urns 25

Birth Year 1992, retain until

Meeting Date: January 9, 2018 Agenda Item #: 5.1

We require Board approval for the disposal

Pros and Cons:

Financial Implications:

Governance/Policy Implications:

Legal Implications:

Date: Attachments:

Ron Purdy	December 22, 2017	

Recommendation:
That the Board approvethe disposal of recods at or past their retention listed above by shredding.

Meeting Date: January 9, 2018 Agenda Item #: 5.2

Current Sm [37.4Ct(r)6s:

The Air Quality Retention Pool Termination Agreement contains provisions that:

a. expressly holds the executive, past and present, from any legal liability for claims arising in relation to the pool; and

b.

Date pending – obtain written approval from the Superintendent of Insurance for the voluntary winding up of the Air Quality Insurance Retention Pool.

December 2017- deliver to each school board in the AQ Pool an execution copy of the Termination Agreement, with a request to return the same fully executed in counterpart on or before Jan 31, 2018.

January 31, 2018 – SSBA must receive fully executed in counterpart of Termination Agreement from all, but not less than all, school boards in the AQ Pool.

Estimated that by February 16, 2018 – deliver to each school board its portion of the funds contemplated in the Interim Rebate Calculation; Can be completed 10 days after receipt of all signed termination agreements.

May 1, 2018 – receipt and approval by SSBA of its audited financial statements for the period ended December 31, 2017; Last year's audited financial statements were approved April 29, 2017.

May 9, 2018 – determine the amount to be delivered to each school board pursuant to the Final Rebate Calculation; The final total rebate can be calculated as quickly as 5 days after approval of Audit.

May 31, 2018 – deliver to each school board its portion of the funds contemplated in the Final Rebate Calculation, after deducting reasonable expenses of the SSBA relating to the winding up of the Air Quality Insurance Retention Pool (including legal fees).

Sept 18-19, 2018 – complete the winding up of the Air Quality Insurance Retention Pool and report to the Executive Committee.

Pros and Cons:

Financial Implications:

Governance Implications: Each member of the air quality pool must agree to the termination of this pool.

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Bernie Girardin	December 18, 2017	Air Quality Pool Termination Agreement (less all the signing pagesexcept PSS210)

Recommendation:
That the Board of Education of Prairie South School Division No. 210 of Saskatchewan agrees that, effective as of 11:59:59 p.m. on the Winding Up Date, the Air Quality Insurance Retention Pool shall be dissolved and all obligations set out in the Resolution shall cease to be of any force and effect.

NORTHERN LIGHTS SCHOOL DIVISION NO. 113 OF SASKATCHEWAN

NORTHWEST SCHOOL DIVISION NO. 203

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

SASKATCHEWAN RIVER

ST. PAUL

THE BOARD OF EDUCATION OF THE REGINA SCHOOL DIVISION NO. 4 OF SASKATCHEWAN

THE BOARD OF EDUCATION OF THE EAST CORNERSTONE SCHOOL DIVISION NO. 209 OF SASKATCHEWAN

POSTHERN JUNIOR COLLEGE

AIR QUALITY RETENTION AGREEMENT

WHEREAS the SSBA was established pursuant to *School Boards Association*, SS 1978

AND WHEREAS the Air Quality Insurance Retention Pool was established pursuant to Resolution K-2 on December 5, 2002;

AND WHEREAS the Parties desire to authorize the winding up of the Air Quality Insurance Retention Pool and the distribution of funds held in the Air Quality Insurance Retention Pool to the School Divisions;

AND WHEREAS the Parties have obtained authorization from the Superintendent for the winding up of the Air Quality Insurance Retention Pool and the distribution of funds held in the Air Quality Insurance Retention Pool to the School Divisions.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of these premises and the covenants and agreements herein contained it is agreed by and between the Parties as follows:

1. DEFINITIONS

The following words and terms used in this Agreement, including the recitals, shall, unless otherwise expressly provided herein, have the following meanings:

(a) "*The Saskatchewan Trust Association, SS 1978*" means *The Saskatchewan Trust Association, SS 1978* Act [illegible] 112, as amended from time to time;

(b) "Agreement" means this agreement as the same may be [illegible] from time to time in accordance with the terms hereof and the expressions "herein", "hereof", "hereto", "above", "below" and similar expressions if used in any provision of this Agreement refer and relate back to the whole of this Agreement and not to that sub-paragraph, paragraph, sub-section, Section or Article of this Agreement;

