

	<p><i>Prairie South Schools</i></p> <p>BOARD OF EDUCATION</p>	
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December 7, 2021

1:00 p.m.

Central Office, 1075 9th Avenue NW

Moose Jaw

AGENDA

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
 - 3.1. Regular Board Meeting November 2, 2021
 - 3.2. Special Board Meeting November 23, 2021
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Facilities Accountability Report
 - 5.2. Annual Bursary Fund Directorship Appointments
 - 5.3. 2022-2023 Calendar Parameters
 - 5.4. Craik School Community Council Constitution
 - 5.5. Out of Province Excursion – Peacock and Central to Edmonton, Alberta
 - 5.6. Out of Province Excursion – Lafleche to Elk Water (Hidden Valley), Alberta
 - 5.7. Monthly Reports
 - 5.7.1. Teacher Absence and Substitute Usage Report
 - 5.7.2. CUPE Staff Absence and Substitute Usage Report
 - 5.7.3. Bus Driver Absence and Substitute Usage Report
 - 5.7.4. Out of Scope Absence and Substitute Usage Report
 - 5.7.5. Tender Report
- 6. Delegations and Presentation**
 - 6.1. Provincial Education Plan Mental Health and Well-Being Priority, Amanda Olson
- 7. Information Items**
 - 7.1. South Hill School Update

8. Committee Reports

- 8.1. Business, Infrastructure and Governance
- 8.2. Human Resources
- 8.3. Partnerships and Teambuilding
- 8.4. Student Outcomes
- 8.5. Communications Ad Hoc Committee
- 8.6. Transportation Ad Hoc Committee

9. Provincial Matters

10. Celebration Items

11. Identification of Items for Next Meeting Agenda

- 11.1. Notice of Motions
- 11.2. Inquiries

12. Meeting Review

13. 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 November 2, 2021 at 1:00 p.m.

Attendance:

Mr. R. Bachmann; Mr. J. Bumbac; Dr. S. Davidson (via teleconference); Ms. C. Froese; Mr. B. Hagan; Mr. T. Johnson; Ms. J. Jukes; Ms. D. Pryor; Ms. G. Wilson; Mr. L. Young; D. Swanson, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; J. Prokopetz, Superintendent of School Operations; A. Johnson, Superintendent of Human Resources; A. Olson; Superintendent of Learning; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Presentations/Delegations:

Tony Mckechnie (1:15 p.m.)

Motions:

- | | | |
|-------------------|-------------------------------------------------------------------------------------------------------|---------|
| 2021-11-02 - 3631 | That the meeting be called to order at 1:00 p.m.
- Wilson | |
| 2021-11-02 - 3632 | That the Board adopt the agenda as presented.
- Froese | Carried |
| 2021-11-02 - 3633 | That the Board adopt the minutes of the October 5, 2021 Regular Board Meeting.
- Hagan | Carried |
| 2021-11-02 - 3634 | That the Board receive and file the School and Division Improvement Accountability Report.
- Jukes | Carried |
| 2021-11-02 - 3635 | That the Board receive and file the monthly reports as presented.
- Pryor | Carried |
| 2021-11-02 - 3636 | That the meeting be adjourned at 1:47 p.m.
- Johnson | Carried |

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

December 7, 2021
Prairie South School Division Central Office, Moose Jaw

**MINUTES OF THE SPECIAL BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL
DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office,
1075 9th Avenue North West, Moose Jaw, Saskatchewan on November 23, 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. J. Jukes; Ms. D. Pryor; Ms. G. Wilson; Mr. L. Young; D. Swanson, Superintendent of School Operations; D. Huschi, Superintendent of School Operations; J. Prokopetz, Superintendent of School Operations; A. Johnson, Superintendent of Human Resources; A. Olson; Superintendent of Learning; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Presentations/Delegations:

Valerie Watson, Deloitte LLP

Motions:

- 2021-11-23 - 3637 That the meeting be called to order at 1:03 p.m.
- Wilson
- 2021-11-23 - 3638 That the Board adopt the agenda as presented. Carried
- Froese
- Report presented by Ryan Boughen, Ron Purdy and Valerie Watson, Deloitte LLP
- 2021-11-23 - 3639 That the Board go into closed session at 2:02 p.m. Carried
- Johnson
- 2021-11-23 - 3640 That the Board reconvene in open session at 2:10 p.m. Carried
- Pryor
- 2021-11-23 - 3641 That the Board accept the 2020-2021 Annual Report as Carried
presented, including the audited financial statements, and direct
administration to complete final editing as necessary and to
submit the report in accordance with Ministry guidelines.
- Bachmann
- 2021-11-23 - 3642 That the meeting be adjourned at 2:14 p.m. Carried
- Froese

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

December 7, 2021
Prairie South School Division Central Office, Moose Jaw

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	5.1
Topic:	Facilities Accountability Report 2020-2021		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	The Board's Annual Work Plan calls for the Board to receive the Facilities Accountability Report annually in December.
Current Status:	The 2020-2021 Facilities Accountability Report is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Ongoing review of accountability reports is an opportunity for the Board to learn about and confirm direction of administration in a variety of areas.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Darren Baiton	November 18, 2021	<ul style="list-style-type: none"> 2020-2021 Facilities Accountability Report

Recommendation:

That the Board receive and file the 2020-2021 Facilities Accountability Report.



2020-2021 Facilities Accountability Report

December 2021

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Introduction

The efficient and effective management of school division facilities continues to be a factor in student achievement, as these facilities provide the infrastructure for a positive learning environment. Additionally, careful maintenance and repair of division facilities is a significant fiscal management strategy that will allow for continued focus on student learning in future years. During the 2020-2021 year, Facilities staff strived to maintain excellent levels of service in the following areas:

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

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

Operations and Facility Organization

Department Structure

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

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

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

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

Facilities include school buildings as listed below as well as a variety of additional smaller buildings, one teacherage, building grounds, playgrounds, parking lots, and sports facilities. Our two oldest schools are each 112 years old, and the newest was in its first year of operation in 2016-2017; the average age of our schools is 65 years. Average space utilization in Prairie



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

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

Prairie South SD - 2021 Utilization Rates (based on Sept 30 enrolments)

School Division Name	School Name	School Type	2021 Enrolment (FTE)	2021 Capacity (FTE)	2021 Utilization
Prairie South SD 210	Albert E. Peacock Collegiate	9-12	641	1022	63%
Prairie South SD 210	Assiniboia Composite High School	9-12	148	474	31%
Prairie South SD 210	Assiniboia Elementary School	5-8	180	266	68%
Prairie South SD 210	Assiniboia Seventh Avenue School	K-4	191	193	99%
Prairie South SD 210	Avonlea School	K-12	128	194	66%
Prairie South SD 210	Bengough School	K-12	95	204	47%
Prairie South SD 210	Caronport Elementary School	K-8	168	196	86%
Prairie South SD 210	Central Butte School	K-12	130	312	42%
Prairie South SD 210	Central Collegiate	9-12	546	642	85%
Prairie South SD 210	Chaplin School	K-12	34	158	22%
Prairie South SD 210	Coronach School	K-12	152	370	41%
Prairie South SD 210	Craik School	K-12	51	244	21%
Prairie South SD 210	École Gravelbourg School	K-12	247	259	96%
Prairie South SD 210	Empire School	K-8	115	375	31%
Prairie South SD 210	Eyebrow School	K-12	40	149	27%
Prairie South SD 210	Glentworth Central School	K-12	72	178	41%
Prairie South SD 210	Kincaid Central School	K-12	114	180	63%
Prairie South SD 210	King George School	K-8	367	359	102%
Prairie South SD 210	Lafleche Central School	K-12	109	122	89%
Prairie South SD 210	Lindale School	K-8	300	355	85%
Prairie South SD 210	Mankota School	K-12	40	195	21%
Prairie South SD 210	Mortlach School	K-12	73	234	31%
Prairie South SD 210	Mossbank School	K-12	117	261	45%
Prairie South SD 210	Palliser Heights School	K-8	683	684	100%
Prairie South SD 210	Prince Arthur Community School	K-8	190	352	54%
Prairie South SD 210	*Riverview Collegiate Institute	9-12	98	522	19%
Prairie South SD 210	Rockglen School	K-12	110	361	31%
Prairie South SD 210	Rouleau School	K-12	109	167	65%
Prairie South SD 210	Sunningdale School	K-8	429	408	105%
Prairie South SD 210	Westmount School	K-8	315	448	70%
Prairie South SD 210	William Grayson School	K-8	136	227	60%

*Riverview Collegiate utilizes additional office and classroom space

Facility Unfunded Space 2020-2021	Number of Outbuildings
9 th Avenue Facilities Office	2
9 th Avenue Office	1
Guthridge Field	5
John Chisholm	2
Lindale Warehouse	2
Moose Jaw Transportation Facility	3
Mankota Teacherage	
Assiniboia Transportation Facility	
Gravelbourg Facilities Office	2

Fleet/Equipment

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

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

Facilities Management

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

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

Learning Support Infrastructure

Facility	Elevator	Vertical Lift (stage)	Stair Lift	Auto Door Openers	Accessible Parking	Accessible Washrooms	Ceiling Track System
9th Office	no	n/a	partial	yes	yes	yes	n/a
A.E. Peacock	yes	yes	yes	yes	yes	yes	n/a
Assiniboia 7th	n/a	no	n/a	yes	yes	no	n/a
Assiniboia Elem	n/a	no	no	no	yes	yes	n/a
Assiniboia High	n/a	no	n/a	yes	yes	yes	n/a
Avonlea	n/a	n/a	n/a	yes	yes	yes	n/a
Bengough	no	no	no	no	yes	yes	n/a
Caronport	n/a	yes	yes	yes	yes	no	n/a
Central Butte	n/a	no	n/a	yes	no	yes	n/a
Central Collegiate	yes	yes	n/a	yes	yes	yes	n/a
Chaplin	n/a	no	n/a	no	yes	yes	n/a
Coronach	n/a	no	n/a	yes	yes	yes	n/a
Craik	n/a	no	n/a	yes	yes	yes	n/a
Gravelbourg	yes	no	n/a	yes	yes	yes	n/a
Empire	no	no	no	yes	yes	yes	n/a
Eyebrow	n/a	no	no	yes	yes	yes	yes
Glentworth	n/a	no	n/a	no	yes	yes	n/a
Kincaid	n/a	no	n/a	no	no	yes	n/a
King George	yes	n/a	n/a	yes	yes	yes	yes
Lafleche	n/a	no	n/a	no	yes	yes	n/a
Lindale	n/a	no	n/a	no	yes	no	n/a
Mankota	n/a	no	n/a	no	no	no	n/a
Mortlach	n/a	no	n/a	yes	yes	yes	n/a
Mossbank	n/a	no	n/a	no	no	yes	n/a
Palliser Heights	yes	no	yes	yes	yes	yes	yes
Prince Arthur	yes	no	n/a	yes	yes	yes	n/a
Riverview	yes	yes	n/a	yes	yes	yes	yes
Rockglen	n/a	no	n/a	yes	no	yes	n/a
Rouleau	n/a	no	no	yes	yes	yes	n/a
Sunningdale	n/a	no	no	no	yes	yes	n/a
Westmount	no	yes	yes	no	yes	yes	n/a
William Grayson	yes	on	no	yes	yes	yes	n/a

