,821
833.001	9231	Assiniboia Composite High	LED Shop Lighting	2019-20	4,463
776.001	6741	Assiniboia Elementry School	LED Lighting	2019-20	2,225
815.001	7705	Avonlea School	Partial Roof Replacement	2019-20	85,500
851.001	9625	Avonlea School	Cameras	2019-20	902
415.001	762	Avonlea School	LED Lighting	2019-20	7,453
821.001	8913	Caronport School	School Sign	2019-20	15,108
804.001	7356	Caronport School	Exterior Doors	2019-20	37,073
852.001	9626	Central Butte School	Lighting Upgrade Design	2019-20	2,285
781.001	6746	Central Butte School	Boiler Automation Upgrade	2019-20	1,262
853.001	9643	Coronach School	Lighting Upgrade Design	2019-20	2,175
822.001	8935	Ecole Gravelbourg	Brick Repair	2019-20	51,373
837.001	9442	King George School	Cameras	2019-20	6,008
832.001	9229	King George School	Water heater	2019-20	6,155
814.001	7599	King George School	LED Lighting	2019-20	17,723
809.001	7589	Lindale School	LED Lighting	2019-20	6,356
824.001	8934	Mankota School	Roof Repair	2019-20	10,536
			page 1 of 2		

School Division Prairie South Schools 210

Project Number	Funding Request Number (FR#)	Facility Name	Summary (Project Description)	Start Date	Cost
			Page 2 of 2	2019-20	
441.001	857	Mankota School	Window Replacement	2019-20	126,363
820.001	8912	Mortlach School	Asphalt Play Area	2019-20	18,507
839.001	9545	Palliser Heights School	Cameras	2019-20	9,815
829.001	9183	Palliser Heights School	Sewer Upgrade	2019-20	36,628
795.001	6974	Palliser Heights School	Home Ec Lab Upgrade	2019-20	19,264
828.001	9181	Palliser Heights School	Parking lot Gravel	2019-20	4,855
817.001	8896	Palliser Heights School	Track Upgrade	2019-20	17,889
829.001	9183	Palliser Heights School	Sewer Upgrade	2019-20	2,000
788.001	6790	Prince Arthur School	LED Lighting	2019-20	1,265
405.001	741	Prince Arthur School	Asphalt	2019-20	22,811
834.001	9232	Riverview Collegiate	Asphalt Walking Path	2019-20	5,918
784.001	6749	Sunningdale School	LED Lighting	2019-20	12,684
813.001	7597	Transportation Shop	LED Lighting	2019-20	1,280
318.002	9021	Transportation Shop	Gravel Bus parking	2019-20	20,314
811.001	7595	William Grayson School	LED Lighting	2019-20	1,266
836.001	9366	William Grayson School	Asphalt Play Area	2019-20	19,906

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	04.4
Topic:	Glentworth School Community Council Constitution		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<i>The Education Act (1995)</i> requires that School Community Councils maintain an updated constitution. Board Policy 16 requires that updates to SCC constitutions be approved by the Board of Education.
Current Status:	The Glentworth School Community Council has completed a review of their constitution.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	The October 6, 2020 Glentworth School Community Council Constitution is in alignment with <i>The Education Act (1995)</i> and Board Policy 16.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	Glentworth SCC Constitution October 6, 2020

Recommendation:

That the Board of Education approve the amended Glentworth School Community Council Constitution dated October 6, 2020.



CARING IS THE KEY

GLENTWORTH CENTRAL SCHOOL

Glentworth Central School Community Council Constitution

Revised October 6, 2020

Mission

Our mission is as follows:

- Develop shared responsibility for the learning success and well-being of all children and youth; and,
- Encourage and facilitate parent and community involvement and engagement in the school.

Guiding Principles

The Glentworth Central School Community Council's guiding principles include the following:

- **Representative**

-strive through membership and actions to be representative of all students attending the school.

- **Inclusive**

-recognize all members of the school community can make a difference in the learning success and well-being of children and youth.
-ensure all voices in the school community are heard and all perspectives are considered.

- **Respectful**

-strive to appreciate all viewpoints.

- **Trustworthy**

-conduct affairs in an open and transparent manner.
-honor the right to privacy of individuals and treat all information with appropriate discretion and sensitivity.

- **Responsible**

-make every effort to respond to the needs and aspirations of the school community represented.
-regularly consult with students, parents, community members, the Board of Education, the school Principal, school staff and others.
-respond to requests for guidance and direction, by the Board of Education, school Principal and other community agencies and organizations that support children and youth.



CARING IS THE KEY

GLENTWORTH CENTRAL SCHOOL

- **Effective**

-focus attention and efforts on key matters that make a difference in student learning and well-being.

- **Committed**

-committed to fulfilling their role as a vital link in school level governance. Councils evaluate their performance regularly, take advantage of opportunities to build their capacity and account to the public they represent and the Board of Education on their progress.

Glentworth Central School Community Council Roles and Responsibilities of Officers

The **Chairperson** will:

- Prepare agenda for the meetings of the council.
- Conduct meetings of the council.
- Ensure that all members have input to discussions and decisions.

The **Vice Chairperson** will:

- Conduct meetings of the council if the Chairperson is unable to attend.

The **Secretary** will:

- Will record minutes of the meetings of the council.

Public consultation and communication are important for many organizations and is a key aspect of the Glentworth Central School Community Council. Information sharing will be done through public meetings, workshops, surveys and by talking to community members.

Membership

Representative Membership:

The SCC will have the following Representative Members:

- 5 to 9 parent and/or community members elected at the Annual Meeting, of which the majority must be parents of students attending the school
- 2 secondary students



CARING IS THE KEY

GLENTWORTH CENTRAL SCHOOL

Permanent Members:

The SCC will have the following Permanent Members:

- The School Principal
- A teacher

Means of Public Communication

Communications with parents and community members is a key to success. The Glentworth Central School Community Council may use any of the following to communicate to its community:

- Local newsletters.
- Local newspapers.
- Inserts or notes in school newsletter or report cards; or
- Create its own newsletter.

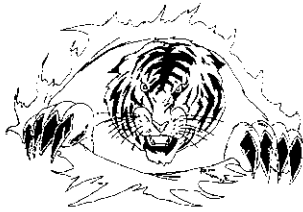
Code of Conduct

A person who accepts a position as a member of the Glentworth Central School Community Council:

- Works to ensure that the well-being of students is the primary focus of all decisions.
- Encourages and supports parents and students with individual concerns to act on their behalf and provides information on the process for taking forward concerns.
- Works to ensure that issues are resolved through due process.
- Strives to be informed and only passes on information that is reliable and correct.
- Respects all confidential information.
- Supports public education.
- Uses appropriate channels.

Complaints and Concerns Procedure

The Glentworth Central School Community Council complaints and concerns procedures will follow Prairie South School Division No. 210 Administrative Policy No. 408.



CARING IS THE KEY

GLENTWORTH CENTRAL SCHOOL

Evaluation

Evaluation of the Glentworth Central School Community Council may involve the following:

- Self-reflection by members.
- Community feedback in the form of questionnaires, suggestion boxes, meetings, surveys, reflections, or conversations.
- Resource for Self-Monitoring and Planning for Improvement

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	04.5
Topic:	SHSAA and Public Section Delegates		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Prairie South Trustees have provided representation to the Saskatchewan High Schools Athletics Association and the Public Section in past years. These representatives represent the Board of Education at meetings of these organizations and provide information to the Board.
Current Status:	If Trustee representation to these bodies is desired, appointments will need to be made by the Board.
Pros and Cons:	
Financial Implications:	Board representation to the SHSAA and Public Section was considered during the development of the 2020-2021 budget.
Governance/Policy Implications:	Both the SHSAA and the Public Section are affiliated with the Saskatchewan School Boards Association. Prairie South is a member board of the SSBA.
Legal Implications:	
Communications:	Internal to the Board of Education

Prepared By:	Date:	Attachments:
Tony Baldwin	08 December 2020	n/a

Recommendation:

That Trustee _____ be appointed as Prairie South School's representative for the SHSAA for the 2020-2021 school year and that Trustee _____ be appointed as Prairie South School's representative for the Public Section for the 2020-2021 school year.

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	04.6
Topic:	2021-2022 Calendar Parameters		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<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. Initial dates proposed by the Ministry of Education are September 2, 2021. June 30 is the last instructional day allowed by legislation in any calendar year.</p> <ul style="list-style-type: none"> 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.
Current Status:	<p>Proposed 2020-2021 school calendar teaching and instructional day parameters are:</p> <ul style="list-style-type: none"> 197 teaching days (184 in alternate calendar) 185 instructional days (171 in alternate calendar) Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2 a spring vacation consisting of not more than five consecutive school days 12 non-instructional days include: <ul style="list-style-type: none"> ➤ 1 school-based organizational day (½ day start-up and ½ day year-end) ➤ 5 teacher prep days (LINC contract) ➤ 2 professional learning days at beginning of school year ➤ 1 professional learning day for LIP work plan development ➤ Professional learning days for Learning Improvement Teams to align with CLF renewal process
Pros and Cons:	

Financial Implications:	
Governance/Policy Implications:	Authority for the Board to set the yearly calendar is established in Board Policy 2.
Legal Implications:	
Communications:	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board and Ministry.

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	<ul style="list-style-type: none"> Current Year Calendar Summary and Calendar Samples

Recommendation:

That the Board approve the parameters for the 2021-2022 calendars and direct administration to proceed with calendar development.

2020-2021 School Year Calendar - Moose Jaw, Assiniboia, Caronport

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. 1: 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= 20.8				
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 = 92.6				
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 = 181 Regular + 5 Early Dismissal				
Non Instructional Days = 11				
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		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
Sept. 1: 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= 21				
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= 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
Dec. 25: Christmas				
28	29	30	31	
TD = 14 ID= 14				
MON	TUE	WED	THU	FRI
JANUARY 2021				
				1
Jan. 1 - New Year's Day				
4	5	6	7	8
Jan. 6: Epiphany				
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
TD = 19 ID= 18				
First Semester Instructional Days = 92				
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
Feb. 15: Family Day				
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= 22				
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= 16				
MON	TUE	WED	THU	FRI
MAY 2021				
3	4	5	6	7
10	11	12	13	14
May 13: Ascension				
17	18	19	20	21
May 21 - 25: Pentecost				
24	25	26	27	28
May 24: Victoria Day				
31				
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 = 182				
Non Instructional Days = 11				
Total Teacher Days = 193				

LEGEND		
Preparation Day .8; LIT .2	Hutterian Religious Holiday	Stat Holiday Observed
School-Based Org / Inservice	Preparation Day	Remembrance Day
Holidays		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. 1: 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= 19.8				
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 = 85.6				
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 = 167 Regular + 5 Early Dismissal				
Non Instructional Days = 11				
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		Professional Learning	

Prairie South Schools Calendar Summary 2020-2021
200331

		Calendar One	
Name of Day	Number of Days	Student Instructional Minutes	Teacher Assigned Minutes
Regular Day (includes exam days)	181 x	310	310
Early Dismissal Day	5 x	250	310
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	11 x	0	300
Total Minutes		58080	61680
Total Hours		968	1028
Kindergarten Minutes		29040	
Kindergarten Hours		484	
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)	167 x	336	336
Early Dismissal Day	5 x	276	336
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	11 x	0	300
Total Minutes		58212	61812
Total Hours		970.2	1030.2
Kindergarten Minutes		29106	
Kindergarten Hours		485.1	
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)	182 x	315	315
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	11 x	0	300
Total Minutes		58050	61350
Total Hours		967.5	1022.5
Kindergarten Minutes		29025	
Kindergarten Hours		483.8	
Calendar Three Schools	Schools on Hutterian Colonies at Baildon, Belle Plaine, Huron, Rose Valley and Vanguard.		

