

Prairie South Schools
BOARD OF EDUCATION

DATE: April 6, 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 March 2, 2021
- 4. Decision and Discussion Items**
 - 4.1.** 2021-2022 Prairie South Calendars
 - 4.2.** Confirmation of Director of Education
 - 4.3.** 2nd Quarter Forecast and Finance Report
 - 4.4. Monthly Reports**
 - 4.4.1. Teacher Absence and Substitute Usage Report
 - 4.4.2. CUPE Staff Absence and Substitute Usage Report
 - 4.4.3. Bus Driver Absence and Substitute Usage Report
 - 4.4.4. Out of Scope Absence and Substitute Usage Report
 - 4.4.5. Tender Report
- 5. Delegations and Presentation**
- 6. Information Items**
 - 6.1.** Young Inquiry
 - 6.2.** South Hill School Monthly Update
- 7. Provincial Matters**
- 8. Celebration Items**
- 9. Identification of Items for Next Meeting Agenda**
 - 9.1.** Notice of Motions
 - 9.2.** Inquiries
- 10. Meeting Review**
- 11. Adjournment**

MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9th Avenue North West, Moose Jaw, Saskatchewan on March 2, 2021 at 1:00 p.m.

Attendance:

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

Regrets:

S. Robitaille, Superintendent of Business and Operations

Delegations:

SSBA Presentation

Motions:

- | | | |
|-------------------|---|---------|
| 2021-03-02 - 3344 | That the meeting be called to order at 1:03 pm
- Bachmann | |
| 2021-03-02 - 3345 | That the Board adopt the agenda as presented.
- Johnson | Carried |
| 2021-03-02 - 3346 | That the Board adopt the minutes of the February 2, 2021 Board meeting.
- Jukes | Carried |
| 2021-03-02 - 3347 | That the Board receive and file the 2019-2020 Early Learning Accountability Report.
- Wilson | Carried |
| 2021-03-02 - 3348 | That the Board approve the 2021-2022 Assiniboia/Caronport/Moose Jaw Calendar and direct administration to continue with calendar development for K-12 and Hutterian schools.
- Jukes | Carried |
| 2021-03-02 - 3349 | That the Board approve the disposal of 2020 Election Records Listed.
- Hagan | Carried |

2021-03-02 - 3350 That the Board receive and file the monthly reports as presented. Carried
- Bumbac

Inquires: Young - Would Administration provide the number of individuals that watched online Board meetings from September 2020 to March 2021 (numbers provided for each month = total) and if possible to indicate numbers of those that may have watched off line versus real time.

2021-03-02 - 3351 That the meeting be adjourned at 2:36 pm
- Davidson

R. Bachmann
Chairperson

S. Robitaille
Superintendent of Business and Operations

Next Regular Board Meeting:

April 6, 2021
Prairie South School Division Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	April 6, 2021	Agenda Item #:	04.1
Topic:	2021-2022 Prairie South Calendars		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>The Education Act in conjunction with collective agreements at the provincial and local level provide guidelines for school calendar development.</p> <p>In accordance with subsection 163(5) of <i>The Education Act, 1995</i>, the first instructional day for all schools across the province is set by the Minister of Education. For the fall of 2021, the Minister has indicated that school will begin on September 1st or 2nd. June 30 is the last instructional day allowed by legislation in any calendar year.</p> <ul style="list-style-type: none"> The Ministry reviews board-approved school calendars to ensure they adhere to the prescribed requirements. Board-approved calendars for 2021-2022 are due at the Ministry by 01 May 2021. <p>In December 2020, the Board approved the following calendar parameters for 2021-2022:</p> <ul style="list-style-type: none"> 197 teaching days (184 in alternate calendar) 185 instructional days (171 in alternate calendar) Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2 a spring vacation consisting of not more than five consecutive school days 12 non-instructional days include: <ul style="list-style-type: none"> ➤ 1 school-based organizational day (½ day start-up and ½ day year-end) ➤ 5 teacher prep days (LINC contract) ➤ 2 professional learning days at beginning of school year ➤ 1 professional learning day for LIP work plan development ➤ Professional learning days for Learning Improvement Teams to align with CLF renewal process
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Current Status:	<p>A draft calendar was circulated to SCCs and school staff for review in January 2021. 420 individuals provided feedback, with more preferring two split weeks at Christmas</p> <p>The Caronport/Assiniboia/Moose Jaw calendar was approved by the Board of Education in March, leading to additional collaborative processes associated with the K-12 calendar and the Hutterian calendar.</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Authority for the Board to set the yearly calendar is established in Board Policy 2.
Legal Implications:	
Communications:	The calendars will be shared with schools, SCCs, staff, parents, and the public once the calendars have been approved by the Board and Ministry.