Technology-Supported Custodial and Maintenance Operations

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

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

Technology continues to provide efficiencies in the following areas:

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

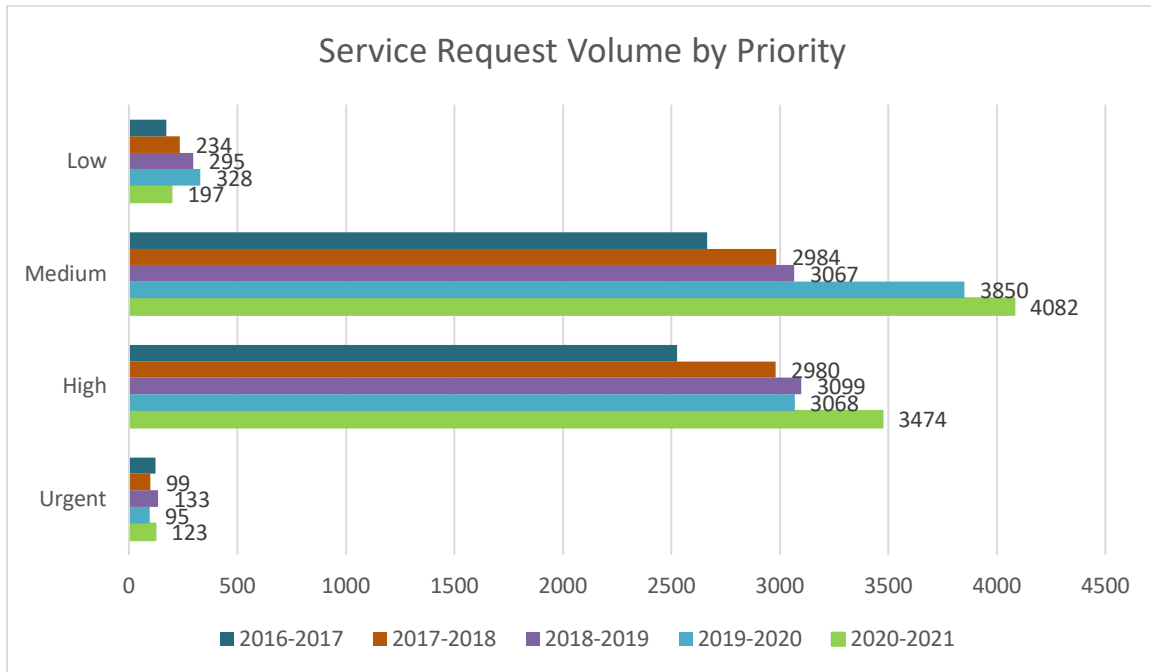
Annual Roof Assessments

Preventative roof inspections are done annually on 1/3 of our facility roofs and repairs are completed to reduce future damage. The following roof assessments were completed in 2020-2021

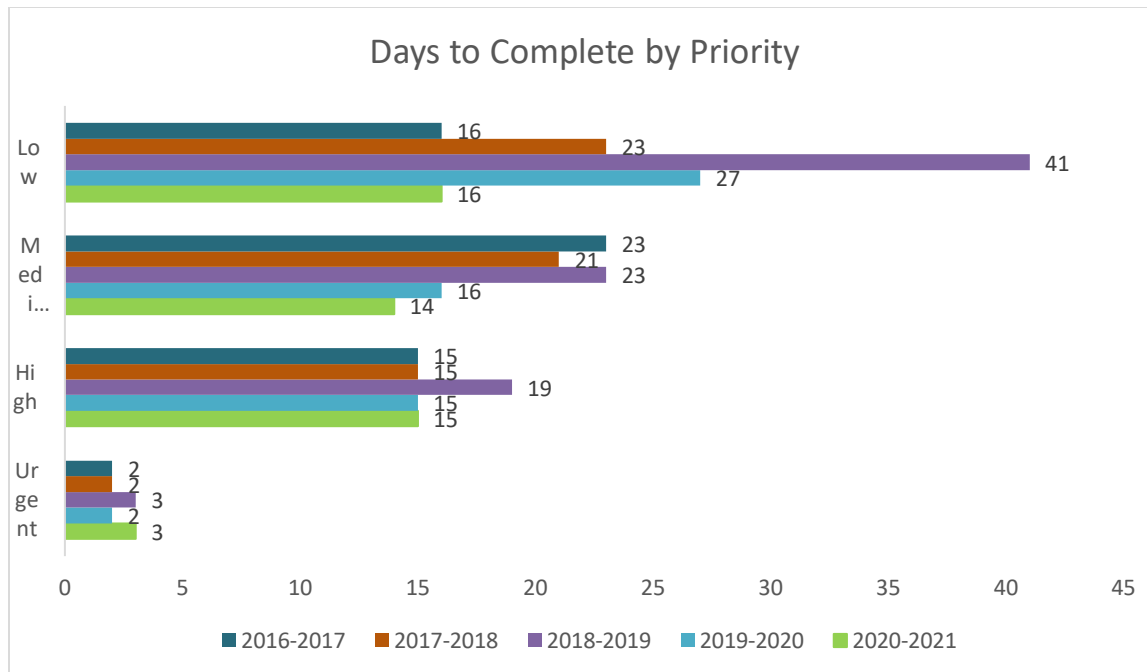
Assiniboia 7 th Avenue School	Glentworth School	Lindale School
Assiniboia Composite High	Kincaid Central School	Prince Arthur School
Assiniboia Elementary	Lafleche Central School	Mossbank School
Assiniboia Office	Mankota School	Rockglen school

Service Request Volume by Facility

2020-09-01 to 2021-08-31



Year	Urgent Call first, submit service request	High Affects daily routine	Medium Standard Maintenance	Low Cosmetic
2020-2021	123	3474	4082	197
2019-2020	95	3068	3850	328
2018-2019	133	3099	3067	295
2017-2018	99	2980	2984	234
2016-2017	121	2527	2664	172



Days to Complete by Priority				
Year	Urgent Call first, submit service request	High Affects daily routine	Medium Standard Maintenance	Low Cosmetic
2020-2021	3	15	14	16
2019-2020	2	15	16	27
2018-2019	3	19	23	41
2017-2018	2	15	21	23
2016-2017	2	15	23	16

Maintenance Ticket History

Year	Submitted	Closed	Pending	Work in Progress	Denied	Routine Asset Service
2020-2021	8247	7472	123	572	80	1941
2019-2020	7341	6681	35	559	63	1849
2018-2019	6595	6195	222	122	56	1831
2017-2018	6295	5913	299	18	65	158
2016-2017	5484	5222	199	19	44	n/a

Health & Safety/Security

The Facilities Department strives to send all staff home safe every day. Facilities ensures staff are given the opportunity to increase their knowledge in safe work practices and professional development opportunities as they become available. Multiple training platforms are used to achieve learning, including but not limited to Saskatchewan Construction Safety Association Online and Instructor Led Training, and Canadian Playground Safety Institute.

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

- ✓ Fire extinguishers and sprinklers are inspected annually by an external vendor in bulk with security systems to reduce costs of travel in rural areas. All annual fire inspections were completed in 2020-2021 Moose Jaw fire hoses are capped to reduce hose replacement and inspection costs.
- ✓ Monthly safety/toolbox meetings are held, and documentation is filed in Connect.
- ✓ Safety stations are in the shop and maintenance fleet is supplied with first aid kits and fire extinguishers.
- ✓ GPS locator app monitors staff location for safety and efficiency.
- ✓ Air, chlorine, and water quality inspections are performed as required. Some rural locations receive more regular inspections due to unique circumstances.
- ✓ Electronic or manual entries and site boiler inspections at all facilities are completed. (daily Asset Planner entries for Technical Safety Authority log).

School Defibrillator Locations

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

Network Infrastructure

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

9th Avenue Division Office (Core Network)

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

Network Switches / Routers	
Cisco Catalyst 9300	31
Cisco Catalyst 2960x	125
Cisco Catalyst 3650	6
Cisco Catalyst 9200L	31
Unifi Edge switch (IP Camera switches)	17
HP 5700 iSCSI (core server switches)	1
Aruba 8320 iSCI (core server network switches)	2
Palo Alto 3020 firewalls (high availability, core network firewall)	2
Cisco ASA 5520 (Disaster Recovery site firewall)	1
Cisco 2911 and Cisco 2921 CME (VoIP) routers in various locations	19

There are currently 237 network switches and routers total dispersed across 39 geographically separate locations in our environment

Wireless Access Points	
Cisco 2702 access points	49
Ruckus R610 access points	160
Ruckus R710 access points	48
Ubiquiti NanoBeam 5AC Gen2 access points	2
Cisco WLC 5508 wireless controllers (HA configuration)	2
Ruckus SZ124 wireless controllers (HA configuration)	2

There are currently 437 wireless access points total dispersed across 39 geographically separate locations in our environment

IP Cameras	
Hikvision security cameras	97
91 Unifi security cameras	156

There are currently 253 IP security / surveillance cameras dispersed across 16 geographically separate locations in our environment

Infrastructure Processes

- ✓ Capital assets and budgets are closely monitored to ensure the budget is being used effectively and efficiently to minimize costs
- ✓ Update 3-year Preventative Maintenance Renewal plan
- ✓ Develop and submit Ministry Major Capital Plan annually
- ✓ Coordinate in-house work with skilled labour to reduce dependency on external contractors and complete projects in an efficient manner
- ✓ Completed Emergent Infrastructure projects
- ✓ Completed planned infrastructure projects
- ✓ Accelerated pace of PMR backlog remediation