(c) "Air Quality Insurance Retention Pool" [illegible]

(d) "Business Day" means a day other than Saturday, Sunday or statutory holiday in [illegible]

(e) "Bylaws" means the bylaws of the SSBA;

(f) "Final Rebate Calculation" means a calculation conducted by the SSBA:

(i) in relation to the funds remaining in the Air Quality Insurance Retention Pool effective as at the Winding Up Date;

(ii) in a manner consistent with the Initial Calculation and taking into account values set out in the SSBA audited financial statements;

(iii) deducting the reasonable expenses incurred by the SSBA in winding up the Pool;

(g) "Insurance Act" means the [illegible]

(h) "Party" means a party to this Agreement;

(i) "Rebate Initial Calculation" means the Actuarial Loss Projection [illegible] set out in Schedule "B" hereto;

(j) "Resolution K-2" means that resolution passed at the December 5, 2003 Convention to establish an Air Quality Insurance Retention Pool to begin operations [illegible] which is attached hereto as Schedule "A";

(k) "School Division" means each and every School Division or other organization having similar purposes as listed above, for clarity excluding the Saskatchewan School Boards Association, and "School Divisions" means all of them;

(l) "SSBA" means the Saskatchewan School Boards Association and includes each and every individual member of its Executive, whether [illegible] as the case may be;

(m) "Superintendent" means the Superintendent of Insurance as contemplated in the Insurance Act, and

(n) "Winding Up Date" means December 31, 2017.

the foregoing condition is not satisfied, the SSBA may, at its sole option, [illegible] by written notice to that effect delivered to the other Parties.

6. **REPRESENTATIONS, WARRANTIES AND COVENANTS FROM EACH SCHOOL DIVISION**

Each School Division specifically represents, warrants and covenants to each and every other Party that:

(a) it is the sole holder of all right, title and interest in the Air Quality Insurance Retention Pool;

(b) it owns its interest in the Air Quality Insurance Retention Pool on its own behalf and on behalf of each and every predecessor by way of transfer, amalgamation or other combination that has occurred;

(c) it is the intention of such School Division that, as of the Winding Up Date, the Air Quality Insurance Retention Pool shall no longer exist and any and all rights, duties, responsibilities, [illegible] School Division over, had, now has or hereafter may have, [illegible] g, without limitation, the investigation, servicing, settlement, defence or indemnification of present or future claims in relation to the Air Quality Insurance Retention Pool;

(d) it reserves no rights or benefits whatsoever to [illegible] Quality Insurance Retention Pool with respect to any past, present or future claim in relation to the Air Quality Insurance Retention Pool;

(e) it hereby [illegible] agrees to forever release, remise, acquit and discharge each and every other Party [illegible] or damage [illegible] ed in relation to the Air Quality Insurance Retention Pool. This release includes, but is not limited to, claims for costs, breach of contract, [illegible] consequential damages, extra contractual damages or remedies for breach of fiduciary duty;

(f) the release [illegible] be pleaded to prohibit in any jurisdiction the commencement or prosecution of any claim against any other Party;

(g) it acknowledges and confirms all Bylaws, resolutions, contracts, acts and proceedings of the SSBA enacted, [illegible] Retention Pool since the passage of Resolution [illegible] to and including the Winding Up Date are ratified, sanctioned, approved and confirmed;

(h) it authorizes and directs the SSBA President or the Vice-President of the SSBA to execute [illegible] ents to put into effect the transactions contemplated in this Agreement and to perform such further acts, give such further assurances and execute such further documents for and on behalf of each and every Party as may be necessary or desirable to give effect to put into effect the transactions contemplated herein; and

(i) it has good right and absolute authority to enter into this Agreement and to carry out all of its obligations.

(i) by action, resolution, and ... Division have ratified, confirmed and adopted the Agreement ... execution of this Agreement.