Prepared By:	Date:	Attachments:
Tony Baldwin	April 6, 2021	<ul style="list-style-type: none"> • Assiniboia / Moose Jaw / Caronport Calendar (Approved) • K-12 Calendar • Hutterian School Calendar • Calendar Hours Summary

Recommendation:

That the Board approve the 2021-2022 K-12 and Hutterian Calendars and direct administration to forward the approved calendar package to the Ministry of Education for Ministry review.

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	No School		Regular School Day		Teacher Prep
	Early Dismissal		School-Based Organization Day		
	Preparation/LIT Day				

2021-2022 Calendar: Moose Jaw, Assiniboia, Caronport 02 March 2021

2022



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No School	Regular School Day	Teacher Prep
Early Dismissal	School-Based Organization Day	
Preparation/LIT Day		

2021-2022 Calendar: K-12 Schools 06 April 2021



2021

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	No School		Regular School Day		Teacher Prep
	School-Based Organization Day		Preparation/LIT Day		



2021-2022 Calendar: Rose Valley, Huron, Belle Plaine, Vanguard, Baildon 06 April 2021

Prairie South Schools Calendar Summary 2021-2022
210406

		Calendar One	
Name of Day	Number of Days	Student Instructional Minutes	Teacher Assigned Minutes
Regular Day (includes exam days)	180 x	310	310
Early Dismissal Day	5 x	250	310
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	11 x	0	300
Total Minutes		57770	61370
Total Hours		963	1023
Kindergarten Minutes		28885	
Kindergarten Hours		481	
Calendar One Schools	Schools in Moose Jaw, Assiniboia and Caronport		
		Calendar Two	
Name of Day	Number of Days	Student Instructional Minutes	Teacher Assigned Minutes
Regular Day (includes exam days)	166 x	336	336
Early Dismissal Day	5 x	276	336
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	11 x	0	300
Total Minutes		57876	61176
Total Hours		965	1020
Kindergarten Minutes		28938	
Kindergarten Hours		482	
Calendar Two Schools	Schools in Craik, Eyebrow, Chaplin, Central Butte, Mortlach, Gravelbourg, Lafleche, Kincaid, Mankota, Glentworth, Rockglen, Coronach, Bengough, Avonlea, Rouleau and Mossbank		
		Calendar Three	
Name of Day	Number of Days	Student Instructional Minutes	Teacher Assigned Minutes
Regular Day (includes exam days)	181 x	315	315
Student Led Conference Sessions	4 x	180	180
Teacher Prep and PD Days	11 x	0	300
Total Minutes		57735	61035
Total Hours		962	1017
Kindergarten Minutes		28868	
Kindergarten Hours		481	
Calendar Three Schools	Schools on Hutterian Colonies at Baildon, Belle Plaine, Huron, Rose Valley and Vanguard.		

AGENDA ITEM

Meeting Date:	April 6, 2021	Agenda Item #:	04.2
Topic:	Confirmation of Director of Education		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In November, 2020 the Board of Education began an executive search process after the resignation of the current Director of Education. A posting for the position was developed and advertised. Shortlisting and reference processes were completed by facilitator Randy Fox on behalf of the Board of Education and candidates were interviewed by the Board during the week of March 8, 2021.
Current Status:	Subsequent to the interview process, Mr. Ryan Boughen was announced as the Board of Education's selection as Director of Education effective August 1, 2021.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Authority for the Board to select the Director of Education is established in The School Division Administration Regulations, 2017, S. 44.
Legal Implications:	The Director of Education is the Chief Executive Officer of Prairie South Schools.
Communications:	The Board issued a press release and biography of Mr. Boughen on March 16, 2021. On that same day, the Minister was notified through Ministry of Education staff of the Board's selection.

Prepared By:	Date:	Attachments:
Tony Baldwin	April 6, 2021	<ul style="list-style-type: none"> Press Release Boughen Biography

Recommendation:

That the Board confirm the appointment of Ryan Boughen as Director of Education effective August 1, 2021.

15 March 2021

For Immediate Release

Prairie South Schools Names Boughen as Director of Education

The Board of Education at Prairie South Schools announced Monday that Ryan Boughen has been selected as the new Director of Education at Prairie South. Boughen, a long time staff member at Prairie South, will begin his new duties on August 1, 2021.

Boughen's selection ends a 4-month process for the Board that began soon after the municipal election in November. Board Chair Robert Bachmann said, "The selection of a CEO is one of the most important functions of a Board of Education. Director Boughen will be the face of our school division and his guidance will influence teaching and learning for every student and staff member in Prairie South."

Boughen is originally from Moose Jaw and has spent the majority of his career in Prairie South Schools and the Moose Jaw Public School Division. He holds a Bachelor of Education degree from the University of Saskatchewan, a Master of Science degree in Educational Leadership from Walden University and a Master's Certificate in Human Resource Management from the University of Regina. Boughen commented Monday about the Board's announcement. "Prairie South is a world class school division, and I am humbled and excited to be chosen by the Board as the next Director of Education." Boughen noted that his current role as Superintendent of School Operations has been important as he looks to the future. "I have learned so much about the amazing students and staff in our rural schools as I have supported them over the past several years; Prairie South is such a diverse school division and I am grateful to have had experiences both in Moose Jaw and our other communities."

