# Prairie South Schools BOARD OF EDUCATION

December 7, 2021 1:00 p.m. Central Office, 1075 9 Avenue NW Moose Jaw

#### **AGENDA**

- 1. Call to Order
- 2. Adoption of the Agenda
- 3. Adoption of Minutes
  - 3.1. Regular Board Meeting November 2, 2021
  - 3.2. Special Board Meeting November 23, 2021
- 4. Declarations of Conflict of Interest
- 5. Decision and Discussion Items
  - 5.1. Facilities Accountability Report
  - 5.2.

- 8.
- Committee Reports 8.1. Business, Infrastructure and Governance
  - 8.2.



Meeting Date:	December 7, 2021	Agenda Item #: 5.1
Topic:	<b>Facilities Accountability 1</b>	Report 2020-2021
Intent:	Decision Discu	ussion Information

#### **Table of Contents**

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#### Introduction

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

1. Operations and Facility Organization

#### Fleet/Equipment

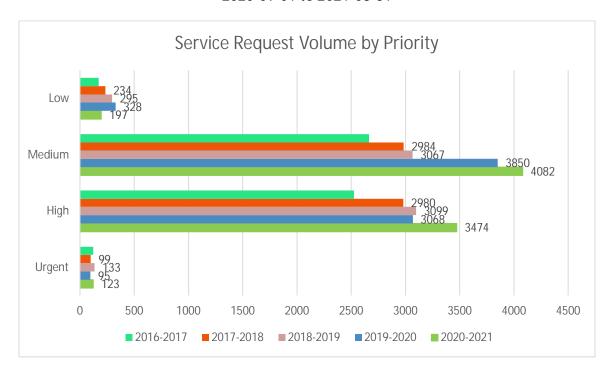
For efficiency purposes, some equipment is shared in multiple locations within the school division. Examples include lifts, skid steer and V-blade attachment, grounds equipment, trailers, portable heater, and dump trailer.

Asset	Primary Location	Unit Year
0402- Cube Truck	9 <sup>th</sup> Avenue Facilities Office	2004
9206- Dump Truck	Gravelbourg Facilities Office	1992
0501- Dump Truck	9 <sup>th</sup> Avenue Facilities Office	2005
0511- 1 Ton Sanding Truck	9 <sup>th</sup> Avenue Facilities Office	2005
0603- 3/4 Ton Truck	9 <sup>th</sup> Avenue Facilities Office	2006
0820- 3/4 Ton Truck	Gravelbourg Facilities Office	2008
0821- Cube Truck	9 <sup>th</sup> Avenue Facilities Office	2008
0946- Cube Truck	9 <sup>th</sup> Avenue Facilities Office	2009
1110- Cube Van (Mini)	9 <sup>th</sup> Avenue Facilities Office	2011
1120- 3/4 Ton Truck	9 <sup>th</sup> Avenue Facilities Office	2011
1201- Cube Truck	Gravelbourg Facilities Office	2012
1202- Cube truck	9 <sup>th</sup> Avenue Facilities Office	2012
4000 4/0 T T I	oth A F IIII OCC	

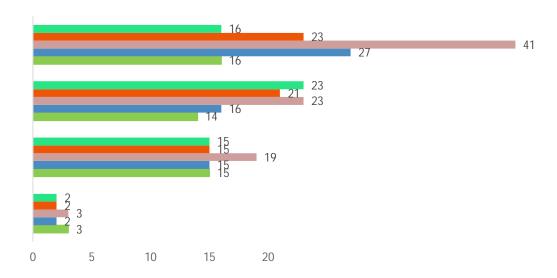
1203- 1/2 Ton Truck 9<sup>th</sup> Avenue Facilities Office 2012

## Service Request Volume by Facility

2020-09-01 to 2021-08-31



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



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

# Maintenance Ticket History

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

#### Health & Safety/Security

The Facilities Department strives to send all staff home safe every day. Facilities ensures staff are given the opportunity to increase their knowledge in safe work practices and professional development opportunities as they become available. Multiple training platforms are used to achieve learning

## **Network Infrastructure**

Network Bandwidth	
Assiniboia Services Office – 10 Mbit	Belle Plaine Colony – 25 Mbit
Mankota Central School – 50 Mbit	Assiniboia Elementary School – 50 Mbit
Avonlea School – 50 Mbit	Bengough School – 50 Mbit
Caronport Elementary School – 50 Mbit	Central Butte School – 100 Mbit

