

Prairie South Schools
BOARD OF EDUCATION

DATE: January 5, 2021
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 December 8, 2020
- 4. Decision and Discussion Items**
 - 4.1.** Disposal of Records
 - 4.2.** SSBA Online Professional Development Opportunities
 - 4.3.** 1st Quarter Financial Accountability Report
 - 4.4.** Annual Board Self Evaluation and Positive Path Forward
 - 4.5.** 2019-2020 Human Resources Accountability Report
 - 4.6. Monthly Reports**
 - 4.6.1.** Teacher Absence and Substitute Usage Report
 - 4.6.2.** CUPE Staff Absence and Substitute Usage Report
 - 4.6.3.** Bus Driver Absence and Substitute Usage Report
 - 4.6.4.** Out of Scope Absence and Substitute Usage Report
 - 4.6.5.** Tender Report
- 5. Delegations and Presentation**
- 6. Information Items**
 - 6.1.** School Board Election Results from November 9th – City of Moose Jaw
 - 6.2.** Public Section Update
 - 6.3.** Young Inquiry
- 7. Provincial Matters**
- 8. Celebration Items**
- 9. Identification of Items for Next Meeting Agenda**
 - 9.1.** Notice of Motions
 - 9.2.** Inquiries

10. Meeting Review

11. Adjournment

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on December 8, 2020 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson; 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, A. Johnson, Superintendent of Human Resources; L. Meyer, Superintendent of Learning; D. Huschi, Superintendent of School Operations; R. Boughen, Superintendent of School Operations; T. Baldwin, Director of Education; L. Schlamp, Executive Assistant.

Regrets:

Ms. C. Froese

Delegations:

Motions:

- | | | |
|-------------------|---|---------|
| 2020-12-08 - 3311 | That the meeting be called to order at 1:02p.m.
- Bachmann | |
| 2020-12-08 - 3312 | That the Board adopt the agenda as presented.
- Bumbac | Carried |
| 2020-12-08 - 3313 | That the Board adopt the minutes of the October 6, 2020 Board meeting.
- Jukes | Carried |
| 2020-12-08 - 3314 | That the Board adopt the minutes of the November 17, 2020 Organizational Board meeting.
- Hagan | Carried |
| 2020-12-08 - 3315 | That the Board adopt the minutes of the November 24, 2020 Special Board meeting.
- Pryor | Carried |
| 2020-12-08 - 3316 | 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.
- Pryor | Carried |

- | | | |
|-------------------|--|---------|
| 2020-12-08 - 3317 | That the Board receive and file the 2019-2020 Facilities Accountability Report.
- Davidson | Carried |
| 2020-12-08 - 3318 | That the Board approve the 2019-20 Preventive Maintenance Renewal Amendment Plan.
- Young | Carried |
| 2020-12-08 - 3319 | That the Board of Education approve the amended Glentworth School Community Council Constitution dated October 6, 2020.
- Jukes | Carried |
| 2020-12-08 - 3320 | That Trustee Darcy Pryor be appointed as Prairie South Schools representative for the SHSAA for the 2020-2021 school year.
- Young | Carried |
| 2020-12-08 - 3321 | That Trustee Giselle Wilson be appointed as Prairie South Schools representative for the Public Section for the 2020-2021 school year.
- Jukes | Carried |
| 2020-12-08 - 3322 | That the Board approve the parameters for the 2021-2022 calendars and direct administration to proceed with calendar development.
- Pryor | Carried |
| 2020-12-08 - 3323 | That the Board receive and file the resignation letter provided by the Director of Education.
- Jukes | Carried |
| 2020-12-08 - 3324 | That the Board confirm the attached report and authorize the Board Chair to monitor progress on goals during the 2020-2021 school year.
- Bumbac | Carried |
| 2020-12-08 - 3325 | That the Board receive and file the monthly reports as presented.
- Hagan | Carried |
| <u>Inquires:</u> | Young – If administration would report the number of resignations and retirements in the division from September 1 st to December 31 st , 2020, including instructional and support staff. | |
| 2020-12-08 - 3326 | That the meeting be adjourned at 2:34 p.m.
- Wilson | Carried |

R. Bachmann
Chairperson

S. Robitaille
Superintendent of Business and Operations

Next Regular Board Meeting:

January 5, 2021
Prairie South School Division Central Office, Moose Jaw

draft

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	04.1
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

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

Current Status:

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

We require Board approval for the disposal.

Pros and Cons:

Financial Implications:

**Governance/Policy
Implications:**

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	December 21, 2020	Records Retention and Disposal Schedule

Recommendation:

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

Files fro Shredding January 2021

File Type	School	Location	Start Year	End Year	Retention
Student CUM Files		At Empire	95	95	retain until student turns 25
Learning Student Files		At Empire	95	95	retain until student turns 25
Paper copies of personnel files scanned into atrieve		At Division Office			Digital record is official record, do not need to keep paper
Attendance 12/13	Empire	At Empire	12	13	1 year, have attendance registers on Office Server
Bus Request Forms	Empire	At Empire	09	12	3 years
Bus Request Forms	Empire	At Empire	01	02	3 years
Petty Cash 03/04 08/09	Empire	At Empire			7 years
Petty Cash 08/09	Empire	At Empire	07	08	7 years
Plaques Honour role	Empire	At Empire			no specific requirement
Po's 03	Empire	At Empire	03	03	3 years
Po's 98	Empire	At Empire	06	06	3 years
PO's 08/09	Empire	At Empire	08	09	3 years
Timesheets 07/08	Empire	At Empire	07	08	7 years
Daily Attendance Sheets 01/02	Empire	At Empire	01	02	1 year, have attendance registers on Office Server
Decentralized Budget Report Jan 31, 1999	CCI	At Division Office	99	99	3 years
Decentralized Budget Report Jan 31, 2001	CCI	At Division Office	01	01	3 years
Parent Handwritten Notes- Excuse from School/Class 1999-2001	CCI	At Division Office	99	01	retain until student turns 25
Active Summary Enrollment Report 2008	CCI	At Division Office	08	08	1 year, have attendance registers on Office Server
Saskatchewan Learning Student Data Reporting 2002-2003, 2008-2009	CCI	At Division Office			3 years
Class Enrollment List 2008-2009	CCI	At Division Office	08	09	1 year, have attendance registers on Office Server
SIRS Transcripts 2008-2009	CCI	At Division Office	08	09	retain until student turns 25
SIRS Demographic Reporting 2008-2009	CCI	At Division Office	08	09	3 years
Student Composite Marks 1998-1999	CCI	At Division Office	98	99	retain until student turns 25
Suspension Notices 1994-2011	CCI	At Division Office	94	11	retain until student turns 25
Office Permission Slips 2017-2018	CCI	At Division Office	17	18	1 year
Mark Verification Sheets 2002- 2004		At Division Office	17	18	retain until student turns 25

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	04.2
Topic:	SSBA Online Professional Development Opportunities		
Intent:	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The SSBA will be hosting a Trustee Academy/School for New Trustees beginning January 18, 2021 for a 3-week period, which will provide professional learning opportunities via Zoom. Please see the attached list of sessions with a brief description of each and the date/time of the session. Some sessions are focused primarily for new trustees, however these sessions are open to all trustees and Directors of Education.
Current Status:	There is no cost for registration for any session, and no online registration required. Registration information is due to the SSBA by January 14, 2021 and will be completed centrally if trustees wish to attend. (Note: For those current trustees with a Professional Director [Pro.Dir] designation from Brown Governance, now Governance Solutions, these sessions may qualify towards your continuing education hours. You will need to report the hours and verify their eligibility independently with Governance Solutions.)
Pros and Cons:	
Financial Implications:	There is no cost for registration.
Governance/Policy Implications:	Prairie South is a member board of the Saskatchewan School Boards Association. Inservice through the SSBA will complement governance inservice completed with Randy Fox and through the New Trustee Orientation session.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	January 5, 2021	<ul style="list-style-type: none"> Session Schedule Registration form

Recommendation:

That the Board consider the information provided.

2021 Trustee Academy / School for New Trustees

REGISTRATION FORM



Name of School Division:

Identify your School Division and provide your full name, email address and phone number below to register for the 2021 Trustee Academy / School for New Trustees

2021 Trustee Academy Registration:

Name	Email Address	Phone Number

See below our agenda which outlines each session that will be held via Zoom on the various dates. Please put your initials beside each session you wish to attend.

Note: Some sessions are repeated.

