Prairie South Schools

BOARD OF EDUCATION

June 7, 2022
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 May 3, 2022

4. Declarations of Conflict of Interest

5. Decision and Discussion Items
   5.1 2022-23 Draft Interim Provincial Education Plan Endorsement
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Meeting Date:	June 7, 2022	Agenda Item #:	5.2
Topic:	Director of Education Evaluation		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background: A facilitated process was completed during the Board Planning Meeting on May 24, 2022. During this meeting, the Board discussed the Director's performance related to the Ron(-7.80y:(or)6.6 (2)-5.10 ( )] TJ ET EMC /Artifact BMC 0.5838 0.2162

Meeting Date: June 7, 2022

Agenda Item #:

BOARD SELF-EVALUATION REPORT :
ORGANIZATIONAL GROWTH & DEVELOPMENT

Prairie South School Division

May 2022

EVALUATION PROCESS

The Role of the Board is established in Board Policy 2. This board self-evaluation was conducted in alignment with Board Policy 2. Board members were asked to self-evaluate their performance related to each of their roles as described in Policy 2. The time frame for this evaluation is August, 2021 – May, 2022. The evaluation process was facilitated by the Saskatchewan School Boards Association (SSBA).

Purpose

The purpose of the facilitated Board self-evaluation is for the Board to answer the following questions:

1. How well have we fulfilled each of our defined roles as a Board in during this past year?
2. How would we rate our Board-Director relations?

9. Interpersonal Working Relationships/Board Chair Performance

The Board ratings fall primarily in “agree” or “strongly agree” related to their interpersonal working relationships, however one-two occurrences of “disagree” are noted, and one-two board members “don’t know” in several instances. Board members primarily strongly agree or agree that the Board Chair carries out her role effectively. One board member doesn’t know in three instances. Observations by the Board:

x

Meeting Date:	June 7, 2022	Agenda Item #:	5.4
Topic:	Board Annual Work Plan		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	On an annual basis, the Board of Education confirms a Board Annual Work Plan as an appendix to Board Policy 2.
Current Status:	The Board has reviewed time commitments, accountability report requirements and areas of focus for 2022-2023. Approval of the Board Annual Work Plan will provide initial direction for administration as planning for 2022-2023 continues.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	Board Policy 2, Role of the Board, provides Board direction related to governance responsibilities in Prairie South, and the Annual Work Plan emerges from this direction.
Legal Implications:	Governance responsibilities are described in The Education Act, 1995, The E ons.70 (u)-5.80 (c)-.80 (a)-4.7999 Tm [onA30 (i)-2. 99 39

ROLE OF THE BOARD

1. Accountability to Provincial Government

   1.1. Act in accordance with all statutory requirements to implement provincial educational standards and policies.

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5.3. Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.

5.4. Make provision for the regular evaluation of the Director of Education.

5.5. Make provision for the regular review of Director of Education's compensation.

6. Political / Advocacy

6.1. Annually approve a plan for advocacy. Consider the focus for such advocacy, key messages and advocacy mechanisms.

7. Board Development

7.1. Ensure a facilitated Board Self Assessment is conducted annually, a positive path forward is developed as a result of this assessment and the direction identified in the positive path forward are addressed in the following year.

7.2. Determine knowledge and competencies necessary for effective governance and ensure gaps in knowledge and competencies are addressed.

7.3. Develop yearly plan for board development.

7.4. Consider Saskatchewan School Boards Association and CSBA resources.

7.5. Time activate the board development plan in the board annual work plan.

8. Fiscal

8.1. Annually approve budget and ensure resources are allocated to achieve desired results.

BOARD ANNUAL WORK PLAN

SEPTEMBER

Regular Board Meeting Agenda Items

- x & R Q V L G H U Q R P L Q D W L R Q R I D S U R J U D P I R U W K H 3 U H P
- x Organizational Meeting ±Elect Board Chair, Vice-Chair, Committee D S S R L Q W P H Q W V D S S R L Q W P H Q W R I D X G L W R U D S S U R engagement, approve missed meetings resolution, set per diems and trustee honorariums and authorize borrowing resolution
- x Approve Board Engagement Plan

Events/Action

- x Review and begin work on Positive Path Forward
- x 6 6 % $ % R D U G & K D L U V ¶ 0 H H W L Q J
- x Trustee Competencies Self-Assessment
- x Chair completes Committee Appointments
- x Public Section Executive Meeting
- x Receive teacher list by school

Budget Considerations

- x Review proposed Capital Plan
- x Receive enrolment numbers (first day and mid-month)

OCTOBER

Regular Board Meeting Agenda Items

- x Approve Resolutions (if any) for SSBA Fall General Assembly
- x Review Student Achievement (I) Accountability Report
- x Review September 30th enrolment

Events/Action

- x Education Week
- x Receive SCC Chair information (final)