7. INDEMNIFICATION

Each School Division does ... without limitation, indemnify and save harmless each and every other Party ... and against ... (on a solicitor and his own client full indemnity) ... and proceedings, all of whatever nature and kind whatsoever that any other Party may pay or incur or ... which ... them, and whether or not incurred in connection with any ... demands made by third parties, with respect to any occurrence, event, incident, matter caused by and/or arising as a direct or indirect result of:

(a) the misconduct, negligent action or negligent failure to act, as the case may be, of the School Division ... at law; or

(b) any breach, violation or non-performance of any obligation, covenant, condition or agreement in this Agreement on the part of the School Division ... the case may be, or

(c) any damages to third parties caused by, resulting at any time from, arising out of or in consequence of the misconduct, negligent action or failure to act of the School Division ... and/or any of those persons for whom the School Division is responsible at law.

The provisions ... in addition ... of the GGBA at law or in equity ... expiry of this Agreement for any reason whatsoever.

8. SEVERAL LIABILITY

Notwithstanding ... obligations of each and every School Division ... and every School Division are deemed to be made severally and not jointly.

9. GENERAL PROVISIONS

9.1

Whether or not so stipulated herein, all notices, communications, requests, statements or ... (the "Notice") required or permitted hereunder shall be in writing.

Any Notice required or permitted hereunder shall be sent to the intended recipient at its ... or such other address as each Party may ... time to time by ... direction in writing.

Notice shall be served by one ...

(a) by delivering it to the Party on whose ... Notice delivered in this manner shall be deemed received when actually delivered to such Party;

(b) if delivered to a corporate Party, by delivering it to the address specified in (a) during

(c) by fax or email to the Party on whom it is to be served. Notice delivered in this manner shall be deemed received on the earlier of:

(i) if transmitted before

(ii) if transmitted after

(d) by mailing via first class registered post, postage prepaid, to the Party to whom it is Notice so served shall be deemed postmarked. In the event of postal interruption, no notice sent by means of the postal system during or within seven (7) days prior to the commencement of such interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

9.2 Governing Law

This Agreement shall be construed and governed by the laws of Saskatchewan and the laws of Canada applicable therein and the Parties irrevocably

9.3 Time of Essence

Time shall be of the essence of this Agreement.

9.4 Headings

The headings, captions, paragraph numbers as a matter of convenience are for reference only and in no way define, limit, construe or enlarge the scope or meaning of this Agreement or any provisions hereof.

9.5 Relationship between Parties

Nothing contained herein shall be deemed or construed by the Parties nor by any third party, as creating the relationship of employer and employee, principal and agent, partnership, or of a joint venture amongst the Parties.

9.6 No Authority

Except as specifically contemplated herein and as may from time to time be expressly stated in writing by one Party, no Party has the authority, express or implied, on behalf of or in the name of any other Party, to bind any other Party in any manner whatsoever.

9.7 Agreement Entire Relationship

This Agreement constitutes the entire agreement amongst the Parties and the Parties acknowledge and acknowledge and agree that there are no covenants, representations, warranties, agreements or conditions expressed or collateral or other forming part of or in any way affecting or relating to this

9.8 Further Assurances

Each of the Parties does hereby agree to do such things and execute such further ments, agreements and assurances as may be necessary or a the terms and cond rdance with th

9.9 Amendmer

This Agreement may not be altered or amended in any of its isions except where any such changes are duced to writing and executed by the Parties.

9.10 Waiver

No consent or waiver, express or implied, by any Party to or of any breach or default by any other Party in the performance by such other Party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default in the performance by such Party of obligations hereunder by such Party hereunder. Failure on the part of any Party to complain of any act or failure to act of any other Party or to declare any other Party in default, irrespective of how long such failure continues, shall not constitute a waiver by such Party of its rights hereunder.

9.11 Counterpart Execution and Electronic Delivery of Documents

This Agreement and all other documents or agreements contemplated hereby may be executed in counterparts, the executed delivery by facsimile or e-mail of which when so executed and delivered shall be deemed to be an original and such facsimile or e-mail shall constitute one and the same document. Each such document shall be deemed to be and constitute a properly executed, delivered and binding document. Execution and delivery by facsimile or e-mail of documents shall supply originally executed documents as soon as possible to the other party or parties, but failure to do so shall in no way whatsoever invalidate or adversely affect the foregoing provisions regarding execution and the binding nature of

9.12 Statutory Reference

Any reference to a statute shall include and shall be deemed to be a reference to such statute and to the regulations made pursuant thereto, promulgated thereunder with all amendments made thereto, and in force from time to time, and to any statute or regulation that may be passed which has the effect of supplementing or superseding the

9.13 Unenforceability

If any term, covenant or condition of this Agreement or the application thereof to any Party or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement or the application of such term, covenant or condition to a Party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each term, covenant or condition of this Agreement shall be valid and shall be enforced to the

9.14 Survival

The Parties acknowledge and agree that the provisions of this Agreement which, by their context, are meant to survive the completion of the transactions contemplated in this Agreement shall survive the completion of the transactions contemplated in this Agreement and shall not be merged therein or therewith.