Infrastructure Projects			
School	Project	Details	2020-21 Cost
9 th Avenue Office	Renovation	Window Replacement	\$ 131,973
Assiniboia 7 th	Renovation	Hail Damage 2020	\$ 75,472
Assiniboia Composite High	Grounds	Field Upgrade	\$ 5,380
Assiniboia Composite High	Lighting	Lighting Upgrade (CAIF 2020)	\$ 190,065
Assiniboia Composite High	Renovation	Hail Damage 2020	\$ 198,018
Assiniboia Composite High	Renovation	Accessibility Upgrade	\$ 12,902
Assiniboia Elementary	IT	Pod Cast Setup	\$ 4,067
Avonlea	Lighting	Lighting Upgrade CAIF	\$ 8,315
Avonlea		Local Improvement Levi	\$ 86,829
Bengough	HVAC	Ductwork	\$ 194,293
Centennial Auditorium	Renovation	Upgrade Phase II	\$ 167,575
Central Butte	Lighting	Lighting Upgrade CAIF 2021	\$ 76,600
Central Collegiate	Grounds	Asphalt Curbing	\$ 27,707
Central Collegiate	Renovation	Asbestos Remediation 2021	\$ 1,223,064
Central Collegiate	Renovation	Sewer Relining	\$ 13,078
Central Collegiate	Renovation	Learning Space Upgrade (Innovation)	\$ 12,870
Chaplin	HVAC	Heating Upgrade	\$ 87,670
Coronach	Grounds	Concrete Replacement	\$ 41,208
Coronach	Lighting	Lighting Upgrade CAIF 2021	\$ 253,200
Coronach	Renovation	Accessibility Upgrade	\$ 14,491
Craik	HVAC	Furnace replacement & venting	\$ 69,831
Craik	Lighting	Exterior LED	\$ 12,697
Craik	Ground	Asphalt Upgrade	\$ 4,304
Ecole Gravelbourg	Lighting	Gym LED	\$ 3,699
Ecole Gravelbourg	Grounds	Bus Lane Asphalt	\$ 64,109

Glentworth	Renovation	Window and Door Replacement	\$ 94,736
Glentworth	Lighting	Gym LED	\$ 3,699
Glentworth	Renovation	Concrete Floor Replacement	\$ 161,618
Guthridge Field	Grounds	Track Replacement	\$ 3,134
Kincaid	Lighting	Gym and Exterior Lighting Upgrade	\$ 3,699
Kincaid	Renovation	Window and Door Replacement	\$ 106,115
King George	Renovation	Elevator Swipe card	\$ 7,569
Lindale	Renovation	Gym Asbestos Remediation	\$ 336,637
Lindale	IT	Lab in Library Upgrade	\$ 13,402
Mankota	Renovation	Window and Door Replacement	\$ 65,054
Mankota	Lighting	Gym LED	\$ 3,699
Mankota	Grounds	Playground	\$ 10,473
Mossbank	Grounds	Playground	\$ 9,432
Mossbank	Lighting	Gym LED	\$ 3,699
Palliser Heights	IT	PAA Innovation	\$ 15,091
Peacock Collegiate	Renovation	Sewer Relining	\$ 44,088
Peacock Collegiate	Renovation	Electronics Room Floor Replacement	\$ 43,139
Peacock Collegiate	Renovation	Window Glazing Replacement	\$ 21,798
Peacock Collegiate	IT	VOIP	\$ 29,411
Peacock Collegiate	Renovation	Elevator Swipe card	\$ 7,569
Prince Arthur	Grounds	GeoDome	\$ 30,316
Riverview Collegiate	Lighting	Gym LED	\$ 3,699
Riverview Collegiate	Grounds	Concrete Replacement	\$ 6,456
Rockglen	Grounds	Outdoor Learning Center	\$ 58,141
Rockglen	HVAC	Boiler automation/HVAC	\$ 425,784
Rockglen	Lighting	Lighting Upgrade	\$ 22,681
Rouleau	Lighting	LED Tubes	\$ 5,326
Sunningdale	Grounds	Outdoor Learning Space	\$ 74,615
Sunningdale	Grounds	Fencing	\$ 17,078
Sunningdale	Renovation	Partial Roof Replacement	\$ 260,230
William Grayson	HVAC	Boiler Automation / HVAC Upgrade	\$ 188,674
William Grayson	HVAC	Duct Installation	\$ 19,084
Total			\$ 5,075,561

Energy Management

- ✓ Upgraded Automated Building Management systems (BMS) software to provide reduction in consumption as well as enhanced occupant comfort.
- ✓ Energy utility data in Asset Planner Energy Module used to manage projects with the goal of reduced consumption within the division.
 - Facility footprint comparisons
 - usage reports
 - comparison reports
- ✓ Upgraded HVAC equipment (soft start motors, heat recovery wheels) reduce energy costs.
- ✓ HVAC automation provides daily savings to the division with temperature setbacks when building zones are unoccupied.
- ✓ Additional roof insulation will reduce energy costs.
- ✓ Five-year natural gas bulk purchase contract ends in November 2026.
- ✓ Goal to share utility information with administration to work in partnership towards a common goal of energy savings.

Facility	Zone	Building Management System	Gym Lighting T-5 and LED Retrofits	Exterior LED Lighting Retrofits	Gym LED Tube Retrofit	School LED Tube Retrofit	Project Retrofit
9th Avenue Maintenance Shop	Central	☑	N/A	☑	N/A	☑	N/A
9th Avenue Office	Central	☑	N/A	☑	N/A	☑	N/A
Albert E. Peacock Collegiate	Central	☑	☑	☑	☑	N/A	☑
Assiniboia Composite High	South	☑	☑	☑	CAIF	☑	CAIF 2020
Assiniboia Elementary School	South	☑	☑	☑	☑	☑	☑
Assiniboia Office	South	☑	N/A	☑	N/A		N/A
Assiniboia Seventh Avenue School	South	☑	☑	☑		☑	
Avonlea School	North	BLA					CAIF 2021
Bengough School	South	☑	☑		☑		Needs project
Caronport Elementary School	North	☑	☑	In progress			CAIF 2021
Central Butte School	North	☑	☑	☑	☑	☑	CAIF 2020
Central Collegiate	Central	☑	☑	☑	☑	☑	
Chaplin School	North	BLA		In progress	Project with Ballasts	Project with Ballasts	Project with ballasts
Coronach School	South	☑	☑	☑	☑	☑	CAIF 2021
Craik School	North	☑	☑	☑	☑	In progress	
Empire School	Central	BLA					
Eyeblow School	Central	BLA			CAIF		CAIF 2021
Glentworth Central School	South	☑	☑	☑			In Progress
Ecole Gravelbourg High School	South	☑	☑	☑	☑	☑	☑

Facility	Zone	Building Management System	Gym Lighting T-5 and LED Retrofits	Exterior LED Lighting Retrofits	Gym LED Tube Retrofit	School LED Tube Retrofit	Project Retrofit
Guthridge	Central Field	☑	N/A	☑			
John Chisholm Alternate School	Central	BLA	N/A				
Kincaid Central School	South	☑	☑	☑			
King George School	Central	☑	☑	☑	☑	☑	
Lafleche Central School	South	☑	☑	☑			In Progress
Lindale School	Central	☑	☑	☑	☑		
Mankota School	South	BLA					In Progress
Mortlach School	North	☑	☑	☑	☑	☑	
Mossbank School	South	☑	☑	☑	☑	In progress	
Palliser Heights School	Central	☑	☑	☑	☑	☑	☑
Prince Arthur Community School	Central	☑	☑	☑	☑	☑	
Riverview Collegiate Institute	Central	☑	☑	☑		☑	
Rockglen School	South	☑			Needs project	Needs Project	
Rouleau School	North	☑	☑	☑	☑	☑	☑
Sunningdale School	Central	☑	☑	☑	☑	☑	
Transportation (Bus) Shop Moose Jaw	Central	☑	N/A	☑	N/A	☑	N/A
Transportation shop Assiniboia	south	☑	N/A	☑	N/A	☑	N/A
Westmount School	Central	BLA					
William Grayson School	Central	☑					