Other trustees expressed their confidence in Boughen. "I have worked with Ryan in several different roles over the years," said Moose Jaw Trustee Todd Johnson. "His commitment to children and youth has always impressed me, and I'm glad that he will have the opportunity to share this commitment in a new role."

Boughen lives with his family in Moose Jaw.

For additional information, please contact Board Chair Robert Bachmann at (306)513-8794.

Ryan Boughen, Director of Education



Prairie South Schools is pleased to announce the appointment of Ryan Boughen as the Director of Education at Prairie South Schools beginning 01 August 2021.

Ryan is originally from Moose Jaw, Saskatchewan. He holds a Bachelor of Education degree from the University of Saskatchewan, a Master of Science degree in Educational Leadership from Walden University and a Master's Certificate in Human Resource Management from the University of Regina. Ryan has worked for Prairie South Schools and the Moose Jaw Public School Division for the past 27 years as a teacher, principal and

Superintendent of Human Resources and is currently Superintendent of School Operations with responsibility for information technology, school staffing planning, innovation, professional staff orientation and performance management. Ryan is a lifelong learner; his professional interests include staff development, instructional leadership and employee relations. Ryan's leadership extends to the community where he has volunteered as a coach and organizer of sporting opportunities for children and youth in Moose Jaw and area. Ryan has volunteered professionally as a guest lecturer at the University of Regina, a Board Member of the Saskatchewan Professional Teachers Regulatory Board and a presenter at the National Congress for Rural Education.

Ryan enjoys recreational athletics and outdoor activities and spending time with family and friends. Ryan is married to Rachel and has 3 children: Bryce, Dylan and Kyle.

Please join the Board of Education as we welcome Ryan to his new role at Prairie South Schools.

AGENDA ITEM

Meeting Date:	April 6 th , 2021	Agenda Item #:	04.3
Topic:	2nd Quarter Forecast and Finance Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Division was required to submit a 2020-21 2 nd Quarter Forecast to the Ministry on March 31, 2021
Current Status:	The forecast was submitted to the Ministry. The report includes brief variance explanations associated to the report and Function level Income and Expense statement.
Pros and Cons:	It must be noted that this information is a forecast and based on information currently available.
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	April 6, 2021	PSSD #210 2 nd Quarter Forecast, Function level Income and Expense Statement

Recommendation:

That the Board receive and file the 2nd Quarter Forecast and Finance Report.

2ND QUARTER FINANCE REPORT

For the period ended February 28, 2021

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. Revenue/Expenditure patterns to February 28, 2021 for actuals and to August 31, 2021 for the projection:

The 2nd Quarter projection estimates a surplus of \$2,546,509. The budget was for a \$1,885,679 deficit.

Revenue:

Overall our revenues are 49.9% of budget as of February 28. They are projected to be 105% of budget by year-end with \$4,510,168 more revenue than budgeted for the school division.

- Grants are at 50.2% of budget at February 28 and are projected to be 10% by August 31. The projection includes \$3.4 million of pandemic funding, \$333 thousand of CAIF funding and \$1.1 million of emergent funding that was approved March 31 as unbudgeted revenue. The Pandemic funding that is for next year has to be recognized as revenue this year. All of the budgeted funding for the new school is included in the projection but it is possible that we will not receive it all in the current year if the project has not moved forward significantly.
- School Generated Funds revenue is down substantially because of reduced activities and fund raising. This offsets some of the overage in grants so total revenue is not up by as much as the additional grant money.

Expenses:

Our expenses are at 55.6% of budget at the end of the 2nd quarter and are projected to be 100% of budget by August 31.

- Overall we are projected to be \$77,980 under budget by August 31. The biggest variance areas are Instruction, facilities, transportation and School Generated funds.
- For instruction significant savings for subs, PD, field trips, sports travel etc are offset partially by additional spending on supplies and equipment to manage the Covid situation.

- Facilities is projected to be 2.36 million over budget from spending Covid savings from last year and the emergent funding projects.
- The savings in Transportation are mainly in repairs, fuel and bus driver expenses for extra trips. Benefits and unbudgeted GPS costs offset some of the savings.
- SGF expense are also down substantially because of reduced activities at the schools.