9.15

Mention in this Agreement of any particular remedy of a Party in respect of a default by any other Party does

ded for in this Agreement. No remedy shall be exclusive or dependent upon any other remedy

more of such remedies generally or in combination, such remedies being cu

9.16 Payment of Monies

The Parties acknowledge and agree that any payment of monies required to be made hereunder shall be made in Canadian funds and that any tender of monies or documents hereunder may be made upon solicitors acti

negoti solicitor's trust cheque is tendered

9.17 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used thro Agreement that will

visions

9.18 Binding Effect

This Agreement shall enure to the benefit of and be binding upon the successors and permitted assigns of each of the

9.19 Assignment

No Party shall assign its interest in this Agreement, or any part hereof, in any manner whatsoever without having

sent which may be unreasonably withheld by any Party.

9.20 Construction

This Agree shall be interp

9.21 Independent Legal Advice

The Parties specifica Agreement for the SSBA

the law firm acting in its capacity as the solicitors for the SSBA.

Ea

(a) Brownlee LLP is unable to provide any of other parties with independent legal advice in relation to this Agreement;

(b) the respective interests of each other party may be different from the interests of one or more of the other parties;

(c) each of the other parties has been encouraged by the SSBA and Brownlee LLP to obtain independent legal and other professional advice in relation to this Agreement and relation to any other matter of concern to such party and that by executing this Agreement, such party has had the opportunity to seek independent legal or other professional advice prior to executing this Agreement and

(i) [redacted] such legal [redacted] right to obtain [redacted] independent [redacted]

IN WITNESS WHEREOF the Parties have hereunto executed this Agreement by the hands of their duly authorized officers on their behalf as of the day and year first above written.

SASKATCHEWAN [redacted]

PER: _____

PER: _____

[remainder of page intentionally blank]

IN WITNESS WHEREOF, the Parties hereto, intending to be legally bound hereby, have caused their duly authorized officers in that behalf to execute this Agreement as of the day and year first above written.

BOARD OF EDUCATION OF THE [illegible] SCHOOL DISTRICT

PER: _____

PER: _____

SCHEDULE "A"

Resolution K-2

Implementation of SSTA Air Quality Insurance Retention Pool 3.2.1

Director of Insurance

Background

As a first phase of the SSTA General Insurance plans review study, the SSTA Executive directed [illegible] self insurance program (liabil[illegible] faced with air quality claims.
Marsh Canada Ltd, insurance broker to boards and SSTA, were [illegible]

Resolution K-2 was brought to SSTA y-2002 Convention recomm[illegible]ing:

Be it Resolved that the SSTA estab[illegible] Air Quality Insurance Retention Pool to [illegible]gin operation January 31, 2003 and with plan parameters as directed by the SSTA Executive.

The y-2002 Convention approved the plan with an 87% majority.

Discussion

It is required to obtain [illegible] Retention Pool, so as to provide operation authority and an auditor m[illegible]

Action

The Executive and all boards [illegible] all po[illegible]

Budget

An annual budget of $5,000 in ad[illegible]strative costs is sugge[illegible] program.

Recommendation

It is [illegible] that the SSTA Executive approve implementation and operation [illegible] Air Quality Insurance Retention Pool, and
Further, that the parameters of the plan shall be:

- This [illegible]quality program only with co[illegible] damage awards cover for the perils of [illegible] air quality / air impairment liability lawsuits. E[illegible] mould removal and property insurance type of remediation and building / air system type upgrading [illegible]
  [illegible]on in the SSTA a[illegible] self-insurance pool is a m[illegible] regulatory requirement for all boards member to the SSTA General Ins[illegible]e Plans. This is [illegible] other cost
- Premium charge of $1.00 per student per year