Date and Time	Session	Initials to Confirm Attendance
January 18 th – 11:00 - 12:00	Attributes of High Performance Boards	
January 18 th – 1:00 – 2:30	SSBA 101	
January 19 th – 10:30 – 12:00	Introduction to the SSBA Governance Handbook	
January 19 th – 1:00 – 2:30	Communications and Advocacy Planning for Boards	
January 19 th – 4:00 – 5:30	Privacy and LAFOIP for Board Members	
January 20 th – 10:30 – 12:00	You Have Questions, We Have Experience	
January 20 th – 4:00 – 5:30	Relationship between Board and Students	
January 21 st – 4:00 – 5:30	Relationship between Board and Employees	
January 22 nd – 1:00 – 2:30	Media Relations for Board Members	
January 25 th – 9:00 – 10:30	Social Media for Board Members	
January 25 th – 12:00 – 1:30	Relationship between Board and Employees	
January 25 th – 5:00 – 6:30	Introduction to the SSBA Governance Handbook	
January 26 th – 10:30 – 12:00	Asking Good Questions for Trustees	
January 26 th – 1:00 – 2:30	Strategic Planning for Boards	
January 27 th – 9:00 – 10:30	Identifying & Managing Business Risk: <i>What are the Cybersecurity Vulnerabilities in K-12 Education that will affect Operations?</i>	
January 27 th – 1:00 – 2:30	Enterprise Risk Management	
January 28 th – 1:00 – 2:30	Communications and Advocacy Planning for Boards	
January 29 th – 12:00 – 1:30	Board Conduct	
January 29 th – 2:30 – 4:00	Media Relations for Board Members	
February 1 st – 10:30 – 12:00	Strategic Planning for Boards	
February 2 nd – 12:00 – 1:30	Social Media for Board Members	
February 3 rd – 12:00 – 1:30	Privacy and LAFOIP for Board Members	
February 4 th – 12:00 – 1:30	Relationship between Board and Students	
February 4 th – 4:00 – 5:30	Board Conduct	

Trustee Academy/School for New Trustees

Sessions Held via Zoom

Various Dates Between January 18 – February 5, 2021

Note: Some sessions are repeated

JANUARY 18

Monday, January 18th – 11:00 a.m. – 12:00 noon

Attributes of High Performing Boards

Presenter: Ken Acton – Johnson Shoyama Graduate School of Public Policy

Join us for a session with Ken Acton, JSJS Executive in Residence, as he walks through factors that make some boards very successful. Ken will also share details of our 3-day Public Sector Governance Program that is offered virtually and begins at the end of January 2021.

Monday, January 18th – 1:00 p.m. – 2:30 p.m.

SSBA 101

Presenters: Shawn Davidson and Jaimie Smith-Windsor

Guests: Tom Fortosky – Catholic Section, and Norm Dray - Public Section

The SSBA President and Vice-President will provide an overview of the SSBA and its services to school board members. The Executive Directors of Catholic and Public Sections will each provide an overview of the work of each Section.

JANUARY 19

Tuesday, January 19th - 10:30 a.m. - 12:00 noon

An Introduction to the SSBA Governance Handbook

Presenter: Ted Amendt – SSBA Board Development

This session will provide an overview of the SSBA Governance Handbook. Participants will also have the opportunity to engage in a scenario regarding board conduct.

Tuesday, January 19th - 1:00 p.m. - 2:30 p.m.

Communications and Advocacy Planning for Boards

Presenter: Jill Welke– SSBA Communications

An overview of communications and advocacy planning, including how to identify your goals and priorities and the strategies and tactics to achieve them.

Tuesday, January 19th - 4:00 p.m. - 5:30 p.m.

Privacy and LAFOIP for Board Members

Presenters: Maureen Jickling and April Blondeau – SSBA Legal and Employee Relations/HR

An overview of the legal requirements concerning privacy as they specifically apply to boards and to individual board members.

JANUARY 20

Wednesday, January 20th – 10:30 a.m. – 12:00 noon

You Have Questions, We Have Experience

Panel: Ray Morrison, Debbie Oleson, Joe Daigneault, Bert de Gooijer
Moderator: Darren McKee

This session will feature four recently retired school board trustees, each with considerable years of experience as a school board member. These panelists bring perspectives from the north, an urban setting, a rural Catholic school board, and a rural public school board. Moderated by SSBA Executive Director Darren McKee, this session will allow the experienced panelists the opportunity to share practical and useful governance tips, and provide new school board members with the opportunity to ask questions.

Wednesday, January 20th – 4:00 p.m. – 5:30 p.m.

Relationship between Board and Students

Presenters: Maureen Jickling and Geraldine Knudsen – SSBA Legal

Legal responsibilities of board and board members with regard to students.

JANUARY 21

Thursday, January 21st – 4:00 p.m. – 5:30 p.m.

Relationship between Board and Employees

Presenters: April Blondeau and Geraldine Knudsen – SSBA Employee Relations/HR and Legal

Legal and human resources aspects of dealing with employees as a board and as a board member.

JANUARY 22

Friday, January 22nd – 1:00 p.m. – 2:30 p.m.

Media Relations for Board Members

Presenter: Joe Couture – SSBA Communications

An overview of the SSBA's approach to media relations, including examples from the pandemic response, and the advice we have for boards and individual trustees.

JANUARY 25

Monday, January 25th – 9:00 a.m. – 10:30 a.m.

Social Media for Board Members

Presenter: Joe Couture – SSBA Communications

An overview of the SSBA's approach to social media, including how we highlight the work of member boards, and exploring successful practices for board members.

Monday, January 25th – 12:00 noon – 1:30 p.m.

Relationship between Board and Employees

Presenters: April Blondeau and Geraldine Knudsen – SSBA Employee Relations/HR and Legal

Legal and human resources aspects of dealing with employees as a board and as a board member.

Monday, January 25th - 5:00 p.m. – 6:30 p.m.

An Introduction to the SSBA Governance Handbook

Presenter: Ted Amendt – SSBA Board Development

This session will provide an overview of the SSBA Governance Handbook. Participants will also have the opportunity to engage in a scenario regarding board conduct.

JANUARY 26

Tuesday, January 26th – 10:30 a.m. - 12:00 noon

Asking Good Questions for Trustees

Presenter: Erica Bailey - Deloitte

A key role of board members is asking good questions. This session includes information on how to understand the financial statements, internal controls and monitoring the work of the external auditor – and what questions to ask.

Tuesday, January 26th – 1:00 p.m. – 2:30 p.m.

Strategic Planning for Boards

Presenter: Jill Welke – SSBA Communications

How to align your strategic plan with the provincial education plan, reflect the needs and priorities of the division, the community, and provide clear direction to the Director and administration.

JANUARY 27

Wednesday, January 27th – 9:00 a.m. - 10:30 a.m.

Identifying & Managing Business Risk: *What are the Cybersecurity Vulnerabilities in K-12 Education that will affect Operations?*

Presenter: Joanne Jackson – IBM

Cybersecurity is a business need that is all too often left to Information Technology (IT) departments in K-12 Education manage. A critical role of business leaders is accountability for custodianship of student information systems, financial information and operations of the school system. In the digital reality, what areas of your business operations are becoming vulnerable and how do you manage these risks? Based on a maturity framework, IBM will guide participants through an assessment process that has been developed from the lens of business leadership to understand the most common cybersecurity threats in the K-12 education sector and discuss strategies to reducing business impact.

Wednesday, January 27th – 1:00 p.m. - 2:30 p.m.

Enterprise Risk Management

Presenters: Jeff McNaughton and Ted Amendt – SSBA Insurance and Employee Benefits, and Board Development

As a Board, whenever you make a decision, you take a risk. Risks cannot be eliminated, but they can be managed. Enterprise Risk Management is a method of communicating about risks within your School Division. In this session you'll hear how a formal approach to managing the risks that Boards face will help ensure you meet your goals.

JANUARY 28

Thursday, January 28th - 1:00 p.m. - 2:30 p.m.

Communications and Advocacy Planning for Boards

Presenter: Jill Welke– SSBA Communications

An overview of communications and advocacy planning, including how to identify your goals and priorities and the strategies and tactics to achieve them.

JANUARY 29

Friday, January 29th - 12:00 noon - 1:30 p.m.

Board Conduct

Presenters: Geraldine Knudsen and Maureen Jickling – SSBA Legal

A review of the law regarding conflict of interest, misconduct of board members and the legal consequences.

Friday, January 29th – 2:30 p.m. – 4:00 p.m.

Media Relations for Board Members

Presenter: Joe Couture – SSBA Communications

An overview of the SSBA's approach to media relations, including examples from the pandemic response, and the advice we have for boards and individual trustees.

FEBRUARY 1

Monday, February 1st – 10:30 a.m. – 12:00 noon

Strategic Planning for Boards

Presenter: Jill Welke – SSBA Communications

How to align your strategic plan with the provincial education plan, reflect the needs and priorities of the division, the community, and provide clear direction to the Director and administration.

FEBRUARY 2

Tuesday, February 2nd - 12:00 noon - 1:30 p.m.

Social Media for Board Members

Presenter: Joe Couture – SSBA Communications

An overview of the SSBA's approach to social media, including how we highlight the work of member boards, and exploring successful practices for board members.

FEBRUARY 3

Wednesday, February 3rd - 12:00 noon - 1:30 p.m.

Privacy and LAFOIP for Board Members

Presenters: Maureen Jickling and April Blondeau – SSBA Legal and Employee Relations/HR

An overview of the legal requirements concerning privacy as they specifically apply to boards and to individual board members.

FEBRUARY 4

Thursday, February 4th - 12:00 noon - 1:30 p.m.

Relationship between Board and Students

Presenters: Maureen Jickling and Geraldine Knudsen – SSBA Legal

Legal responsibilities of board and board members with regard to students.

Thursday, February 4th - 4:00 p.m. - 5:30 p.m.