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	04.7
Topic:	Director of Education Resignation		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Director of Education's contract specifies an 8 month notice period.
Current Status:	On October 8 th , 2020 the Director provided notice of resignation effective July 31, 2021 to the Board of Education through the Board Chair.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Diana Welter	December 8, 2020	<ul style="list-style-type: none"> October 8th correspondence

Recommendation:

That the Board receive and file the resignation letter provided by the Director of Education.

Box 324
Central Butte, Saskatchewan
S0H0T0

08 October 2020

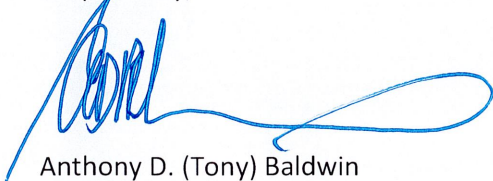
Mr. Robert Bachmann, Chair
Prairie South School Division Board of Education
1075 9th Avenue NW
Moose Jaw, Saskatchewan
S6H 1V7

Dear Robert:

Please accept this letter as notice of my resignation effective July 31, 2021. I have enjoyed my time in Prairie South and have been privileged to work with you as a trustee and friend.

I hope that advance notice gives the Board of Education ample time to find a new Director of Education. Please be assured that I remain committed to the Board, staff and students in Prairie South, and will do my best to meet their needs over the coming months. In particular, I am committed to supporting the school division through the remainder of the COVID-19 pandemic and helping a newly elected Board of Education to take initial steps in fulfilling governance responsibilities in Prairie South.

Respectfully,

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

Anthony D. (Tony) Baldwin

cc: Diana Welter, Superintendent of Human Resources

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	04.8
Topic:	Director of Education Yearly Role Expectation Summary		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	A facilitated Board self-evaluation and Positive Path Forward process was completed during planning sessions of the Board on September 29 th , October 27 th and December 1 st . During these sessions, the Board discussed the Director's performance related to the Role Expectation statements found in Board Policy 12.
Current Status:	A Director Evaluation Report is attached for review. Once confirmed by the Board of Education, a copy of the report will be placed in the Director of Education's personnel file.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Board Policy 2 requires the Board to make provision for the regular evaluation of the Director of Education.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	<ul style="list-style-type: none"> Director Evaluation Report

Recommendation:

That the Board confirm the attached report and authorize the Board Chair to monitor progress on goals during the 2020-2021 school year.



Prairie South School Division

Director of Education Evaluation Report

Tony Baldwin

R. Fox
12/3/2020

As noted in Policy 12 Role of the Director of Education, The Director of Education is the Chief Executive Officer of the Board and of the Division. The Director of Education reports directly to the corporate Board and is accountable to the Board for the conduct and operation of the Division. All Board authority delegated to the staff of the Division is delegated through the Director of Education.

With this in mind, it is imperative that the Board of Education review and evaluate the work of the Director to ensure the performance of the Director of Education matches the expectations as represented by the policies of the Board, and in particular to recognize those areas of excellence demonstrated by the Director in the performance of his duties, and to support the Director in his efforts to address areas for growth.

As per Policy 12 Appendix A, this report is based on the evidence binder provided to the facilitator by the Director, as well as the perceptions of the Director held by school based administrators, Director of Education “Direct Reports” regarding the Leadership Practices Interview Guide as per Policy 12 Appendix C, and feedback from Board of Education Trustees.

Evaluation Context

The Prairie South School Division serves approximately 7000 students in 39 schools in rural and urban settings. The Division is governed by a Board of ten Trustees.

The Board employs Mr. Anthony (Tony) Baldwin as Director of Education. The contract with the Director requires yearly written evaluations.

Extenuating Factors

The role of the Director of Education is not without challenges, demands, and complexities. The key extenuating factor relative to the work of Mr. Baldwin is the Covid19 Pandemic that currently exists. This has moved education in the Pre-K-12 Sector away from a semblance of “normal” to something that has called for sacrifice and innovative thinking on behalf of educators and Boards of Education.

The second extenuating factor is that a key member of the CAC (Central Administrative Council) has been on leave. Members of the CAC are vital partners of the Director as he works to achieve the goals of the Board of Education’s Strategic Plan.

Performance Assessment

1. Student Well-Being

Based on a review of materials provided in the Evidence Binder and comments provided through the survey of school-based administrators and Direct Reports, the Director fulfills responsibilities noted under Student Well-Being, as follows:

The Director ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.

The Director ensures that Division facilities adequately accommodate students.

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

The Director acts as, or designates, the local attendance officer(s) for the Division.

Survey Responses (School Based Administrators and Direct Reports)

Yes, Tony is deeply student-first in his work.

Tony says learning should come first and is always concerned about student learning.

Tony always bases his decisions on what is best for our students.

Tony's conversations are often centered around students and what is in their best needs.

Ensures that all students have what they need to be successful. Currently, Tony is ensuring that all students will have access to quality instruction, content, and assessment even if they are unable to or choose not to attend school face to face. Works to decrease barriers – invested in technology support for when remote learning is needed. Is cognizant of the rural and urban divide and works hard to not have this be a divide between staff and communities.

Evidenced by getting to know students on a personal level. Conveys expectations clearly to parents and staff. Continues to ensure resources are focused on the classroom.

Students are Tony's number 1 priority. We frame everything in doing what is best for kids.

COVID-19- he has managed this with the team and puts students and staff at the front of his thoughts.

Key Evidence

The Director has led the development of a comprehensive restart plan to ensure student safety during Covid-19 pandemic.

The Director has led the implementation of safety protocols as required by the Saskatchewan Health Authority and the Government of Saskatchewan related to Covid-19. This has included collaboration with local public health staff and Medical Health Officers.

The Director has supported Superintendents and School Based Administrators as they led in a variety of student welfare situations.

The Director has supported community partnerships which benefit students, such as VTRA, Community Education Safety Strategy, Wakamow Aboriginal Community Association.

Through reports such as the Facilities Accountability Report and the Transportation accountability Report, the Director ensures the Board is informed regarding any issues in facilities or transportation that may affect the well being of students.

Summary

Mr. Baldwin clearly values student well-being. This is evident through his communication with staff, parents and caregivers, community partners and of course students. He recognizes that the school division exists to serve all students. During this time of pandemic, it is evident he looks for safe, effective, and innovative ways to provide for the needs of students. Feedback from the Board suggests Mr. Baldwin is dedicated to the students of Prairie South Schools.

2. Educational Leadership

Based on a review of materials included in the Evidence Binder and comments provided through the survey of school-based administrators and Direct Reports, the Director fulfills responsibilities noted under Educational Leadership as follows:

The Director provides leadership in all matters relating to education in the Division;

The Director ensures students in the Division have the opportunity to meet standards of education set by the Minister;

The Director implements education policies established by the Minister and the Board.

Survey Responses (School Based Administrators and Direct Reports)

Evidenced by consistently promoting exemplary teaching, supporting students and engaging parents and families.

Tony is a strong leader and works tirelessly to bring the CAC, the Board and the school division together for the goal of being a world class school division.

Has done a great job leading us through this pandemic.

He is knowledgeable and his decisions are most often transparent to the better of the entire division.

Stays informed of new initiatives and shares.

Tony is always available to discuss school operational issues, and regularly provides effective educational leadership in these discussions.

Instills confidence in others. Confronts uncertainty and offers stability. Utilizes data to determine strengths and needs (and direction). Adapts to change-not afraid to change his approach when something is not working.

Models and leads with vulnerability. Listens and anticipates challenges that schools may face. Provides structure and guidance to school admin and leaders to do their job. However, would like to hear more of Tony's hopes and dreams for PSS in the next 5 years. Master vision and architecture are key to keeping senior employees engaged. Feeling I am connected to the long-term vision (and values) of the school division is crucial to me continuing to work for PSS.

He delegates effectively to his superintendents.

Key Evidence

The Director has led School-Based Administrator professional development focused on school and division improvement, budgeting, Board and administration relationships, staff engagement and other topics.

The Director has identified areas of significant need and supported strategies to address needs. These include such things as staffing allocations and budgeting, catchment planning for Central Butte, Eyebrow, Lindale, Avonlea, Mankota, Kincaid, Bengough and Coronach schools; providing leadership on behalf of Prairie South School Division in the Capital Construction Planning on South Hill in Moose Jaw; and developing and supporting parent relationships and engagement throughout Prairie South SD related to supplementary learning and school restart process.

The Director has supported virtual school programming in response to increased need at the high school level and has established Grades 1-9 programming at the Virtual School at the request of the Board.

The Director has facilitated SCC Policy and Procedure renewal and has attended SCC planning sessions, meetings and events.

The Director has ensured the provision of monitoring reports for all departments for the Board as described in Board policy.

The Director provided in-service for trustees related to current assessment practices.

The Director has reviewed and adjusted leadership portfolio assignments for CAC members to capitalize on strengths.

Summary

Mr. Baldwin provides effective Educational Leadership in his role of Director. He understands the need to support schools in a manner that is conducive and particular to the school in question. He is seen as a leader in the Division through the work he does supporting professional development and growth of staff as well as the Board, and through his approach to challenges within the Division. Trustees see Mr. Baldwin as a strong leader in the school division, and a knowledgeable and caring individual, prepared to adapt and lead as is necessary.

3. Fiscal Responsibility

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Fiscal Responsibility, as follows:

The Director ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.

The Director ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.

The Director ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide reasonable risk management.

Survey Responses (School Based Administrators and Direct Reports)

Although the survey responses do not necessarily reflect directly on the fiscal management of the Division, the responses tend to show the strength Mr. Baldwin has relative to moving stakeholders towards common goals, something that is most often needed in order to achieve effective fiscal management.

Communicates "big picture" regularly to school admin. Clearly states the expectations on policy so understandable by anyone

He develops clear priorities with his team and communicates them effectively.

Key Evidence

The Director has facilitated a variety of sessions related to determining the will of the Board related to budget planning needs.

The Director has provided detailed materials to support Board awareness during the budgeting process based on Prairie South Schools Strategic Plan as well as trustee questions and interests.

The Director reviewed the Auditor's summary of internal controls to determine if corrective action was necessary.

The Director reviewed Provincial Auditor activities in other school divisions and adjusted practice as required.

The Director has created detailed budget planning documents as required by the Ministry of Education.

The Director collaborated with the Superintendent of Business to review Prairie South accounts on an ongoing basis.

The Director implemented software options to ensure up-to-date and efficient business solutions are in place.

The Director provided information to SCCs, School Based Administrators and the Board relative to the appropriate use of school-based funds, decentralized budgets and SCC grant funds.

The Director ensured annual renewal of insurance completed with Marsh Canada; ensured completion of appraisals through Sun Corp.

The Director ensured that all staff groups were paid appropriately according to current grids.

The Director maintained a strong financial position for Prairie South Schools.