NOVEMBER

Regular and Special Board Meeting Agenda Items

- x Review School and Division Improvement Accountability Report
- x Appoint Voting Delegates and allocate votes for the SSBA Fall General Assembly
- x Approve Annual Report for submission to Ministry of Education
- x Approve Annual Financial Statements
- x Review audit report and management letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- x Review PEP, if applicable ~~ESSP Outcome Plans~~

Events/Action

- x SSBA Fall General Assembly and AGM
- x Public Section General Meeting
- x 6 6 % $ % R D U G & K D L U V ¶ & R X Q F L O 0 H H W L Q J

Budget Considerations

- x Review implications of Audited Financial Statements on budget planning

DECEMBER

Regular Board Meeting Agenda Items

- x Review Facilities Accountability Report
- x Review Strategic Plan
- x Establish Calendar Parameters

JANUARY

Regular Board Meeting Agenda Items

- x Approval of budget assumptions
- x Review Progress, Board Advocacy Plan and Board Development Plan
- x Review Legal Update of any outstanding cases
- x Review Human Resources Accountability Report
- x Review First Quarter Financial Accountability Report

Budget Considerations

- x Review Budget Work Plan including dates
- x Draft Budget Assumptions/Priorities

FEBRUARY

Regular Board Meeting Agenda Items

- x Review initial projected enrollment for next year
- x Review draft school year calendar
- x Review Transportation Accountability Report

Events/Action

- x SSBA Board Chairs ¶ & R X Q F L O Meeting
- x Public Section Executive Meeting

MARCH

Regular Board Meeting Agenda Items

- Approve school year calendar
- Review Early Learning Accountability Report
- Engage with VTEC Student Group

Events/Action

- Rural Congress
- Provincial Budget

Budget Considerations

- Review funding from Ministry
- ~~Review school level staffing~~

APRIL

Regular Board Meeting Agenda Items

- Review Second Quarter Financial Accountability Report
- Review teaching/staffing formula

Events/Actions

- SSBA Spring Assembly Meeting
- Public Section Executive Meeting
- 6 6 % $ % R D U G & K D L U V ¶ & R X Q F L O 0 H H W L Q J
- SCC Elections
- Conduct and approve Director annual evaluation
-

JUNE

Regular Board Meeting Agenda Items

- x Review Third Quarter Financial Accountability Report
- x Review Student Achievement (II) Accountability Report
- x Approve Board Revisions to Annual Work Plan
- x Director Evaluation and Board Self-Evaluation

Events/Action

- x Public Section General Meeting
- x Graduation ceremonies
- x SHSAA General Meeting
- x Receive SCC Chair information (initial)
- x Receive retirement celebration list (final)

ONGOING

- x Consider new developments and directions from Ministry of Education
- x Attend meetings as determined by the Board
- x Engage in individual trustee development approved by the Board
- x Engage in celebration/recognition of students, staff and community
- x Attend School Community Council meetings as scheduled and upon invitation
- x Attend Board Committee meetings as assigned
- x Complete o2 00 612 792 r.1 364.15 Tm 0 G [( )] TJ ET Q q 0.00000912 0 612 792 re W

Meeting Date: June 7, 2022 Agenda Item #: 5.5

2021-2022 Student Learning Accountability Report II

1. Source Documents

The board's role as outlined in Policy 2:
Annually review the effectiveness of the School Division in achievement of student learning.

The director's role description as outlined in Policy 12:

1. (Education Leadership 2.2.1) Provides leadership in all matters relating to learning in the Division.
2. (Education Leadership 2.2.2) Ensures students in the Division have the opportunity to meet standards of learning set by the Minister
3. (Personnel Management 4.4.3) Ensures processes and structures are in place to supervise and support the improvement of the performance of all staff.

2. Evidence

Background – School LIPs related to Wellness

As per the Board Strategic Plan focus on Student Outcomes including the strategies of:

- Learning Improvement Planning (LIP)
- Comprehensive Learning Framework
- Implementation of the OurSCHOOL survey
- Shared understandings with schools

In previous years, schools had the option of including a Student Well-Being goal in their annual LIP. Previous years saw goals related to increasing sense of belonging at school, having positive relationships with adults, increasing self-regulation skills, increasing feelings of safety at school, and increasing growth mindset habits to name a few.

This year, all schools in Prairie South had a student wellness goal related to connecting and reconnecting. As we have learned for professionals in the trauma response field, humans are hardwired to connect and before we can focus on learning, we need to focus on connection (Kevin Cameron). Our connection to others is one of the most important factors when it comes to our mental health wellness. "(Students) who have a connection to a caring adult, and feel genuinely understood, have higher self-esteem and higher success rates in school and life."

Data collected from the OurSCHOOL survey administered each spring is used to provide a basis for student wellness goals and to set the target for the coming school year. All students in Prairie South from grades 4-12 participate in the survey.