Board Conduct

Presenters: Geraldine Knudsen and Maureen Jickling – SSBA Legal

A review of the law regarding conflict of interest, misconduct of board members and the legal consequences.

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	04.3
Topic:	1st Quarter Financial Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Ron Purdy	January 5 th 2021	1 st Quarter Financial Accountability Report

Recommendation:

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

1ST QUARTER FINANCE REPORT
For the period ended November 30, 2020

Source Documents

Policy 12 Section 3. Fiscal Responsibility

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

1. Accumulated Surplus

Following is the accumulated surplus as at August 31, 2020. While the board has just reviewed this in November, we can highlight the surplus early in the year for awareness and budget planning:

	August 31 2019	Additions during the year	Reductions during the year	August 31 2020
Invested in Tangible Capital Assets:				
Net Book Value of Tangible Capital Assets	\$ 50,066,816	\$ 2,215,934	\$ 4,431,348	\$ 47,851,402
	50,066,816	2,215,934	4,431,348	47,851,402
PMR Maintenance Project Allocations (1)	1,937,849	2,427,585	2,713,999	1,651,435
Designated Assets:				
Capital Projects:				
Joint-Use New School	-	950,000	183,382	766,618
Designated for Tangible Capital Asset Expenditures	1,458,762	-	1,458,762	-
Allocation for School Buses	4,219,327	-	138,266	4,081,061
Playgrounds	16,816	10,000	16,816	10,000
School Buses from Covid Savings	-	1,629,513	-	1,629,513
	5,694,905	2,589,513	1,797,226	6,487,192
Other:				
One Time Facility Projects from Covid Savings	-	1,231,400	-	1,231,400
Designated for Classroom Composition	-	1,458,762	-	1,458,762
Early Learning Intensive Support	-	100,000	44,533	55,467
Innovation	226,665	75,000	34,195	267,470
Pre-Kindergarten Programming	620,548	-	-	620,548
School Budget Carryovers	783,249	2,609,262	2,831,106	561,405
School Community Council Carryovers	33,288	31,000	41,213	23,075
School Development Fund	60,435	-	9,241	51,194
School Generated Funds	1,356,074	1,074,893	1,083,194	1,347,773
Support Staff Professional Development	84,120	-	13,922	70,198
Synchronous Learning	6,286	-	-	6,286
Violence Threat Risk Assessment	-	10,285	-	10,285
	3,170,665	6,590,602	4,057,404	5,703,863
Unrestricted Surplus	15,946,701	-	261,562	15,685,139
Total Accumulated Surplus	\$ 76,816,936	\$ 13,823,634	\$ 13,261,539	\$ 77,379,031

2. Revenue/Expense notes for the period September 1, 2020 to November 30, 2020:

Revenue:

Overall our revenue is at 25.05% of budget:

- Normally we would expect Grant revenue to be a little under 25% at the end of the first quarter as grant monies budgeted for the new joint use school have not been received and PMR is budgeted but not received until June. The \$1.18 million of unbudgeted Covid Funding has brought the percentage up. Covid revenue is funding received.
- We have received more tuition for individuals than budgeted.
- In Complementary 100% of both the ELIS and nutrition grants have been received for the year.

Expenditure:

Overall our expenditures are at 28.12% which is slightly below where we expect to be at the end of the 1st quarter:

- Administration is higher than plan as the first quarter number reflects full payment for our software annual licenses and we paid an installment on the audit in November.
- Instruction is higher than last year but has the majority of the Covid extra costs.
- Plant will catch up and possibly go over once the facility projects start in the spring
- Transportation is down from last year primarily because of no field trips or sports travel.

Overall we are in a good position after 1 quarter.

Governance Implications

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

Prairie South School Division No. 210

Statement of Operations

For the Period Ended November 30, 2020

	2021 Budget	2021 Actual	2020 Actual	Pct of Budget
	\$	\$	\$	
	(Note 15)			
REVENUES				
Property Taxation	-	-	2,403	0.00%
Grants	80,682,967	20,208,182	18,788,440	25.05%
Tuition and Related Fees	234,000	116,999	104,465	50.00%
School Generated Funds	1,511,071	453,322	454,200	30.00%
Complementary Services (Note 12)	625,142	221,133	166,255	35.37%
External Services (Note 13)	3,565,194	899,455	887,062	25.23%
Other	519,300	251,956	212,644	48.52%
Total Revenues (Schedule A)	87,137,674	22,151,047	20,615,469	25.42%
EXPENSES				
Governance	460,988	107,507	96,286	23.32%
Administration	2,879,201	799,894	777,249	27.78%
Instruction	59,278,980	17,336,824	16,661,194	29.25%
Plant	13,409,096	3,301,163	3,447,169	24.62%
Transportation	6,528,234	1,669,505	1,765,007	25.57%
Tuition and Related Fees	10,000	1,000	6,000	10.00%
School Generated Funds	1,455,398	423,769	451,698	29.12%
Complementary Services (Note 12)	1,246,246	371,503	390,902	29.81%
External Services (Note 13)	3,748,210	1,020,512	1,053,054	27.23%
Other Expenses	7,000	1,951	399	27.87%
Total Expenses (Schedule B)	89,023,353	25,033,628	24,648,958	28.12%
Operating Surplus (Deficit) for the Year	(1,885,679)	(2,882,581)	(4,033,489)	
Accumulated Surplus from Operations, Beginning of Year	77,379,030	77,379,030	76,816,936	
Accumulated Surplus from Operations, End of Year	75,493,351	74,496,449	72,783,447	

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	04.4
Topic:	Annual Board Self Evaluation and Positive Path Forward		
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 October 27 th and December 1 st .
Current Status:	The summary document related to self-evaluation and goals and activities for 2020-2021 is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	The Board of Education self-evaluation process is consistent with the requirements of Board Policy 2.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	January 5, 2021	<ul style="list-style-type: none"> A Positive Path Forward

Recommendation:

That the Board approve the Board Self-Evaluation report as developed at the facilitated workshops of October 27 and December 1, 2020 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.



TOWARDS A POSITIVE PATH FORWARD: PRAIRIE SOUTH SCHOOLS BOARD OF EDUCATION SELF- EVALUATION

The Board of Education Self-Evaluation Process and Basis for
Positive Path Forward December 8, 2020

R. Fox

Evaluation Process

As per Board Policy 2, the Prairie South School Division Board of Education ensures that a facilitated Board Self Assessment is conducted annually. This Self Assessment is intended to identify knowledge and competencies necessary for effective governance and ensure gaps in knowledge and competencies are addressed. From the Self Assessment, a Positive Path Forward is developed to address the forementioned gaps in knowledge and competencies. An external facilitator assisted with the Self Assessment. Feedback from Board Trustees was gathered through the following Board surveys:

1. The Role of the Board Questionnaire
2. Interpersonal Working Relationships Questionnaire
3. Director/Board Relations

The survey responses were gathered from Trustees in October, 2020, and feedback was initially discussed with Trustees on October 27, 2020, with follow-up discussion on December 1, 2020. The Board Self-Evaluation process included discussion of the Board Chair Performance and Review of Annual Work Plan. The feedback from questionnaires and discussions form the basis of the Self Assessment and ultimately of the Positive Path Forward.

Context

The Board of Education is a corporate entity created by provincial legislation and given authority by the Education Act and Regulations. It is comprised of Trustees elected in accordance with the Local Government Election Act. The Board has the responsibility of providing educational services as required by the Education Act. It is expected that the educational services provided will be in the best interest of students and their caregivers. The Board Self Assessment process is intended to support the Board in fulfilling its responsibilities.

Extenuating Factors

The Board of Education for Prairie South School Division has been challenged to provide educational services during a worldwide pandemic. This has meant shifting focus to responding to the pandemic, rather than following a more typical Board Work Plan.

It should be noted as well that in November 2020 Board of Education elections took place. This calls for further communication and planning relative to the election and the supporting of new Trustees.

Review of Board Performance

The Trustees were asked to complete several surveys as noted above as part of the Self Assessment process. 7 of 10 Trustees completed the surveys. (Four Trustees were not running for re-election. Of those four, one participated in the evaluation. Three did not.)

A. The Role of the Board Questionnaire

Trustees were asked to rate their performance related to the Role of the Board as outlined in Policy 2. For each section listed below, possible responses included Strongly Agree, Agree, Disagree, Strongly Disagree.

1. Accountability to Provincial Government

Strongly Agree 5

Agree 2

The Board agrees it has met the expectations set out by the Provincial Government.

Comments:

- Our Board and Director have a strong, collaborative relationship with Government;
- Staff and Trustees are very involved at the provincial level;
- Always timely and accurate reporting.

2. Accountability to Community

Strongly Agree 4

Agree 3

The Board agrees it is accountable to the community.

Comments:

- Since no annual meeting this has lacked;
- SCC engagement and reporting to communities is good.

3. Strategic Plan

Strongly Agree 1

Agree 6

The Board agrees that it is fulfilling duties regarding a Strategic Plan.

Comments:

- Review and adaptation ongoing;
- Through committee work we have worked together fulfilling this;
- Strategic Plan has been well executed the last 4 years.