Governance Implications

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

Prairie South School Division No. 210

FORECAST Statement of Operations

For the Period Ended February 28, 2021

	2021 Budget	As at Feb 28, 2021 Actual	2nd Quarter 2021 Projection	2020 Actual
REVENUES				
Property Taxation	-	-	-	2,403
Grants	80,682,967	40,515,947	86,015,286	78,917,227
Tuition and Related Fees	234,000	140,110	236,710	251,931
School Generated Funds	1,511,071	238,045	396,739	1,074,893
Complementary Services	625,142	369,296	691,928	673,629
External Services	3,565,194	1,921,882	3,750,925	3,541,985
Other	519,300	321,855	556,254	892,523
Total Revenues (Schedule A)	87,137,674	43,507,135	91,647,842	85,354,591
Governance	460,988	243,398	319,391	334,396
Administration	2,879,201	1,577,815	2,889,057	2,832,848
Instruction	59,278,980	34,550,863	58,445,668	55,395,947
Plant	13,409,096	6,528,446	15,768,164	14,239,879
Transportation	6,528,234	3,315,480	5,970,592	5,810,288
Tuition and Related Fees	10,000	4,000	4,000	14,525
School Generated Funds	1,455,398	238,214	406,251	1,027,725
Complementary Services	1,246,246	850,742	1,464,085	1,482,449
External Services	3,748,210	2,175,155	3,829,932	3,651,319
Other Expenses	7,000	2,516	4,193	3,120
Total Expenses (Schedule B)	89,023,353	49,486,629	89,101,333	84,792,496
Operating Surplus (Deficit) for the Year	(1,885,679)	(5,979,494)	2,546,509	562,095

Prairie South School Division No. 210

Expense

2nd Quarter - Forecast and Actuals (with accruals)

<u>Account Description</u>	<u>Aug 31 2021 Budget</u>	<u>Feb 28 2021 Actual</u>	<u>Aug 31 2021 Forecast</u>	<u>Budget to Forecast Difference</u>
Property Taxation				
Property Tax Levies and Other	-	-	-	-
Grants In Lieu - Federal Government	-	-	-	-
Grants in Lieu - Provincial Government	-	-	-	-
Grants in Lieu - Railways and Other	-	-	-	-
Treaty Land Entitlement	-	-	-	-
Total Property Taxation Revenue	-	-	-	-
Grants				
Ministry of Education Operating Grant	75,638,138	38,018,819	76,062,938	424,800
Ministry of Education Capital Grants	2,500,000	-	2,500,000	-
Other Ministry of Education Grants	2,245,829	33,825	3,654,070	1,408,241
Other Provincial Grants - Operating	-	2,280,559	3,391,491	3,391,491
Other Provincial Grants - Capital	-	-	-	-
Federal Grants - Operating	-	-	-	-
Federal Grants - Capital	-	-	-	-
Grants from Others - Operating	299,000	182,744	357,985	58,985
Grants from Others - Capital	-	-	48,802	48,802
Total Grants	80,682,967	40,515,947	86,015,286	5,332,319
Tuition & Related Fees				
Tuition and Related Fees Revenue	234,000	140,110	236,710	2,710
Total Tuition and Related Fees	234,000	140,110	236,710	2,710
School Generated Funds				
School Generated Funds Revenue	1,511,071	238,045	396,739	(1,114,332)
Total School Generated Funds	1,511,071	238,045	396,739	(1,114,332)
Complementary Services				
Ministry of Education Operating Grant	532,730	266,364	532,728	(2)
Ministry of Education Capital Grants	-	-	-	-
Other Ministry of Education Grants	80,000	81,417	131,417	51,417
Other Provincial Grants - Operating	12,412	6,268	12,536	124
Other Provincial Grants - Capital	-	-	-	-
Federal Grants - Operating	-	-	-	-
Federal Grants - Capital	-	-	-	-
Grants from Others - Operating	-	15,247	15,247	15,247
Grants from Others - Capital	-	-	-	-
Tuition and Related Fees	-	-	-	-
Other Complementary Services	-	-	-	-
Total Complementary Services Revenue	625,142	369,296	691,928	66,786

External Services

Ministry of Education Operating Grant	3,362,940	1,710,614	3,421,228	58,288
Ministry of Education Capital Grants	-	-	-	-
Other Ministry of Education Grants	-	-	-	-
Other Provincial Grants - Operating	-	109,746	158,767	158,767
Other Provincial Grants - Capital	-	-	-	-
Federal Grants - Operating	-	-	-	-
Federal Grants - Capital	-	-	-	-
Grants from Others - Operating	-	-	-	-
Grants from Others - Capital	-	-	-	-
Tuition and Related Fees	-	-	-	-
Other External Services	202,254	101,522	170,930	(31,324)
Total External Services Revenue	3,565,194	1,921,882	3,750,925	185,731

Other Revenue

Miscellaneous Revenue	62,300	123,542	123,542	61,242
Sales & Rentals	157,000	73,513	118,322	(38,678)
Investments	300,000	92,652	282,242	(17,758)
Gain on Disposal of Capital Assets	-	32,148	32,148	32,148
Total Other Revenue	519,300	321,855	556,254	36,954
TOTAL	87,137,674	43,507,135	91,647,842	4,510,168