Summary

Mr. Baldwin works effectively to ensure appropriate fiscal management of the Division's resources. His collaborative approach to budgeting is to be commended. His effort to give "voice" to all Trustees beyond just a vote is noteworthy. He provides leadership through the many elements of the budgeting process. Trustee feedback suggests the Director is meeting the Board expectations regarding Fiscal Responsibility.

4. Personnel Management

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Personnel Management, as follows:

The Director has overall authority and responsibility for all personnel-related issues except the development of mandates for collective bargaining and those personnel matters precluded by legislation, collective agreements or Board policy.

The Director ensures sound personnel management practices are in place to recruit, retain, advance, and manage personnel in accordance with legislation or Board policy.

The Director monitors and improves the performance of all staff (through appropriate practices that exist to supervise and evaluate staff and ensure professional growth of employees).

Survey Responses (School Based Administrators and Direct Reports)

Like the survey responses regarding Fiscal Management, responses regarding Personnel Management do not necessarily refer to specific practices as determined by Board policy but show the respect Mr. Baldwin has for individuals working in the school division.

Tony works hard with all groups (teachers, CUPE, out of scope) to ensure we are all working together and for the education of students.

Evidenced by ensuring employee misconduct is dealt with in an appropriate manner.

Tony has an open-door policy. Every year he gives staff his contact information and encourages them to reach out whenever they want to/need to. He does not just say this he means it. He responds to staff, students and parents via phone, text, email, and face to face. He gets to know people. His relationships with staff, students and parents are genuine.

Cares about his people!

Key Evidence

The Director engaged employee groups in accordance with Board and Ministry direction.

The Director supported Superintendents as they completed performance appraisal processes for School Based Administrators.

The Director supported Superintendents as they completed established performance appraisal processes with STF staff.

The Director conducted Superintendent Performance Appraisals as per Board Policy.

The Director conducted comprehensive investigations of serious staff issues and provided reports as per requirements of the Education Act and Prairie South Procedures.

The Director ensured comprehensive supervisory practices exist to supervise and evaluate staff new to their positions and ensured continued professional growth for all employees.

The Director participated on behalf of Prairie South collective bargaining negotiations that led to a CUPE agreement.

The Director authorized resolution decisions on behalf of Prairie South related to specific staff grievances.

The Director collaborated with Human Resources staff to develop overall staffing plans for the school division.

The Director prepared comprehensive reports for the Board in cases where Board oversight was necessary as defined in Policy.

Summary

Personnel Management is an area of strength for Mr. Baldwin. He is supportive of other employees in their various roles in Prairie South Schools. We see this through policies, procedures and practices that hold individuals accountable for their work performance but also provide opportunity for growth and excellence. He has an honest and open manner with people. This genuine manner allows for collaborative opportunities to deal effectively with challenges presented in Personnel Management. The Board recognizes the positive relationships Mr. Baldwin has built with many employees and employee groups and acknowledges that contract negotiations have presented challenges to that relationship. According to feedback from several Trustees, it may be worthwhile to explore options to keep the Board informed of personnel decisions.

5. Policy and Administrative Procedures

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Policy and Administrative Procedures, as follows:

The Director provides leadership in the development, implementation and evaluation of Board policies and administrative procedures.

The Director implements Board policy with integrity.

The Director keeps Administrative Procedures current.

Survey Responses (School Based Administrators and Direct Reports)

Again, responses do not necessarily speak directly to the establishment and implementation of effective policies and administrative procedures, but show that staff is aware of the “rules” that guide actions in Prairie South Schools, appreciate the opportunity to have input into those rules and that policies and procedures are monitored and adjusted as needed.

The Director empowers others by fostering an environment that supports collaboration: Brings together a team of teachers, administrators, senior administrators, and board members to review Administrative Procedures, and the Comprehensive Learning Framework. He brings School Based Administrators together on a regular basis for professional learning and decision making.

Evidenced by establishing a return to school plan following the suspension of classes due to COVID-19. The Director facilitates conversation to collectively solve problems.

Key Evidence

The Director developed Administrative Procedures regarding staff and students and Covid-19 relative to return to school fall 2020.

The Director revised Administrative Procedures and ensured compliance.

The Director concluded a comprehensive review of Board Policies to ensure alignment with School Division Administration Regulations.

The Director engaged a variety of stakeholders to clarify the role of the Board and administration related to policies and procedures and to develop opportunities for both groups to work collaboratively.

The Director updated and maintained a 5-year Strategic Plan for Prairie South Schools.

The Director assisted School Based Administrators, division-level staff, and Trustees in the interpretation and application of policies and procedures.

Summary

Mr. Baldwin sees that Board policies and procedures are reviewed regularly and updated as necessary. He has seen to it that appropriate procedures relative to Covid-19 are in place. He engages stakeholders in appropriate ways to see that Policies and Administrative Procedures are understood and adhered to as written. Although he takes responsibility for having effective Policies and Administrative Procedures in Prairie South, he recognizes that others who have decision making responsibility according to the Policy or Administrative Procedure need to be given the opportunity to make those decisions. Board feedback was positive. Several Trustees feel a review of Policies and Procedures would be beneficial for new Trustees.

6. Director/Board Relations

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Director/Board Relations, as follows:

The Director establishes and maintains positive professional working relations with the Board.

The Director honors and facilitates the implementation of the Board's roles and responsibilities as defined in Board policy.

The Director provides the information which the Board requires to perform its role.

Survey Responses (School Based Administrators and Direct Reports)

Although the survey responses do not speak directly to Director/Board relations, the responses suggest an alignment between the Director and the Board relative to Division priorities, practices and values. This alignment is key to a healthy, effective Director/Board relationship.

Tony is a strong leader and works tirelessly to bring the CAC, the Board and the school division together for the goal of being a world class school division.

He models language and leadership techniques that coincide with the division's mission statements and goals.

Key Evidence

Honest and transparent conversations and processes have led to the Director developing a positive relationship with the Board.

The Director has provided detailed updates related to administrative response to Covid-19. The Director has provided feedback and challenging questions for the Board even when these had the risk of being unpopular.

The Director ensured that the Board responsibilities related to November 2020 School Board elections were completed and that trustees were aware of timelines associated with election activities.

The Director implemented specific opportunities for Board and individual trustee feedback related to content and format of Prairie South Schools Accountability Reports.

The Director maintained yearly project focus for Board Committees to ensure meaningful participation of Trustees in administrative manners.

The Director implemented the will of the Board related to land acquisition for the South Hill School Project.

The Director implemented the will of the Board related to Prairie South Strategic Plan.

The Director led Board and senior administrative planning sessions related to school and division improvement planning.

The Director established processes to ensure Board Committees had detailed, unfiltered information related to a variety of matters.

The Director developed strategies to ascertain the will of the Board related to facility and budget and to see that individual Trustees had opportunity to share thoughts and concerns in an open fashion.

The Director engages Trustees in conversations about learning, teaching, and planning and employee satisfaction.

The Director sought opportunities for Trustees and staff to build relationships by working together on specific goals, both during committee work and with the Board as a whole.

The Director supported Trustees during joint meetings with Holy Trinity Board of Education and conducted follow-up meetings with administration.

Summary

Mr. Baldwin works hard to maintain a positive professional relationship with the Board of Education, and through many current Director/Board practices, enhances that relationship. His work with the Board is built on honesty, trust, and an appreciation for the role of the Board. Board comments suggest that there is a good working relationship between the Director and the Board, and that the Board is appreciative of Tony and the work he performs. The Board recognizes that the pandemic has made this a challenging year, particularly regarding communicating plans and responses to the pandemic. Plans have had to be adjusted quickly and relatively often to match government expectations, and immediate communication about such adjustments is difficult. It is important going forward that the Director as well as Trustees consider if there are communication processes that might address the need for Trustees to be provided with the most recent information possible. Trustees have also acknowledged that at times the priorities or agendas of individual trustees has made it difficult for the Director to focus on one unified direction.

7. Continuous Improvement Planning and Reporting

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Continuous Improvement Planning and Reporting, as follows:

The Director leads the Continuous Improvement Planning process including the development of Division goals, budget and facilities.

The Director implements plans as approved.

The Director involves the Board appropriately.

The Director reports regularly on results achieved.

Survey Responses (School Based Administrators and Direct Reports)

Again, although the responses do not focus directly on Continuous Improvement Planning and Reporting, they do indicate that Mr. Baldwin guides those in the Division to the attainment of school division goals and that he listens and reflects prior to making decisions.

Sets the vision and helps guide all. Easy to follow as he is willing to come to the school and talk with those that need it.

His decisions are well thought out and reflect what is best for the organization.

He develops clear priorities with his team and communicates them effectively.

Listens and tries to find a common ground, collects data to make an informed decision

Key Evidence

The Director aligned planning, improvement and reporting processes at the school and division level regarding the Education Sector Strategic Plan, simplifying initiatives for stakeholders and ensuring staff awareness of provincial and local ESSP initiatives.

The Director assisted with the development of improvement goals and indicators in various leadership areas and guided division level staff and School Based Administrators during strategy implementation.

The Director updated Accountability Reports in accordance with Board feedback.

The Director implemented updated school division calendar to incorporate feedback from Continuous Leader Framework renewal process.

The Director provided operational information as requested by the Board of Education.

The Director provided monitoring reports on a variety of outcomes to the Board in accordance with Board Policy.

The Director developed strategies to ascertain the will of the Board related to facility and budget and to see that individual Trustees had opportunity to share thoughts and concerns in an open fashion.

The Director implemented the will of the Board related to Prairie South Strategic Plan.

Summary

Mr. Baldwin understands how vital an effective planning process is to the Division, and that continuous improvement needs to be the focus of that planning. He demonstrates openness to change and renewal based on data and effective planning. He provides information the Board requires to make decisions for the future and reports or sees to it that the Board is provided reports on a regular basis regarding the outcomes of Division plans. Accountability Reports provide appropriate detail relative to the focus of the report. The Board appreciates the work of Mr. Baldwin relative to Improvement Planning and Reporting.

8. Organizational Management

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Organizational Management, as follows:

The Director demonstrates effective organization skills resulting in Division compliance with legal, Ministerial and Board mandates and timelines.

The Director reports to the Minister with respect to matters identified and required by the Education Act.

Survey Responses (School Based Administrators and Direct Reports)

The responses indicate that Mr. Baldwin is organized in his thinking and manner relative to the demands of his work. This approach lends itself to effective organization regarding mandates and timelines, as well as effective work in time of crisis or challenge, such as during the current pandemic.

Expectations and direction are usually communicated in a calm and confident manner.

Common goals are worked towards, often as a team. Even during times of strife, Tony tries to focus on working towards a positive solution.

Tony is committed to solving problems by moving quickly from problem identification to problem solving. Tony works with his team to effectively solve problems and is creative in his problem-solving approaches.

Evidenced by establishing a return to school plan following the suspension of classes due to COVID-19. Facilitates conversation to collectively solve problems.

Key Evidence

The Director led review of the Pandemic Preparedness Response Plan.

The Director reviewed student suspension investigations to ensure compliance with requirements of The Education Act and Prairie South Administrative Procedures.

The Director ensured completion of reporting activities as required by the Ministry related to School Community Council funding, composition, and engagement, programs and staffing, transportation, budgeting and Auditor information, and other areas as required; ensured compliance with software use including Student Data System, Educator Profile process, and NIPA.

The Director updated CAC leadership portfolios to support Board committee work.