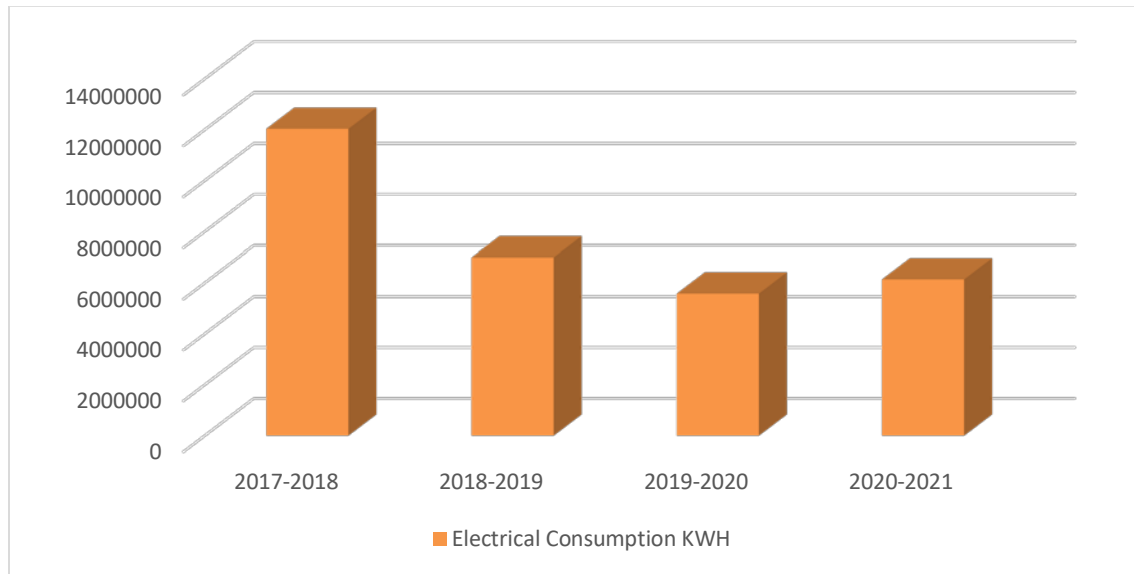


BLA

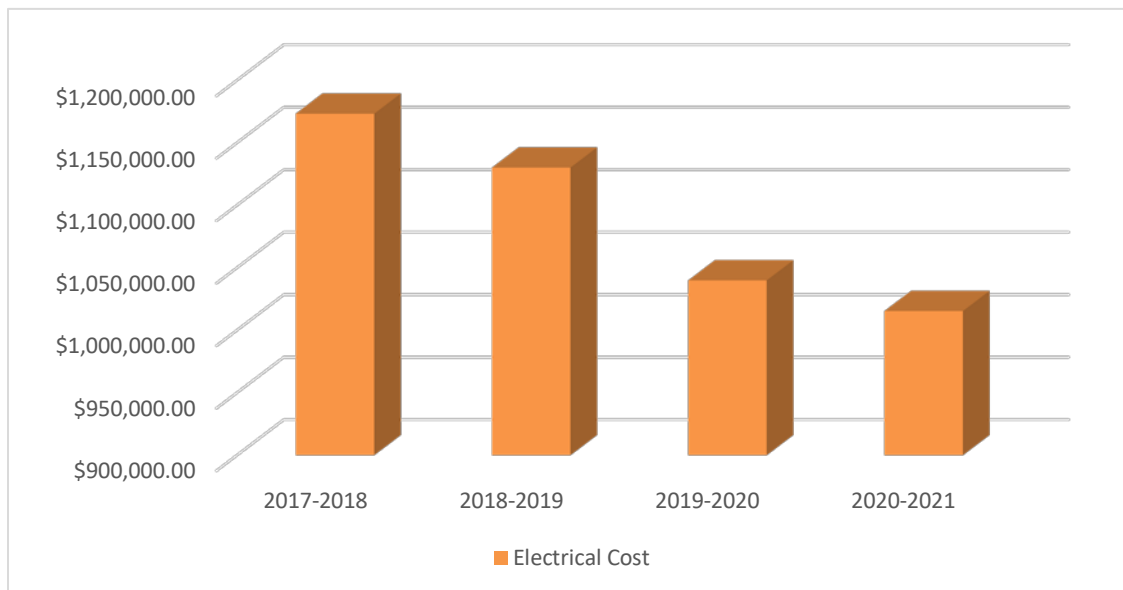
Completed In House
Building Limited Automation

Utility Consumption

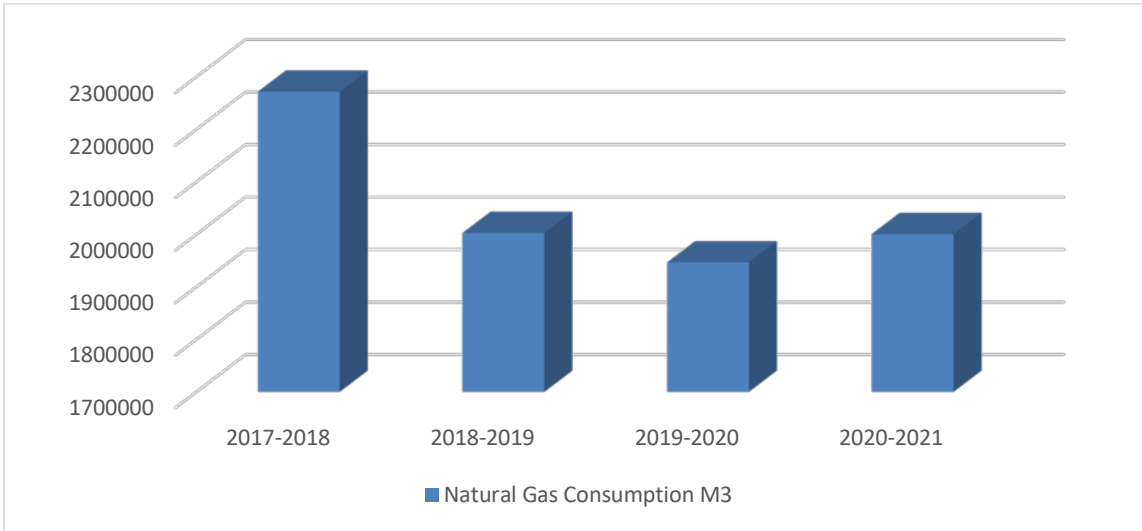
Total Consumption Electrical
2017-10-01 to 2021-09-30



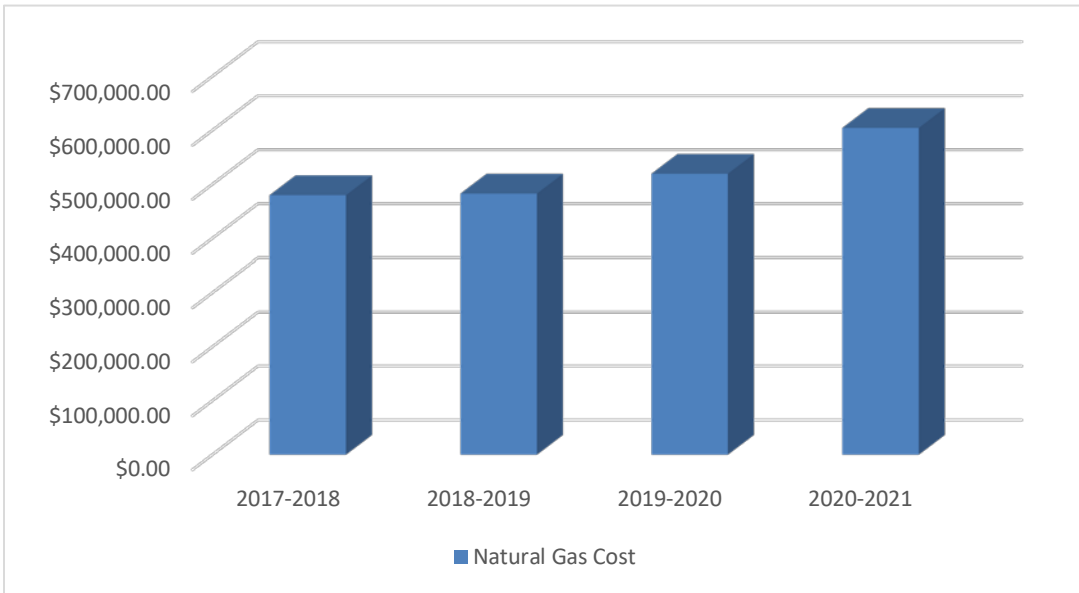
Total Cost Electrical
2017-10-01 to 2021-09-30



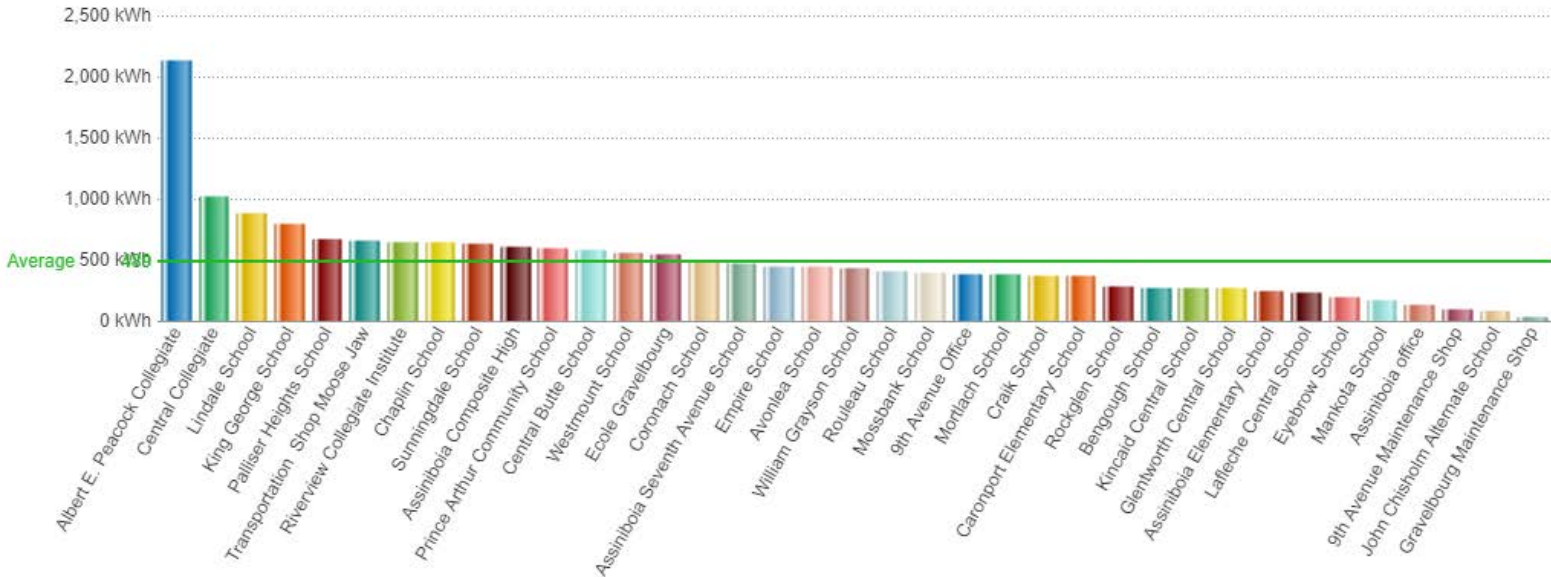
Total Consumption Natural Gas
2017-10-01 to 2021-09-30