#### **Infrastructure Processes**

Capital assets and budgets are closely monitored to ensure the budget is being used effectively and efficiently to minimize costs

Update 3-year Preventative Maintenance Renewal plan

Develop and submit Ministry Major Capital Plan annually

Coordinate in-house work with skilled labour to reduce dependency on external contractors and complete projects in an efficient manner

Completed Emergent Infrastructure projects

Completed planned infrastructure projects

Accelerated pace of PMR backlog remediation

)20-21 Cost

131,973

## **Energy Management**

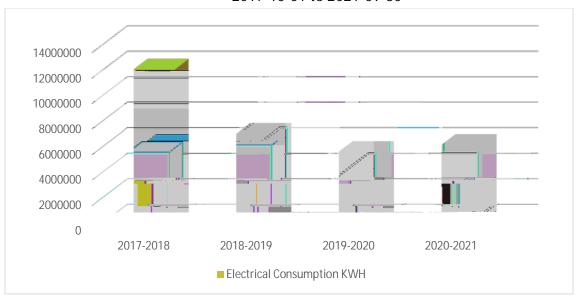
Upgraded Automated Building Management systems (BMS) software to provide reduction in consumption as well as

Facility	Zone	Building Managem ent System	Gym Lighting T-5 and LED Retrofits	Exterior LED
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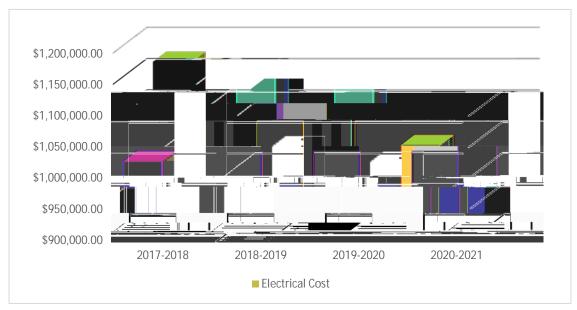
		Building
Facility	Zone	

## **Utility Consumption**

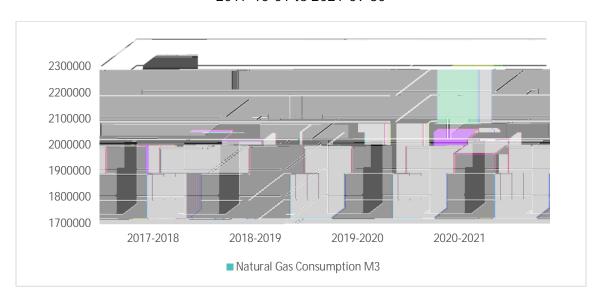
Total Consumption Electrical 2017-10-01 to 2021-09-30



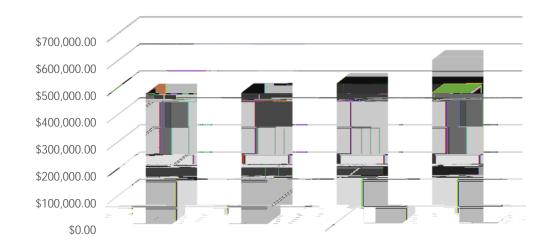
<u>Total Cost Electrical</u> 2017-10-01 to 2021-09-30