The Director has maintained collaborative planning focus at School Based Administrator meetings to manage all areas of division level improvement from Education Sector Strategic Plan to budget management.

The Director ensured curriculum implementation as required by the Ministry of Education.

The Director utilized synchronous video technology as appropriate to plan and deliver content; modeled use for other staff.

The Director engaged SPRA through the steering committee for the South Hill Joint School to conduct stakeholder consultation related to design of the South Hill Joint School project.

The Director supported Board legal counsel during questioning related to a harassment lawsuit against school division staff and the division itself.

Summary

Mr. Baldwin demonstrates strength in Organizational Management. Policies and Administrative Procedures that support compliance with Board and Ministry requirements are in place. Policies and Administrative Procedures are reviewed regularly and when necessary, new procedures are put in place to address critical situations. Reports to the Ministry are completed with the support of appropriate staff and/or other stakeholders. Mr. Baldwin works efficiently and effectively to meet the organizational challenges of the Division. The Board sees this as a strength of Mr. Baldwin's, and feels well represented by its Director regarding any work with the Ministry.

9. Communications and Community Relations

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Communications and Community Relations, as follows:

The Director takes appropriate actions to ensure positive internal and external communications are developed and maintained.

The Directors acts as or designates the Head of the organization for the purposes of the Local Authority Freedom of Information and Protection of Privacy (LAFOIP) Act.

The Director is accessible to the community and stakeholders and will foster positive relationships on behalf of the Board and Prairie South Schools.

Survey Responses (School Based Administrators and Direct Reports)

Communication is clear and consistent. Key points are reiterated in multiple ways.

"A Note from Tony" – communication to all staff, not only builds relationships with staff members, but provides staff with direction and outlines expectations throughout the year. At

the beginning of each year Tony addresses the staff at our welcome back PD event. This address outlines expectations and directions for the upcoming year.

Sets the vision and helps guide all. Easy to follow as he is willing to come to the school and talk with those that need it.

He models language and leadership techniques that coincide with the division's mission statements and goals.

Communicates "big picture" regularly to school admin. Clearly states the expectations on policy so understandable by anyone.

Evidenced by his friendly and personal demeanor in written communication and frequent school visits. Gets to know staff and students personally. Communicates using humor and leads by serving.

Absolutely 100% - Tony is always available to consult, discuss, and listen to anyone in PSS. Exceptionally gifted at relationship building and maintaining.

Key Evidence

The Director continued to facilitate all aspects of Prairie South communications including press releases, interviews, and Trustee speaking notes.

The Director maintained social media presence using Prairie South and person Twitter accounts and "A Note from Tony" (the Director's communication blog).

The Director supported social media presence on the Prairie South schools and PSS SCC Facebook sites.

The Director implemented ongoing communication strategy to support staff, families, and the Board of Education during a period of Supplementary Learning in Spring, 2020 and the subsequent re-start in September 2020.

The Director attended local SCC meetings and events as requested and supported SCC PD.

The Director attended and participated in a wide variety of school and student events.

The Director conducted alternative calendar community reviews in Mortlach, Mossbank, Craik, Avonlea, Chaplin, and Rouleau.

The Director met with school staffs to provide additional information about staffing, budget, and Covid-19.

The Director maintained positive working relationships with PSTA president and executive members.

The Director engaged CUPE staff in specific outreach activities related to collective bargaining and working conditions.

The Director oversaw the development and publishing of the Prairie South schools Annual Report.

The Director communicated with administration and council in the City of Moose Jaw to problem solve regarding land acquisition for South Hill School.

The Director visited five Hutterian communities to support school restart activities.

The Director Protected information in accordance with privacy guidelines in legislation and Prairie South procedures; ensured alignment of communications with LAFOIP regulations.

The Director ensured broad distribution of Ministry communications bulletins.

The Director completed interviews on a variety of topics with local and provincial media, and initiated media contact to enhance public perception of Prairie South Schools.

The Director developed media releases in advance of and in response to sensitive issues.

The Director made at least one visit to every school location in Prairie South.

The Director authored a successful nomination for the U of S Faculty of Education Wall of Honor for a retiring staff member.

The Director supported teachers, administrators, parents and students in conflict situations.

The Director collaborated with STF during intensive supervision and medical accommodation situations.

The Director authored letters of congratulations to students, staff, and others who were recognized publicly by the Board during celebration times at Board meetings.

Summary

Mr. Baldwin recognizes the importance of clear communication with stakeholders and works to see that the Prairie South message is getting through. He uses a variety of methods for communication ranging from written to online presence to face-to-face. He takes advantage of opportunities to speak to staff at PD events or while attending various school activities. He represents the Division in a positive way in communities. His many visits to schools are appreciated. He is seen as an optimistic and helpful person in school communities and this reflects positively on Prairie South Schools.

The Board acknowledges Mr. Baldwin's efforts to connect with communities and community groups. Trustees noted his work with the LGBTQ community and his support for the Gay/Straight Alliance groups in schools. The Board also noted the Director's attendance at student events in schools throughout Prairie South School Division.

Regarding Board communication, as mentioned earlier, it would be appropriate for the Director and the Board review communication processes relative to the dissemination of information regarding Covid19.

The Board as well as Mr. Baldwin acknowledged the role once performed by the division communication person prior to that position being cut because of budget challenges. The suggestion was made that the Director consider accessing communication services provided by the SSBA.

10. Leadership Practices

Based upon a review of materials in the Evidence Binder and responses from School Based Administrators and Director Reports, the Director fulfills responsibilities listed under Leadership Practices, as follows:

The Director practices leadership in a manner that is viewed positively and has the support of those with whom the Director of Education works most directly in carrying out the directives of the Board and the Minister.

The Director develops and maintains positive and effective relations with provincial and regional government.

Survey Responses (School Based Administrators and Direct Reports)

Has done a great job leading us through this pandemic.

Instills confidence in others Confronts uncertainty and offers stability Utilizes data to determine strengths and needs (and direction). Ensures that learning in Prairie South is inclusive. Has high expectations for all members of the organization. Adapts to change - not afraid to change his approach when something is not working. Assess situations and adapts as needed.

Tony is honest, trustworthy, and reliable. He puts everyone else's needs before his own. If he says he will do something, he does it. Tony shares his values and commitments with staff at the beginning of each year and encourages everyone to hold him accountable.

He is a positive guy. I liked him the day I met him. His positivity helps drive people to work hard. When he first started talking about being a world class school division, I thought that was pretty lofty. I like that he has stuck with that sentiment and continues to push towards it. Doesn't seem so lofty anymore.

Provincial goals and division goals are aligned and well communicated to all stakeholders. Individual schools align their Learning Improvement Plan goals with the provincial and division goals. The division core values and commitments unite people toward common goals as well. Goals are reviewed regularly with teams.

Tony is a strong leader and works tirelessly to bring the CAC, the board and the school division together for the goal of being a world class school division.

Key Evidence

The Director ensured continued understanding of Prairie South issues with Deputy Minister Rob Currie.

The Director represented LEADS as a member of the Operating Grant Advisory Committee and the Covid-19 Instructional Services Response team.

The Director represented Prairie South as a member of the Provincial Education Plan Operational Committee and the ESSP PLT.

The Director participated as a secondary owner for Graduation Rates Outcomes at the provincial level.

The Director represented Prairie South on the South Hill School steering committee.

The Director published and shared provincially the first Covid-19 Supplemental Learning Plan in Saskatchewan in March 2020, including the One-Stop Resource for Prairie South Parents.

The Director maintained regular communication with Holy Trinity Catholic School Division.

The Director practiced Situational Leadership by assessing comfort levels and skill set of staff, providing direction and support appropriate to context, and working to match organizational needs to people's strengths.

The Director supported provincial leadership opportunities for Senior Administrative Team.

The Director delivered keynote address at SHEA Conference.

The Director modeled continuous learning by attending provincial LEADS and SSBA inservices, including inservices on Governance Transparency and accountability and Governance During a Pandemic.

The Director attended individual retirement events, bus driver appreciation events, and summer maintenance staff appreciation luncheon.

The Director attended meetings of a variety of committees and groups including Learning Consultants, Functional Behavior Management Inservices, Community Safety Education Strategy Launch, Prairie South Gay Straight Alliance, SCC Conference Planning Committee, Moose Jaw South Central Regional Drug strategy, PSTA Executive, and CUPE Role Alike Focus Group.

The Director represented Prairie South schools and promoted learning for students, staff, and Trustees to the best of his ability.

Summary

Mr. Baldwin demonstrates positive, effective leadership practices on a regular basis. He is a man of integrity who values others and supports them to do their best. He encourages others to take leadership opportunities both within the Division and across the province. He works effectively with local and provincial partners, including the Ministry. He provides direction for Prairie South Schools in a way that brings people on board with goals and priorities. He is committed to the needs of students and carries out his work for the Board of Education with students in mind. The Board acknowledges the strength of Mr. Baldwin's leadership. His attendance at school events and things such as retirement celebrations was noted.

Moving Forward

Strengths Identified in April 2019:

Tony continues to meet or exceeds the Board's expectations in the role of Director of Education.

Tony has exceptional relationship skills with staff, students and the community.

Tony has exceptional educational leadership skills.

The Board takes note of the exceptional personnel management skills Tony demonstrated this past year through some difficult issues-both in terms of attending to the care of staff as well as managing a process successfully. He has demonstrated the ability to work through adverse situations.

Strengths October 2020:

Regarding Mr. Baldwin's current strengths, it seems little has changed.

He continues to demonstrate exceptional interpersonal relationship skills with staff, students and the community.

He continues to demonstrate exceptional leadership skills.

Once again, he has shown his ability to work through difficult situations, as seen through his work last spring and continuing this fall during Covid-19.

Areas for Growth Identified April 2019:

Timelines of communication with the Board, including timely informing of the trustee impacted by potential decisions.

Tony takes on too much and could learn to hone his delegation skills.

Reflecting on Areas for Growth from 2019:

Communication: Judging from the Evidence Binder and comment from School Based Administrators and Direct Reports, Mr. Baldwin communicates effectively with staff, students and various stakeholders.

Regarding communication with the Board, as has been noted, this school year has presented new and difficult challenges with Covid-19, and one challenge has been in getting current messaging to the Board because of the evolving nature of the pandemic and how to respond to it. Several trustees expressed frustration that at times, they felt ill-prepared to respond to questions from the public regarding Prairie South Schools plans. As has been noted, it would be appropriate for the Director and the Board to review communication processes considering the pandemic and the challenges it presents. Although there was not a consensus on the value of a summer Board meeting, which might have helped with communication regarding Covid19, a summer Board meeting was suggested by several trustees.

Delegation Skills: Regarding delegation skills, Survey Responses would suggest Mr. Baldwin is certainly improving in this area:

Tony has improved in this area. When Tony first became the director, he didn't delegate easily. However, over the past couple of years, this has improved.

He doesn't micromanage and tells others he trusts their judgment.

Yes - provides space, time, and resources to allow us to do our jobs.

He respects me and the work that I do. He respects the knowledge and experience that I bring. He gives me the authority to do my job. He is always there to support me when I need it.

What does the Director do, if anything, that makes your job more difficult?

School Based Administrators and Direct Reports were asked What does the Director do, if anything, that makes your job more difficult? Responses are identified below.