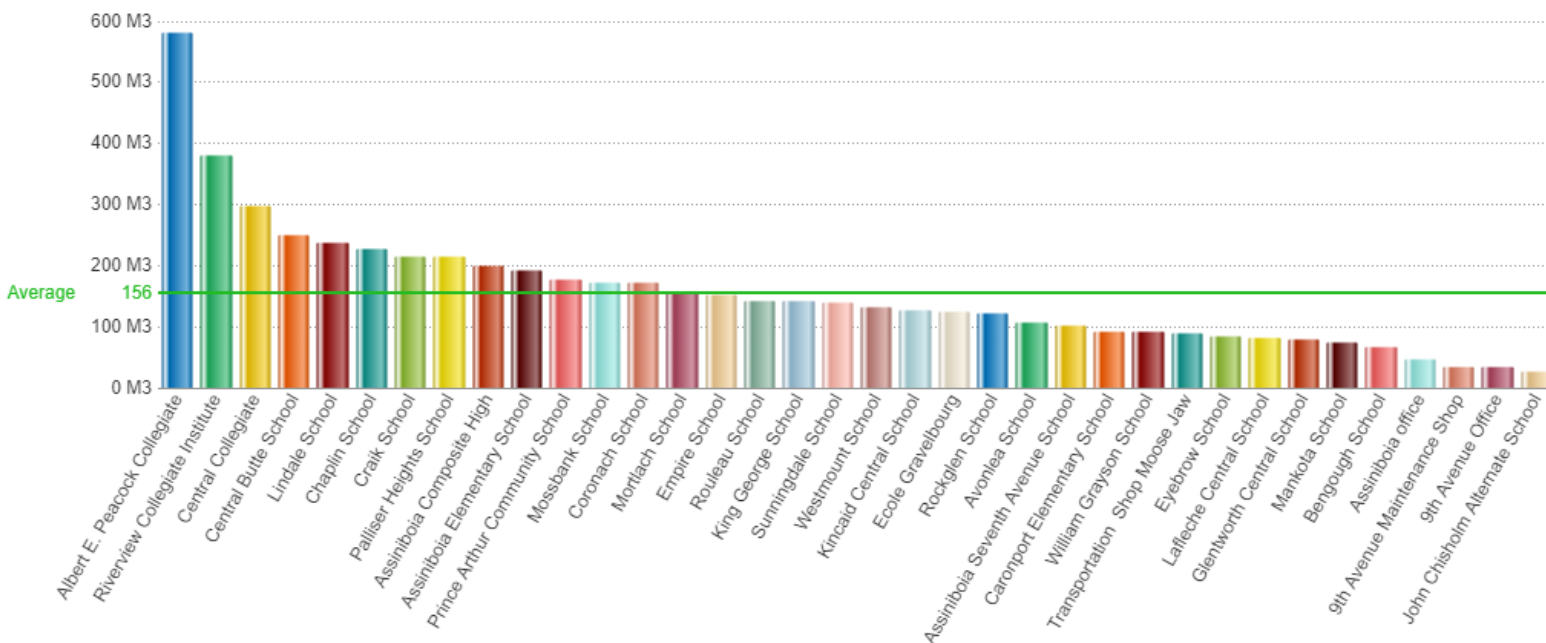
Total Cost Natural Gas
2017-10-01 to 2021-09-30



Total Electricity Consumption per Day 2020-09-01 to 2021-08-31

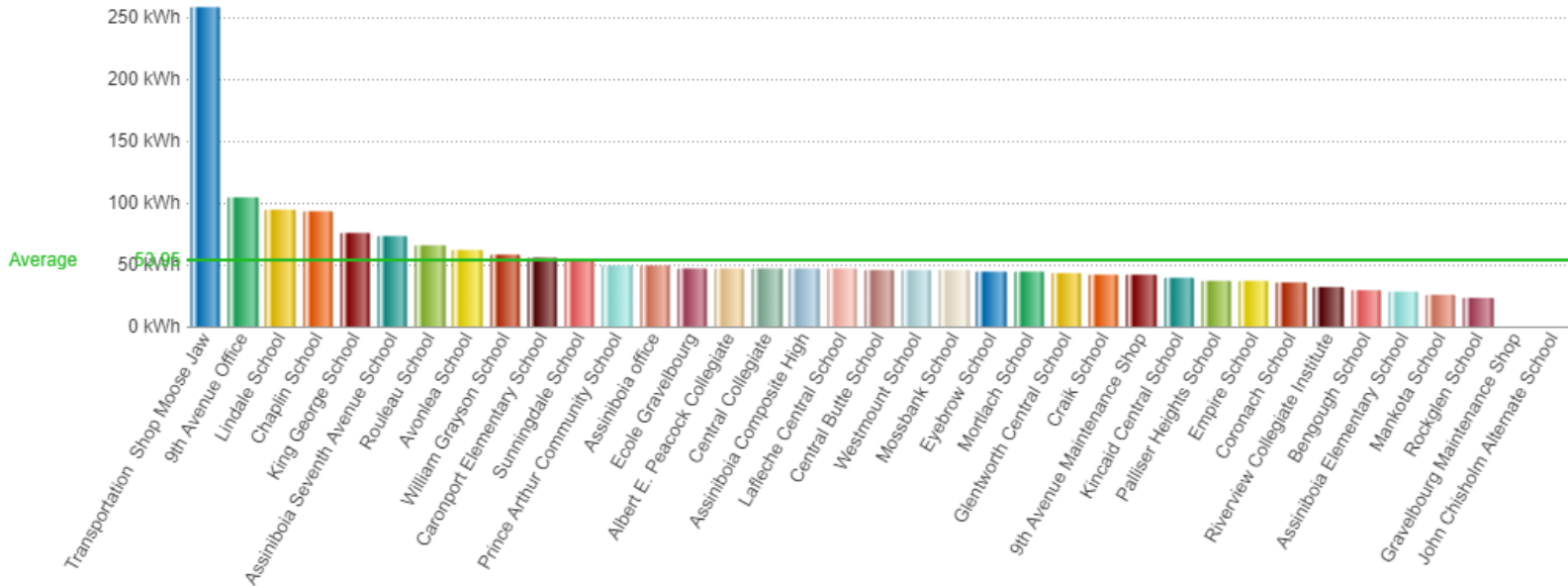


Total Natural Gas Consumption per Day 2020-09-01 to 2021-08-31



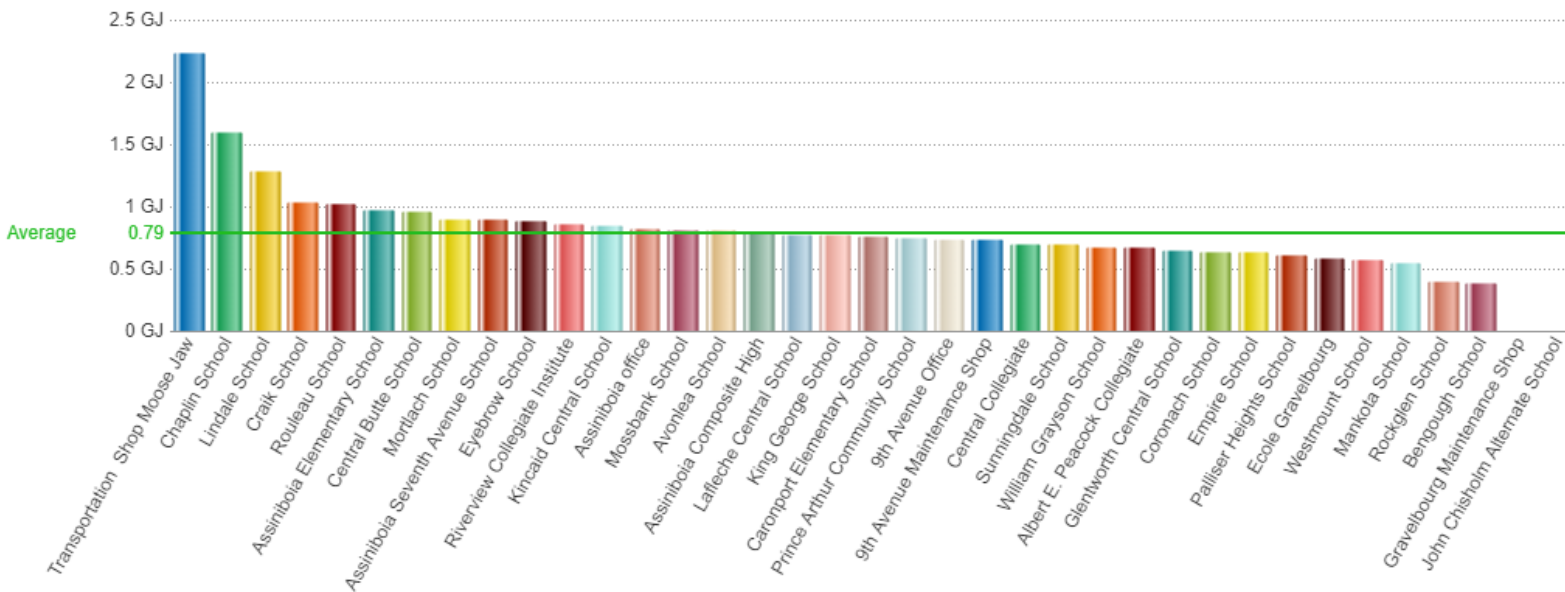
Electricity Consumption per Area (Sq. M)

2020-09-01 to 2021-08-31



Natural Gas Consumption per Area (Sq. M)

Between 2020-09-01 and 2021-08-31



Administrative Priorities

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

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	05.2
Topic:	Annual Bursary Fund Directorship Appointments		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>Directorships for the Moose Jaw School District No. 1 Bursary Fund Inc. are appointed by the Board of Education on an annual basis. The fund is a separate legal entity established by the Moose Jaw School Division No. 1 to collect and invest money donated to provide scholarships to deserving students. The Prairie South Board of Education is now the sole member of the fund and as such has the duty to appoint directors. The appointments to the board are done annually and the recommended appointments below would be for the calendar year 2022.</p> <p>The Bursary Fund has registered the business name of Prairie South Schools Bursary Fund so the fund can be seen as more than just a City of Moose Jaw fund. The dollars held in trust by the school division for scholarships have been transferred to the Bursary Fund. It is important to understand that the transfer of funds does not change anything for any individual scholarship except where the money is housed and accounted for and the return it earns.</p>
Current Status:	<p>The following people served as board members for 2021: Greg Veillard, John Livingston, George Patterson, Claude Duke, Pam Ludwar, Al Kessler, Mary Jukes, Jan Stewart and Ron Purdy.</p> <p>All current Bursary Fund board members have agreed to continue to serve on the board for 2022. Jeff Feeley and Patti Rodger have also agreed to allow their names to stand for board appointment.</p> <p>The Prairie South Board needs to appoint the Bursary Fund Board for the 2022 calendar year.</p> <p>The Bursary Fund does not pay an indemnity for attendance at meetings or mileage and other expenses for travel to meetings.</p>
Pros and Cons:	
Financial Implications:	There are no financial implications for the Board.
Governance/Policy Implications:	

Legal Implications:
Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	November 18, 2021	n/a

Recommendation:

That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2022:

Greg Veillard, George Patterson, Claude Duke, John Livingston, Pam Ludwar, Ron Purdy, Mary Jukes, Jan Stewart, Al Kessler, Jeff Feeley and Patti Rodger.

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	5.3
Topic:	2022-2023 Calendar Parameters		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

The Education Act, 1995 in conjunction with collective agreements at the provincial and local level provide guidelines for school calendar development.