Related OurSCHOOL survey results follow from the spring of 2022:

Positive Sense of Belonging

2018/2019 – 73.7%
2020/2021 – 69.7%
2021/2022 – 68%

2018/2019 – 65.2%
2020/2021 – 61.2%
2021/2022 – 61.3%

Positive Teacher Student Relationships

2018/2019 – 83%
2020/2021 – 83%
2021/2022 – 81.7%

2018/2019 – 75.8%
2020/2021 – 74.7%
2021/2022 – 73.2%

2018/2019 – 26.3%
2020/2021 – 29.7%
2021/2022 – 30.7%

Vaping Habits

Two custom questions were added in to the OurSCHOOL survey to find out more about students' vaping habits. The question asked students from grades 7-12 in all schools:

In the last 30 days how many times have you used a vape?

a. Zero
b. 1 or 2 times
c. 5 to 10 times
d. 10 to 20 times
e. More than 20 times

Results indicate that approx. 5% of the students that responded to the survey have used a vape at least once in the last 30 days. This is a 1% decrease from the spring 2021 survey.

2079 students participated in the OurSCHOOL survey indicating about 374 students engaged in vaping.

Meeting Date:	June 7, 2022	Agenda Item #:	5.6
Topic:	Third Quarter Forecast and Finance Report		
Intent:	☒ Decision ☐		

Meeting Date:	June 7, 2022	Agenda Item #:	05.7
Topic:	Monthly Tender Report		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:

The Board has requested a monthly update regarding tenders awarded. AP 513 details limits where formal competitive bids are required. The procedure is as follows:
x

Pros and Cons:
Financial Implications:
Governance/Policy Implications:
Legal Implications:
Communications:

Prepared By:	Date:	Attachments:
Ron Purdy	May 31, 2022	x n/a

Recommendation:

That the Board receive and file the tender report as presented.

Meeting Date:

Recommendations:
That the Board approve the sale of parcel 105677905 (SW 10-24-27-W2) in the RM of Craik for a price of $10.

That the Board approve the sale of parcel 105242374 (SW 24-1-29 W2), in the RM of Poplar Valley for a price of $250.

That the Board approve the sale of parcel 104509122, (SW 10-2-25 W2), in the RM of Hart Butte for a price of $200.

That the Board approve the sale of parcel 104509133, (SW 10-2-25 W2), in the RM of Hart Butte for a price of $200.

That the Board approve the sale of parcel 150300425, (NE 09-09-06-W3), in the RM of Wood River for a price of $200.

Meeting Date:	June 7, 2022	Agenda Item #:	5.9
Topic:	Remove Restrictions in Surplus for Prekindergarten and Innovation		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	During budget discussions it was recognized that we have operationalized the funding of the prekindergarten programs not funded by the Ministry. It is no longer necessary to restrict funds for that purpose as costs are paid from operational funds. It was also agreed that we would unrestrict funds that were restricted for innovation that were not already committed to a project.
Current Status:	Currently, the Ministry of Education funds 8 prekindergarten programs at the following schools: Empire School, Moose Jaw –

	are funding them from operational funds. Unrestricting the uncommitted innovation money will free $107,066 for other priorities. An amount of $52,882 will remain restricted for projects that are not complete.
Governance/Policy Implications:	
Legal Implications:	Prekindergarten programming is outside of the mandate of the provincial K-12 system, with the exception of programs that have been identified and funded by the Ministry of Education.

Meeting Date:	June 7, 2022	**Agenda Item #:**	7.1
Topic:	**Administrative Procedure Renewal**		
Intent:			

Administrative Procedure 100

CONTINUOUS IMPROVEMENT PLANNING

Background

Planning in public education is an essential part of ensuring that all students have equitable opportunities to acquire the knowledge, skills and attitudes they need to be self-reliant, responsible, caring and contributing citizens. Planning ensures resources for public education are used for optimal results.

The Division has developed

udr

Name:	
Date submitted:	
PD Opportunity:	
Date(s):	

Estimated costs of event:

Registration cost:	
Travel: .50/km	
Meals: (receipt must be submitted)	
Accommodations: (receipt must be submitted)	
Approximate Total Costs:	

Approved: Yes/No

Date approved: _____

SCC Chairperson:

_____ (signature)

Administrator:

_____ (signature)

Director of Education

_____ (signature)

Comments: _____

_____

Administrative Procedure 141

EMPLOYEE CELL/SMART PHONE ACCESS

than already noted in 2.2, will reimburse the Division for all applicable charges (air time and long distance), and/or, the employee has the option of adding additional features such as long distance and/or unlimited data plans to their device. The cost of these upgrades comes off their monthly pay. To add any additional features, employees must contact the Superintendent of Operations with responsibility for technology ~~and fill out a form~~.

3. Use of Cell/Smart Phones

3.1. The use of cell/smart phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention.

3.2. All communications using cell/smart phones during work hours or conducted on school division property or while on Prairie South business ±verbal, written or other ±must meet professional standards of conduct.

3.3. Employees shall not use cell/smart phones during work hours, on school division property or while on Prairie South business for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of Prairie South School Division.