4. Policy

Strongly Agree 2

Agree 3

Disagree 2

The majority of Trustees agree that the Board is fulfilling duties regarding Policy. Discussion indicated that the trustees feel a review of policies would be beneficial for new Trustees, and that regular policy review has been taking place. Discussion indicated that a review of Board Policy relative to Board Delegation of Authority and Administrative Procedures would be beneficial. There may be a need to develop clear understanding between Policy and Administrative Procedure.

Comments:

- (We) Make a concerted effort to review and update;
- Need some more work on this. A day or two to go over and review policies as a Board. Also operating policies.

5. Board-Director Relations

Strongly Agree 1

Agree 6

Trustees see Board-Director relations as positive.

Comments:

- Our Director is approachable;
- Good. Last while there is some discontent;
- Overall good, Covid19 has revealed some weaknesses.

Comments from Discussion:

- A review of Board work and Administrative Work would be beneficial.

(Further Information to follow under “Director-Board Relations”).

6. Political Advocacy

Strongly Agree 1

Agree 5

Disagree 1

The majority of Trustees feel the Board performs well in this area, although comments indicate that there may be a need to review actions. In discussion, some frustration was noted relative to the willingness or availability of MLAs to meet with the Board.

Comments:

- Can always improve. Cannot remember the last time we met face-to-face with MLAs as a Board;
- Our Board is not that active in meeting with MLAs and other elected officials. Room for improvement here.

Comments from Discussion:

- Have invited MLAs but not much interest shown on their part;
- We need to keep trying re: meetings with MLAs. New MLAs may have more interest in meeting;
- The relationship with the Moose Jaw city council has been strained.
- The Partnerships and Team Building Committee had organized several meetings in the Division to support communication and advocacy, with varying levels of success. Although a review of this practice might be valuable, it would seem to be a good to continue the meetings.

7. Board Development

Strongly Agree 1

Agree 5

Disagree 1

Most Trustees feel the Board does well in this aspect. Comments and discussion suggest that it has been a difficult year for Board development because of extenuating circumstances (pandemic).

Comments:

- Ongoing;
- Lacking as a bases as a whole;
- Adequate but less than robust;
- This has been a difficult this year;
- Some but not all Trustees (participate in Board development).

8. Fiscal Accountability

Strongly Agree 4

Agree 3

There is strong agreement among the Trustees that the Board performs well in this area.

Comments:

- Great effort is made to spend all dollars wisely and appropriately;
- BIG (Business, Infrastructure, Governance) committee reviews with Sr. Admin; Audits go well;
- Budget and efficient operations have been excellent despite significant funding challenges.

9. Recognition/Celebration

Strongly Agree 2

Agree 3

Disagree 2

The majority of Trustees feel the Board is doing well in this aspect of its role. Several Trustees indicated more could be done in this area, and discussion among Trustees led to possible suggestions.

Comments:

- Have not done a good job since the staff appreciation evening was slashed;
- I would like to see more recognition of the whole;
- Monthly recognition is excellent;
- Year end and Superannuates needs improvement.

Comments from Discussion:

- We should do something tangible, such as a year end BBQ post-Covid19;

- Our priority has been the classroom which doesn't leave many resources for Recognition/Celebration;
- We may need to look more closely at our budget priorities.

10. Other

Several other comments were offered:

- After 4 years as a Board member I believe we function well and make every effort to and do meet our challenges. A consistent 8-2 vote is a concern for me. Our Board is not perfect but is working towards it;
- A review of sand boxes-policies. Board should have the right to question operating policy (Administrative Procedures) and actions;
- Committees function well as a whole.

Comments from Discussion:

- The suggestion was made that the Board review the membership of the Executive Committee to ensure that it has appropriate representation of both urban and rural areas of the Division.

The Board as a Corporate Entity

The Board of Education certainly has strengths as a corporate entity identified through Trustee feedback. Responses to the Role of the Board Questionnaire show the Board is functioning at an effective level.

Areas of strength identified include the following:

- Accountability to the Provincial Government
- Accountability to the Community
- Fiscal Accountability

Growth areas identified include the following:

- Recognition/Celebration
- Policy (Review)
- Political Advocacy
- Board Development

B. Interpersonal Working Relationships Questionnaire

Trustees responded to each of 17 statements about working relationships with All, Most, Some or None.

1. My colleagues work with, not around, my chairperson.
Most 7
2. My colleagues do not function as cliques with the Board.
All 2
Most 3
Some 2

3. My colleagues follow the chain of command when dealing with issues related to staff and refer any issues about staff to the Director.

All	1
Most	5
Some	1
4. My colleagues seek positive ways to resolve conflict within the Board.

Most	7
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5. My colleagues represent and defend the corporate position even when they disagree with it.

Most	4
Some	3
6. My colleagues speak favourably about our Division and its staff.

All	3
Most	3
Some	1
7. My colleagues avoid grandstanding and calling attention to themselves at the expense of others.

Most	7
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8. My colleagues share information pertinent to an issue even if it does not support their overall position.

Most	5
Some	2
9. My colleagues avoid turning conflicts about issues into personal conflicts.

Most	7
------	---
10. When my colleagues are not speaking or directly involved in the discussion underway, their body language signals that they are still listening and participating.

All	1
Most	5
Some	1
11. My colleagues treat other Board members with respect during the Board meetings.

All	3
Most	4
12. My colleagues treat staff with respect.

All	4
Most	2
Some	1
13. The votes of my colleagues are based on the issues at hand and not on personalities.

All	2
Most	5
14. My colleagues avoid monopolizing discussions and provide everyone a chance to speak.

All	5
Most	2
15. My colleagues are patient and tolerant of me when my interests and priorities differ from theirs.

All	4
Most	3

16. My colleagues accept constructive criticism from the Board Chair or colleagues.

All 1

Most 6

17. When new members join the Board, my colleagues help them to “learn the ropes”.

All 6

Most 1

Interpersonal Working Relationships

Board of Education Trustees see areas of strength in interpersonal working relationships., and these strengths no doubt support the Board’s efforts to operate effectively.

Areas of strength identified include the following:

- Respect for each other
- Respect for the Board Chair
- Supportive of new members
- Votes on Board motions are based on issues at hand
- Trustees are patient and tolerant of others as concerns are voiced or issues identified

Growth areas identified include the following:

- Support of the corporate position/Speaking favorably about the Division and its staff
- Cliques within the Board
- Sharing of all pertinent information even though it may not support a personal position
- Follow chain of command when dealing with issues related to staff
- Treat staff with respect. It is important to remain respectful although positions or views may differ.

C. Director/Board Relations

Regarding Director/Board Relations survey, Trustees were asked to comment on two questions. The questions and responses are listed below:

1. What does the Board do that makes it easier for the Director to do his/her job?

- Encourage;
- Speak truthfully;
- Chooses a good chairperson;
- Be sure policies in place allow for easy interpretation;
- Provide resources (budget) to run Division;
- The Board trusts Tony do so his job. My observation is that when an issue arises, Board members, including myself, bring it to the Board table or privately bring it to Tony for discussion and understanding;
- Has committees set up that allow the Director opportunities to give Trustees a glimpse into his and the CAC’s world;

- I find this question particularly hard to answer this year as I don't think anything about the past year has been easy. I hope that for the majority of the issues we have been supportive of the quick decisions that needed to be made. I believe we have all made an effort to be available to be updated on our current fast changing reality;
- We are better when we are together, but Zoom has created some challenges when it comes to open communication;
- For the most part, the Board is pretty easy going and respects the work the Director does;
- Key roles are delegated to the chair and vice chair to help establish direction;
- Committees are very helpful to the Director in digging a bit deeper into key issues so Trustees can understand the Division and the Director can better understand the position of the Trustees.

2. What does the Board do that makes it more difficult for the Director to do his/her job?

- Sometimes Board members have their own personal agenda;
- 5-5 and 6-4 votes make it hard for a Director to be full speed ahead as he knows some are not onside (with the will of the Board)
- Active Boards nowadays (more demanding) vs Traditional Boards (not a given that Board will have the trust of the public or of staff)
- I believe there are individual Board members that work behind Tony's back to push their personal agendas. These individuals cannot accept that their "way" is not the way of the majority and actively work to promote their beliefs outside the Board table;
- Some Trustees have "personal agendas". These agendas can make topics almost impossible for our Director;
- We have at times confused governance role with that of administrative role;
- Unrealistic expectations on timely communication and involvement in administrative decisions;
- I feel that in the last seven months things have gotten blurry and we trust less. I think we have created some work with needing to know everything.
- Diversity of opinions at our table is a strength to help Trustees see all sides on an issue, but at times difficult to provide clear direction for our CEO;
- Board consensus is sometimes difficult to establish. Some Board members are unwilling to compromise and find middle ground on key issues, making a corporate Board direction at times challenging for Tony;
- Sometimes there are varying views on topics which would make it difficult for the Director to interpret the will of the Board.

Director/Board Relations

Based on responses to the two questions Trustees were asked, the Director and the Board have a good working relationship with the majority of Trustees supporting the work of the Director. It should be mentioned as well that earlier in this report, it was noted that of the 7 Trustees completing the Role of

the Board Questionnaire, 6 Trustees Agreed, and 1 Strongly Agreed that the Board does well in the component of Director/Board relations. Answers to question 2 however, indicate there is room for improvement, particularly when it comes to positions of individual Trustees not aligning with the Board position, and those individual Trustees refusing to accept the will of the Board. Such misalignment is detrimental to a positive and effective Director/Board relationship.