In accordance with subsection 4.1 of *The Education Act, 1995*, when Labour Day occurs on or after September 5, the minister may, by order, set a date in September that is earlier than Labour Day as the first instructional day of the year.

Labour Day in September 2022 is on the 5th.

In accordance with *The Education Regulations, 2019* the Ministry reviews board-approved school calendars to ensure they adhere to the prescribed requirements. Board-approved calendars for 2022-2023 are due at the Ministry by May 1, 2022.

A calendar committee will be established in the new year to create calendar options that align with these parameters.

Current Status:

Proposed 2022-2023 school calendar teaching and instructional day parameters are:

- 197 teaching days (184 in alternate calendar)
- 185 instructional days (171 in alternate calendar)
- In accordance with *The Education Regulations, 2019* subsection 22, the school year provides at least 950 instructional hours for Grades 1 to 12 and 475 instructional hours for kindergarten.
- Balance between student instructional time threshold of 950 hours and teacher assigned time threshold of 1044 hours. In accordance with Article 16 of the Teachers' Provincial Collective Bargaining Agreement it stipulates teachers' assigned time shall not exceed 1044 hours within the school year.

<ul style="list-style-type: none"> • In accordance with <i>The Education Regulations, 2019</i> subsection 18, the following vacation periods are to be observed: <ul style="list-style-type: none"> ○ 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 5 consecutive school days • 12 non-instructional days include: <ul style="list-style-type: none"> ○ 1 school-based organizational day (½ day start-up and ½ day year-end) ○ 5 teacher prep days (LINC contract) ○ 2 professional learning days at beginning of school year ○ 1 professional learning day for LIP work plan development ○ Professional learning days for Learning Improvement Teams to align with CLF renewal process 	
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Authority for the Board to set the yearly calendar is established in Board Policy 2.
Legal Implications:	
Communications:	The calendar will be shared with schools, SCCs, staff, parents, and the public once the calendar has been approved by the Board and Ministry.

Prepared By:	Date:	Attachments:
Ryan Boughen	November 30, 2021	2021-22 School Year Calendars

Recommendation:




That the Board approve the parameters for the 2022-2023 calendars and direct administration to proceed with calendar development.

Prairie South School Division # 210
2021-2022 School Year Calendar - K-12 Schools

FIRST SEMESTER					
MON	TUE	WED	THU	FRI	AUGUST 2021
2	3	5	6	7	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					TD = 5 ID = 0
MON	TUE	WED	THU	FRI	SEPTEMBER 2021
		1	2	3	Sept 6: Labour Day
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					TD = 20 ID = 20
MON	TUE	WED	THU	FRI	OCTOBER 2021
				1	Oct 11: Thanksgiving Day
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					TD = 19 ID = 17
MON	TUE	WED	THU	FRI	NOVEMBER 2021
1	2	3	4	5	Nov. 11: Remembrance Day
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
					TD = 18 ID = 18
MON	TUE	WED	THU	FRI	DECEMBER 2021
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
					TD = 14 ID = 14
MON	TUE	WED	THU	FRI	JANUARY 2022
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
					TD = 17 ID = 16
					First Semester Instructional Days = 85
					Teacher Days = 93

SECOND SEMESTER					
MON	TUE	WED	THU	FRI	FEBRUARY 2022
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					
					Feb 21: Family Day
					TD = 14 ID = 14
MON	TUE	WED	THU	FRI	MARCH 2022
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					TD = 22 ID = 21
MON	TUE	WED	THU	FRI	APRIL 2022
				1	Apr 15: Good Friday
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					TD = 14 ID = 14
MON	TUE	WED	THU	FRI	MAY 2022
2	3	4	5	6	May 23: Victoria Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					TD = 19 ID = 19
MON	TUE	WED	THU	FRI	JUNE 2022
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					TD = 20 ID = 18
					Second Semester Instructional Days = 86
					Teacher Days = 89
					Instructional Days = 171
					Non Instructional Days = 11
					Total Teacher Days = 182

LEGEND

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

2021-2022 School Year Calendar - Moose Jaw, Assiniboia & Caronport

FIRST SEMESTER					
MON	TUE	WED	THU	FRI	AUGUST 2021
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					TD = 5 ID = 0
MON	TUE	WED	THU	FRI	SEPTEMBER 2021
		1	2	3	Sept 6: Labour Day
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					TD = 21 ID = 21
MON	TUE	WED	THU	FRI	OCTOBER 2021
				1	Oct 11: Thanksgiving Day
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					TD = 20 ID = 18
MON	TUE	WED	THU	FRI	NOVEMBER 2021
1	2	3	4	5	Nov. 11: Remembrance Day
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
					TD = 20 ID = 20
MON	TUE	WED	THU	FRI	DECEMBER 2021
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
					TD = 16 ID = 16
MON	TUE	WED	THU	FRI	JANUARY 2022
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
					TD = 18 ID = 17
					First Semester Instructional Days = 92
					Teacher Days = 100

SECOND SEMESTER					
MON	TUE	WED	THU	FRI	FEBRUARY 2022
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					
					Feb 21: Family Day
					TD = 15 ID = 15
MON	TUE	WED	THU	FRI	MARCH 2022
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
					TD = 23 ID = 22
MON	TUE	WED	THU	FRI	APRIL 2022
				1	Apr 15: Good Friday
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
					TD = 15 ID = 15
MON	TUE	WED	THU	FRI	MAY 2022
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
					May 23: Victoria Day
					TD = 21 ID = 21
MON	TUE	WED	THU	FRI	JUNE 2022
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					TD = 22 ID = 20
					Second Semester Instructional Days = 93
					Teacher Days = 96
					Instructional Days = 185
					Non Instructional Days = 11
					Total Teacher Days = 196

LEGEND

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

Prairie South School Division # 210
2021-2022 School Year Calendar - Hutterite

FIRST SEMESTER

MON	TUE	WED	THU	FRI	AUGUST 2021
2	3	5	6	7	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
13	TUE	WED	THU	FRI	SEPTEMBER 2021
		1	2	3	Sept 6: Labour Day
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
MON	TUE	WED	THU	FRI	OCTOBER 2021
				1	Oct 11: Thanksgiving Day
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
MON	TUE	WED	THU	FRI	NOVEMBER 2021
1	2	3	4	5	Nov 11: Remembrance Day
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
MON	TUE	WED	THU	FRI	DECEMBER 2021
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
MON	TUE	WED	THU	FRI	JANUARY 2022
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					
					TD = 5 ID = 0
					TD = 21 ID = 21
					TD = 20 ID = 18
					TD = 20 ID = 20
					TD = 16 ID = 16
					TD = 17 ID = 16
					First Semester Instructional Days = 91
					Teacher Days = 99

SECOND SEMESTER

MON	TUE	WED	THU	FRI	FEBRUARY 2022
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					
MON	TUE	WED	THU	FRI	MARCH 2022
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
MON	TUE	WED	THU	FRI	APRIL 2022
				1	Apr 15: Good Friday
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
MON	TUE	WED	THU	FRI	MAY 2022
2	3	4	5	6	May 23: Victoria Day
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
MON	TUE	WED	THU	FRI	JUNE 2022
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		
					TD = 15 ID = 15
					TD = 23 ID = 22
					TD = 15 ID = 15
					TD = 20 ID = 20
					TD = 20 ID = 18
					Second Semester Instructional Days = 90
					Teacher Days = 93
					Instructional Days = 181
					Non Instructional Days = 11
					Total Teacher Days = 192

LEGEND

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

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	5.4
Topic:	Craik School Community Council Constitution		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<i>The Education Act (1995)</i> requires that School Community Councils maintain an updated constitution. Board Policy 16 requires that updates to SCC constitutions be approved by the Board of Education.
Current Status:	The Craik School Community Council has completed a review of their constitution.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	The November 2021 Craik School Community Council Constitution is in alignment with <i>The Education Act (1995)</i> and Board Policy 16.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Jennifer Prokopetz	November 26, 2021	Craik SCC Constitution November 2021

Recommendation:

That the Board approve the revised Craik School Community Council Constitution dated November 2021.

Craik School Community Council Constitution

Mission

The Craik School Community Council (SCC) will assist to strengthen the capacity of our school to improve learning for children and youth in our community. The Craik SCC will make a valued contribution to the learning success of students.

Guiding Principles *(newly defined)*

- **Representative** – as an integral component of the School Division governance, strives through its actions to be representative of all students attending our school.
- **Inclusive** – in their activities, the Craik SCC will engage in processes to support student learning.
- **Respectful** – recognize the importance of both lay and professional perspectives within the community and strives to appreciate all viewpoints.
- **Trustworthy** – will conduct their affairs in an open and transparent manner, honoring the right to privacy of individuals and treat all information made privy to with appropriate discretion and sensitivity.
- **Responsible** – will make every effort to respond to the needs and aspirations of the school community. The Craik SCC will consult with students, parents, community members, the Board of Education, the school Principal, school staff and others as often as required. In addition to this, the Craik SCC will respond to requests for guidance and direction by the Board of Education, school Principal and other community agencies and organizations that support children and youth.
- **Effective** – the attention and efforts of the Craik SCC will focus on key matters that make a difference in student learning and well-being, while aligning work with provincial and School Division goals and initiatives.
- **Committed** – the Craik SCC is committed to fulfilling the role as a vital link in school level governance. The Craik SCC will evaluate their performance regularly, taking advantage of opportunities to build their capacity and account to the public and the Board of Education on progress.

1. Membership

1.1 Representative Membership

The School Community Council will have the following Representative Members:

- **Minimum 5 and maximum 9** parent and/or community members elected at the Annual General Meeting

1.2 Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A teacher

2. Officers *(newly defined roles)*

2.1 The following School Council Officers will be elected annually from among the Representative Members:

Chairperson

> The Chairperson will:

- Conduct meetings of the School Community Council;
- Ensure that all members have input to discussion and decisions
- Prepare meeting agendas in consultation with the Principal and other School Community Council Members;
- Oversee operations of the School Community Council;
- Establish networks that support the School Community Council; and,
- Act as a spokesperson for the School Community Council.

Vice-Chairperson

> The Vice-Chairperson will;

- Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- Perform responsibilities assigned by the Chairperson

Secretary

> The Secretary will;

- Take minutes at School Community Council meetings;
- Receive and send correspondence on behalf of the School Community Council;
- Take a charge of an official records of the School Community Council; and,
- Ensure that appropriate notice is given for all meetings of the School Community Council

Treasurer

> The **Treasurer** will;

Manage the finances of the School Community Council using procedures outlined in the School Community Council Funds: Operation and Procedures Manual.