3.4. Cell/Smart phones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to put their

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Prairie South Employee Cell/Smart Phone Administrative Practice

Division Supplied Cell/Smart Phones:

1. Phone manufacturer being used is currently Apple iPhone. These devices are easier to manage than Android and our management software (JAMF) only supports IOS devices.

6.7. The Director of Education is to be contacted if a

3.3 The principal is to ensure that the Critical Incident Quick Reference Chart (Safe Schools Handbook) is easily accessible.

3.4 At the beginning of the school year, principals shall establish a Crisis Response team and review crisis response procedures with the established team.

3.5 The principal is to inform staff members and School Community Council members of the purpose and function of the crisis response procedures.

4. Tragic Events

4.1 The Superintendent of Operations in charge of safety shall ensure that the Trauma Response Guide (Safe Schools Handbook) is kept current and up to date.

4.2 At the beginning of the school year, principals shall establish a Trauma Response team and review trauma response procedures with the established team.

4.3 The principal is to inform staff members, parents, and School Community Council members of the purpose and function of the Trauma Response team.

5. Fire Drills, Lockdowns, Hold & Secure, and Evacuations

5.1 The principal is to develop a detailed fire drill, lockdown, hold & secure, and evacuation plan for the school and ensure that all students and staff members are fully informed of their duties and responsibilities.

5.

- x Clothing and footwear and,
- x Approved activities.
- x Emergencies

6.2 In any school emergency the principal is to take whatever immediate action appears to be reasonable and necessary to ensure the safety of students, employees or visitors to the school.

6.3 The principal is responsible for developing a contingency plan for emergencies consistent with the *Administrative Procedure 553- Closure – Severe Weather and Student Transportation.*

7. Hospital Emergency Treatment

7.1 When a student is taken to hospital for treatment of illness or injury, the following conditions are to apply:

7.1.1 Attempts are made to notify the parent or guardian.

7.1.2 If the parent or guardian cannot be contacted, the hospital is to be advised accordingly.

7.1.3 In the absence of the parent or guardian, hospital procedures for consent and treatment are to be followed.

7.2 If an ambulance is required, it is to be called. The expense is the responsibility of the parent; however, if the expense is not recoverable