Areas of strength identified

Trustees recognize that this has been a difficult year as a result of the pandemic, and yet identified many things that take place that make the Director's job easier to do, supporting a good Director-Board relationship.

- Clear policies
- Honesty
- Respect of the Director
- Encouragement
- Having a good chairperson
- Use of a committee structure
- Assigning key roles to the Board Chair and Vice Chair
- Providing resources for the Division.

Areas for growth identified

There were also things identified that make the Director's job more difficult. Although it is important to consider these in context of the unique challenges this year, it is also important to consider them in a more enduring or ongoing context.

- Varying views on topics make it difficult for the Director to interpret the will of the Board;
- Individual agendas that differ from the corporate position;
- Difficulty in reaching consensus at times due to inflexibility of some Trustees;
- At times there is confusion of governance and administrative role;
- There are at times unrealistic expectations regarding timely communication and involvement in administrative decisions.

Board Chair Performance

Board Policy 5 describes the work of the Board Chair. Trustees and the Director provided feedback on the performance of the Board Chair as part of the Board Evaluation. This feedback was provided directly to the facilitator through Board discussion on October 27. Feedback about the performance of the Board Chair was positive, including the following comments:

- The Board Chair maintains his cool;
- The Board meetings are well run;
- The Board Chair is patient;
- The Board Chair is well spoken (speaks eloquently)

- The Board Chair is a compassionate person yet steadfast as called for at times;
- The Board Chair is calm, professional and respected;
- The Board Chair is understanding of governance and administrative roles;
- The Board Chair asks the uncomfortable questions.

As the comments suggest, the Board Chair is appreciated for the work he does as Chair as well as for the kind of person he is. The Board Chair noted that Board effectiveness is a team effort, and he appreciates the support of Trustees. The opportunity to serve as Vice Chair prior to becoming Chair was important to him. He also noted his appreciation for the opportunity to work with the current Director and the value of the communication with the Director and others that takes place between Board meetings.

Review of Annual Work Plan

The review of the Board Annual Work Plan took place on October 27. The Board has followed its Annual Work Plan. Extenuating circumstances mentioned earlier, particularly the current pandemic, have presented challenges in addressing all aspects of the Work Plan. The Board Chair, Vice Chair and Director committed to a more detailed review of the Work Plan and the Board of Education Strategic Plan. (The Strategic Plan covers 2017-2021). Other suggestions made regarding the Work Plan include adding a review of Rural Catchment Areas. It was noted that this may be committee work, and hence is not included in the current Work Plan. Also, the suggestion was made that the Board hold a meeting in August of next year. Discussion took place regarding an August meeting, but no consensus has been reached at this time.

Thoughts as we Move Forward

The Trustees of the Board of Education for Prairie South Schools have reason to be proud of the work they do as members of the Board, as well as the work of staff, and ultimately the accomplishments of students. Many positive aspects were noted through the evaluation. Having said that, we still consider the principles which form the basis of the Board self-evaluation, as follows:

- A learning organization or a professional learning community is focused on the improvement of practice;
- A pre-determined process for evaluation strengthens governance functions, builds credibility for the Board, and fosters an excellent Board-Director relationship;
- An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation. (Board Policy 7)

Based on these principles, we look for ways to improve. Based on the Board Self-Evaluation areas for review may be as follows:

Board as a Corporate Entity:

1. Recognition/Celebration: Is it possible to enhance current practices? What might be appropriate post-Covid?

2. Policy Review: What aspects of Policy review would be helpful for new Trustees? A review of delegation of authority according to Board Policy and Administrative Procedures would be appropriate.
3. Political Advocacy: What of value should continue (e.g. work of Partnerships and Team Building Committee)? Plan for most advantageous opportunities to engage with the province (MLAs) as well as local jurisdictions.
4. Board Development: What practices will ensure full participation in Board Development?
5. Executive Committee: Does the Executive Committee include appropriate representation from both rural and urban areas of the Division.

Interpersonal Working Relationships:

1. Building a Sense of Team or Oneness
 - How do we ensure respect for all, regardless of opinions or positions?
 - How do we ensure all opinions or positions are valued yet ultimately Trustees support the position of the Board, and the position of the Board is clear?
2. Entrusting Administration to Staff, and Staff ensures agreed upon communication takes place regarding decisions;
3. Getting off to a good Start
 - What will support a positive start for the “new” Board? Board feedback indicates that a review of Policies will help new trustees, as well as a review of Board Policy as it relates to Administrative Procedures (Role of Board/Role of Director).
 - What will ensure a good start with a new Director? Board feedback suggests a good recruitment exercise, and Board/Admin development are important here.
4. Supporting the current Director to finish strong with a positive Director/Board relationship.

(Suggested Board Motion: That the Board approve the Board Self-Evaluation report as developed at the facilitated workshops of October 27 and December 1, 2020 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.)

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	04.5
Topic:	2019-2020 Human Resources Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Board has directed that a Human Resources Accountability Report be provided annually in January to document the previous school year.
Current Status:	The 2019-2020 Human Resources Accountability Report is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin/Amy Johnson	January 5, 2021	<ul style="list-style-type: none"> 2019-2020 HR Accountability Report

Recommendation:

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

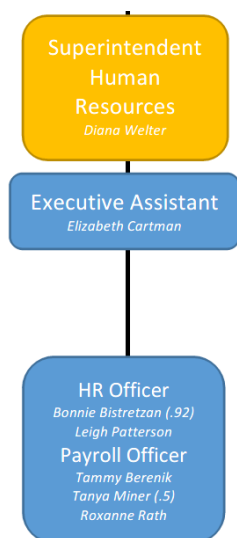
2019-2020 Human Resources Accountability Report

January 2021

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Department Structure



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

Staff Composition

Job Category	FTEs
Classroom Teachers	430.10
Principals, Vice-Principals	37.80
Other Educational Staff (educational psychologists, counsellors, social workers, speech language pathologists, speech language assistants, educational assistants, library associates, school-based administrative assistants, concession workers, informational technology staff)	236.81
Administrative & Financial Staff (administrative/management positions within the following departments: learning, student information, human resources and business & operations)	17.96
Plant Operations & Maintenance (facility operators and maintenance and administrative/management positions within the Facilities Department)	63.76
Transportation (school bus drivers, mechanics and administrative/management positions within the Transportation Department)	117.94
LEADS (Director of Education and Education Superintendents)	5.0
Total Full-Time Equivalents Staff (FTE) as of September 30, 2019	909.37

* Data excludes casual and substitute employees

Salary & Benefits

Financial Category	2019-20 Actual		2018-19 Actual	
Administration	\$2,321,155	2.7%	\$2,223,352	2.5%
Complimentary Services *	\$1,292,465	1.5%	\$1,256,069	1.4%
External Services **	\$3,037,746	3.6%	\$3,047,103	3.5%
Instruction (Teacher)	\$41,376,418	48.8%	\$42,388,844	48.7%
Instruction (Support)	\$8,835,253	10.4%	\$8,572,673	9.8%
Plant Operations & Maintenance	\$4,109,947	4.9%	\$4,087,788	4.7%
Transportation	\$3,546,272	4.2%	\$3,444,634	4.0%
Total % of Expenses	\$64,519,256	76.1%	\$65,020,463	74.6%

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

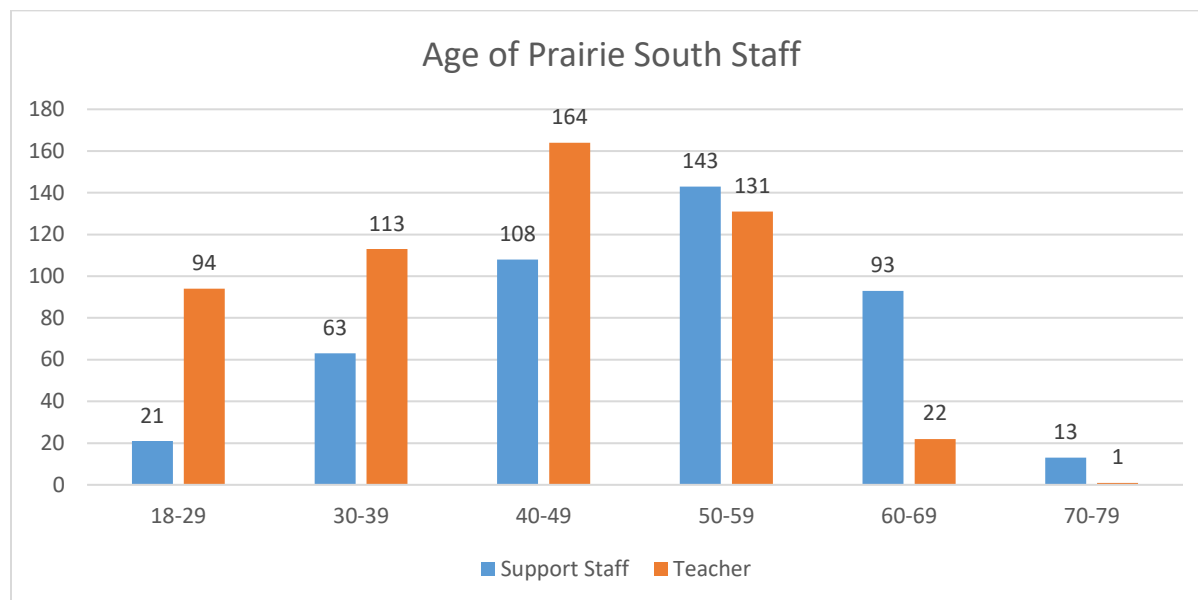
** External Services includes concessions at Riverview Collegiate, A.E. Peacock Collegiate and Central Collegiate. Professional teaching staff pursuant to the agreements related to the operations of Briercrest Christian Academy and Cornerstone Christian School are also included.