<u>Account Description</u>	<u>Aug 31 2021 Budget</u>	<u>Feb 28 2021 Actual</u>	<u>Aug 31 2021 Forecast</u>	<u>Budget to Forecast Difference</u>
Governance Expense				
Board Members Expense	213,000	94,059	150,742	(62,258)
Professional Development - Board Members	17,500	(1,375)	(1,375)	(18,875)
School Community Councils	54,000	11,169	11,169	(42,831)
Elections	60,000	21,516	40,826	(19,174)
Other Governance Expenses	116,488	118,029	118,029	1,541
Amortization of Tangible Capital Assets	-	-	-	-
Total Governance Expense	460,988	243,398	319,391	(141,597)

Administration Expense				
Salaries & Benefits	2,338,338	1,164,250	2,334,501	(3,837)
Supplies & Services	234,011	178,198	214,928	(19,083)
Non-Capital Furniture & Equipment	10,600	5,696	9,267	(1,333)
Building Operating Expenses	51,500	144,858	167,861	116,361
Communications	23,970	15,945	26,067	2,097
Travel	41,300	5,130	10,259	(31,041)
Professional Development	54,610	1,302	1,302	(53,308)
Amortization of Tangible Capital Assets	124,872	62,436	124,872	-
Total Administration Expense	2,879,201	1,577,815	2,889,057	9,856

Instruction Expense				
Instructional (Teacher Contract) Salaries & Benefits	44,294,814	25,903,125	43,623,378	(671,436)
Program Support (Non-Teacher Contract) Salaries & Benefits	9,181,412	5,253,558	8,931,984	(249,428)
Instructional Aids	1,555,698	1,065,451	1,775,752	220,054
Supplies & Services	830,979	980,654	1,504,232	673,253
Non-Capital Furniture & Equipment	1,079,080	572,176	1,246,939	167,859
Communications	200,327	90,113	172,014	(28,313)
Travel	156,810	48,955	80,370	(76,440)
Professional Development	526,633	142,504	146,777	(379,856)
Student Related Expenses	608,464	71,945	119,458	(489,006)
Amortization of Tangible Capital Assets	844,763	422,382	844,764	1
Total Instruction Expense	59,278,980	34,550,863	58,445,668	(833,312)

Plant Operation & Maintenance Expense				
Salaries & Benefits	4,352,738	2,100,681	4,201,361	(151,377)
Supplies & Services	32,000	6,866	8,953	(23,047)
Non-Capital Furniture & Equipment	307,250	24,415	48,831	(258,419)
Building Operating Expenses	6,162,832	3,086,611	8,910,318	2,747,486
Communications	7,500	5,134	10,270	2,770
Travel	90,500	78,215	140,019	49,519
Professional Development	12,500	4,636	4,636	(7,864)
Amortization of Tangible Capital Assets	2,443,776	1,221,888	2,443,776	-
Total Plant Operation & Maintenance Expense	13,409,096	6,528,446	15,768,164	2,359,068

Student Transportation Expense				
Salaries & Benefits	3,482,038	2,040,683	3,563,985	81,947
Supplies & Services	1,163,164	579,502	1,074,711	(88,453)
Non-Capital Furniture & Equipment	628,900	219,266	394,341	(234,559)
Building Operating Expenses	83,600	49,808	94,451	10,851
Communications	18,600	7,664	13,499	(5,101)
Travel	5,000	15	15	(4,985)
Professional Development	15,000	4,568	7,613	(7,387)
Contracted Transportation	326,205	11,110	16,249	(309,956)
Amortization of Tangible Capital Assets	805,727	402,864	805,728	1
Total Student Transportation Expense	6,528,234	3,315,480	5,970,592	(557,642)

Tuition and Related Fees

Tuition and Related Fees Expense	10,000	4,000	4,000	(6,000)
Total Tuition and Related Fees	10,000	4,000	4,000	(6,000)

School Generated Funds

School Generated Funds Expenses	1,455,398	238,214	406,251	(1,049,147)
Total School Generated Funds	1,455,398	238,214	406,251	(1,049,147)

Complementary Services Expense

Tuition & Other Related Fees	-	-	-	-
Administration Salaries & Benefits	-	-	-	-
Instructional (Teacher Contract) Salaries & Benefits	655,886	435,774	726,291	70,405
Program Support (Non-Teacher Contract) Salaries & Benefits	375,580	311,498	519,163	143,583
Transportation Salaries & Benefits	-	-	-	-
Instructional Aids	-	5,394	8,990	8,990
Supplies & Services	141,200	61,827	152,315	11,115
Non-Capital Furniture & Equipment	-	2,814	2,814	2,814
Building Operating Expenses	-	-	-	-
Communications	1,000	881	1,763	763
Travel	6,000	5,797	9,662	3,662
Professional Development	5,700	2,543	2,543	(3,157)
Student Related Expenses	59,750	23,551	39,251	(20,499)
Contracted Transportation & Allowances	-	98	163	163
Amortization of Tangible Capital Assets	1,130	565	1,130	-
Loss on Disposal of Tangible Capital Assets	-	-	-	-
Write-Down of Tangible Capital Assets	-	-	-	-
Total Complementary Services Expense	1,246,246	850,742	1,464,085	217,839