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Staff & COVID-19

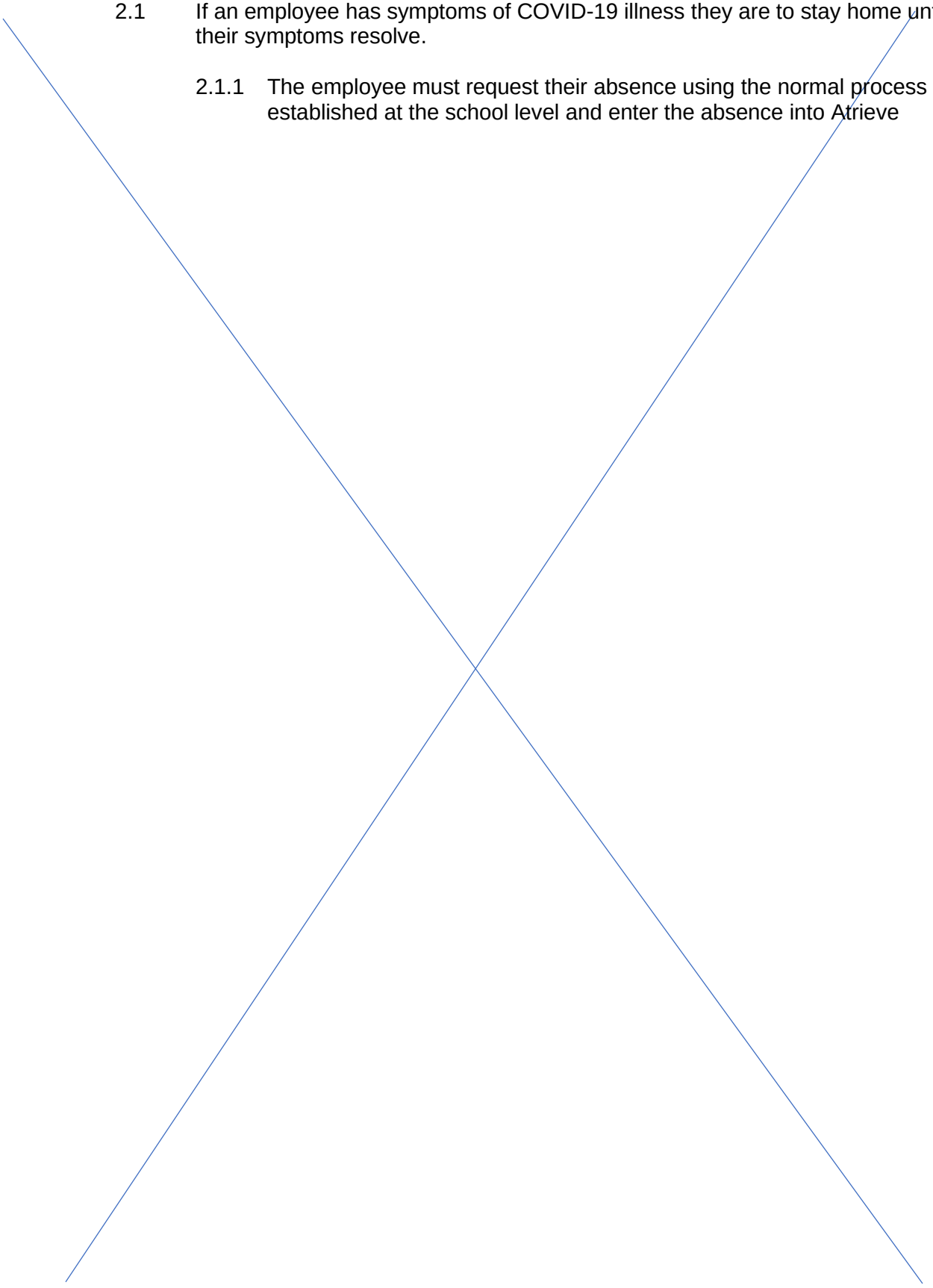
Background

The Government of Saskatchewan continues to respond and make updates to Public Health Orders related to COVID-19. This procedure has been created to ensure our workplaces remain safe for all staff. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan.

Getting vaccinated for COVID-19 remains the most import.04 Tf1 1 220.73 543.94 Tm0 2.11.04 Tf1 0 0 1 72.02

2.1 If an employee has symptoms of COVID-19 illness they are to stay home until their symptoms resolve.

2.1.1 The employee must request their absence using the normal process established at the school level and enter the absence into Atrieve



series of acts is unusually dangerous to the employee's health or safety or the health or safety of any other person at the placement of employment until:

6.1.1 Sufficient steps have been taken to satisfy the employee otherwise; or

6.1.2 The occupational health committee has investigated the matter and advised the employee otherwise.

6.2 An employee's right to refuse to perform work as a result of COVID-19 will be

6.5.1 Does the employee have an underlying health concern that puts them at greater risk if infected?

6.5.2 Are the job duties being assigned outside of the normal duties or tasks of the position?

6.5.3 Has the workplace implemented strategies in alignment with the most recent Re-Open Saskatchewan guidelines for educational institutions and the current Public Health Order for that type of workplace?

6.5.4 Is the workplace unsafe even with increased hygiene and personal protective equipment?

6.5.5 Does the workplace have an employee or student who has been diagnosed with COVID-19?

6.5.6 Are there any other factually relevant cons5.86 634.h24 12.73414(ns in)3( )-4(asse)3(s)1

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Administrative Procedure 165

DANGEROUS/INFECTIOUS DISEASES - PANDEMIC

Background

The well-being and rights of students and employees shall be the major consideration in the work place and related areas. The Division has its borders inside the Five Hills and Cyprus Health Regions. As such we are a part of the overall strategy in preventing and responding to a possible pandemic outbreak. Regional Health Authorities are responsible for local response.

> *Preparation Plan is to provide a framework to assist the provincial government, regional health authorities, municipalities, First Nations and other key stakeholders to develop their own plans in preparation for a pandemic.*
>
> *In the event of a pandemic, the priorities at the provincial and local levels will be to assure the ongoing delivery of essential health care services, both for prevention and treatment, while providing assistance to mee the emergency needs of the affected population.*
>
> *The pandemic influenza response plan is a living document that is continuously updated and revised as new information becomes available.*
>
> *This Pandemic Plan provides a mechanism to guide appropriate decision-making and action when*
> *(Public Pandemic Influenza Plan) March 2006*

Procedures

1. Officials within the division will be in contact with the Local Medical Health Officer to develop strategies to deal with a pandemic which would include:

    1.1 Prevention and education components.
    1.2 Preparation for effects on staff, students and families
    1.3 Finding ways to keep our schools operational.

References: Sections 85, 87, 1 0 8 , 1 0 9 141, 175, 178, 190, 231, Education Act Public Health Act

~~June 2, 2020~~ June 7, 2022

Procedures

1. Program Characteristics
   1.1 Courses will be offered to students through asynchronous and/or synchronous delivery.
   1.2 It is an expectation that students complete all courses by the end of the semester.
   1.3 Prairie South Virtual School does not provide modified programming.
   1.4 Prairie South Virtual School will follow

Prairie Southedu

Administrative Procedure 270

HOME BASED EDUCATION

Background

Prairie South School

3.10 At the request of the home-based educator, home-based learners shall be allowed to participate in the school photograph program at the school in the local catchment area. The

HOME-BASED EDUCATION ANNUAL REIMBURSEMENT APPLICATION

- Annual reimbursement of $500 is available for each student registered in a home-based education program in Prairie South School Division ($250 for students in Kindergarten)

- To qualify for reimbursement, registration must take place by September 15

Parent (s) Name: Tel No:

Mailing Address:

Postal Code:

Street Address or Land Location:

Name of Children:

1) 4)

2) 5)

3) 6)

Do you wish to receive reimbursement for your child/children registered in a home-based education program in Prairie South School Division?