#### <u>Total Consumption Natural Gas</u> 2017-10-01 to 2021-09-30

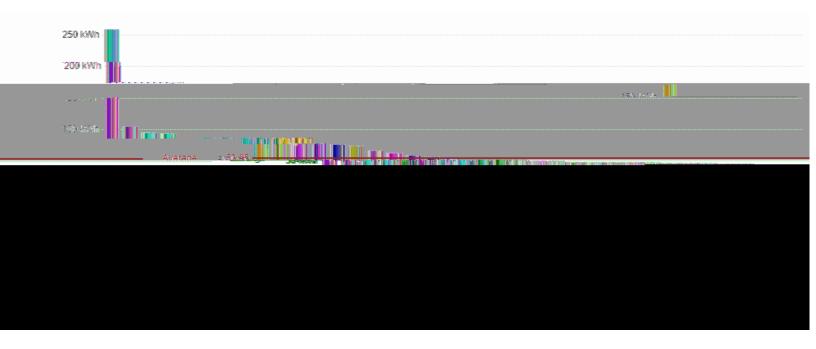


<u>Total Cost Natural Gas</u> 2017-10-01 to 2021-09-30



Total Electricity Consumpti2op0254 g7sumC16(C16(1(c)-2(t2E0	3.065 015.32 )TjET

# Electricity Consumption per Area (Sq. M) 2020-09-01 to 2021-08-31



Natural Gas Consumption per Area (Sq. M)
Between 2020-09-01 and 2021-08-31

#### **Administrative Priorities**

Scheduling, staff absences

Daily prioritization of work between emergent, COVID-19, and planned maintenance Ongoing balance between efficiency initiatives and regular maintenance Seasonal grounds priorities and low priority cosmetic requests puts a strain on the

department for public visibility of facility upkeep
Asset preventative maintenance work continues to increase

Increased emphasis on PMR projects, COVID-19, Joint Use School, and project management

Increased emphasis on staff safety/reduction of workplace incidents

# AGENDA ITEM

<b>Meeting Date:</b>	December 7, 2021	Agenda Item #: 05	2
Topic:	<b>Annual Bursary Fu</b>	<mark>nd Directorship Appointments</mark>	<b>S</b>
Intent:	<b>⊠</b> Decision [	☐ Discussion ☐ Informat	ion
Background:	Bursary Fund Inc. on an annual basis established by the and invest money deserving student now the sole men appoint directors, annually and the sole for the calendar		ollect on is uty to one
	Prairie South Scho as more than just in trust by the sch transferred to the understand that the anything for any i money is housed a	I has registered the business name of ools Bursary Fund so the fund can be sa City of Moose Jaw fund. The dollars nool division for scholarships have been Bursary Fund. It is important to the transfer of funds does not change and individual scholarship except where the and accounted for and the return it ea	held en ne rns.
Current Status:	The following peo Greg Veillard, Joh	ople served as board members for 202 n Livingston, George Patterson, Claud ar, Al Kessler, Mary Jukes, Jan Stewart	1: e
	continue to serve	ry Fund board members have agreed to on the board for 2022. Jeff Feeley and agreed to allow their names to stand fort.	Patti
	The Prairie South Board for the 202	Board needs to appoint the Bursary F 22 calendar year.	und
		l does not pay an indemnity for attend leage and other expenses for travel to	
Pros and Cons:			
Financial Implication		ncial implications for the Board.	
Governance/Policy Implications:			

Legal Implications:	
Communications:	

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

#### **Recommendation:**

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

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

<b>Meeting Date:</b>	December 7, 202	1	Agenda Item #:	5.3
Topic:	2022-2023 Ca	lendar Paramete	rs	
Intent:	Decision	Discussion		rmation

#### **Background:**

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

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

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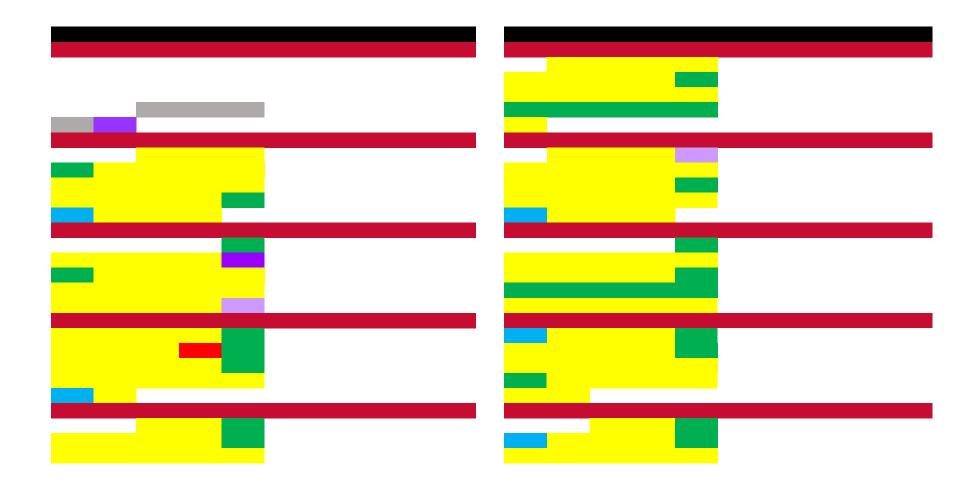
In accordance with *The Education Regulations*, *2019* subsection 18, the following vacation periods are to be observed:

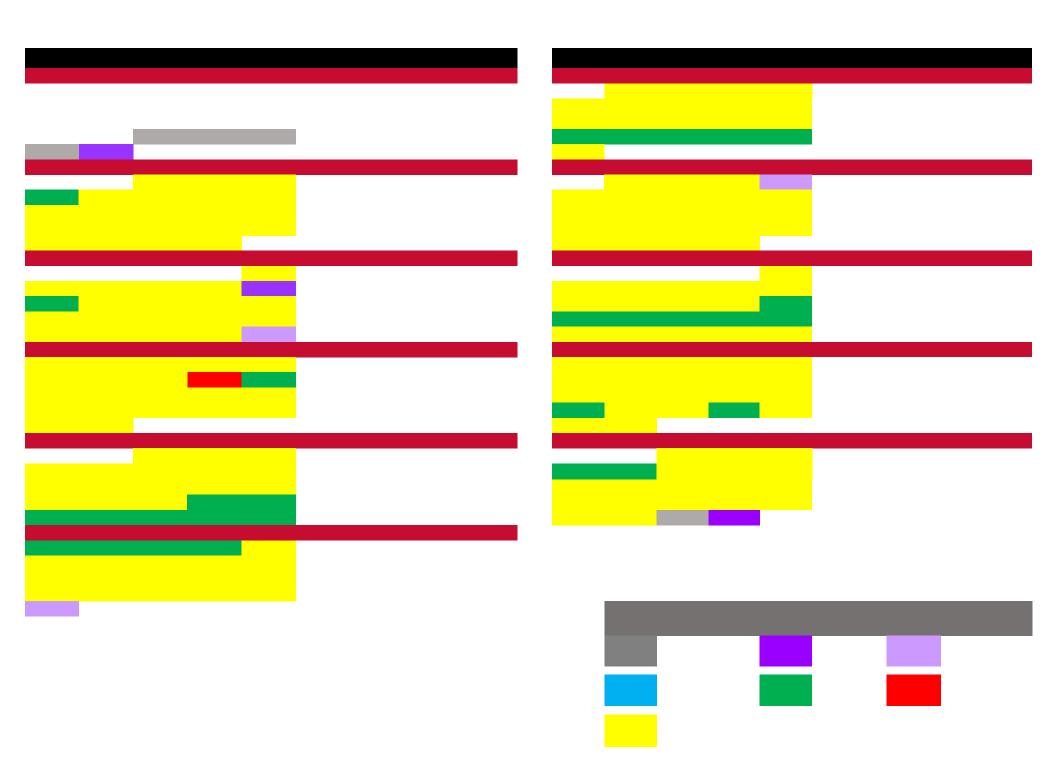
- a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2
- o a spring vacation consisting of not more than 5 consecutive school days

12 non-instructional days include:

- 1 school-based organizational day (½ day startup and ½ day year-end)
- o 5 teacher prep days (LINC contract)
- 2 professional learning days at beginning of school year
- 1 professional learning day for LIP work plan development

0





# **Craik School Community Council Constitution**

**Mission** 

## 1.2 Permanent Members

The School Community Council will have the following Permanent Members:

The School Principal

A teacher

# 2. Officers (newly defined roles)

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

## Chairperson

> The Chairperson will:

Conduct meetings of the School Community Council:

Ensure that all members have input to discussion and decisions

Prepare meeting agendas in consultation with the Principal and other School Community Council Members;

Oversee operations of the School Community Council;

Establish networks that support the School Community Council; and,

Act as a spokesperson for the School Community Council.

# **Vice-Chairperson**

> The Vice-Chairperson will;

Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and.