External Service Expense

Grant Transfers	-	-	-	-
Tuition & Other Related Fees	491,000	419,746	885,767	394,767
Administration Salaries & Benefits	146,660	72,571	145,142	(1,518)
Instructional (Teacher Contract) Salaries & Benefits	2,846,623	1,524,057	2,540,095	(306,528)
Program Support (Non-Teacher Contract) Salaries & Benefits	134,135	74,918	128,197	(5,938)
Plant Operation & Maintenance Salaries & Benefits	-	-	-	-
Transportation Salaries & Benefits	-	-	-	-
Instructional Aids	-	-	-	-
Supplies & Services	12,500	21,573	27,061	14,561
Non-Capital Furniture & Equipment	-	236	236	236
Building Operating Expenses	1,000	322	502	(498)
Communications	-	-	-	-
Travel	1,350	537	895	(455)
Professional Development	-	-	-	-
Student Related Expenses	114,666	61,057	101,761	(12,905)
Contracted Transportation & Allowances	-	-	-	-
Amortization of Tangible Capital Assets	276	138	276	-
Loss on Disposal of Tangible Capital Assets	-	-	-	-
Write-Down of Tangible Capital Assets	-	-	-	-
Total External Services Expense	3,748,210	2,175,155	3,829,932	81,722

Other Expense

Current Interest and Bank Charges	7,000	2,516	4,193	(2,807)
Interest on Debentures	-	-	-	-
Interest on Capital Loans	-	-	-	-
Interest on Other Long-Term Debt	-	-	-	-
Contaminated Sites	-	-	-	-
Loss on Disposal of Tangible Capital Assets	-	-	-	-
Write-Down of Tangible Capital Assets	-	-	-	-
Provision for Uncollectable Accounts	-	-	-	-
Total Other Expense	7,000	2,516	4,193	(2,807)

TOTAL	89,023,353	49,486,629	89,101,333	77,980
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AGENDA ITEM

Meeting Date:	April 6, 2021	Agenda Item #:	04.4
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	April 6, 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: February 24, 2021 - March 22, 2021

Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	12.76	1.51%	11.52	90.28%	0.15%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Earned Day Off	19.49	2.31%	16.37	83.99%	0.23%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	0	0.00%	0	0.00%	0.00%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	189.34	22.41%	186.49	98.49%	2.26%
Pressing Leave	19.66	2.33%	17.63	89.67%	0.23%
PSTA	0	0.00%	0	0.00%	0.00%
Leave Without Pay	15.8	1.87%	13	82.28%	0.19%
SUB TOTAL	257.05	30.42%	245.01	95.32%	3.07%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	225.53	26.69%	204.87	90.84%	2.69%
Illness - Long Term	120.90	14.31%	0	0.00%	1.44%
Medical/Dental Appt	105.95	12.54%	89.69	84.65%	1.26%
Paternity/Adoption Leave	2	0.24%	2	100.00%	0.02%
Quarantine	72.73	8.61%	52.65	72.39%	0.87%
Secondment	4	0.47%	4	100.00%	0.05%
STF Business - Invoice	0	0.00%	0	0.00%	0.00%
Unpaid Sick Leave	0.5	0.06%	0.5	100.00%	0.01%
SUB TOTAL	531.61	62.92%	353.71	66.54%	6.35%
Prairie South					
Extra/Co-curr Teach	1.75	0.21%	0	0.00%	0.02%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	16.28	1.93%	11.03	67.75%	0.19%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	15.78	1.87%	15.62	98.99%	0.19%
PD DEC Teachers	22.42	2.65%	20.65	92.11%	0.27%
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	56.23	6.66%	47.30	84.12%	0.67%
Total Absences	844.89	100.00%	646.02	76.46%	10.09%

Teachers (FTE)