Covid-19: Although most comments regarding Covid-19 planning were positive, two responses identified concerns with communication regarding Covid-19:

Contradiction of info in COVID. I thought the PSSD planning for COVID was delivered too late. Without the extra week from the government, we would have been in trouble.

Sometimes communication comes too late. For example, school plans for the Covid. Principals should have been notified that there was going to be a template instead of us working on it and worrying all summer.

In response to these comments, Board Trustees noted that it was difficult for Mr. Baldwin to provide consistent communication to school division stakeholders and others as a result of the changes in response that were coming from the province, something out of the control of the Director.

Operational Matters: Another area identified by two responses has to do with operational matters, more so than the work of the Director. They are listed here for information purposes, not as evaluative regarding Mr. Baldwin's work, but to ensure he is aware:

There are at times inefficiencies in other areas of the operation that eventually spill over to my area. These are things that have been challenging for years that need to be attended to and are frustrating when it spills over.

Not sure if its him, but the paperwork forms that repeat and make no sense....registration fills out a bus form online but then we have to contact the bus is just oneotherwise I feel in my school the items that are difficult are not from him.

Positive Responses to the Question:

It should be noted that most responses regarding the question above were positive about Mr. Baldwin. Two such responses are listed below:

There is nothing that Tony does that makes my job more difficult. I respect him so much as a person, leader and mentor that I worry about the day he decides to no longer be in PSSD.

Nothing. The better question is how I can support him to make his job easier.

Overall Strengths of Tony Baldwin 2020:

1. Very clearly supports students and student learning.
2. Provides strong leadership in the school division as well as from a provincial perspective.
3. Demonstrates excellent interpersonal skills.
4. Ensures strong fiscal management in the school division.
5. Continues to seek ways to improve all aspects of the school division.
6. Works to support an effective relationship with the Board.

Areas for Reflection for Tony Baldwin 2020:

1. Reflect on communication with the Board. Are there ways to see that the Board is getting the latest information possible, especially regarding the pandemic.
2. Relative to good communication, consider the Director's Role in supporting Board decision making. Do Trustees have all the information needed?
3. Reflect on external communication. Is it appropriately vetted? Are appropriate stake-holders aware of media releases? Is there a need to reconsider the communication position, or accessing of SSBA communication support?
4. Consider Governance and Administration and the Director's role in supporting Board Governance and unified Board direction, particularly with changes on the Board because of recent elections.

Concluding Thoughts

Mr. Baldwin is respected in Prairie South School Division and the communities it serves, as well as provincially for his work regarding such things as the Education Sector Strategic Plan. In his role as leader he has found ways to support others and to have them believe in the possibilities for Prairie South Schools and its students. He will be challenged from time to time. That comes with the position. Nevertheless, he continues to effectively serve Prairie South Schools and the Board of Education. He is to be commended for that work.

Board feedback on the work of the Director is consistent with that of Direct Reports and school-based administrators. The Board appreciates Mr. Baldwin's work and his commitment to students. He is trusted by his Board and seen as an effective, caring educational leader.

Summary Comments from Director:

Tony Baldwin, Director: _____

Date: _____

Robert Bachmann, Board Chair: _____

Date: _____

SUGGESTED BOARD MOTION

That the Board approve the Director of Education evaluation report as an accurate accounting of the Director's performance for the period April 1, 2019 to September 30, 2020 and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf.

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	04.9
Topic:	Monthly Reports		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	<ul style="list-style-type: none"> • Staff Absence Summaries • Tender Summary

Recommendation:

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

Teacher Absences & Substitute Usage					
Date Range:	September 22, 2020 - October 19, 2020				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	16.74	3.01%	14.5	86.62%	0.20%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Earned Day Off	11.51	2.07%	8.69	75.50%	0.14%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	1	0.18%	1	100.00%	0.01%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	38.54	6.94%	38.12	98.91%	0.46%
Pressing Leave	16.48	2.97%	14.07	85.38%	0.20%
PSTA	0	0.00%	0	0.00%	0.00%
Leave Without Pay	0.5	0.09%	0	0.00%	0.01%
SUB TOTAL	84.77	15.26%	76.38	90.10%	1.01%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	222.68	40.09%	185.65	83.37%	2.66%
Illness - Long Term	86.98	15.66%	0	0.00%	1.04%
Medical/Dental Appt	79.19	14.26%	63.55	80.25%	0.95%
Paternity/Adoption Leave	0	0.00%	0	0.00%	0.00%
Quarantine	35.48	6.39%	31.5	88.78%	0.42%
Secondment	0.5	0.09%	0	0.00%	0.01%
STF Business - Invoice	8.16	1.47%	6	73.53%	0.10%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	432.99	77.95%	286.70	66.21%	5.18%
Prairie South					
Extra/Co-curr Teach	1.5	0.27%	1.5	100.00%	0.02%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	11.67	2.10%	10.97	94.00%	0.14%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	17.72	3.19%	17.06	96.28%	0.21%
PD DEC Teachers	6.84	1.23%	6.5	95.03%	0.08%
School Operations Meet/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	37.73	6.79%	36.03	95.49%	0.45%
Total Absences	555.49	100.00%	399.11	71.85%	6.65%

Teachers (FTE)

439.92

of teaching Days

19

Possible Days

8358.48

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

CUPE Staff Absences & Casual Usage 2020-2021

Date: September 28, 2020 - October 31, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	14.86	2.28%	14	94.21%	0.23%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	5.96	0.91%	3	50.34%	0.09%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Covid Close Contact Leave	0	0.00%	0	0.00%	0.00%
CUPE Business - Invo	17	2.60%	17	100.00%	0.00%
Earned Day Off	4	0.61%	0.43	10.75%	0.06%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	26.83	4.11%	26.83	100.00%	0.42%
Illness - Support	277.66	42.52%	156.54	56.38%	4.30%
Med/Den Appt Support	54.07	8.28%	34.76	64.29%	0.84%
Parenting/Caregiver	31.32	4.80%	17.22	54.98%	0.49%
Pressing Leave	19.53	2.99%	8.07	41.32%	0.30%
Quarantine Leave	30.19	4.62%	18.4	60.95%	0.47%
Service Recognition Days	0	0.00%	0	0.00%	0.00%
TIL Support	1.47	0.23%	1	68.03%	0.02%
Without Pay Support	34.82	5.33%	23.39	67.17%	0.54%
SUB TOTAL	517.71	79.29%	320.64	61.93%	8.03%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	6	0.92%	1	16.67%	0.09%
Vacation Support	69.49	10.64%	50.88	73.22%	1.08%
Workers Compensation	56.93	8.72%	55.75	97.93%	0.88%
SUB TOTAL	132.42	20.28%	107.63	81.28%	2.05%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0.31	0.05%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	1.5	0.23%	1.5	100.00%	0.02%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	1	0.15%	1	100.00%	0.02%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	2.81	0.43%	2.5	88.97%	0.04%
Total Absences	652.94	100.00%	430.77	65.97%	10.12%

Possible Days

September 28, 2020 - October 31, 2020

Days

24.00

FTE

268.78

Total Days

6450.72

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

Bus Driver Staff Absences & Casual Usage 2020-2021

Date: September 28, 2020 - October 31, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	1.00	0.00%	1.00	0.00%	0.04%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	1.50	0.00%	1.50	100.00%	0.06%
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	13.00	0.00%	10.50	80.77%	0.53%
Med/Den Appt Support	14.00	0.00%	11.00	78.57%	0.57%
Parenting/Caregiver	1.50	0.00%	1.50	100.00%	0.06%
Pressing Leave	6.00	0.00%	4.50	75.00%	0.24%
Quarantine Leave	13.50	0.00%	13.00	96.30%	0.55%
Without Pay Support	59.00	0.00%	57.00	96.61%	2.40%
SUB TOTAL	109.50	0.00%	100.00	91.32%	4.45%
Employment Act					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Prairie South					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Total Absences	109.50	0.00%	100.00	0.00%	4.45%

Possible Days

September 28, 2020 - October 31, 2020

Days

23.00

Staff

107.00

Total Days

2461.00

** Data includes data from 3 CUPE bus drivers

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

Out of Scope Staff Absences & Casual Usage 2020-2021

Date: September 28, 2020 - October 31, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0	0.00%	0	0.00%	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%
Covid Close Contact Leave	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	44.53	46.62%	0	0.00%	4.23%
Med/Den Appt Support	5.78	6.05%	0	0.00%	0.55%
Parenting/Caregiver	2.63	2.75%	0	0.00%	0.25%
Pressing Leave	3.5	3.66%	0	0.00%	0.33%
Quarantine Leave	4	4.19%	0	0.00%	0.38%
Without Pay Support	0	0.00%	0	0.00%	0.00%
SUB TOTAL	60.44	63.28%	0	0.00%	5.75%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	35.07	36.72%	0	0.00%	3.33%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	35.07	36.72%	0	0.00%	3.33%
Prairie South					
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%
SUB TOTAL	0	0.00%	0	0.00%	0.00%
Total Absences	95.51	100.00%	0	0.00%	9.08%

Possible Days

September 28, 2020 - October 31.20

Days

24.00

FTE

43.82

Total Days

1051.68

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

Teacher Absences & Substitute Usage					
Date Range:	October 20, 2020 - November 16, 2020				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	24.09	2.93%	22.63	93.94%	0.29%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Earned Day Off	28.13	3.42%	18.44	65.55%	0.34%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	21	2.55%	11.15	53.10%	0.25%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	173.99	21.14%	167.4	96.21%	2.08%
Pressing Leave	28.53	3.47%	20.35	71.33%	0.34%
PSTA	0	0.00%	0	0.00%	0.00%
Leave Without Pay	3.5	0.43%	3.5	100.00%	0.04%
SUB TOTAL	279.24	33.92%	243.47	87.19%	3.34%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	239.34	29.07%	184.09	76.92%	2.86%
Illness - Long Term	93.94	11.41%	0	0.00%	1.12%
Medical/Dental Appt	92.9	11.29%	78.97	85.01%	1.11%
Paternity/Adoption Leave	4.16	0.51%	2	48.08%	0.05%
Quarantine	60.72	7.38%	44.43	73.17%	0.73%
Secondment	0	0.00%	0	0.00%	0.00%
STF Business - Invoice	8.16	0.99%	6	73.53%	0.10%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	499.22	60.64%	315.49	63.20%	5.97%
Prairie South					
Extra/Co-curr Teach	0.5	0.06%	0.5	100.00%	0.01%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	11.9	1.45%	11.61	97.56%	0.14%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	18.17	2.21%	16.6	91.36%	0.22%
PD DEC Teachers	12.67	1.54%	12.52	98.82%	0.15%
School Operations Meet/PD	1.5	0.18%	1.5	100.00%	0.02%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	44.74	5.43%	42.73	95.51%	0.54%
Total Absences	823.20	100.00%	601.69	73.09%	9.85%