Administrative Procedure 316

Gender and Sexual Diversity

Background

The Division affirms the legal right of all students, staff, and families to receive educational programming and services free from discrimination on the basis of sexual orientation or gender identity. The Division is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and teaching environment for all members of the school community including students,an

2.6.2 Records and communication – when requested, the student's records will be changed to reflect their preferred name, gender, and pronouns. School forms and records shall be changed to ensure that a student's preferred name and gender markers are current on class lists, timetables, student files, identification cards, etc.

2.6.3 Use of Facilities – Students and staff will have access to washroom and change room facilities consistent with their lived gender. All Prairie South School Division staff must consider the needs and concerns of each student on an individual basis. An accommodation which works for one student or staff member, cannot simply be assumed to be appropriate for another student or staff member.

2.6.4 School activities - a student has the right to participate in school activities that correspond to their lived gender identity.

2.6.5 Gender-segregated activities – to the greatest extent possible, schools should reduce or eliminate the practice of segregating students by gender. In classroom activities or school programs where students are segregated by gender, all students should be given the option to be included in the group that corresponds to their lived gender identity.

3. School Staff shall:

3.1 Reflect the Division's commitment to respectful learning and working environments.

3.2 Be respectful of diversity in the school and among staff.

3.3 Address all discriminatory attitudes and behaviours in establishing respectful learning

STUDENT ATTENDANCE

Background

Students are required to attend school in accordance with The Education Act, 1995 and individual school administrative procedures. When students are absent from school, the school division provides support, determines underlying reasons for non-attendance and implements appropriate intervention strategies.

The school division believes regular and punctual attendance is necessary for students to maximize their learning and achievement. The school division also:

- Believes in a collaborative approach between the school and the parent/guardian in expecting and supporting regular attendance of students.
- Requires that schools track and record student attendance consistently on a daily basis and investigate reasons for non-attendance.
- Requests that parents/guardians communicate to the school prior notice of a student's unavoidable absence.
- Understands that ongoing collaboration may be needed to support a student when avoidable absences/tardiness negatively impacts their learning and achievement.

Procedures

1. Tracking and Recording Protocol

   The principal shall:

   1.1 Implement school-based tracking, recording and reporting procedures that are consistent with the legislation and other directives issued by the Ministry.

   1.2 Ensure that investigations regarding all student non-attendance are conducted in a timely manner.

2. Follow-Up Protocol

   When a student is recorded absent without permission or notification from the parent/guardian, the principal or designate shall:

   2.1 Ensure that parents/guardians are contacted. When necessary, alternative contact methods such as a letter home may be used.

2.2 Investigate reasons for non-attendance with a focus on intervention and prevention. The principal may involve other school or system personnel such

Administrative Procedure 343

SERVICE DOGS IN SCHOOLS

Background

Prairie South School Division is committed to the delivery of high quality education programs, supports and services that allow students with diverse needs to maximize their learning and achievement. The Division recognizes the diverse needs of some students may require unique accommodation(s). These accommodations, linked to the student's learning profile, may include the use of service dogs in situations where there is a physical disability, such as blindness or low vision, deafness or hearing impairment, as well as seizure disorder or autism spectrum disorder.

Prairie South School Division is also committed to ensuring it operates within the legal mandate of all legislation in meeting the needs of its students. This includes The Education Act, 1995 and The Saskatchewan Human Rights Code.

"Service Dog" means a dog that has been trained ~~and accredited by Assistance Dogs International~~ and certified by a nationally recognized training institute, to provide assistance to an individual with a disability.

Note:

4.1.2 the parents/legal guardian of the student requesting the Service Dog will cooperate with the school to minimize any possible effects of the presence of the Service Dog on the medical restrictions of other students; Prairie South School Division Administrative Procedures Manual 300-

4.1.3 the Principal shall make best efforts to accommodate all students in consideration with all students' learning needs.

4.2 The parent/legal guardian requesting the presence of a Service Dog must:

4.2.1 accept all liability that might be incurred as a result of the behaviour of the Service Dog while being present at a school and indemnify the school division in writing;

4.2.2 provide appropriate insurance coverage (third party liability coverage of not less than $1,000,000) naming and stating the Division's interest therein, for any damages caused by the Service Dog or any damages or injuries caused to the Service Dog and shall provide proof of such coverage annually;

4.2.3 pay for any training of school personnel regarding the use and care of the Service Dog in the school;

4.2.4 participate in an annual review of the presence of the Service Dog at the school;

4.2.5 provide information in writing from the service agency who trained the Service Dog indicating details around the personal care and physical needs of the service dog, including the safest and most environmentally sound place for the dog to relieve itself, the safe removal and disposal of dog waste, and considerations for seasonal changes and inclement weather;

4.2.6 provide up-to-date proof of vaccinations, and licensing of the Service Dog annually;

4.2.7 indicate who will accompany and handle the service dog both inside

5. Considerations and limitations include:

   5.1 The school division may impose reasonable conditions or restrictions relating to:

      5.1.1 transportation of the Service Dog to and from school;

      5.1.2 restricting the presence of the Service Dog to specific areas in the school;

      5.1.3 exclusion from access to specific areas where required by other laws (i.e., food preparation areas)

   5.2 The right to be accompanied by a service dog does not apply if the individual is not in control of the behavior of the Service Dog.