Central Administrative Council (CAC) – Leadership Portfolios

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

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

Demographics



Teachers are eligible to retire with no reduction if the teacher's age plus eligibility service equals at least 85 and they are a minimum of 55 years old; or 30 years' eligibility service regardless of age; or 20 years' eligibility service at age 60 or older; or one year or more of eligibility service at age 65.

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

Recruitment & Retention

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

Position Type	# of Postings
Central Office	1
Facilities	12
Support Staff	58
School Administration	13
Teacher	89
Transportation	22
Total	195

	Retirement	Resignation
Teachers	12	10
Support Staff	22	9
Total	34	19

Training & Development

Professional development is necessary to support excellent performance and improve teaching. In addition to self-directed learning, sessions are arranged that target specific priorities. In addition to these offerings, school administration may request targeted professional learning opportunities for their staff connected to their Learning Improvement Plan goals for their school or when an emergent need arises. Offerings during the 2019-20 school year include:

Teachers

Workshop	Required Attendance
Early Learning Workshops	Pre-K Teachers
Employee Safety Orientation	All staff
WHMIS	All new staff

Support Staff

Workshop	Required Attendance
Annual Transportation In-Service	Bus Drivers
Employee Safety Orientation	All staff
Fall Protection, Confined Space, Power Mobile Equipment	All maintenance staff
NVCI Training	Educational Assistant IIs
Transferring Lifting Repositioning (TLR)	Educational Assistant IIs
WHMIS	All new staff

Tuition Reimbursement

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

Employee Type	# Employees	# of Courses	Total Cost
Teachers	38	136	\$109,071.72
Support Staff	20	42	\$25,863

Performance Management

All supervision models include formal and informal observations.

Supervision & Evaluation Model

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

Out-of-Scope Staff

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

Central Administrative Council (CAC)

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

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

Employee Health & Safety

Workplace Injuries for Employees Covered Under WCB

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

	2020	2019	2018
Claims Accepted	15	32	30
Time Loss Claims	10	16	19
Time Loss Days **	898	802	1631
WCB Costs (Compensation & Medical) *	-\$91,631	\$94,754	\$239,460
WCB Base Premium	\$213,417	\$196,055	\$197,522
WCB Premium Surcharge/Discount	\$154,135	\$237,947	\$256,108

Note: Data is reported based on a calendar year to match WCB Reporting and includes cost relief adjustments. Successful appeals on older claims result in cost relief being applied in the current year. Therefore, this can result in negative overall WCB Costs.

*2020 Data to November 30, 2020

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

Attendance Management

When our employees are healthy and at work our students and our school division benefit. In the 2014/15 school year, Prairie South Schools implemented an Attendance Support Program

that uses the Bradford Formula to measure absenteeism as it relates to illness and medical leaves. The theory is that short, frequent and unplanned absences are more disruptive than longer absences.

Teachers (All Employees with a Teacher Certificate)

	2019-20	2018-19	2017-18	2016-17	2015-16
Prairie South Directed	2.0	4.6	3.4	3.0	3.5
Collective Agreement/Legislated	3.7	7.1	5.9	6.7	6.8
Illness Leave	5.9	7.1	6.7	6.5	6.4
Medical & Dental Leave	1.6	2.2	1.8	1.8	2.5
Total Average Days/Employee	13.2	21.0	17.8	18.0	19.1

Classroom Teachers

	2019-20	2018-19
Prairie South Directed	1.3	3.1
Collective Agreement/Legislated	3.1	6.1
Illness Leave	5.6	6.4
Medical & Dental Leave	1.3	1.8
Total Average Days/Employee	11.3	17.4

Support Staff – CUPE

	2019-20	2018-19
Prairie South Directed	0.2	0.7
Collective Agreement/Legislated	3.9	6.3
Illness Leave	6.9	9.3
Medical & Dental Leave	1.4	1.7
Total Average Days/Employee	12.4	18.0

Support Staff – Out of Scope

	2019-20	2018-19
Prairie South Directed	0.5	0.7
Collective Agreement/Legislated	1.7	1.8
Illness Leave	6.5	6.2
Medical & Dental Leave	1.2	1.5
Total Average Days/Employee	9.9	10.2

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

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

Bus Drivers

	2019-20	2018-19	2017-18
Prairie South Directed	0.0	0.0	0.0
Collective Agreement/Legislated	6.2	8.1	5.7
Illness Leave	2.5	4.5	4.9
Medical & Dental Leave	0.8	2.1	1.7
Total Average Days/Employee	9.5	14.7	12.3

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

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

Employee & Labour Relations

Progressive Discipline

	Teachers	Support Staff
Letters of Clarification/Verbal Warning	0	5
Letters of Discipline (Warning, Reprimand)	0	1
Suspensions	0	0
Workplace Investigations *	0	2
Mutual Termination/Removal of Duties	0	0
Involuntary Termination (Terminated or Frustration of Contract)	0	0

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

Dispute Resolution

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

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

CUPE		
Grievances Filed	Grievances Resolved or Withdrawn	Referrals to Arbitration, Mediation or Labour Board
2	2	2

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

Collective Bargaining

Collective Agreements	Contract Expiry Date	Details
Saskatchewan Teachers' Federation (STF): Teachers	August 31, 2023	The Provincial Collective Bargaining Agreement expired August 31, 2019. The Government Trustee Bargaining Committee and the Saskatchewan Teachers' Federation began bargaining in May 2019. In February 2020, the teachers voted in favour of sanctions. In March 2020 restriction of services was set to commence, however, ceased due to COVID-19. In April 2020 a tentative agreement was reached which was later ratified.
Local Initiative Negotiating Committee (LINC): Teachers	July 31, 2021	No bargaining occurred during this year.
CUPE Local 5512: In-Scope Support Staff	August 31, 2022	The collective agreement expired August 31, 2017. Bargaining began in the fall 2018 and a last offer was presented by the employer in June 2019. In September 2019, the union took the employer's final offer to the membership for a vote and it was rejected by 89%. The parties engaged in further negotiations and reached a tentative agreement on October 30, 2019. This agreement was later ratified by 71%.
Conditions of Employment: Non-Union Employees	Annual Review	Minor changes to this agreement during the 2019-20 year for effect 2020-21 year.

Human Rights Complaints

There were no human rights complaints filed during the 2019-20 year.

Learning Support Services

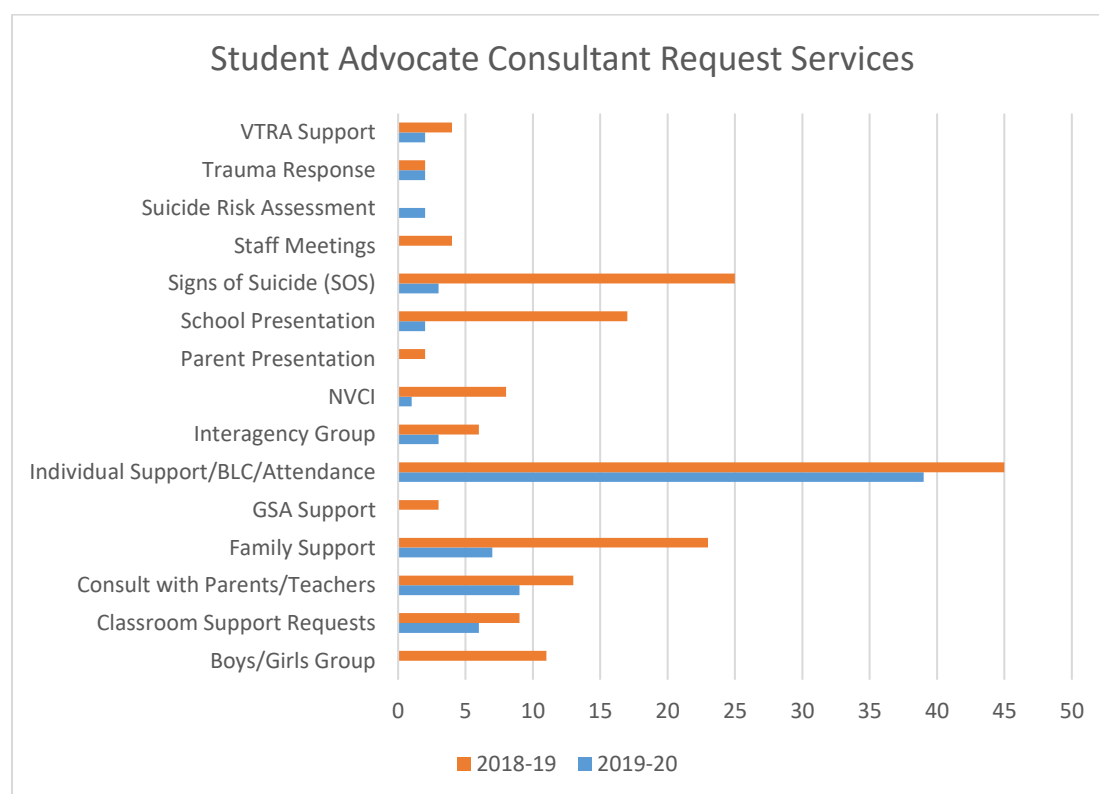
Service Provider	# of FTE	Referrals/Caseload	
		2019-20	2018-19
Psychologist	4	77	111
Speech/Language Pathologist	6.3	262	236
Family Support Worker (South)	1	11	18
Advocacy & Behaviour Consultants	4	64	168
Student Support Consultants	4	See Description Below	
Learning Consultants	4.1	See Description Below	
Career Development Consultant	1	See Description Below	