Perform responsibilities assigned by the Chairperson

# **Secretary**

> The Secretary will;

Take minutes at School Community Council meetings;

Receive and send correspondence on behalf of the School Community Council;

Take a charge of an official records of the School Community Council; and,

Ensure that appropriate notice is given for all meetings of the School Community Council

## **Treasurer**

> The Treasurer will;

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

# 3. School Community Council Meetings

## 3.1 Annual General Meeting

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

# 3.3 Model of Governance - The Representative Model

The School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the SCC. The School Community Council reports to the school community using a communications

# 5. Craik School Community Council Code of Conduct

See Appendix A for Code of Conduct

## 6. Conflict of Interest

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

# 7. Decision-Making Process - Majority Vote

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

# 8. Handling Complaints or Concerns

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

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

8.2 Complaints or Concerns about School Community Council Initiatives or Activities

# 8.2.1 Informal Complaints or Concerns

Provided School Cicva

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# 9. Conflict Resolution Process

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

- Puts the interests and welfare of children and youth above all other issues;

# Appendix A

# **Appendix B** (included this as a new addition) Administrative Policy No. 150 - Student and Parent Complaints and Grievances

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

#### **PROCEDURES**

## 1. General

- a. Complaints are to be addressed in a timely and appropriate manner.
- b. Efforts to address and/or redress complaints are to be carefully documented in order to ensure and enhance a fair and consistent response.
- c. Complaints regarding school operation and treatment of students may be made by:
  - i. A parent or guardian who is acting on behalf of the student
  - ii. A student who is:

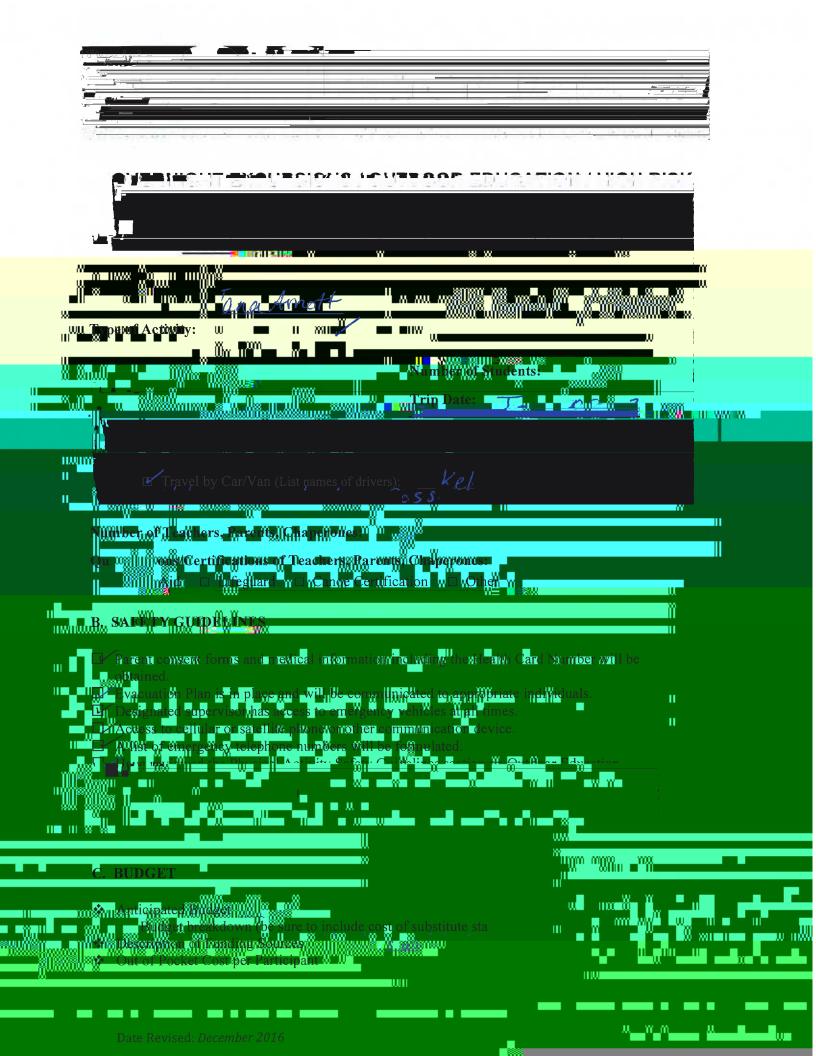
Sixteen years of age or older and living independently or, Eighteen years of age or older.

d. In the event of the dispute at the school, the student's teacher is to be the first person to hear and address any complaint or grievance from a student or parent.