Teachers (FTE)	# of teaching Days	Possible Days
439.92	19	8358.48

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

CUPE Staff Absences & Casual Usage 2020-2021

Date: November 1, 2020 - November 29, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	14.56	2.21%	5.58	0.00%	0.28%
Bereavement Leave	3.91	0.59%	3.48	89.00%	0.08%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	10	1.52%	9.5	95.00%	0.19%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Covid Close Contact Leave	20	3.03%	3	15.00%	0.39%
CUPE Business - Invo	9.74	1.48%	9.74	100.00%	0.19%
Earned Day Off	4.01	0.61%	4.01	100.00%	0.08%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	14.5	2.20%	13	89.66%	0.28%
Illness - Support	211.23	32.03%	130.47	61.77%	4.10%
Med/Den Appt Support	41.11	6.23%	27.44	66.75%	0.80%
Parenting/Caregiver	21.29	3.23%	12.69	59.61%	0.41%
Pressing Leave	8.94	1.36%	6.26	70.02%	0.17%
Quarantine Leave	197.38	29.93%	37	18.75%	3.83%
Service Recognition Days	0.43	0.07%	0.43	100.00%	0.01%
TIL Support	5.13	0.78%	0	0.00%	0.10%
Without Pay Support	21.67	3.29%	17.93	82.74%	0.42%
SUB TOTAL	583.9	88.53%	280.53	48.04%	11.32%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	19	2.88%	4	21.05%	0.37%
Vacation Support	25.08	3.80%	19.33	77.07%	0.49%
Workers Compensation	29.56	4.48%	19	64.28%	0.57%
SUB TOTAL	73.64	11.17%	42.33	57.48%	1.43%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	0	0.00%	0	0.00%	0.00%
Extra/Co-curr Sup	0	0.00%	0	0.00%	0.00%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	2	0.30%	2	100.00%	0.04%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	2	0.30%	2	100.00%	0.04%
Total Absences	659.54	100.00%	324.86	49.26%	12.79%

Possible Days

November 1, 2020 - November 29, 2020

Days

19.00

FTE

271.44

Total Days

5157.36

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

Bus Driver Staff Absences & Casual Usage 2020-2021

Date: November 1, 2020 - November 29, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	1.00	0.00%	0.00	0.00%	0.05%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	5.00	0.00%	5.00	100.00%	0.25%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	3.50	0.00%	3.50	100.00%	0.17%
Illness - Support	33.00	0.00%	25.50	77.27%	1.62%
Med/Den Appt Support	26.00	0.00%	24.50	94.23%	1.28%
Parenting/Caregiver	4.00	0.00%	3.50	87.50%	0.20%
Pressing Leave	4.50	0.00%	4.50	100.00%	0.22%
Quarantine Leave	10.00	0.00%	6.00	60.00%	0.49%
Without Pay Support	50.00	0.00%	48.50	97.00%	2.46%
SUB TOTAL	137.00	0.00%	121.00	88.32%	6.74%
Employment Act					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Prairie South					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SUB TOTAL	0.00	0.00%	0.00	0.00%	0.00%
Total Absences	137.00	0.00%	121.00	0.00%	6.74%

Possible Days

November 1, 2020 - November 29, 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.

Out of Scope Staff Absences & Casual Usage 2020-2021

Date: November 1, 2020 - November 29, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	1	1.25%	0	0.00%	0.12%
Bereavement Leave	0.38	0.48%	0	0.00%	0.05%
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%
Covid Close Contact	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	37.03	46.31%	0	0.00%	4.41%
Med/Den Appt Support	5.46	6.83%	0	0.00%	0.65%
Parenting/Caregiver	2.23	2.79%	0	0.00%	0.27%
Pressing Leave	2	2.50%	0	0.00%	0.24%
Quarantine Leave	0	0.00%	0	0.00%	0.00%
Without Pay Support	0	0.00%	0	0.00%	0.00%
SUB TOTAL	48.1	60.16%	0	0.00%	5.72%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	31.86	39.84%	0	0.00%	3.79%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	31.86	39.84%	0	0.00%	3.79%
Prairie South					
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%
SUB TOTAL	0	0.00%	0	0.00%	0.00%
Total Absences	79.96	100.00%	0	0.00%	9.52%

Possible Days

November 1, 2020 - November 29, 2020

Days

19.00

FTE

44.22

Total Days

840.18

** 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 September 30, 2020 to December 2, 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 quote was obtained to replace flooring at Palliser Heights School damaged by a water leak. The quote was given to Floors now for a cost of \$18015. This is an insurance claim.
- A tender was issued for a furnace replacement at Craik Elementary School. The tender was awarded to C&E Mechanical for a cost of \$24,975.
- A request for proposals was issued for a contracted caretaking at Assiniboia Elementary School. The bid was awarded to Beaton Enterprises with a score of 86 points.

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	06.1
Topic:	School Board Election Results from November 9th		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	School Board elections are held every 4 years in conjunction with municipal elections in Saskatchewan. The Prairie South Board of Education is made up of 10 trustees who are elected in 6 sub-divisions; one each from 5 rural sub-divisions and 5 from the City of Moose Jaw.
Current Status:	The election was completed without incident in spite of inclement weather. Two trustees were acclaimed in sub-divisions 2 and 4; 8 trustees were elected in the other 4 sub-divisions. A summary of individual polls and the Declaration of Results forms are attached.
Pros and Cons:	
Financial Implications:	Expenses associated with the election process are part of the global school division budget in 2020-2021. Election expenses are taken from unrestricted surplus in order to maintain continuity of expenses between election year and other years.
Governance/Policy Implications:	The Board of Education provides governance support for the school division. Specific responsibilities and restrictions of the Board of Education are described in Legislation and Board Policy.
Legal Implications:	
Communications:	Information about current Board of Education members have been communicated throughout Prairie South and beyond via email, social media and www.prairiesouth.ca .

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	<ul style="list-style-type: none"> Form CC (x6) Individual Poll Results

Recommendation:

That the Board review the information provided.

Form CC

Declaration of Results

BOARD MEMBER: PRAIRIE SOUTH SCHOOL DIVISION NO. 210

Subdivision No. 1

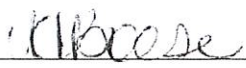
for the election held on the 9th day of November 2020.

Name of Candidates	Number of Votes or Acclamation/Elected
Wayne Miller	116
Darcy Pryor	340 Elected

Number of rejected ballots, except those on which no vote was made	3
Number of ballots counted but objected to	0
Spoiled (e.g. issued to a person who declined to vote)	1
Total number of voters who voted as indicated on Form Z	460

I declare that this is an accurate statement of the votes cast for the office of **Board Member** for **Prairie South School Division**.

Dated this 12th day of November 2020.



Returning Officer

Form CC

Declaration of Results

BOARD MEMBER: PRAIRIE SOUTH SCHOOL DIVISION NO. 210

Subdivision No. 2

for the election held on the 9th day of November 2020.

Name of Candidates	Number of Votes or Acclamation/Elected
Robert Bachmann	Acclaimed

Number of rejected ballots, except those on which no vote was made	
Number of ballots counted but objected to	
Spoiled (e.g. issued to a person who declined to vote)	
Total number of voters who voted as indicated on Form Z	

I declare that this is an accurate statement of the votes cast for the office of **Board Member** for **Prairie South School Division**.

Dated this 12th day of November 2020.

W. Boese
Returning Officer

Form CC

Declaration of Results

BOARD MEMBER: PRAIRIE SOUTH SCHOOL DIVISION NO. 210

Subdivision No. 3


for the election held on the 9th day of November 2020.

Name of Candidates	Number of Votes or Acclamation/Elected
John Bumbac	308 Elected
Sandra Jennett	284

Number of rejected ballots, except those on which no vote was made	1
Number of ballots counted but objected to	0
Spoiled (e.g. issued to a person who declined to vote)	4
Total number of voters who voted as indicated on Form Z	593

I declare that this is an accurate statement of the votes cast for the office of **Board Member** for **Prairie South School Division**.

Dated this 12th day of November 2020.



Returning Officer

Declaration of Results

BOARD MEMBER: PRAIRIE SOUTH SCHOOL DIVISION NO. 210

Subdivision No. 4

for the election held on the 9th day of November 2020.

Name of Candidates	Number of Votes or Acclamation/Elected
Giselle Wilson	Acclaimed

Number of rejected ballots, except those on which no vote was made	
Number of ballots counted but objected to	
Spoiled (e.g. issued to a person who declined to vote)	
Total number of voters who voted as indicated on Form Z	

I declare that this is an accurate statement of the votes cast for the office of **Board Member** for **Prairie South School Division**.

Dated this 12th day of November 2020.

U. Broese
Returning Officer

Declaration of Results

BOARD MEMBER: PRAIRIE SOUTH SCHOOL DIVISION NO. 210

Subdivision No. 5


for the election held on the 9th day of November 2020.

Name of Candidates	Number of Votes or Acclamation/Elected
Shawn Davidson	190 Elected
Bonnie Poirier	68

Number of rejected ballots, except those on which no vote was made	1
Number of ballots counted but objected to	0
Spoiled (e.g. issued to a person who declined to vote)	0
Total number of voters who voted as indicated on Form Z	259

I declare that this is an accurate statement of the votes cast for the office of **Board Member** for **Prairie South School Division**.

Dated this 12th day of November 2020.



Returning Officer

Declaration of Results

BOARD MEMBER: PRAIRIE SOUTH SCHOOL DIVISION NO. 210

Subdivision No. 6


for the election held on the 9th day of November 2020.

Name of Candidates	Number of Votes or Acclamation/Elected
Crystal Froese	1428 Elected
Brett Hagan	1474 Elected
Todd Johnson	1292 Elected
Mary Jukes	1717 Elected
Brian Martynook	1281
Jan Pogorzelec (Rice)	528
Barry Stewart	1253
Wendy Vincent	1003
Gail Whitfield	662
Lew Young	1782 Elected

Number of rejected ballots, except those on which no vote was made (all over-voted)	93
Number of ballots counted but objected to	0
Spoiled (e.g. issued to a person who declined to vote/no votes)	12
Total number of voters who voted as indicated on Form Z	3385

I declare that this is an accurate statement of the votes cast for the office of **Board Member** for **Prairie South School Division**.

Dated this 12th day of November 2020.



 Returning Officer

SCHOOL BOARD ELECTION RESULTS 2020

SUBDIVISION 1		Pryor	Miller
Poll 1	Central Butte	32	16
Poll 2	Chaplin	51	13
Poll 3	Craik	95	33
Poll 4	Eye brow	25	1
Poll 5	Mortlach	40	16
Poll 6	Riverhurst	63	24
Poll 7	Tuxford	6	3
Poll 8	Aylesbury	28	10
		340	116
SUBDIVISION 3		Bumbac	Jennett
Poll 9	Assiniboia 1	68	59
Poll 9	Assiniboia 2	100	49
Poll 9	Assiniboia 3	94	56
Poll 10	Limerick	34	15
Poll 11	Mossbank	12	105
		308	284
SUBDIVISION 5		Davidson	Poirier
Poll 12	Coderre	3	3
Poll 13	Glentworth	8	25
Poll 14	Gravelbourg	64	33
Poll 15	Kincaid	64	4
Poll 16	Lafleche	10	2
Poll 17	Mankota	41	1
		190	68
SUBDIVISION 6	VOTES		
Young	1782		
Jukes	1717		
Hagan	1474		
Froese	1428		
Johnson	1292		
Martynook	1281		
Stewart	1253		
Vincent	1003		
Whitfield	662		
Pogorzelec	528		

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	06.2
Topic:	SSBA Employee Benefits Plan		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The Saskatchewan School Boards Association has a group insurance plan through Manulife Financial. Individual trustees may choose to be covered under the Employee Benefits Plan.
Current Status:	Life insurance, Accidental Death and Dismemberment, Health, Vision and Dental coverage are available. A benefits summary is attached. Trustees who are interested in additional information may access this through the Director of Education.
Pros and Cons:	
Financial Implications:	Premiums are deducted from trustee remuneration, so there is no cost to the school division.
Governance/Policy Implications:	Prairie South is a member board of the Saskatchewan School Boards Association.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	<ul style="list-style-type: none"> Benefit Summary

Recommendation:

That the Board review the information provided.