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

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

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

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



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

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

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

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

Stakeholder Engagement

The Partnerships and Teambuilding Committee focused on staff outreach and engagement during the 2019-2020 school year. Committee members planned to have supper meetings with four school staffs, but managed only to visit the staff at Avonlea School and Assiniboia Composite High School before the suspension of school activities due to the global COVID-19 pandemic in March. A staff satisfaction survey was administered in January 2020, and follow up meetings were held with small groups from the PSTA and CUPE 5512 as well as with out-of-scope staff. While the implementation of an improvement plan will be delayed until safety protocols return to a more normal level, these initial discussions continue to provide a valuable opportunity to build stakeholder relationships.

Human Resource Initiatives

Atrieve Implementation

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

BCL Consulting

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

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

Where an administrative error by WCB has resulted in additional costs to an employer's cost experience, the employer shall receive cost relief and have their experience rating reviewed. During the 2019-20 year, BCL was successful in achieving \$81,139 in cost relief, applied during the years of 2019 and 2020. The total contingency fee paid to BCL Consulting Group Inc. was \$29,808 inclusive of GST.

Our Experience Rating Statements for 2019 and 2020 were also revised during this reporting period as follows:

Year	Industry Premium	PSSD Original	PSSD Revised
2019	\$1.17	\$2.68	\$2.43
2020	\$1.26	\$2.51	\$2.07

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

Appendix A: 2019-20 Total Absences (In Days)

	Classroom Teachers	All Teachers	CUPE	Out of Scope	Bus Drivers
Prairie South Directed					
Extra/Co-curricular Leave	160.1	184.9	3.5	0.0	0.0
Internship Seminar Leave	14.7	14.7	n/a	n/a	n/a
Meetings/PD - Business & Operations	11.5	198.4	18.1	5.3	0.0
Meetings/PD - Learning	141.6	167.0	2.0	6.0	0.0
Meetings/PD - School Operations	47.9	58.9	1.0	0.0	0.0
Professional Development (School Determined)	167.3	232.5	25.9	10.9	2.0
	543.1	856.4	50.5	22.2	2.0

Collective Agreement/Legislated					
Compassionate Care Leave	51.3	67.9	54.0	6.0	19.0
Compassionate/Bereavement Leave	90.2	114.0	89.7	18.0	29.5
Competition Leave	5.1	5.1	1.0	0.0	0.0
Convocation Leave	18	21.1	3.0	2.5	0.0
Court/Jury	1.0	1	0.0	0.0	1.0
Earned Day Off - CUPE (Article 17.04)	n/a	n/a	35.9	n/a	n/a
Education Leave	0.0	0.0	n/a	n/a	n/a
Emergency/Hazardous/Acts of God Leave	3.2	3.2	5.7	1.0	0.0
Executive/Community Service Leave	14.6	20.8	0.0	1.1	0.0
Family Responsibilities Leave	n/a	n/a	22.2	0.0	26.5
Leave Without Pay	47.2	61.8	217.3	8.0	534.0
Noon & Extra-Curricular Supervision Leave	339.3	418.8	45.7	0.0	0.0
Parenting/Caregiver Leave	n/a	n/a	189.5	8.5	12.0
Parenting/Adoption Leave	11.1	12.2	0.0	0.0	0.0
Prep Time Leave	570.6	645.5	n/a	n/a	n/a
Pressing Leave	146.5	178.6	129.0	30.9	38.0
PSTA or CUPE Leave	2.0	2.0	146.4	n/a	n/a
Secondment	21.2	24.2	n/a	n/a	n/a
STF Business	8.0	12.2	n/a	n/a	n/a
Time In Lieu	n/a	n/a	64.9	n/a	n/a
	1329.3	1588.4	1004.2	76.0	660.0

Illness Leave (paid and unpaid)	2404.5	2541.5	1786.5	288.4	263.0
Medical & Dental Leave	581.7	681.6	348.7	55.1	89.5

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

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	04.6
Topic:	Monthly Reports		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

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

Prepared By:	Date:	Attachments:
Tony Baldwin	January 5, 2021	<ul style="list-style-type: none"> • Staff Absence Summaries • Tender Summary

Recommendation:

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

Teacher Absences & Substitute Usage					
Date Range:	November 17, 2020 - December 11, 2020				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	9	1.15%	8	88.89%	0.11%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Earned Day Off	29.19	3.72%	23.37	80.06%	0.35%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	1	0.13%	1	100.00%	0.01%
Prep Time	75.04	9.57%	71.79	95.67%	0.90%
Pressing Leave	21.47	2.74%	18.45	85.93%	0.26%
PSTA	0.5	0.06%	0.5	100.00%	0.01%
Leave Without Pay	3.3	0.42%	2.8	84.85%	0.04%
SUB TOTAL	139.50	17.79%	125.91	90.26%	1.67%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	296.28	37.79%	256.08	86.43%	3.54%
Illness - Long Term	76.52	9.76%	0	0.00%	0.92%
Medical/Dental Appt	109.07	13.91%	99.37	91.11%	1.30%
Paternity/Adoption Leave	0	0.00%	0	0.00%	0.00%
Quarantine	126.51	16.13%	77.15	60.98%	1.51%
Secondment	2.5	0.32%	3	120.00%	0.03%
STF Business - Invoice	0.5	0.06%	0.5	100.00%	0.01%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	611.38	77.97%	436.10	71.33%	7.31%
Prairie South					
Extra/Co-curr Teach	2	0.26%	2	100.00%	0.02%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	10.91	1.39%	10.12	92.76%	0.13%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	4.38	0.56%	4.25	97.03%	0.05%
PD DEC Teachers	14.92	1.90%	14.13	94.71%	0.18%
School Operations Meet/PD	1	0.13%	1	100.00%	0.01%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	33.21	4.24%	31.50	94.85%	0.40%
Total Absences	784.09	100.00%	593.51	75.69%	9.38%

Teachers (FTE)

439.94

of teaching Days

19

Possible Days

8358.86

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 30, 2020 - December 20, 2020

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	2	0.48%	2	100.00%	0.05%
Bereavement Leave	1.33	0.32%	1.33	100.00%	0.03%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	3.39	0.81%	2	59.00%	0.08%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Covid Close Contact Leave	32.99	7.86%	6	18.19%	0.81%
CUPE Business - Invo	5	1.19%	5	100.00%	0.12%
Earned Day Off	2.39	0.57%	2.39	100.00%	0.06%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	9.1	2.17%	9.1	100.00%	0.22%
Illness - Support	217.19	51.74%	157.78	72.65%	5.34%
Med/Den Appt Support	41.7	9.93%	31.03	74.41%	1.03%
Parenting/Caregiver	19.3	4.60%	13.42	69.53%	0.47%
Pressing Leave	10.05	2.39%	7.55	75.12%	0.25%
Quarantine Leave	27.68	6.59%	20.08	72.54%	0.68%
Service Recognition Days	0	0.00%	0	0.00%	0.00%
TIL Support	3.88	0.92%	0	0.00%	0.10%
Without Pay Support	9.73	2.32%	8.01	82.32%	0.24%
SUB TOTAL	385.73	91.88%	265.69	68.88%	9.49%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	1	0.24%	1	100.00%	0.02%
Vacation Support	15.08	3.59%	10.38	68.83%	0.37%
Workers Compensation	15	3.57%	7.5	50.00%	0.37%
SUB TOTAL	31.08	7.40%	18.88	60.75%	0.76%
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	3	0.71%	3	100.00%	0.07%
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	3	0.71%	3	100.00%	0.07%
Total Absences	419.81	100.00%	287.57	68.50%	10.33%