	December 7, 2021	Agenda Item #: 05.5	5
Topic:	Out of Province Excursion – Pe Edmonton, Alberta	eacock/Central to	
Intent:	□ Discussion     □ Discussion	☐ Informat	ion

Background:

Peacock Collegiate and Central Collegiate Grade 9-12





**Meeting Date:** Topic:

December 7, 2021

Agenda Item #: 05.6

Out of Province Excursion – Lafleche Central School to Elk Water (Hidden Valley), Alberta

1075 9th Avenue North West, Moose Jaw, SK 56H 1V/ P 306.694.1200 1.8//.434.1200 P 306.694.4955 prairies out to

# OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK

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Number of Teachers, Parents, Chaperones	s: 5-10
Qualifications/Certifications of Teachers, 1 <b>x</b> First Aid □ Lifeguard □ Canoe C	Parents, Chaperones:
B. SAFETY GUIDELINES	
ned.	nation including the Health Card Number will bommunicated to appropriate individuals.
· · · · · · · · · · · · · · · · · · ·	Millianteated to appropriate murviduals.
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<u> </u>	
C. BUDGET	
<ul> <li>Anticipated Budget         Budget breakdown (be sure to include     </li> </ul>	Leave of Carlotte day of 50

Description of Funding Sources: Hot Noon Meals to off set cost\_\_\_
 Out of Pocket Cost per Participant \_\_\_\_\_\$80 (ski lesson, equipment, helmet, supper, travel)

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



**Meeting Date:** December 7, 2021

Agenda Item #: 05.7

# **Teacher Absences & Substitute Usage**

Date Range:	Octobe	r <b>20</b> , <b>2021</b>	- Novem	ber 17, <mark>20</mark> 2	<b>!1</b>
					% of
		% of Total		% Needed	possible
Absence Reason	Days	Absences	<b>Sub Days</b>	Sub	days
Compassionate Leave	15.01	1.73%	14.69	97.87%	0.18%
Competition Leave	1	0.12%	1	100.00%	0.01%
Convocation Leave	2.08	0.24%	2	96.15%	0.03%
Earned Day Off	37.86	4.37%	30.52	80.61%	0.47%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	13.95	1.61%	7.1	50.90%	0.17%
Executive Leave	0	0.00%	0	0.00%	0.00%
Prep Time	210.84	24.31%	205.69	97.56%	2.59%
Pressing Leave	29.85	3.44%	24.35	81.57%	0.37%
PSTA	1	0.12%	1	100.00%	0.01%
Leave Without Pay	1.5	0.17%	1.5	100.00%	0.02%
SUB TOTAL	313.09	36.10%	287.85	91.94%	3.85%
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness - Teacher	203.32	23.44%	169.62	83.43%	2.50%
Illness - Long Term	128	14.75%	0	0.00%	1.57%
Medical/Dental Appt	97.99	11.30%	88.14		

CUPE Staff Absences & Casual Usage 2021-2022				

Out of Scope Staff Absence Date: October 25, 2021 - I		1-2022	
Absence Reason			

# Tender Report for the period October 26, 2021 to November 29, 2021

# **Background**:

- ∉ Board has requested a monthly report of tenders awarded.
- Administrative procedure 513, which details limits where formal competitive bids are required. The procedure is as follows:
  - 4 The Board of Education has delegated responsibility for the award of tenders to administration except where bids received for capital projects exceed budget. In this case the Board reserves the authority to accept/reject those tenders. A report of tenders awarded since the previous Board Meeting will be prepared for each regularly planned Board meeting as an information item.
  - 4 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

Meeting Date:	December 7, 2021		Agenda Item #:	07.1
Topic:	South Hill Scho	ol Update		
Intent:	Decision	Discussion	∑ Info	rmation
Background:	Prairie So	uth Schools is buildi	ing a new joint-use	school in
	Moose Jav	V <b>.</b>		
Current Status:	A Project S	Status Report for No	ovember 2021 is at	tached.
Pros and Cons:				
Financial Implication	ons:			
Governance/Policy				
Implications:				



# PROJECT STATUS REPORT

То:	Project Steering Committee & Working Group	Contact:	Ward Strueby & Ryan Boughen
From:	Mike Sazynski	Ref:	P1201-1459256740-316
Project:			