

Prairie South Schools
BOARD OF EDUCATION

MARCH 14, 2017
11:00 a.m.– 4:00 p.m.
Central Office, 1075 9 Avenue NW, Moose Jaw

AGENDA

1. Board Planning Session (10
 3. Adoption of the Agenda
 4. Adoption of Minutes
 5. Decision and Discussion Items
 - 5.1. Disposal of Records
 - 5.2. 2
 - nd Quarter Financial Accountability Report
 - 5.3. Monthly Reports
 - 5.3.1. Teacher Absence and Substitute Usage Report
 - 5.3.2. CUPE Staff Absence and Substitute Usage Report
 - 5.3.3. Bus Driver Absence And Substitute Usage Report
 - 5.3.4. Out of Scope Absence and Substitute Usage Report
 - 5.3.5. Tender Report
 - 5.4. Early Learning Accountability Report
 - 5.5. Out of Province Excursion – Assiniboia Composite High to Winnipeg, Manitoba
6. Delegations and Presentations
 - 6.1. Voices to Encourage Change (VTEC) Students

DRAFT

Meeting Date:	March 14, 2017	Agenda Item #:	
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

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

Current Status:

A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule or the Employment Standards Act is attached. Not all types of files listed are named specifically in the retention schedule. In that case the retention for a similar type of record is to be used. For the files that are from older divisions that contain more than one kind of record, we have used the longest retention period that applies to a record in that file to determine retention for that folder. Where files contained minutes or financial statements, those records were pulled from the file.

The record of disposal of records, i.e. the attached list, is a permanent record that must be retained permanently.

A letter will be sent to the Saskatchewan Archives offering them the records which do not contain personal information. Any records offered to Archives

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Heather Boese	March 8, 2017	List of Records

Recommendation:

That the Board approve the disposal of records at or past their retention listed on the attached schedule by transfer to the Saskatchewan Archives or by shredding.

	2 nd Quarter Financial Ac countability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

In Accordance with the Board's annual work plan, a quarterly accountability report is to be presented to the Board at the end of each quarter.

Current Status:

Source: [redacted]

Policy 12 Section 3. Financial Responsibility

3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any [redacted]

3.2. [redacted] accounting procedures.

3.3. Ensures insurance coverage is in place to adequately [redacted] and provide for reasonable [redacted] management.

1. Revenue/Expenditure [redacted] - 6 months [redacted] - 3. The period from September 1, 2016 to February 28, 2017 is attached.

Note: the 2nd quarter budget is for the most part estimated at 50% of the annual budget. [redacted] who paid over 10 months such as bus drivers, FA's, AA's.

Revenue

Overall our revenue is at 100% of the 2nd quarter budget and 50% of our annual budget.

- Grants are slightly higher than the 2nd quarter budget. The FIRM funding [redacted] 2016-17 was received in the prior year which would have this line of revenue lower than the 2nd quarter budget however the Guelph/Wellbourn project so far works out to the budgeted amount.
- Other Revenue is higher than anticipated in the quarter as [redacted] buses for just over 30,000, [redacted] anticipated.

Expenditures

Overall our expenditures are lower than expected in the 2nd quarter we are only at [redacted] of the annual budget.

[redacted] number of projects planned for [redacted] which normally start later in the year.

At this juncture in our year I am not seeing any trends that should cause [redacted] concern.

Government Implications

• Continue to monitor net effect of expenditures on [redacted]