440.83

of teaching Days

19

Possible Days

8375.77

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

Bus Driver Staff Absences & Casual Usage 2020-2021

Date: February 22, 2021 - March 28, 2021

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	0.00	0.00%	0.00	0.00%	0.00%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	0.00	0.00%	0.00	0.00%	0.00%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	0.00	0.00%	0.00	0.00%	0.00%
Covid Close Contact	5.00	2.79%	4.50	90.00%	0.19%
Family Responsibilities	3.00	1.68%	3.00	100.00%	0.12%
Illness - Support	54.50	30.45%	53.50	98.17%	2.12%
Med/Den Appt Support	15.50	8.66%	15.50	100.00%	0.60%
Parenting/Caregiver	3.50	0.00%	3.00	85.71%	0.14%
Pressing Leave	1.00	0.56%	1.00	100.00%	0.04%
Quarantine Leave	7.00	3.91%	0.00	0.00%	0.27%
Without Pay Support	65.50	36.59%	63.50	96.95%	2.55%
SUB TOTAL	155.00	81.84%	144.00	92.90%	6.04%
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%
Special Vaccination 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	24.00	13.41%	24.00	100.00%	0.93%
SUB TOTAL	24.00	14.74%	24.00	100.00%	0.93%
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	179.00	96.58%	168.00	93.85%	6.97%

Possible Days

February 22, 2021 - March 28, 2021

Days

24.00

Staff

107.00

Total Days

2568.00

** 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.

CUPE Staff Absences & Casual Usage 2020-2021

Date: February 22, 2021 - March 28, 2021

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	24.5	3.16%	18.67	76.20%	0.35%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	11.2	1.45%	5.05	45.09%	0.16%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Covid Close Contact Leave	41.94	5.42%	16	38.15%	0.60%
CUPE Business - Invo	31	4.00%	27.75	89.52%	0.45%
Earned Day Off	4.32	0.56%	2	46.30%	0.06%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	8.5	1.10%	7	82.35%	0.12%
Illness - Support	339.54	43.86%	204.5	60.23%	4.90%
Med/Den Appt Support	83.1	10.73%	55.63	66.94%	1.20%
Parenting/Caregiver	22.37	2.89%	10.63	47.52%	0.32%
Pressing Leave	17.21	2.22%	10.67	62.00%	0.25%
Quarantine Leave	31.38	4.05%	19.42	61.89%	0.45%
Service Recognition Days	2.5	0.32%	2	0.00%	0.04%
TIL Support	7.81	1.01%	0	0.00%	0.11%
Without Pay Support	45.45	5.87%	34.28	75.42%	0.66%
SUB TOTAL	670.82	86.65%	413.6	61.66%	9.67%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Special Vaccination Leave	0.17	0.02%	0	0.00%	0.00%
Vacation Support	31.97	4.13%	22.88	71.57%	0.46%
Workers Compensation	65.75	8.49%	44.33	67.42%	0.95%
SUB TOTAL	97.89	12.64%	67.21	68.66%	1.41%
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	0.5	0.06%	0.5	0.00%	0.01%
PD DEC In Province Support Staff	4.98	0.64%	3.98	0.00%	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	5.48	0.71%	4.48	0.00%	0.08%
Total Absences	774.19	100.00%	485.29	62.68%	11.16%

Possible Days

February 22, 2021 - March 28, 2021

Days

25.00

FTE

277.43

Total Days

6935.75

** 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: February 22, 2021 - March 28, 2021

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	0.53	0.65%	0	0.00%	0.05%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	0	0.00%	0	0.00%	0.00%
Covid Close Contact	7	0.00%	0	0.00%	0.63%
Family Responsibilities	0	0.00%	0	0.00%	0.00%
Illness - Support	21.5	26.55%	0	0.00%	1.94%
Med/Den Appt Support	6.94	8.57%	0	0.00%	0.63%
Parenting/Caregiver	2.43	3.00%	0	0.00%	0.22%
Pressing Leave	2.5	3.09%	0	0.00%	0.23%
Quarantine Leave	0	0.00%	0	0.00%	0.00%
Without Pay Support	24.13	29.79%	0	0.00%	2.18%
SUB TOTAL	65.03	80.29%	0	0.00%	5.88%
Employment Act					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Special Vaccination Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	15.96	19.71%	0	0.00%	1.44%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	15.96	19.71%	0	0.00%	1.44%
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	80.99	100.00%	0	0.00%	7.33%

Possible Days

February 22, 2021 - March 28, 2021

Days

25.00

FTE

44.22

Total Days

1105.50

** 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 February 26, 2021 to March 31, 2021

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:

Two purchases were made by the IT department in arrangements where the manufacturer offers preferred pricing with substantial discounts but only through a specific vendor. Cisco switches were ordered through Charter for a total cost of \$89,770 before tax. Nimble storage was ordered through Powerland for a cost of \$49,488 before tax.

The following quotes were also done:

- A quote was done for a rubber surface for a playground area at Coronach School. The quote was awarded to A1 Rubber Paving and Sealants. Quoted cost was \$13,938 plus taxes.
- A tender was issued for a Building Management System at William Grayson. The tender was awarded to Field Plumbing and Heating for a cost of \$130,780 plus taxes.
- A tender was issued for roof replacement at Sunningdale School. The tender was awarded to Duncan Roofing for a cost of \$306,870.
- A tender was issued for computer equipment. The tender was split with \$155,756 going to Powerland and \$7,312 going to GenX.