{B2594283.DOC;3}

- Establish pool fund aggregate to initial $1,000,000 fund over several years, and grow the fund to $2.0[illegible]0,000.
- Set the per claim [illegible] te at [illegible]
- Purchase reinsurance coverage of $2,000,000 to safeguard fund above [illegible]
- Boards pay a $5,000 [illegible] charge per claim.
- Insurance coverage shall be made retroactive to January [illegible] of risk for [illegible]
- Pre[illegible]oval p[illegible] the SSTA pay quality [illegible]
- self-insurance program, as follows: "In the event that several [illegible] happen in one year, it is agreed [illegible] justed to $2.00 or $5.00 per student as required to maintain plan viability. Premium charge would return to $1.00 per student per year after the claim crisis is s[illegible] and administration and broker services will be contra[illegible] budgeted [illegible] the SSTA.
- This will be a "claims made" program, this means that claims must be reported and initiated within [illegible] and there must be a valid insurance policy in place for that year.

Recommendations

It is recommended:

That the Executive Committee approve the implementation of the 2020-21 SSTA Convention resolution R2 - the SSTA Air Quality Insurance [illegible] The [illegible] are as listed.

SCHEDULE "B"

Rebate Information Schedule for

Code	School Division	Premiums Paid - All Years	Total Premium	Investment Earnings - based on %	Total
125	Battlefords First Nations High School Board of Education	$3,1	3.15%	$1,[illegible]	$4,[illegible]
018	Board of Education of the Great Prairie... South School Division No. 210 of Saskatchewan o/a Great Sun... School Division No. 210	$105,624.00	4.29%	$45,277.93	$150,901.93
020	Board of Education of the Prairie Valley School Division No. 208 of Saskatchewan o/a Prairie Valley School Division No. 20[illegible]	$113,001.00	4.71%	$52,526.23	$165,527.23
[illegible]	Saskatoon School Division No. [illegible] of Saskatchewan o/a Saskatoon Public Schools	[illegible]	12.16%	$128,193.59	$427,242.59
060	Board of Education of the Sun... West School Division No. 207	$30,[illegible]4.00	2.77%	$29,224.21	$37,393.21
065	Chinook School Division No. 211	[illegible]	[illegible]	$37,824.[illegible]	$126,00[illegible]
044	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	$19,865.00	0.81%	$8,515.55	$28,3[illegible]
137	Cornerstone Christ...	[illegible]	[illegible]2%	[illegible]	[illegible]
[illegible]	[illegible]	$1,[illegible]	[illegible]	[illegible]	$2,087.29
097	Good Spirit School Division No. 204	$87,228.[illegible]	[illegible]	[illegible]	[illegible]
082	Holy Family Roman Catholic Separate School Div...	$[illegible]4.00	0.63%	$6,6[illegible]	[illegible]
079	Holy Trinity Roman Catholic Separate School Division [illegible]	$29,916.00	1.22%	$12,824.12	$42,740.1[illegible]
[illegible]	Horizon School Division No. 205	[illegible]	[illegible]	3.86%	$40[illegible]
[illegible]	[illegible]	[illegible]	0.25%	$2,[illegible]	$6,[illegible]
112	Light of Christ Roman Catholic Separate School Division No. 16[illegible]	$2[illegible]	[illegible]	$9,6[illegible]	$32,212.[illegible]
027	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]26.00	2.14%	$22,[illegible]	$75,[illegible]
048	Lloydminster Roman Catholic Separate School Division No. 89	$38,057.00	[illegible]	$[illegible]	$[illegible]
13[illegible]	Luther College, Reg[illegible]	$6,067.00	0.25%	$2,[illegible]	$8,[illegible]

139	Lutheran Collegiate Bible Institute				
002	Northern Lights School Division (includes Northern Lakes SD Cert #70)	$50,250.00	2.43%	$25,572.79	
030	Northwest				
023	Prairie School Division No. 206				
	Academy				
	Separate School	$45,190.00	1.70%	$16,516.44	$61,711.44
001	Regina Roman Catholic Separate School Division	$144,192.00			
			5.23%		
	o/a Greater Saskatoon Catholic Schools				
024	The Board of Education of the Regina School Division No. 4 of Saskatchewan o/a Regina Public Schools				
	South East Cornerstone School Division No. 209 of Saskatchewan o/a South East Cornerstone Public School Division (includes Estevan Cert# 74)				

Notes:

1. In 2012 no premiums were assessed.
2. Northern Lights College (Group 1) [illegible] 2012.

Investment Earnings - All years $1,054,385.00

Between December 31, 2010 and December 31, 2011 the interest was credited at the final [illegible] a rebate based on [illegible] Audit

SCHE

Notices Ad

BATTLEFORD NATIONS HIGH SCHOOL HOLY FAMILY ROMAN CATHOLIC SEPARATE
BOA SCHOOL DIVISION NO. 140

Attention: Attention:
Fax:
E-mail: E-mail:

BOARD OF EDUCATION OF THE PRAIRIE HOLY TRINITY ROMAN CATHOLIC SEPARATE
SOUTH SCHOOL DIVISION NO. 210 OF SCHOOL DIVISION 22
SASKATCHEWAN

Attention: Attention:
Fax: Fax:
E-mail: E-mail:

BOARD OF EDUCATION OF THE PRAIRIE HORIZON SCHOOL DIVISION NO. 205
VALLEY SCHOOL
SASKATCHEWAN

Attention: Attention:
Fax: Fax:
E-mail: E-mail:

BOARD OF EDUCATION OF THE
SASKATCHEWAN

Attention: Attention:
Fax: Fax:
E-mail: E-mail:

BOARD OF EDUCATION OF THE SUN WEST LIGHT OF CHRIST
SCHOOL DIVISION NO. 207 SEPARATE SCHOOL DIVISION NO.

Attention:
Fax:
E-mail: E-mail:

SASKATOON SCHOOL DIVISION NO. 211 LIVING WORD SCHOOL DIVISION NO. 226 ET AL

Attention: Attention:
Fax: Fax:
E-mail: E-mail:

CHRIST THE TEACHER ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 212

Attention:
Fax:
E-mail:

LLOYDMINSTER SEPARATE SCHOOL DIVISION NO. 99

Attention:
Fax:
E-mail:

CORNERSTONE CHRISTIAN SCHOOL INC.

Attention:
Fax:
E-mail:

LUTHER COLLEGE, REGINA

Attention:
Fax:
E-mail:

Fax:
E-mail:

Fax:
E-mail:

ENGLEFELD PROTESTANT SEPARATE SCHOOL DIVISION

Attention:
Fax:
E-mail:

Attention:
Fax:

GOOD SPIRIT SCHOOL DIVISION NO. 204

Attention:
Fax:
E-mail:

NORTHERN LIGHTS SCHOOL DIVISION NO. 113

Attention:
Fax:

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO.6

WEST SCHOOL DIVISION NO. 203

Attention:

Pros and Cons:

AGENDA ITEM

Meeting Date:	January 9, 2018	Agenda Item #:	5.4
Topic:	Human Resources Accountability Report		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background: The Board's annual work plan requires the Human Resources Accounatability Report to be presented in January to the Board of Education.

Current Status: See Attached the 2016-2017 Report

Pros and Cons:

Financial Implications:

Governance Implications:

Legal Implications:

Communications:

Prepared By:	Date:	Attachments:
Diana Welter	Jan. 3, 2018	2016-2017 Human Resources Accountability Report

Recommendation:
That the Board of Education receive and file the Human Resources Accountability Report as presented.

Meeting Date:	January 9 2018	Agenda Item #:	5.5
Topic:	Facilities Accountability Report		
Intent:			

2016-2017 Maintenance Accountability Report

2016-17 Facilities Accountability Report

Source Documents

Performance Assessment Guide

Policy 12

Appendix B

Role Expectations 1.1 Ensures that each student is provided with a safe and caring environment that fosters and maintains respectful and responsible behaviors.

Role Expectations 1.2 Ensures that Division facilities adequately accommodate students.

Role Expectations 3.1 Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.

Evidence

The efficient and effective management of school division facilities continues to be a factor in student

Facility Zones	Number of Outbuildings	Zone	Gross Utilization Rate (%)
9th Avenue Facilities Office	1	Central	
9th Avenue Office	1	Central	
Albert E. Peacock Collegiate	3	Central	47%
Central Collegiate	1	Central	86%
Empire School	1	Central	58%
Guthridge Field	5	Central	
John Chabot Alternate School	1	Central	59%
King George School	2	Central	115%
Lindale School	3	Central	113%
Moose Jaw Transportation Facility		Central	