Statement of Financial Position
 At February 28, 2017

	2016-17 Actual	2015-16 Actual
FINANCIAL ASSETS		
Cash	2,39,865	3,34,555
Short-term investments	1,28,275	1,18,80
Accounts Receivable	1,55,562	0,51,80
Provincial Government	1,78,219	0,00
Other Receivables	1,52,067	0,00
Portfolio Investments	1,42,850	1,51
Other Assets	1,55,72	1,85
TOTAL FINANCIAL ASSETS	2,24,40	5,11,50
LIABILITIES		
Other Payables	4,915	1,84
Capital Liabilities	1,15,99	1,15
Accrued Future Benefit	1,63,110	1,77
Deferred	1,50,05	1,80
TOTAL LIABILITIES	1,88,79	3,356
NET FINANCIAL ASSETS (DEBT)	53,94	8,14
FINANCIAL ASSETS		
Investment Securities	1,03,6	3,59
Other Financial Assets	1,16,18	5,5
TOTAL FINANCIAL ASSETS	1,01,48	37,54
Current Year Income (Loss)	77,30	7,64
Unappropriated Surplus	15,72	3,22

Meeting Date:	March 14, 2017	Agenda Item #:	5.3
Topic:	Monthly Reports		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Attached are the following reports for Board approval:

1. Teacher Absences and Substitute Usage for the period Jan 30-Mar 1, 2017
2. CUPE Absences and Casual Usage for the period Jan 27-Feb 28, 2017
3. Bus Driver Absences and Casual Usage for the period Jan 23-Feb 28, 2017
4. Out of Scope Absences and Casual Usage for the

Communications:

Prepared By:	Date:	Attachments:
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Absence Reason	Days	% of Total Absences	Sub Days	% Needed Sub	% of possible days
Compassionate Leave	39.6	4.69%	36	90.91%	0.51%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	1	0.12%	0	0.00%	0.01%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	1	0.12%	1	100.00%	0.01%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	52.8	6.25%	52.1	98.67%	0.68%
Pressing Leave Teacher	25.63	3.03%	20.23	78.93%	0.33%
PSTA	1	0.12%	0	0.00%	0.01%
Rec. Of Service	94.05	11.13%	81.46	86.61%	1.20%
Leave Without Pay	13.84	1.64%	6.84	49.42%	0.18%
SUB TOTAL	228.92	27.09%	197.63	86.33%	2.93%
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	229.27	27.14%	173.64	75.74%	2.93%
Illness - Long Term	127.01	15.03%	0	0.00%	

Out of Scope Staff Absences & Casual Usage 2016-2017

Date: January 27, 2017 - February 28, 2017

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Conditions of Employment					
Act of God	0	0.00%	0	0	0.00%
Bereavement Leave	0	0.00%	0	0	0.00%
Community Service	0	0.00%	0	0	0.00%
Compassionate Care	3	2.23%	0	0	0.25%
Competition Leave	0	0.00%	0	0	0.00%
Convocation Leave	0	0.00%	0	0	0.00%
Family Responsibilities	0	0.00%	0	0	0.00%
Illness - Support	55.27	41.05%	0	0	4.64%
Med/Den Appt Support	6.86	5.10%	0	0	0.58%
Parenting/Caregiver	3.25	2.41%	0	0	0.27%
Pressing Leave	1.09	0.81%	0	0	0.09%
Without Pay Support	0	0.00%	0	0	0.00%
SUB TOTAL	69.47	51.60%	0	0.00%	5.83%
Employment Act					
Court/Jury Duty	0	0.00%	0	0	0.00%
Paternity Leave	0	0.00%	0	0	0.00%
Vacation Support	65.16	48.40%	0	0	5.47%
Workers Compensation	0	0.00%	0	0	0.00%
SUB TOTAL	65.16	48.40%	0	0.00%	5.47%
Prairie South					
ACCT Meet/PD	0	0.00%	0	0	0.00%
BUSI Meet/PD					
HUMA Meet/PD	0	0.00%	0	0	0.00%
LRNG Meet/PD	0	0.00%	0	0	0.00%
SOEH Meet/PD	0	0.00%	0	0	0.00%
SONO Meet/PD	0	0.00%	0	0	0.00%
SOSO Meet/PD	0	0.00%	0	0	0.00%
SUB TOTAL	0	0.00%	0	0.00%	0.00%
Grand Total					
SUB TOTAL	134.63	60.00%	0	0.00%	11.30%