This Benefit Summary provides information about the specific benefits supplied by Manulife Financial that are part of your Group Plan.

Health Service Navigator™

Available as part of your Critical Illness benefit, Health Service Navigator provides health resources and information to assist you and your eligible dependants in learning more about your health concerns and health services available within Canada and your local community. It features access to:

- A national physician search database
- Provincial health plan information Tips and tools to best navigate and leverage the Canadian health resources available
- Credible health, medical condition, treatment plan and medication information
- A second opinion service, where applicable delivered through a second opinion provider and a consortium of provider hospitals.

The member care centre support is available from 8 AM to 8 PM Monday to Friday your local time.

Employee Life Insurance

The Employee Life Insurance Benefit is insured under Manulife Financial's Policy G0035505.

Benefit Amount - 2 times your annual earnings, rounded to the next highest \$1,000 if not already a multiple thereof, to a maximum of \$1,000,000

Termination Age - your benefit amount terminates at age 70 or retirement, whichever is earlier

Employee Optional Life Insurance

The Employee Optional Life Insurance Benefit is insured under Manulife Financial's Policy G035505.

Benefit Amount - increments of \$10,000 to a maximum of \$1,000,000

Termination Age - age 70 or retirement, whichever is earlier

Dependent Optional Life Insurance

The Dependent Optional Life Insurance Benefit is insured under Manulife Financial's Policy G0035505.

Benefit Amount

- Spouse - increments of \$10,000 to a maximum of \$1,000,000

Termination Age - spouse's age 70 or employee's retirement, whichever is earlier

Benefit Summary

Accidental Death and Dismemberment

The Accidental Death and Dismemberment Benefit is insured under Manulife Financial's Policy G0035505.

Benefit Amount - 2 times your annual earnings, rounded to the next highest \$1,000 if not already a multiple thereof, to a maximum of \$1,000,000

Termination Age - your benefit amount terminates at age 70 or retirement, whichever is earlier

Employee Optional Accidental Death and Dismemberment

The Employee Optional Accidental Death and Dismemberment Benefit is insured under Manulife Financial's Policy G0035505.

Benefit Amount - increments of \$10,000 to a maximum of \$350,000

Termination Age - age 70 or retirement, whichever is earlier

Dependent Optional Accidental Death and Dismemberment

The Dependent Optional Accidental Death and Dismemberment Benefit is insured under Manulife Financial's Policy G0035505.

Benefit Amount

- Spouse - 0.5 of the amount of the Employee's Optional Accidental Death and Dismemberment Benefit to a maximum benefit of \$175,000 if there are no children; 0.4 of the amount of the Employee's Optional Accidental Death and Dismemberment Benefit to a maximum benefit of \$140,000 if there are children.

- Child - 0.15 of the amount of the Employee's Optional Accidental Death and Dismemberment Benefit to a maximum benefit of \$52,500 if there is no spouse; 0.1 of the amount of the Employee's Optional Accidental Death and Dismemberment Benefit to a maximum benefit of \$35,000 if there is a spouse.

For loss other than loss of life, the amount of Child Benefit, shown above will be calculated using 2 times the percentage for the loss indicated in the SPECIFIED LOSS table, up to a maximum of \$75,000

Termination Age - employee's age 70 or retirement, whichever is earlier

Extended Health Care

Benefit Summary

Drug Dispensing Fee - the employee will pay 100% of any Drug Dispensing Fee

Benefit Percentage (Co-insurance)

100% for

Hospital Care
Professional Services
Medical Supplies and Services

80% for

Prescription Drugs

Note:

The Benefit Percentage for Out-of-Province/Canada Emergency Medical Treatment is 100%.

The Benefit Percentage for Referral outside Canada for Medical Treatment Available in Canada is 50%.

The Benefit Percentage for Emergency Travel Assistance is 100%.

Termination Age - employee's age 75 or retirement, whichever is earlier

ManuScript Generic Drug Plan 2 - Prescription Drugs

Charges incurred for the following expenses are payable when prescribed in writing by a physician or dentist and dispensed by a licensed pharmacist.

- drugs for the treatment of a sickness or injury, which by law or convention require the written prescription of a physician or dentist
- oral contraceptives, intrauterine devices and diaphragms
- vitamin B6 and B12 for weight loss
- injectable medications (charges made by a practitioner or physician to administer injectable medications are not covered)
- life-sustaining drugs

Benefit Summary

- preventive vaccines and medicines (oral or injected)
- standard syringes, needles, automatic jet injectors, manual or automatic insulin gun and diagnostic aids, required for the treatment of diabetes (charges for cotton swabs, rubbing alcohol and similar equipment are not covered)

Charges for the following expenses are not covered:

- drugs, biologicals and related preparations which are administered in hospital on an in-patient or out-patient basis
- drugs determined to be ineligible as a result of due diligence
- flu shots

- Drug Maximums

Fertility drugs - \$2,500 per lifetime

Anti-smoking drugs - \$600 per lifetime

Sexual Dysfunction drugs - \$2,500 per lifetime

All other covered drug expenses - Unlimited

- Payment of Covered Expenses

Payment of your covered drug expenses will be subject to any Drug Deductible, any Drug Dispensing Fee Maximum, the Benefit Percentage for drugs and any maximum.

Covered expenses for any prescribed drug will not exceed the price of the lower cost alternative drug that can legally be used to fill the prescription, as listed in the Provincial Drug Benefit Formulary or a lower cost alternative that provides therapeutically similar results as identified by Manulife Financial.

Manulife Financial can limit the covered expense for any drug to that of a lower cost interchangeable drug at the time the drug is purchased.

If there is no lower cost alternative drug for the prescribed drug, the amount payable is based on the cost of the prescribed drug.

- No Substitution Prescriptions

If your prescription contains a written direction from your physician or dentist that the prescribed drug is not to be substituted with another product, the maximum amount covered is the price of the lower cost alternative drug that can legally be used to fill the prescription, as listed in the Provincial Drug Benefit Formulary or a lower cost alternative that provides therapeutically similar results as identified by Manulife Financial.

If there is no lower cost alternative drug for the prescribed drug, the amount payable is based on the cost of the prescribed drug.

Reimbursement at the cost of a prescribed drug, where a lower cost alternative drug is available, will only be considered if medical evidence is provided by the treating physician to support why the lower cost alternative drug cannot be tolerated or is ineffective.

Payment of your covered drug expenses will be subject to any Drug Deductible, any Drug Dispensing Fee Maximum, the Benefit Percentage for drugs and any maximum.

Vision Care

For employees choosing Option 1 or 3

- eye exams, \$100 per 24 consecutive months
- purchase and fitting of prescription glasses or elective contact lenses, as well as repairs, to a maximum of \$300 per 24 consecutive months
- if contact lenses are required to treat a severe condition, or if vision in the better eye can be improved to a 20/40 level with contact lenses but not with glasses, the maximum payable will be \$200 per 24 consecutive months
- elective laser vision correction procedures, to a maximum of \$1,000 per lifetime

Professional Services

Services provided by the following licensed practitioners:

- Chiropractor - \$300 per calendar year, including one x-ray per calendar year
- Osteopath - \$300 per calendar year, including one x-ray per calendar year
- Podiatrist/Chiropodist - \$300 per calendar year, including one x-ray per calendar year
- Massage Therapist - \$300 per calendar year
- Naturopath - \$300 per calendar year, including supplements
- Speech Therapist - \$300 per calendar year
- Physiotherapist - \$300 per calendar year
- Psychologist - \$300 per calendar year combined for services of a psychologist, clinical counsellor, elder healer, indigenous healer, marriage and family therapist, psychotherapist and social worker
- Clinical Counsellor - \$300 per calendar year combined for services of a psychologist, clinical counsellor, elder healer, indigenous healer, marriage and family therapist, psychotherapist and social worker
- Elder Healer - \$300 per calendar year combined for services of a psychologist, clinical counsellor, elder healer, indigenous healer, marriage and family therapist, psychotherapist and social worker
- Homeopath - \$300 per calendar year, including supplements
- Indigenous Healer - \$300 per calendar year combined for services of a psychologist, clinical counsellor, elder healer, indigenous healer, marriage and family therapist, psychotherapist and social worker
- Marriage and Family Therapist - \$300 per calendar year combined for services of a psychologist, clinical counsellor, elder healer, indigenous healer, marriage and family therapist, psychotherapist and social worker

Benefit Summary

- Psychotherapist - \$300 per calendar year combined for services of a psychologist, clinical counsellor, elder healer, indigenous healer, marriage and family therapist, psychotherapist and social worker
- Social Worker - \$300 per calendar year combined for services of a psychologist, clinical counsellor, elder healer, indigenous healer, marriage and family therapist, psychotherapist and social worker

Dental Care

The Benefit

Deductible - Nil

Dental Fee Guide - Current Fee Guide for General Practitioners for your Province of Residence **Benefit**

Percentage (Co-insurance)

80% for Level I - Basic Services

80% for Level II - Supplementary Basic Services

50% for Level III - Dentures

50% for Level IV - Major Restorative Services

50% for Level V - Orthodontics

Benefit Maximums

\$2,000 per calendar year combined for Level I, Level II, Level III and Level IV

\$1,500 per lifetime for Level V

Termination Age - employee's age 75 or retirement, whichever is earlier

Employee Optional Critical Illness Insurance

Benefit Type - Comprehensive

Benefit Amount - increments of \$5,000, to a maximum of \$150,000 (minimum benefit of \$10,000)

Termination Age - your benefit amount reduces to \$10,000 at age 65 and terminates at the earlier of age 70, your retirement, or your Critical Illness benefit is paid out

Spousal Optional Critical Illness Insurance

Benefit Type - Comprehensive

Benefit Amount - increments of \$5,000, to a maximum of \$150,000 (minimum benefit of \$10,000)

Termination Age - your spouse's benefit amount reduces to \$10,000 at your spouse's age 65 and terminates at the earlier of your age 70, your retirement, or your Spousal Critical Illness benefit is paid out

Child Optional Critical Illness Insurance

Benefit Type - Child

Benefit Amount - \$5,000 each child

Termination Age - your benefit terminates at the earlier of your age 70, your retirement, your child's age 18 or your Child Critical Illness benefit is paid out

AGENDA ITEM

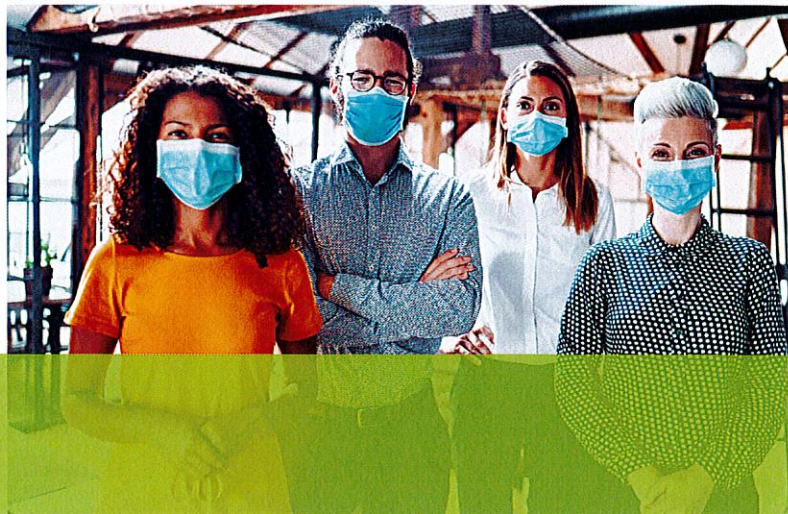
Meeting Date:	December 8, 2020	Agenda Item #:	06.3
Topic:	Johnson Shoyama Public Sector Governance Program		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Johnson Shoyama School of Public Policy is affiliated with the University of Regina. Johnson Shoyama has a variety of professional development offerings throughout the year.
Current Status:	The Public Sector Governance Program has a synchronous element and an asynchronous element. Synchronous classes are scheduled on January 29, February 26 and March 26. Individual online study is required for portions of the course not covered during these dates.
Pros and Cons:	
Financial Implications:	Costs are \$1800 per person for the full program including exam and certification.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	<ul style="list-style-type: none"> Lead From Within Flyer

Recommendation:

That the Board review the information provided.