Palliser Hi981 re llEMC /CS0 cs 0 scn 72 5 8i

Fleet/Equipment

- For efficiency purposes, some equipment is shared among the facility zones. Examples include lifts, Bobcat, tractor, grounds equipment and trailers.
- Continued emphasis on LEAN strategies has resulted in efficient use of the trucks which have the ability to safely maximize the workload

Information items:

- Asset Planner, our facility management software, continues to be a very useful tool for the division, with different modules currently being used to support PMR funding and management and LEAN 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.
- Strategic facilities planning allows projects to be in the queue in a logical sequence that

0 .6-)m(2.ec[< ydd3L/ tabsolute[(effective)-1(s)]TJ 0 -1.138 TD [(Strategic facilities planning allows projects to be in the queue in a logical sequence that)]TJ 0 -1.138 TD [(

- pilot projects in electric hand dryers and waterless urinals to test for cost reduction and enhanced quality
- electronic fleet safety logs
- grounds equipment logs and scheduled preventative maintenance processes
- targeted distribution of new and aging equipment
- Annually 1/3 of preventative roof inspections are done and repairs are completed to reduce future damage.

3. Health & Safety/Security

The Facilities Department strives to send all staff home safe every day. Public Works software modules are used to inform and train staff about job and worksite safety.

Public Works Facility Training Modules		
Scaffolds	Confined Space	Power Mobile Equipment
Bobcat	Respirator	Mould Training
WHMIS	Fall Protection	Playground Inspection
Boom lift	Scissor lift	Public Works

- Fire extinguishers and sprinklers are inspected by an external vendor and inspected annually in bulk with security systems to reduce costs of travel in rural areas. All annual rural facilities fire inspections were completed in 2016/2017. Moose Jaw fire hoses are capped to reduce hose replacement and inspection costs.
- Monthly safety tool box meetings are held and documentation is filed in Connect.
- Safety stations are located 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 locations receive regular inspections due to unique circumstances.
- Electronic or manual entries and site boiler inspections at all facilities are completed as required (daily Asset Planner entries for Technical Safety Authority log).
- School defibrillators are in place at some schools through community donations: ACHS, AEP, CCI, Eyebrow, John Cabot, Holm, RVCI, Lindale, Chaplin, Central Butte, Craik, Bengough, Westmount, Sunningdale, King George, Gravelbourg, and Mossbank.

Facility	Zone	BMS	Gym Lighting Retrofits	Exterior Lighting Retrofits
9th Avenue Maintenance Shop	Central	3	N/A	3
9th Avenue Office	Central	3	N/A	3

Utility-

Utility Six Year Total Consumption Natural Gas Consumption
Between 2016-01-01 and 2016-01-01

Utility Average Total Consumption per Day Natural Gas Consumption

Utility Natural Gas Total Consumption per Area (Sq. M)
Between 2014-07-01 and 2017-07

Utility Electricity Total Consumption per Area (Sq. M)
Between 2014-01-01 and 2016-01-01

Administrative Issues:

- Staff Absences:
  - One supervisor off on long term sick leave for most of the year.
  - One supervisor filled in as an Principal for six months.
- PMR projects were not completed as planned due to absences described above.
- An updated priority plan will be developed for PMR projects in 2018.
- Ongoing management of emergent issues and regular work hours for house staff.