AGENDA ITEM

Meeting Date:	April 6, 2021	Agenda Item #:	06.1
Topic:	Young Inquiry		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information





Background:	<p>At the March Regular Meeting of the Board of Education, Trustee Young made the following inquiry:</p> <p><i>“Would Administration provide the number of individuals that watched online Board meetings from September 2020 to March 2021 (numbers provided for each month = total) and if possible to indicate numbers of those that may have watched off line versus real time.”</i></p> <p style="text-align: right;">-Young</p>
Current Status:	<p>We do not have the ability to determine how many total “unique” individual people watched the live streams.</p> <p>We do have the ability to measure “hits” on the archived videos. A hit means that someone clicked on the link for the video but does not provide information about whether the entire video or any part of it was viewed. Please see information attached.</p>
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	April 6, 2021	<ul style="list-style-type: none"> Archived hit count information

Recommendation: That the Board review the information provided.

Archived Board Meeting Video Hits
April 6, 2021

Thumbnail	Title	Users	Views
	March 2nd 2021 Board Meeting	jpfluger	34
	February 2nd 2021 Board Meeting	jpfluger	25
	January 5th 2021 Board Meeting	jpfluger	45
	December 8th 2020 Board Meeting	jpfluger	40
	November 24th 2020 Special Board Meeting	jpfluger	36

Thumbnail	Title	Users	Views
	November 17th 2020 Board Meeting	jpfluger	58
	October 6th 2020 Board Meeting	jpfluger	62
	September 1st 2020 Board Meeting	jpfluger	89
	June 2nd 2020 Board Meeting	jpfluger	95

AGENDA ITEM

Meeting Date:	April 6, 2021	Agenda Item #:	06.2
Topic:	South Hill School Monthly Update		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Prairie South Schools is building a new joint-use school in Moose Jaw. The school is scheduled to open during the 2023-2024 school year.
Current Status:	An update of activities since the last meeting of the Board of Education is included.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	April 6, 2021	• February 2021 Update





Recommendation:

That the Board review the attached materials.

PROJECT STATUS REPORT

To:	Project Steering Committee & Working Group	Contact:	Sean Chase & Tony Baldwin
From:	Mike Sazynski	Ref:	860672-0219 (1.0)
Project:	Moose Jaw Joint-Use School	Date:	March 8, 2021
Report Period:	Monthly Status Report: February 2021		

1. Project Dashboard

Status	Overall Status	Scope	Budget	Schedule
This Period				

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

Dashboard Notes:

- **Overall:** Moderate risk in recognition of the known schedule and potential budget pressures associated with the Memorandum of Understanding (MOU).
- **Scope:** the scope of the project is being expanded because of the MOU. Despite the high-level agreement, the entire scope of roads and underground services have yet to be confirmed.
- **Budget:** Moderate risk to reflect additional costs anticipated for site servicing per terms of the (MOU). These costs will be estimated upon completion of a revised concept plan in April 2021.
- **Schedule:** The schedule is at high risk given the delays in site acquisition and the municipal approval process. With design unable to substantially advance until after concept plan amendment and public consultation has been completed, a project completion date of January 2024 remains at risk.

2. Completed Activities this Period (February 2021)

Progress was made on key activities during this reporting period. The table below shows details of those activities and when they were completed. The focus of this period was: Land Development Committee (LDC) Meeting regarding site planning, Personal Learning Community (PLC) presentation by the design team and the Steering Committee Meetings on Westheath site development options. In addition to the bi-weekly working group meetings, the following items have taken place:

	Description	Owner	Completed
1	Steering Committee Meeting (review site)	MS	05-Feb-2021
2	Review of Site Plans with City	MS	17-Feb-2021
3	Steering Committee Meeting (review consultation package)	MS	19-Feb-2021
4	PLC Presentation to the Working Group	SPRA	24-Feb-2021
5	Steering Committee Meeting (V3 Presentation on Sites)	MS	26-Feb-2021
6	Steering Committee Meeting (review site service budget)	MS	05-Mar-2021
7	PLC Presentation to Senior Administrators	SPRA	05-Mar-2021

3. Planned Activities next Period (March 2021)

Activities in March are focused on developing a project budget for Options 1 (south facing) and 1A (north facing). These budgets will include off site services and items specific to the MOU. The PLC concept design will continue to evolve as will site massing in time for public consultation which has now been deferred to mid-April.

	Description and Information Required	Owner	Due By
1	Budget for Options 1 and 1A Developed	MS	17-Mar-2021
2	Budget for Options 1 and 1A Approved by Steering Committee	MS	26-Mar-2021
3	Preferred Massing Option Presented	SPRA	31-Mar-2021
4	Public Consultation Package approved by Steering Committee	SPRA	31-Mar-2021