3. School Community Council Meetings

3.1 Annual General Meeting

The Annual General Meeting will be held in April each year. During this meeting, School Community Council members will be elected, and officers will be chosen.

3.2 The School Community Council will meet a minimum of 5 times per school year.

3.3 Model of Governance - The Representative Model

The School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the SCC. The School Community Council reports to the school community using a communications strategy, an annual report and the Annual General Meeting.

3.4 Voting

On matters requiring formal vote, only Representative Members of the School Community Council may vote.

3.5 Quorum

A quorum of the School Community Council should be a majority of the Representative Members.

3.6 Special Meeting

A special meeting of the School Community Council shall be called by the chair of the SCC if required to do by the Board of Education or a request in writing signed by no fewer than 25 persons who have a child attending the school or who are electors living in the school's attendance area. Only business pertaining to the roles and responsibilities of School Community Council can be considered at a special meeting.

4. **Public Consultation and Communication** *(updated to current forms of communication)*

The School Community Council may consult with the school community through the following strategies:

- Telephone surveys
- Printed questionnaires
- Personal interviews
- Social media
- Public meetings and/or workshops
- Minutes of SCC meetings

The School Community Council may communicate with the school community and the Board of Education through the following strategies:

> Written Communication

- Board of Education will receive minutes of SCC meetings
- School newsletter
- Newspaper advertisement
- Posters
- School website
- Information pamphlets

5. Craik School Community Council Code of Conduct

See Appendix A for Code of Conduct

6. Conflict of Interest

A School Community Council member may occasionally find him/herself in a conflict-of-interest position in terms of some issue under consideration by the SCC. When this happens, the Member should declare that s/he is in a conflict-of-interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

7. Decision-Making Process - Majority Vote

The issue is discussed, and a vote is taken. The majority vote decides the issue.

8. Handling Complaints or Concerns

8.1 Complaints or Concerns about an Individual Student or Staff Member.

Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Board of Education Administrative Policy No. 150 - Student and Parent Complaints and Grievances (See Appendix B) outlines that appropriate procedure to resolve complaints or concerns.

8.2 Complaints or Concerns about School Community Council Initiatives or Activities

8.2.1 Informal Complaints or Concerns

Provided School Community Council Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC initiatives or activities expressed informally to members of the School Community Council may be addressed immediately by the Member. If a member is unsure of the appropriate response, s/he should say so but indicate that s/he will check and get back to the individual. If such a commitment is made by the Member must follow through. After responding to the complaint or concern, the Member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the School Community Council in a more formal manner.

8.2.2 Formal Complaints or Concerns

Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with the opportunity to meet with the School Community Council at an upcoming meeting. School Community Council will provide a written response regarding how they have or will address the concern or complaint.

9. Conflict Resolution Process

The Conflict Resolution Process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council and external conflict that may occur between the School Community Council and individuals, groups and organization outside of the SCC. The conflict resolution procedure used:

- Puts the interests and welfare of children and youth above all other issues;
- Is structured to ensure that both parties have a fair opportunity to present their point of view; and,
- Is as simple and inexpensive to administer as possible.

10. Committees

The School Community Council will act in a coordination role for committees operating in support of the SCC and the school program.

The School Community Council will establish committees as required.

Committees will be required to operate under the guidelines of the SCC.

A representative member of the SCC need not sit on the committee.

11. Amending the Constitution

The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education.

12. Evaluating Council Operations

The School Community Council will use various methods of evaluation on a regular basis in order to determine if the goals set by the SCC are being attained and the mission is being achieved.

Appendix A *(moved from within the body of the constitution to an Appendix)*

Craik School Community Council Code of Conduct

1. The School Community Council of Craik School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the SCC who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent who accepts a position as a member of a SCC:
 - i. Upholds the constitution and bylaws, policies, and procedures of the SCC
 - ii. Performs his/her duties with honesty and integrity
 - iii. Works to ensure that the well-being of students is the primary focus of all decisions
 - iv. Respects the rights of all individuals
 - v. Takes direction for the member ensuring that the representation processes are in place
 - vi. Encourages and support parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns
 - vii. Works to ensure that issues are resolved through due process
 - viii. Strives to be informed and only passes on information that is reliable and correct
 - ix. Respects all confidential information
 - x. Supports public education
 - xi. Encourage a positive atmosphere where individuals contributions are encouraged and valued

Appendix B *(included this as a new addition)*

Administrative Policy No. 150 - Student and Parent Complaints and Grievances

The Board is committed to ensuring a fair and equitable process for hearing and addressing student and parental complaints. The Board is committed to just and careful procedures for adjudicating and resolving complaints.

PROCEDURES

1. General

- a. Complaints are to be addressed in a timely and appropriate manner.
- b. Efforts to address and/or redress complaints are to be carefully documented in order to ensure and enhance a fair and consistent response.
- c. Complaints regarding school operation and treatment of students may be made by:
 - i. A parent or guardian who is acting on behalf of the student
 - ii. A student who is:
 - Sixteen years of age or older and living independently or,
 - Eighteen years of age or older.
- d. In the event of the dispute at the school, the student's teacher is to be the first person to hear and address any complaint or grievance from a student or parent.
- e. If the complaint cannot be resolved with the teacher, the principal is to be contacted.
- f. If a complaint cannot be resolved with the principal, the student or parent may contact the designated school superintendent to seek resolution. Complaints may be made directly to the designated school superintendent in the event of conflict of interest with the principal.
- g. If the complaint cannot be resolved with the designated superintendent, the student or parent may make a complaint directly to the Director of Education.
- h. If a complaint cannot be resolved with the director of Education or the Director's designate, the student or parent may make a written statement of the complaint of the Board:
 - i. Complaints may be made directly to the Board in the event of interest with the Director.
 - ii. Complaints against the Director may be made directly to the Board.
- i. The Board is to determine an appropriate address to the complaint or grievance, and then is to use that method to make a decision that resolves the dispute. The Board's decision is binding on all parties.

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	05.5
Topic:	Out of Province Excursion – Peacock/Central to Edmonton, Alberta		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Peacock Collegiate and Central Collegiate Grade 9-12 Wrestling trip to Edmonton, Alberta on January 28-30, 2022.
Current Status:	See attached application form
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	November 29, 2021	<ul style="list-style-type: none"> Out of Province Excursion Application Form

Recommendation:

That the Board approve the Peacock Collegiate and Central Collegiate Grade 9-12 Wrestling Trip to Edmonton, Alberta on January 28-30, 2022.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK

ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: <u>Tana Amott</u>	School: <u>A.K. Peacock / Central</u>
Type of Activity: <input type="checkbox"/> Curricular <input checked="" type="checkbox"/> Extra-Curricular <input type="checkbox"/> High Risk Activity	
Grade Level: <u>9-12</u>	Number of Students: <u>10</u>
Destination: <u>Edmonton, Ab</u>	Trip Date: <u>Jan 28-30</u>
Number of School Days (Partial/Full):	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input type="checkbox"/> Other: <input checked="" type="checkbox"/> Travel by Car/Van (List names of drivers): <u>Rob Viteneuve Lindsay Ross Kelly Busch</u>	
Number of Teachers, Parents, Chaperones: <u>4</u>	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other	

B. SAFETY GUIDELINES
<input checked="" type="checkbox"/> Parent consent forms and medical information including the Health Card Number will be obtained. <input checked="" type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals. <input checked="" type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input checked="" type="checkbox"/> Access to cellular or satellite phone or other communication device. <input checked="" type="checkbox"/> A list of emergency telephone numbers will be formulated. <input checked="" type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input checked="" type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. <input checked="" type="checkbox"/> Male and Female Chaperones for a co-ed activity. <input type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

C. BUDGET
❖ Anticipated Budget <u>attached</u> - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources <u>Wrestlers will be fundraising and paying themselves</u> ❖ Out of Pocket Cost per Participant <u>\$430</u>

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

D. LEARNING OBJECTIVES

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

a) Pre-Excursion Learning

b) Excursion Learning

c) Post-Excursion Learning

F. SCHEDULE OF ACTIVITIES


Teacher Signature


Date


Principal Signature


Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

Edmonton Trip Breakdown of Costs per Wrestler

\$50/night x2= \$100

Van Rental and gas= \$50

Tournament Entry Fee: \$30

Meals, Recreation and Incidentals:(souvenir merchandise, shopping etc) ~~\$250~~

150-250

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	05.6
Topic:	Out of Province Excursion – Lafleche Central School to Elk Water (Hidden Valley), Alberta		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:	Lafleche Central's Grade 5-12 Ski Trip to Elk Water (Hidden Valley), Alberta on January 14, 2022.
Current Status:	See attached application form.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	November 30, 2021	<ul style="list-style-type: none"> Out of Province Excursion Application Form

Recommendation:

That the Board approve Lafleche Central School's Grade 5-12 Ski Trip to Elk Water, Alberta on January 14, 2022.

OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK ACTIVITIES APPLICATION FORM

Division Office Administration Approval Required

A. INFORMATION	
Name of Teacher: Crystal Bouffard	School: Lafleche Central School
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input checked="" type="checkbox"/> High Risk Activity <u>Ski Trip</u>	
Grade Level: Gr. 5-12	Number of Students: 50
Destination: Elk Water (Hidden Valley, Alberta)	Trip Date: Friday, Jan. 14, 2022
Number of School Days (Partial/Full): Non-School Friday – Jan. 14	
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: Chartered Bus _____ <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____	
Number of Teachers, Parents, Chaperones: 5-10	
Qualifications/Certifications of Teachers, Parents, Chaperones: <input checked="" type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____	

B. SAFETY GUIDELINES
<input checked="" type="checkbox"/> Parent consent forms and medical information including the Health Card Number will be obtained. <input checked="" type="checkbox"/> Evacuation Plan is in place and will be communicated to appropriate individuals. <input checked="" type="checkbox"/> Designated supervisor has access to emergency vehicles at all times. <input checked="" type="checkbox"/> Access to cellular or satellite phone or other communication device. <input checked="" type="checkbox"/> A list of emergency telephone numbers will be formulated. <input checked="" type="checkbox"/> Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education. <input checked="" type="checkbox"/> Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines. <input checked="" type="checkbox"/> Male and Female Chaperones for a co-ed activity. <input type="checkbox"/> If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

C. BUDGET
❖ Anticipated Budget _____ - Budget breakdown (be sure to include cost of substitute staff) ❖ Description of Funding Sources: Hot Noon Meals to off set cost _____ ❖ Out of Pocket Cost per Participant _____ \$80 (ski lesson, equipment, helmet, supper, travel)

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

D. LEARNING OBJECTIVES

- building healthy relationships
- moderate to vigorous movement activity
- improve muscular endurance and flexibility
- use of complex skills
- enjoy and engage in healthy levels of participation in movement activities to support lifelong active living in the context of self, family and community

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

- a) Pre-Excursion Learning
 - proper equipment and ski hill etiquette
- b) Excursion Learning
 - ski lessons
- c) Post-Excursion Learning

F. SCHEDULE OF ACTIVITIES

- leave school at 6:00 am
- arrive at ski hill at 9:30 am
- check in and fit for equipment
- 10:00 ski lessons
- 4:30 pm leave for home
- 6:30 pm supper @ - Swift Current
- 10:00 pm -back to Lafleche


Teacher Signature

Nov. 30, 2021
Date


Principal Signature

Nov. 30, 2021
Date

Director/Superintendent Signature

☐

Request Approved

☐

Request Denied

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	05.7
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:
Amy Johnson/Ron Purdy	November 29, 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:	October 20, 2021 - November 17, 2021				
Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
LINC Agreement					
Compassionate Leave	15.01	1.73%	14.69	97.87%	0.18%
Competition Leave	1	0.12%	1	100.00%	0.01%
Convocation Leave	2.08	0.24%	2	96.15%	0.03%
Earned Day Off	37.86	4.37%	30.52	80.61%	0.47%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	13.95	1.61%	7.1	50.90%	0.17%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	210.84	24.31%	205.69	97.56%	2.59%
Pressing Leave	29.85	3.44%	24.35	81.57%	0.37%
PSTA	1	0.12%	1	100.00%	0.01%
Leave Without Pay	1.5	0.17%	1.5	100.00%	0.02%
SUB TOTAL	313.09	36.10%	287.85	91.94%	3.85%
Provincial Agreement/ Education Act/ Employment Act					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	203.32	23.44%	169.62	83.43%	2.50%
Illness - Long Term	128	14.75%	0	0.00%	1.57%
Medical/Dental Appt	97.99	11.30%	88.14	89.95%	1.20%
Paternity/Adoption Leave	2	0.23%	2	100.00%	0.02%
Quarantine	12.02	1.39%	10.4	86.52%	0.15%
Secondment	0	0.00%	0	0.00%	0.00%
STF Business - Invoice	8.16	0.94%	6.9	84.56%	0.10%
Unpaid Sick Leave	0	0.00%	0	0.00%	0.00%
SUB TOTAL	451.41	52.05%	277.06	61.38%	5.55%
Prairie South					
Extra/Co-curr Teach	11.58	1.34%	7.9	68.22%	0.14%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	45.44	5.24%	39	85.83%	0.56%
Internship Seminar	0	0.00%	0	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	13.19	1.52%	12.3	93.25%	0.16%
PD DEC Teachers	21.15	2.44%	15.68	74.14%	0.26%
School Operations Meet/PD	11.46	1.32%	10.2	89.01%	0.14%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	102.82	11.85%	85.08	82.75%	1.26%
Total Absences	867.32	100.00%	649.99	74.94%	10.66%

Teachers (FTE)	# of teaching Days	Possible Days
428.32	19	8138.08

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

CUPE Staff Absences & Casual Usage 2021-2022

Date: October 25, 2021 - November 28, 2021

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
CUPE Agreement					
Act of God	6.39	1.07%	1.5	0.00%	0.10%
Bereavement Leave	4.89	0.82%	3	61.35%	0.07%
Community Service	0	0.00%	0	0.00%	0.00%
Compassionate Care	5.58	0.93%	3.63	65.05%	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	5	0.84%	1.6	32.00%	0.07%
CUPE Business	37.5	6.26%	37.5	100.00%	0.56%
Earned Day Off	6.13	1.02%	5	81.57%	0.09%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	9.26	1.55%	5.88	63.50%	0.14%
Illness - Support	286.26	47.82%	141.96	49.59%	4.26%
Med/Den Appt Support	70.05	11.70%	43.09	61.51%	1.04%
Parenting/Caregiver	40.53	6.77%	17.72	43.72%	0.60%
Pressing Leave	14.29	2.39%	6.43	45.00%	0.21%
Quarantine Leave	0	0.00%	0	0.00%	0.00%
Service Recognition Days	1.5	0.25%	1	66.67%	0.02%
TIL Support	2.72	0.45%	1	36.76%	0.04%
Without Pay Support	15.74	2.63%	14.8	94.03%	0.23%
SUB TOTAL	505.84	84.50%	284.11	56.17%	7.53%
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	0.5	0.08%	0	0.00%	0.01%
Vacation Support	69.09	11.54%	44.43	64.31%	1.03%
Workers Compensation	18	3.01%	0	0.00%	0.27%
SUB TOTAL	87.59	14.63%	44.43	50.72%	1.30%
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	1.29	0.22%	0.43	33.33%	0.02%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	0	0.00%	0	0.00%	0.00%
PD DEC In Province Support Staff	2.88	0.48%	1.94	67.36%	0.04%
PD Out of Province Support Staff	0	0.00%	0	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	1	0.17%	1	100.00%	0.01%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
SUB TOTAL	5.17	0.86%	3.37	65.18%	0.08%
Total Absences	598.6	100.00%	331.91	55.45%	8.91%

Possible Days

October 25, 2021 - November 28, 2021

Days

24.00

FTE

279.92

Total Days

6718.08

** 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 2021-2022

Date: October 25, 2021 - November 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	11.00	0.00%	9.00	81.82%	0.47%
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	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	2.00	1.36%	1.00	50.00%	0.08%
Illness - Support	54.50	37.07%	47.50	87.16%	2.32%
Med/Den Appt Support	16.00	10.88%	6.00	37.50%	0.68%
Parenting/Caregiver	4.00	0.00%	4.00	100.00%	0.17%
Pressing Leave	5.00	3.40%	4.50	90.00%	0.21%
Quarantine Leave	4.00	2.72%	3.00	75.00%	0.17%
Without Pay Support	49.50	33.67%	43.50	87.88%	2.10%
SUB TOTAL	146.00	89.12%	118.50	81.16%	6.20%
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	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	1.00	0.00%	1.00	100.00%	0.04%
SUB TOTAL	1.00	0.00%	1.00	100.00%	0.04%
Total Absences	147.00	0.00%	119.50	0.00%	6.24%

Possible Days

October 25, 2021 - November 28, 2021

Days

22.00

Staff

107.00

Total Days

2354.00

** Data includes data from 4 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 2021-2022

Date: October 25, 2021 - November 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	3	2.76%	0	0.00%	0.28%
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	43.44	39.90%	0	0.00%	4.08%
Med/Den Appt Support	7.52	6.91%	0	0.00%	0.71%
Parenting/Caregiver	4.21	3.87%	0	0.00%	0.40%
Pressing Leave	3.5	3.22%	0	0.00%	0.33%
Quarantine Leave	0	0.00%	0	0.00%	0.00%
Without Pay Support	0	0.00%	0	0.00%	0.00%
SUB TOTAL	61.67	56.65%	0	0.00%	5.80%
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	42.19	38.76%	0	0.00%	3.97%
Workers Compensation	0	0.00%	0	0.00%	0.00%
SUB TOTAL	42.19	38.76%	0	0.00%	3.97%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	3	2.76%	0	0.00%	0.28%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	2	1.84%	0	0.00%	0.19%
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	5	4.59%	0	0.00%	0.47%
Total Absences	108.86	100.00%	0	0.00%	10.23%

Possible Days

October 25, 2021 - November 28, 2021

Days

24.00

FTE

44.32

Total Days

1063.68

** 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 October 26, 2021 to November 29, 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:

There were two competitive bids awarded during this period:

- Quotes were requested for an accessibility renovation for Assiniboia High. The quote was awarded to All 'N' All Construction for a quoted cost of \$16,579. Architect fees are estimated to be in the \$2500 range.
- Quotes were requested for contracted caretaking for the Moose Jaw bus shop, Board Office and Facilities Office. The quote was awarded to New Generation Janitorial on points with a score of 97.12.

AGENDA ITEM

Meeting Date:	December 7, 2021	Agenda Item #:	07.1
Topic:	South Hill School 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.
Current Status:	A Project Status Report for November 2021 is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	November 26, 2021	• November 2021 Update

Recommendation:

That the Board review the attached information.



To:	Project Steering Committee & Working Group	Contact:	Ward Strueby & Ryan Boughen
From:	Mike Sazynski	Ref:	P1201-1459256740-316
Project:	Moose Jaw Joint Use School	Date:	November 26, 2021
Report Period:	November 2021		

1. Project Dashboard

Current Project Phase:



Status	Overall Status	Scope	Budget	Schedule
Last Period	Moderate Risk	Moderate Risk	Moderate Risk	Low Risk
This Period	Moderate Risk	Moderate Risk	Moderate Risk	Moderate Risk

Dashboard Notes:

- **Overall:** Moderate risk in recognition of the potential budget and schedule pressures associated with the concept plan Memorandum of Understanding (MOU). The amended concept plan was approved by City Council on November 22. However, questions remain with regards to final costing of deep utilities and services associated with the Westheath plan and requirements of all parties. Until these questions are fully answered through detailed engineering of the site, the overall scope of the project remains at 'moderate risk'. This design will be completed in early 2022.
- **Scope:** Moderate risk; while formal approval has been received, detailed engineering of the site is still being developed and final costing is not yet confirmed. Questions remain with regards to the City storm water retention requirements.
- **Budget:** The project budget remains at a 'moderate risk' as the final cost sharing with the City (as outlined in MOU and concept plan) for site services has not yet been finalized. Questions remain with storm water retention requirements by the city. Class D estimate shows a school construction estimate of \$37.5M (with design allowances and escalation). This is approximately \$2.1M (6%) above the \$35.5M construction budget, however, the design team continues to explore cost savings. A more refined cost estimate will be submitted with the Design Development Report (DDR) on December 10.
- **Schedule:** Moderate risk in recognition of the delays in the delivery of the schematic design report and in consideration of the remaining time required for the school design. However, the final completion date of September 2024 remains achievable. As previously reported the site services portion of work (under MOU) will be delivered as a separate project in early 2022 prior to the school (subject to funding and regulatory approvals from all partners). The school contractor will mobilize in August 2022.