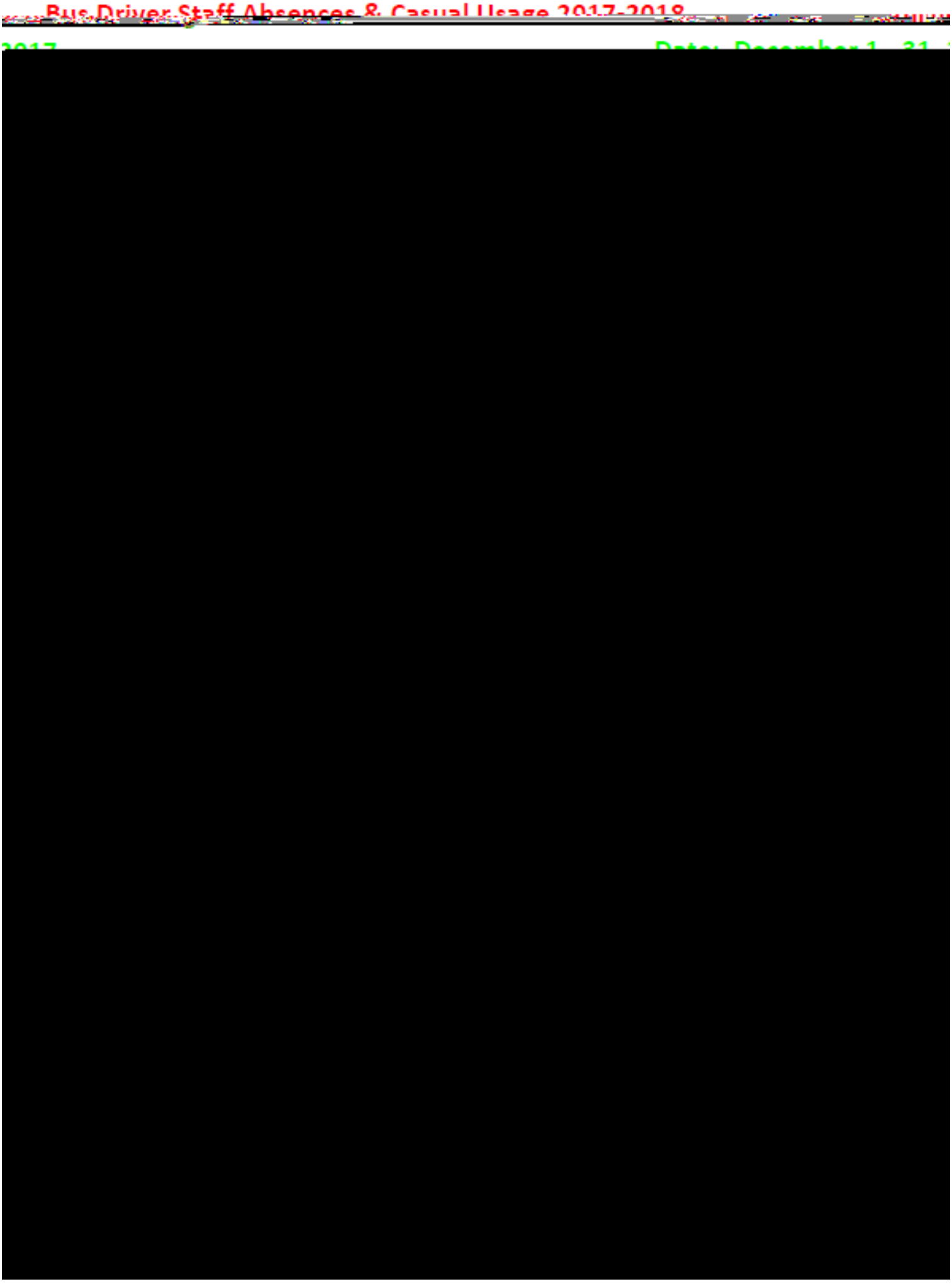
Prepared by: Darren Baiton, Facilities Manager

CUPE Staff Absences & Casual Usage 2017-2018

Date: December 1 - 31, 2017

		% of Total		% Received	% of possible
CUPE Agreement					
1.77%	4.13	0.00%	0.19%		
0.00%	0	0.00%	0.00%		
Earned Day Off		4.86	0.95%	4	0.00% 0.10%
Executive Position			0	0.00%	0 0.00% 0.00%
49.65	9.75%	23.85	48.04%	1.06%	
1.5	0.29%	1.5	0.00%	0.03%	
ng Leave		14.75	2.90%	8.86	0.00% 0.31%
0.16	21.64%	15.25	13.84%	2.35%	
0	0.00%	0	0.00%	0.00%	
0	0.00%	0	0.00%	0.00%	
0	0.00%	0	0.00%	0.00%	

Bereavement Leave
Community Service
Med/Den Appt Support
Noon Supervision
Years of Service
SUBTOTAL
Employment Act
Jury/Jury Duty
Workers Compensation 37.42
SUB TOTAL
Prairie South
ACCT Meet/PD
BUSI Meet/PD
Extra/Co-curr Sup
FACI Meet/PD
HUMA Meet/PD
LRNG Meet/PD
PD Out of Province/Support Staff
SCHOOL OPENINGS MEETING
SUB TOTAL


Bus Driver Staff Absences & Casual Usage 2017-2018

TenderReport for the period December 4, 2017 to December 227 tm,r 0 17d