   5.3 The agreement to accommodate a Service Dog is reviewed annually and may be modified as required following the same process set out in this

3.3 Only designated staff members or agents of the Division shall install or handle video surveillance equipment or have access to recordings.

3.4 Video recordings shall be clearly labelled including the date and stored in a secure location.

Facilities Manager, and/or Transportation Manager ~~and/or Human Resources Manager.~~

Working at an Alternate Location

Background

Prairie South Schools strives to have teams connected and engaged in building a positive workplace culture, and recognizes that in certain circumstances the use of flexible working arrangements can be beneficial to both the employee and the school division. As such, Prairie South Schools supports the concept of working at an alternate location while the employee's home.

Procedures

1. Principles , Criteria and Guidelines for Working in Alternate Locations

   1.1 Prairie South Schools prefers to have all teams connected in their common physical environments in order to promote building and maintaining positive teams and workplace culture.

   ~~1.1~~1.2 Prairie South Schools recognizes that working at an alternate location should be beneficially to both the employee and the employer.

   ~~1.2~~1.3 An alternate working location can be initiated by Prairie South schools or by the employee. However, the supervisor is responsible for the decision regarding the alternate arrangement.

   ~~1.3~~1.4 Working at an alternate location shall be compatible with the employee's role and responsibilities and/or personal circumstances, as determined by the employee's supervisor.

   ~~1.4~~1.5 When assessing working at an alternate location, the following factors will be

2. Requesting vacation, medical/dental days, pressing leave, etc.

2.1 The normal processes apply for seeking approval for vacation, illness, or other absences. Supervisors who are uncertain whether such requests are compatible with the working from an alternate location arrangement can contact Human Resources for clarification. For clarity, working at an alternate location

6. Safety

6.1 It is the expectation of the Division that the employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and/or the ' L Y L V L R Q ¶ V H[SHFWDWLRQ W

Evacuation and Emergency Equipment	Employee Acknowledgement	Comments
Exit routes unobstructed and clea	✓	
First aid kit/ supplies accessil	✓	
Smoke detectors and carbon monoxide detec properly maintained.	✓	

Additional Considerations/Comments

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Date	Date

undertakings and continuous monitoring of the budget.

1.6 The Superintendent of Business and

Administrative

INVENTORY MANAGEMENT

Background

Prairie South School Division is required by The Education Act, 1995 to prepare and regularly maintain an inventory of its assets sufficient for the purposes of property control and financial planning. Such planning includes consideration for placing insurance, replacing damaged equipment, and the disposal of property.

Procedures

1. Inventory

   1.1 The ~~Business Manager, in consultation with the~~ Superintendent of Business ~~and Operations~~, is responsible for developing procedures for maintaining inventories.

   1.2 The inventory is to be updated annually, as required by the insurance company, using an independent appraisal source.

2. Replacement and Repair

   2.1 The Facilities Manager, in consultation with the Superintendent of Business and Operations, is to

3.5.1 Public Auction

An auction is to be used when a sizable accumulation of surplus property is available at one location.

3.5.2 School Sale

A sale of surplus assets at the school level may be held at a school following written approval of the Facilities Manager.

Procedures:

- The school advertises the sale of surplus assets ³ D V Vh´ the school newsletter and other means of local advertising as deemed necessary. Advertising costs up to $100 shall be paid by the school division.
- Each item for sale shall be numbered. Bid sheets will be made available. A separate bid sheet shall be used for each item and placed in the bid container.
- Items will be awarded to the highest bidder.
- Any expense

one

Administrative Procedure 513

PURCHASING

Background

Purchases of materials, supplies, and equipment are to be made in accordance with principles and procedures designed to acquire best value for Prairie South School Division.

Procedures

1. Definitions

   The following definitions are cited to ensure consistent interpretation:

   - Formal Competitive Bid ±A

interests of the Board, purchasing practices are to employ such value analysis and negotiation methods considered appropriate for obtaining acceptable

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2.3 Any restriction on prior \ H D sur/ſus is to be shown in the audited financial statements of the Board of Education.

3. Trust Funds

3.1 The Superintendent of Business ~~and Operations~~ is authorized to receive donations for the purpose of establishing scholarships and student

Administrative

4.6 Petty cash funds are subject to audit at any time.

5. Honoraria

5.1 Honoraria may be paid to:

Administrative Procedure 519

REPORTING OF SCHOOL DIVISION LOSSES

Background

All losses of trust money, public money, or property over $500 that are due to fraud or similar illegal acts must be reported to the Director of Financial Analysis and Reporting, Education Funding Branch, Ministry of Education.