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

CUPE Staff Absences & Casual Usage 2016-2017

Date: January 27, 2017 - February 28, 2017

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	25.48	3.55%	6	23.55%	0.44%
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%
CUPE Business - Invo	33.86	4.72%	29.18	86.18%	0.58%
Earned Day Off	14.44	2.01%	12.26	84.90%	0.25%
Executive Position	0	0.00%	0	0.00%	0.00%
Family Responsibilities	0.17	0.02%	0	0.00%	0.00%
Illness - Support	354.72	49.44%	220.81	62.25%	6.06%
Med/Den Appt Support	46.34	6.46%	30.78	66.42%	0.79%
Noon Supervision	7.37	1.03%	2.45	33.24%	0.13%
Parenting/Caregiver	24.35	3.39%	16.26	66.78%	0.42%
Pressing Leave	20.45	2.85%	11.1	54.28%	0.35%
Rec. of Service	5.58	0.78%	3.5	62.72%	0.10%
TIL Support	14.85	2.07%	6	40.40%	0.25%
Without Pay Support	69.5	9.69%	49.45	71.15%	1.19%
SUB TOTAL	617.11	86.01%	387.79	62.84%	10.54%

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Bus Driver Staff Absences & Casual Usage 2016-2017

Date: January 23, 2017 - February 28, 2017

Absence Reason	Days	% of Total Absence: Sub Days	% Sub	% of days
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Act of God



Tender Report for the period January 26, 2017 to March 6, 2017

Background

- x Board has requested a monthly report of tenders awarded which exceed the limits of 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 or 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 no competitive bids awarded for the reporting period.

Meeting Date:	March 14, 2017	Agenda Item #:	5.4
Topic:	Early Learning Accountability Report		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:

Financial Implications:

Governance Implications:

Legal Implications:

Lori Meyer	Date:	Attachments:
	March 14, 2017	

Prairie South School Division

2016-2017 Early Learning Accountability Report – March 2017

Source Documents

Policy 12 Section 1 Student Well Being

and referral from another agency, isolated home, communication/language delays, social, emotional or behavioural difficulties, mother's mental health, family abuse/neglect and other criteria. Parents complete an application and the Prek teacher does a home visit to further discuss the criteria and then decides who will gain entry into the program.

Enrollment and Transportation Usage Numbers for Prek Programs:

Programs that are funded through Prairie South and the Ministry receive support services from the Learning Department:

- x Early Learning Consultant
- x Speech and Language Pathologist
- x Support from Psychologists and Learning Consultants vary depending on the needs of the students.

Kindergarten

The kindergarten teachers are also responsible for administering the Early Years Evaluation Teacher Assessment (EYEFA) as mandated by the Ministry of Education each fall and certain select students are reassessed in the spring. In the fall of 2016, 510 Kindergarten students were assessed. The results of the fall 2016 administration are below.

Kindergarten teachers also receive support from the Learning Department staff on an as requested basis. The Early Learning consultant provides support to kindergarten teachers and programs.

Administrative Issues:

- x Program sustainability of the programs is a concern as there are always more children that want spots than we have spots available.
- x Ability to respond with programming for multiple children with complex needs in the same location with current staffing levels

Governance Implications:

- x Ongoing support for Prairie South funded prekindergarten programs.



Meeting Date:	March 14, 2017
	Out of Province Excursion – Assiniboia Comp High to Winnipeg, Manitoba
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information

Background: Assiniboia Composite High School Grade 11 and 12 students to attend MUNA in Winnipeg, Manitoba on May 4-6, 2017.