Possible Days

November 30, 2020 - December 20, 2020

Days

15.00

FTE

270.98

Total Days

4064.70

** 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 30, 2020 - December 20, 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	2.00	0.00%	0.00	0.00%	0.12%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	1.00	0.00%	1.00	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	3.00	0.00%	2.00	66.67%	0.19%
Illness - Support	43.00	0.00%	32.00	74.42%	2.68%
Med/Den Appt Support	20.50	0.00%	19.50	95.12%	1.28%
Parenting/Caregiver	4.00	0.00%	3.50	87.50%	0.25%
Pressing Leave	1.00	0.00%	1.00	100.00%	0.06%
Quarantine Leave	4.50	0.00%	2.00	44.44%	0.28%
Without Pay Support	30.00	0.00%	28.00	93.33%	1.87%
SUB TOTAL	109.00	0.00%	89.00	81.65%	6.79%
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	109.00	0.00%	89.00	0.00%	6.79%

Possible Days

November 30, 2020 - December 20, 2020

Days

15.00

Staff

107.00

Total Days

1605.00

** 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 30, 2020 - December 20, 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	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	12.43	34.35%	0	0.00%	1.87%
Med/Den Appt Support	5.54	15.31%	0	0.00%	0.84%
Parenting/Caregiver	3.58	9.89%	0	0.00%	0.54%
Pressing Leave	1.33	3.68%	0	0.00%	0.20%
Quarantine Leave	0	0.00%	0	0.00%	0.00%
Without Pay Support	0	0.00%	0	0.00%	0.00%
SUB TOTAL	22.88	63.22%	0	0.00%	3.45%
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	13.31	36.78%	0	0.00%	2.01%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	13.31	36.78%	0	0.00%	2.01%
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	36.19	100.00%	0	0.00%	5.46%

Possible Days

November 30, 2020 - December 20, 2020

Days

15.00

FTE

44.22

Total Days

663.30

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

Tender Report for the period December 3, 2020 to December 22, 2020

Background:

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

The procedure is as follows:

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

Current Status:

The following competitive bids were awarded for the reporting period:

- A request for quotes was issued for a used cube van for Maintenance. The quote was awarded to Western Nissan for a 2018 GMC 3500 at a cost of \$38,850 dollars.

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	06.1
Topic:	School Board Election Results from November 9 th – City of Moose Jaw		
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 in the City of Moose Jaw is 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	January 5, 2021	<ul style="list-style-type: none"> City of Moose Jaw Individual Poll Results

Recommendation:

That the Board review the information provided.

2020 MUNICIPAL/SCHOOL BOARD ELECTIONS

Prairie South School Division #210	Poll #1	Poll #2	Poll #3	Poll #4	Advance Polls	Special Polls/Mobile Poll	Mail-in Ballots	Totals
FROESE, Crystal	283	203	118	234	491	1	98	1428
HAGAN, Brett	326	209	129	211	495	1	103	1474
JOHNSON, Todd	266	179	110	173	477	0	87	1292
JUKES, Mary	368	225	145	252	593	2	132	1717
MARTYNOOK, Brian	267	191	116	171	442	1	93	1281
POGORZELEC (RICE), Jan	84	63	55	63	210	0	53	528
STEWART, Barry	303	165	104	184	412	1	84	1253
VINCENT, Wendy	240	140	79	148	329	0	67	1003
WHITFIELD, Gail	145	85	60	97	241	0	34	662
YOUNG, Lew	395	234	144	232	656	1	120	1782

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	06.2
Topic:	Public Section Update		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Prairie South is a member of the Public Section of the Saskatchewan School Boards' Association.
Current Status:	The Executive Director of the Public Section has provided an update for trustees.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	January 5, 2021	<ul style="list-style-type: none"> Public Section Update, December 2020

Recommendation:

That the Board review the information provided.



Public Section Update

December 23, 2020

Hello everyone,

2020 is almost over and I for one am not sorry to see it go. It has been different than any year in my lifetime and hopefully the likes of which we don't repeat. On the other hand, it has shown how hard school divisions and their staffs will work for their students in challenging times.

I would like to congratulate and welcome the new public school board trustees who were elected or acclaimed in November. Your service to students is vitally important. I look forward to supporting you in your work over your term as a trustee.

On another note, in the last edition of the Update, I thanked Bonnie Hope for her service as Public Section Chair and indicated that she would not be seeking another term as a trustee. To paraphrase a famous quote, the rumours of her non-candidacy were greatly exaggerated. At the last moment, Bonnie put her name forward and was re-elected as the Prairie Spirit Board of Education member representing Martinsville. I'm pleased to have Bonnie still involved in public education in our province and I wish her success with her new term.

On behalf of my family, I wish you all happy holidays and a wonderful New Year that is different from the one we are completing. It has been my pleasure to serve the Public Schools of Saskatchewan over the past year and I am truly looking forward to the future.

Norm Dray
Executive Director

1. Our strategic plan was adopted by the Public Section membership at the November 2018 AGM. The Executive adopted the work plan for the 2020-2021 school year to support the strategic plan at its meeting in October.

Meetings Emanating from our Strategic Plan – In our strategic plan, one of the goals is to advocate for public education and one of the strategic actions to attain that goal is to meet with key actors in the education sector.

- A. SSBA Executive – First Vice Chair Carol and I met virtually with the SSBA executive on December 10. We discussed the SSBA paying fees for Catholic

trustees to belong to their national organization, our Citizenship Awards, the success of the SSBA Fall Assembly, and our coming meeting with Minister Duncan.

- B. Minister of Education Dustin Duncan and Deputy Minister Donna Johnson – Chair Colleen and I met virtually with the new minister and deputy minister on December 17. We reviewed the mandate of the Public Section, discussed some of our key positions, advocated for trusteeship and invited Minister Duncan to help present our Student Citizenship Awards in June.
- C. Education Critic Carla Beck. I had a virtual meeting with Ms Beck after her re-appointment as Education Critic. We agreed to line up a meeting involving Chair Colleen and the Leader of the Opposition Ryan Meili and ourselves in early 2021.

We continue to work to actualize the strategic plan and the work plan. Although face-to-face meetings have been limited due to COVID-19, we continue to find ways to keep relationships alive and thriving.

The strategic plan and the work plan are on our website. See the link below.

<https://www.saskpublicschools.ca/public-section/strategic-plan/>

- 2. Social Media – Our social media presence is ongoing on Twitter and Facebook. We have increased our followers and interactions. We just went over 800 Twitter followers. Social media have become increasingly relevant during this time of physical distancing.

Please take an opportunity to follow us on Facebook and Twitter.

<https://www.facebook.com/publicschoolsofsaskatchewan/>

[@publicschoolssk](#)

- 3. Application to Seek Leave to Appeal – Our application seeking leave to appeal to the Supreme Court of Canada was filed on May 22. Colleen and I were involved with counsel in helping to prepare for that process. The government and Christ the Teacher filed their responses in mid-August, and our reply was filed with the court in late August. We are waiting for a response from the Supreme Court.

We continue to work collaboratively with our Alberta public school colleagues as we seek leave to appeal. They have indicated that they will seek to act as an intervenor if

leave to appeal is granted. We have also had discussions with the organizations representing Ontario English and French public schools but we are not sure what, if any, role they might play if our appeal is granted.

4. Student Citizenship Awards – As you know, due to COVID-19, the awards have been postponed until 2021. Our website has been updated with this change. We will start seeking applications with more active recruitment in January as discussed at our AGM.

<https://www.saskpublicschools.ca/docs/Public-Section-Student-Citizenship-Awards-Information-and-Application-Form.pdf>

5. 2020 Public Section AGM – Our AGM was held as part of the SSBA Fall Assembly on November 25 at 2:30 by Zoom. Over 100 member trustees and senior administrators were in attendance. Our financial report and budget were reviewed and adopted.

At the AGM, Carol Flynn from South East Cornerstone was acclaimed to a second two year term as First Vice Chair. Jim Hack from Horizon was acclaimed to a one year term (replacing George Janzen who is no longer a trustee) as Second Vice Chair. Congratulations to Carol and Jim on their terms as Public Section Table Officers!

Chair Colleen from Saskatoon Public is entering the second year of a two year term.

I look forward to working closely with Colleen, Carol and Jim in the performance of their duties.

6. 2021 General Meeting and Professional Development Event – COVID permitting, this event will be held on June 3 and 4, 2021 in the Saskatoon Travelodge (as the 2020 event was scheduled to be). Scheduled speakers are Geraldine Knudsen, SSBA Legal Counsel, “Staying in Your Lane: The Legal and Fiduciary Responsibilities of Trustees,” and Dr. Patti McDougall, Vice Provost, Teaching, Learning and Student Experience, University of Saskatchewan, “Making the Move into Post Secondary: Still Getting By with a Little Help from My Friends”.

AGENDA ITEM

Meeting Date:	January 5, 2021	Agenda Item #:	06.3
Topic:	Young Inquiry		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	<p>At the December Regular Meeting of the Board of Education, Trustee Young made the following inquiry:</p> <p><i>"If Administration would report the number of resignations and retirements in the Division from September 1st to December 31st 2020. Including Instructional and support staff."</i></p> <p style="text-align: right;">-Young</p>
Current Status:	<p>Retirements/ Resignations Aug-Dec 2020</p> <p><u>Non-Teaching</u></p> <p>Retirement: 9</p> <p>Resignation: 8</p> <p><u>Teaching</u></p> <p>Retirement: 2</p> <p>Resignation: 3</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	January 5, 2021	

Recommendation: That the Board review the information provided.