The Prairie South School Division emphasizes an ethical and positive work environment which promotes honesty, integrity, respect, service excellence and accountability. There is a zero tolerance policy towards fraud and similar illegal acts. Zero tolerance means the school division will investigate all suspected incidents of fraud or similar illegal acts and take appropriate disciplinary and legal action in all confirmed cases.

Any employee who has knowledge of a suspicious incident within the Prairie South School Division, which may involve a fraud or similar illegal act, shall report it immediately. This includes incidents which involve an employee, a student, a supplier, a contractor or other third party.

Allegations made under this procedure are

Administrative Procedure 530

INSURANCE MANAGEMENT

Background

The Superintendent of Business ~~and Operations~~ shall ensure continuous property and liability insurance as required by *The Education Act, 1995* is maintained.

3. Loss or Damage

3.1 When any property covered by insurance is lost, damaged, or destroyed, a notice and details concerning the loss is to be sent to the ~~Business Manager~~ Superintendent of Business.

3.2 Procedures in terms of willful damage are to be followed in accordance with *Administrative Procedure No. 357 – Break-In, Theft, Vandalism.*

Reference: Sections 85, 87, Education Act

~~June 12, 2018~~ June 7, 2022

SCHOOL COMMUNITY DEVELOPMENT FUND

Background

School community development funding requests are those items which, due to their amount and non-routine nature, cannot reasonably be expected to be funded from decentralized budget allocations. School groups and School Community Councils who are contemplating a special initiative or playground at the school t

1.6. If approved by the Superintendent of Business ~~and Operations~~, the following funding assistance may be provided upon approval by the Board:

1.6.1. An annual amount of up to $150,000 may be allocated in the division budget for the school community development fund projects. A school project submitted may be eligible for funding of up to $125,000.

1.6.2. Board funding may be made available up to a 50/50 basis with fundraising done by school communities or external donations and grants. For example, if a school raises $10,000 then the Board may match up to $10,000.

1.6.3. Projects cannot start until school fundraised money is received by Board and good & services cannot be received until September 1.

1.6.4. Schools may also use decentralized budgets for their portion of the project or a combination of fundraising and decentralized budgets. However, the Board will not match decentralized funds used.

1.7. Purchasire6.42 5sire-363(ua)3dre-311(k)4(enTJ)110912 0 612 792 reW*nBT/F1 11.04 Tf1 0 0 1 108.38 y

Administrative Procedure 556

1.6 Measuring: The distance from your residential property to the school or closest stop is measured by the shortest trafficable route over roads open for public use and will be measured using Bus Planner.

1.7 Mileage must be driven in order to claim the allowance. Where carpooling occurs, only the person doing the actual driving may make a claim. If additional kilometers are required to pick up the second child those kilometers can be added to the claim.

1.8 Only one conveyance allowance will be paid per family.

1.9 Conveyance allowance is only available from one address and to one school facility. This address must be the principal place of residence of the parent or guardian. For students under shared guardianship, parents must decide from which address they will apply for assistance.

2. **Responsibility of Transportation Manager**

2.1 All requests for students with

Administrative Procedure 562

CANADIAN FLAG PROTOCOL

Background

The community views schools as institutions that maintain tradition. As hosts of numerous formal community events, schools require knowledge of the etiquette of the national and provincial flag display. The following procedures will ensure schools follow a uniform practice with regards to displaying both federal and provincial flags.

Procedures

1. All schools shall fly the Canadian flag during the entire school year including public holidays.
2. Flags on Division property shall be displayed in accordance with flag etiquette in

7. Half-mast:

   7.1 On official days of mourning, the flag shall be flown at half-mast, the centre of the flag should be half-way down the staff.

      7.1.1 When the flag is raised to the half-mast position or lowered from it, it is first raised to full-mast and then lowered.

      7.1.2 Flags are normally flown at half-mast from the time of notification of death up to and including the day of the funeral.

   7.2 Flags may be flown at half-mast on any occasion when the flag is being flown

Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2022-2023

September 2022	Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, *September 6* Organizational Meeting, 1:00 pm – 4:00 pm, *September 6* Regular Meeting, Immediately Following Organizational Meeting, *September 6* Committee of the Whole Planning Meeting, 10:00 am – 4:00 pm, *September 27*
October 2022	Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, *October 4* Regular Meeting, 1:00 pm – 4:00 pm, *October 4* – Committee of the Whole Planning Meeting, 10:00 am – 4:00 pm, *October 25*
November 2022	Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, *November 1* Regular Meeting, 1:00 pm – 4:00 pm, *November 1* Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, *November 22* Special Meeting, 1:00 pm – 4:00 pm, *November 22*
December 2022	Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, *December 6* Regular Meeting, 1:00 pm – 4:00 pm, *December 6*
January 2023	Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm,

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