Current Status:

Pros and Cons:

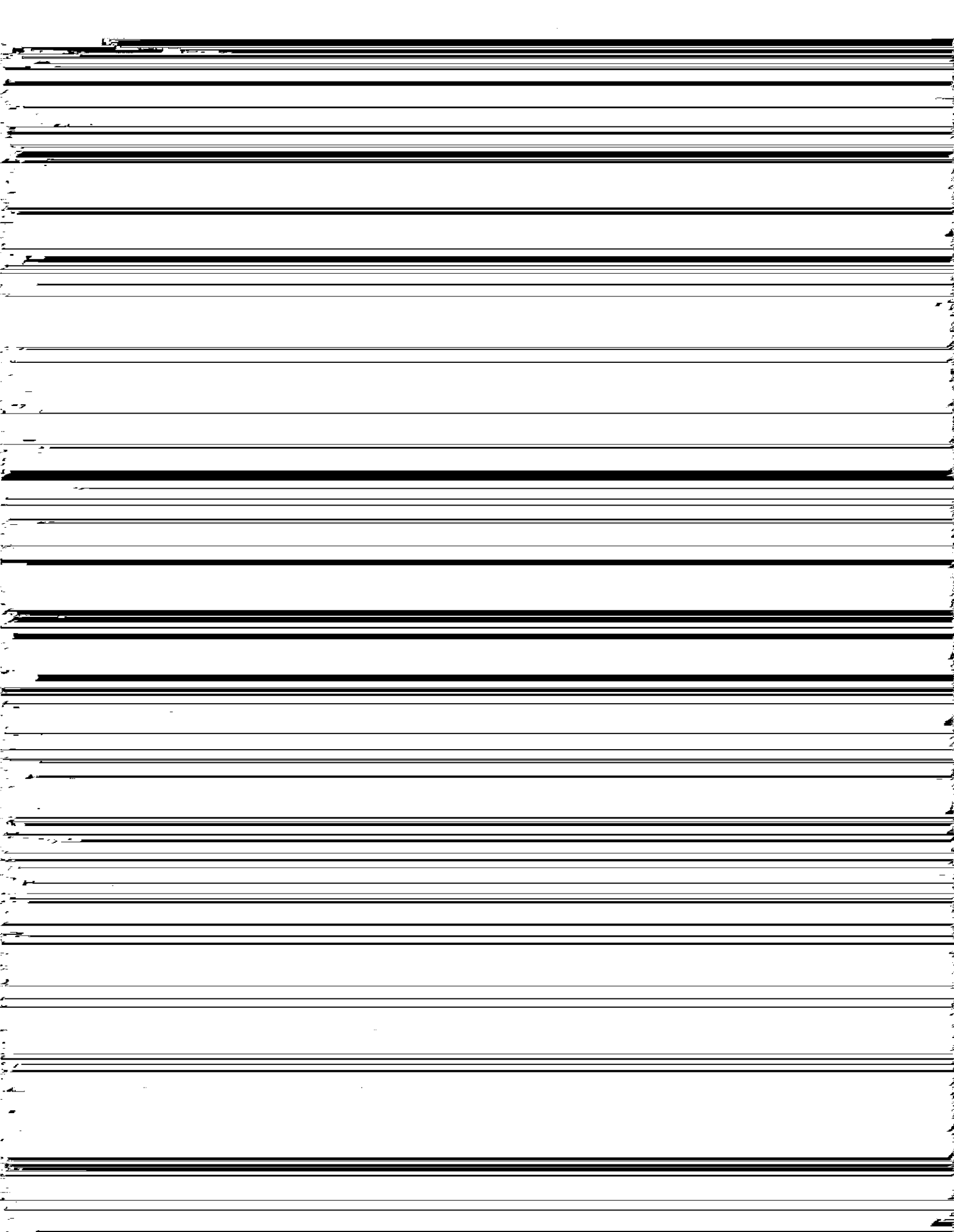
Financial Implications:

Governance/Policy Implications:

		Attachments:
Derrick Huschi	February 13, 2017	Out-of-Province Excursion

Recommendation:

That the Board approve Assiniboia Composite High School Grade 11 and 12 students to attend MUNA in Winnipeg, Manitoba on May 4-6, 2017.