LEAD FROM WITHIN

Public Sector Governance Program

Online Offering | January - April 2021

Live Classes January 29, February 26, March 26: 9:00 - 11:30 A.M.

Certified by the University of Saskatchewan and the University of Regina

Are you a member of a board who works to serve the public interest or an administrator or support person who works with a public board? Do you strive to provide public services to make your community and province a better place? If so, our program can give you the knowledge and understanding to govern your organization with confidence.

This online offering of the Public Sector Governance Program is delivered through a combination of online study, including engaging videos and interactive activities which you can work through at your own pace, and live webinar sessions that connect you with experienced facilitators and your peers to explore the training topics as they relate to your governance experience.

Join us to become a certified Public Sector Governor and earn the PSGov designation upon successful completion of the course and exam!

SETTING THE CONTEXT

- Public sector governance
- Why have boards at all?
- Setting direction
- Roles & responsibilities

EFFECTIVE GOVERNANCE

- Monitoring performance
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- Reporting

THE KEYS TO SUCCESS

- Risk management & mitigation
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- Mitigating decision biases
- Putting it all together

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Program Cost \$1800 per person (Exam and Certification included)

Contact us at js_training@uregina.ca

Visit us online and click Executive Education to register.

AGENDA ITEM

Meeting Date:	December 8, 2020	Agenda Item #:	06.4
Topic:	South Hill School Monthly Update		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Tony Baldwin	December 8, 2020	<ul style="list-style-type: none"> October 2020 Update November 2020 Update





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:	860672-0189 (1.0)
Project:	Moose Jaw Joint-Use School	Date:	October 30,2020
Report Period:	Monthly Status Report: October 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.

Dashboard Notes:

- **Overall:** changed to yellow in recognition of the known schedule and potential budget pressures.
- **Budget:** changed to yellow to reflect additional costs anticipated for site servicing per terms of the Memorandum of Understanding (MOU). These costs will be estimated upon completion of a revised concept plan in early 2021 (following acceptance of the TIA, community consultations, etc.).
- **Schedule:** The schedule is at moderate risk given the delays in site acquisition and the municipal approval process. As noted throughout this document, our team is considering an “early works package” to accelerate schedule where possible which will reduce total impact and maintain original objectives. This early works could include site services, selective hard landscaping and possibly foundations. Section 6 of this document has been updated to reflect the early works packages methodology on project timelines. The attached Master Project Schedule Doc. No.:860672-0069(6.0) provides a more detailed breakdown of activities. It should be noted that while achievable, the Sept 2023 opening day is extremely aggressive.

2. Completed Activities this Period (October 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: The Land Committee meeting on finalizing the TIA report, proposed schedule update review by the Working Group and presenting design ideas for the school through the use of six (6) possible design configurations. The revised schedule introduces an early works package methodology. If approved, the methodology will help recover lost time and potentially bring the project back to the initial completion date of September 2023.

	Description	Owner	Completed
1	Updated Schedule review	Mike Sazynski	07-Oct-2020
2	Land Committee TIA meeting	Mike Sazynski	09-Oct-2020
3	Presentation of Design Ideas	SPRA	21-Oct-2020

3. Planned Activities next Period (November 2020)

Activities in November are focused on presenting the updated schedule to the Steering Committee, Educator/Administration engagement sessions and submission of the TIA report to the City of Moose Jaw Council. The City Council is expected to make a decision on the TIA on November 23, 2020.

	Description and Information Required	Owner	Due By
1	Steering Committee Meeting (Schedule Presentation)	Mike Sazynski	06-Nov-2020
2	Proposal for Concept Plan Revision (Colliers/V3/SPRA)	Mike Sazynski	06-Nov-2020
3	Educator / Administration Engagement Workshop	SPRA	09-Nov-2020
4	City Council (Review/Approve TIA)	City of Moose Jaw	23-Nov-2020





4. Key Risks

Description	Impact on Scope / Schedule / Budget	Mitigation Strategy
Westheath site too costly: All parties (Boards, Ministry and City) have yet to agree on terms for development at the preferred Westheath site. This may lead to additional costs for servicing of the land, or relocation to a secondary site.	Scope: Additional site development and servicing may be added to the project scope (roads, servicing, etc.). Schedule: Schedule: Delays are anticipated into the fall before agreement is made; therefore, opening in Sept 2023 may be unlikely. It could be January 2024? Cost: Additional costs may be incurred to satisfy City requirements for development levy, site servicing, etc. (\$2.2M was previously identified as 1/3 of the total development costs (\$6.6M) of land per V3 report)	An MOU was developed to identify roles and responsibilities of the Boards, Ministry and City to continue with design at Westheath. This was presented at a July 27 City Council meeting and has been conditionally accepted. All items proposed in the MOU will be costed through consultations with SPRA and Wallace Insights following acceptance of the TIA.
Traffic Capacity of Westheath: The current roadway network (Wellington) may not have the capacity to accommodate the additional traffic resulting from this development.	Scope: Additional studies will be required to confirm if the roadways can accommodate this additional traffic. If traffic cannot be accommodated, a new site must be investigated.	Colliers, through their subconsultant (Wallace Insights), has developed a Traffic Impact Assessment (TIA) to confirm suitability of Westheath site. This report was presented to the Steering Committee and City of Moose Jaw – council will consider this document and render a decision on November 23, 2020.
Delays with rezoning Westheath: Green space site is not currently zoned for school within Moose Jaw bylaws. Application for rezoning may be required.	Schedule: Re-zoning will require additional time, possibly 4-6 months. Cost: \$500 is required for discretionary use application fee.	The re-zoning application will be submitted to the city following approval of the TIA and revised concept. This will allow for approximately 4-6 months for approval prior to construction which will mitigate the risk of additional schedule impact.

PROJECT STATUS REPORT

To:	Project Steering Committee & Working Group	Contact:	Sean Chase & Tony Baldwin
From:	Mike Sazynski	Ref:	860672-0201 (1.0)
Project:	Moose Jaw Joint-Use School	Date:	November 30, 2020
Report Period:	Monthly Status Report: November 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.

Dashboard Notes:

- **Overall:** Moderate risk in recognition of the known schedule and potential budget pressures associated with the Memorandum of Understanding (MOU).
- **Budget:** Yellow to reflect additional costs anticipated for site servicing per terms of the (MOU). These costs will be estimated upon completion of a revised concept plan in April 2021.
- **Schedule:** The schedule is at moderate risk given the delays in site acquisition and the municipal approval process. As noted previously, our team is developing an “early works package” to accelerate schedule where possible which will reduce total impact and maintain original objectives. This early works could include site services, selective hard landscaping and possibly foundations.

2. Completed Activities this Period (November 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: The Design/Bid/Build (DBB) plus Early Works package presentation to the Steering Committee, submission of the TIA report to the City of Moose Jaw’s Council, Educator / Administration engagement session and the Council’s decision on the TIA report. A major Milestone was achieved in the project with the unanimous approval of the TIA report by the City Council on November 23. This approval signifies the City’s agreement with the recommendations made in the TIA on traffic flow and control in the Westheath neighbourhood.

	Description	Owner	Completed
1	DBB plus Early Works Package Presentation	Mike Sazynski	06-Nov-2020
2	TIA Report Submission	Mike Sazynski	06-Nov-2020
3	Edu / Admin Engagement Session	SPRA	09-Nov-2020
4	City Council TIA approval	Mike Sazynski	23-Nov-2020
5	Approval of Concept Plan Revision Proposal	Steering Committee	25-Nov-2020

3. Planned Activities next Period (December 2020)

Activities in December are focused on the design engagement sessions with the school boards' senior administrative staff and the Westheath neighborhood concept plan revision. The proposed development of the new joint-use school within the Westheath neighbourhood has precipitated the need to amend the neighbourhood concept plan commissioned by the City in 2017. The amendment process will start December 1, 2020 and be completed by April 30, 2021.

	Description and Information Required	Owner	Due By
1	Westheath Concept Plan Amendment	Mike Sazynski	01-Dec-2020
2	Senior Admin. Staff Engagement	SPRA	04-Dec-2020

4. Key Risks

Description	Impact on Scope / Schedule / Budget	Mitigation Strategy
Westheath site too costly: All parties (Boards, Ministry and City) have yet to agree on terms for development at the preferred Westheath site. This may lead to additional costs for servicing of the land, or relocation to a secondary site.	Scope: Additional site development and servicing may be added to the project scope (roads, servicing, etc.). Schedule: Schedule: Delays are anticipated into the fall before agreement is made; therefore, opening in Sept 2023 may be unlikely. It could be January 2024? Cost: Additional costs may be incurred to satisfy City requirements for development levy, site servicing, etc. (\$2.2M was previously identified as 1/3 of the total development costs (\$6.6M) of land per V3 report)	An MOU was developed to identify roles and responsibilities of the Boards, Ministry and City to continue with design at Westheath. This was presented at a July 27 City Council meeting and has been conditionally accepted. All items proposed in the MOU will be costed through consultations with SPRA and Wallace by April 2021.
Traffic Capacity of Westheath: The current roadway network (Wellington) may not have the capacity to accommodate the additional traffic resulting from this development.	Scope: Additional studies were required to confirm if the roadways can accommodate this additional traffic. Within those studies are a series of mitigation factors which may require additional signage and pedestrian signs Budget: the additional signage that may be required through the concept plan amendment.	Colliers, through their subconsultant (Wallace Insights), has developed a Traffic Impact Assessment (TIA) to confirm suitability of Westheath site. This report was approved by city council on November 23, 2020. Through the amendment consideration will be given to other mitigation strategies including additional signage as/if required. This will be an additional cost to the project.
Delays with rezoning Westheath: Green space site is not currently zoned for school within Moose Jaw bylaws. Application for rezoning may be required.	Schedule: Re-zoning will require additional time, possibly 4-6 months. Cost: \$500 is required for discretionary use application fee.	The re-zoning application will be submitted to the city following approval the revised concept. This will allow for approximately 4-6 months for approval prior to construction which will mitigate the risk of additional schedule impact.