Meeting Date: March 14, 2017



Meeting Date: March 14, 2017


Agenda Item #: 8.2

Topic:


Meeting Date:	March 14, 2017	Agenda Item #:	8.3
Topic:	Class Size Report		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

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School	Grade	Individual Classes	Students	Total
Assiniboia Elementary	5	Christian Ethics alt	30	
Assiniboia Elementary	5 & 6	Christian Ethics	30	
Assiniboia Elementary	7	Arts Ed 7	42	
Assiniboia Elementary	7 & 8	Christian Ethics	32	
Assiniboia Elementary	8	PAA	29	5
Central Collegiate	10	History 10-3	29	
Central Collegiate	10	Wellness 10-4	29	
Central Collegiate	11	Health Science 20-4	29	



School



School	Grade	Individual Classes	Students	Total
Assiniboia Composite	12	Math Foundations 30	5	
Assiniboia Composite	12	Calculus 30	8	
Assiniboia Composite	12	Physics 30	9	3
Avonlea	6	Math	6	
Avonlea	8	Math	8	
Avonlea	11	Pre-Calc 20	9	
Avonlea	12	Foundations 30	6	4
Bengough School	6	English Language Arts	6	
Bengough School	7/8	Practical and Applied Arts	10	
Bengough School	11	Physics 30	1	
Bengough School	11/12	Chemistry 30	5	
Bengough School	11/12	Media Studies/English Language A	8	5
Cornerstone Christian	11	A and W Math 20	1	
Cornerstone Christian	11	EAL 20	4	
Cornerstone Christian	12	Math Foundations 30A	6	
Cornerstone Christian	12	A and W Math 30	1	4
Central Butte	7, 8	EPnrner14 Tm1t0701B		

Craik School	11, 12	PAA 30	10	6
Eyebrow	K/1/2/3	all classes	10	
Eyebrow	4/5/6	4/6 classes	6	
Eyebrow	7/8	7/8 all classes	10	
Eyebrow	9	All grade 9 classes	5	
Eyebrow	10	All grade 10 classes	6	
Eyebrow	11	All grade 11 classes	3	
Eyebrow	12	All grade 12 classes	5	7
Glentworth BT 0 scn /TT0 1 Tf -0.005 Tm [0 0 11.4 262.08 636.72 Tm(.72 Tm(.72.001 Tc 0.001 Tw 1				

Summary of classes with 10 or fewer students February 15, 2017

School	Grade(s)	# of Classes
Assiniboia Composite	12	3
Avonlea	6, 8, 11, 12	4
Bengough	6, 7, 8, 11, 12	5
Cornerstone Christian	11, 12	4
Central Butte	7, 8	2
Central Collegiate	9, 10, 11	4
Chaplin	10, 11, 12	10
Caronport High	9, 10, 11, 12	5
Coronach	11, 12	2
Craik	1, 2, 3, 4, 5, 10, 11, 12	6
Eyebrow	All Grades	7
Glentworth	9, 10, 11, 12	7
Ecole Gravelbourg	7, 8, 9, 10, 11, 12	15
Kincaid Central	7, 8, 11, 12	6
Lafleche Central	9, 10	4
Mankota	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	6
Mortlach	9, 10, 11, 12	9
Mossbank	K, 1	2
Riverview Collegiate	10, 11, 12	4
Rockglen	9, 10	1
Rouleau	4, 5, 6, 9, 11, 12	7
William Grayson	6	1
Total Classes with 10 or fewer students		114



Meeting Date:	March 14, 2017	Agenda Item #:	8.4
Topic:	Sale of Thatcher Drive		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background: In July, 2015, the Prairie South Board of Education moved the Division Office location from Thatcher Drive to 9 Avenue NW in Moose Jaw, and listed the three lots that comprised the Thatcher Drive property for sale.

Current Status: On January 23, 2017 Prairie South School Division accepted an offer from a buyer to purchase 2 lots on Thatcher Drive for the price of \$1,550,000. The closing date was March 1, 2017 and as of this writing the funds are in the trust fund of the purchaser's solicitor. We expect to receive the funds by March 10, 2017. One lot remains for sale, with an asking price of \$500,000.00.

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By: _____ **Date:** _____

