

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.

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

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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

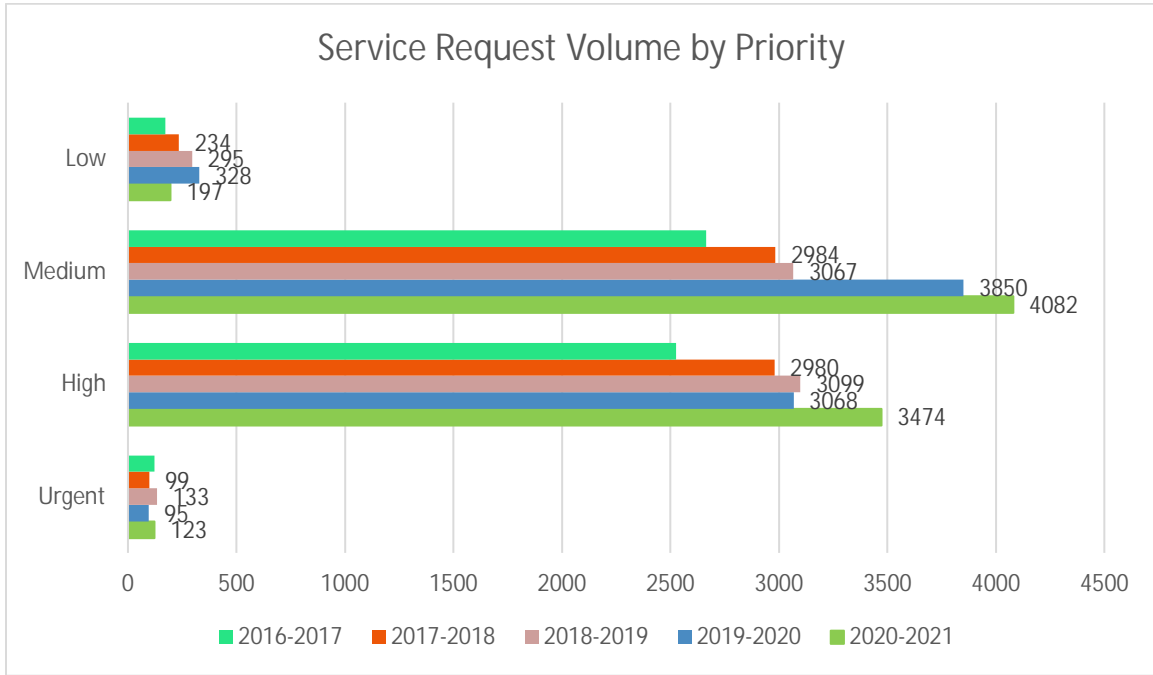
Fleet/Equipment

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.

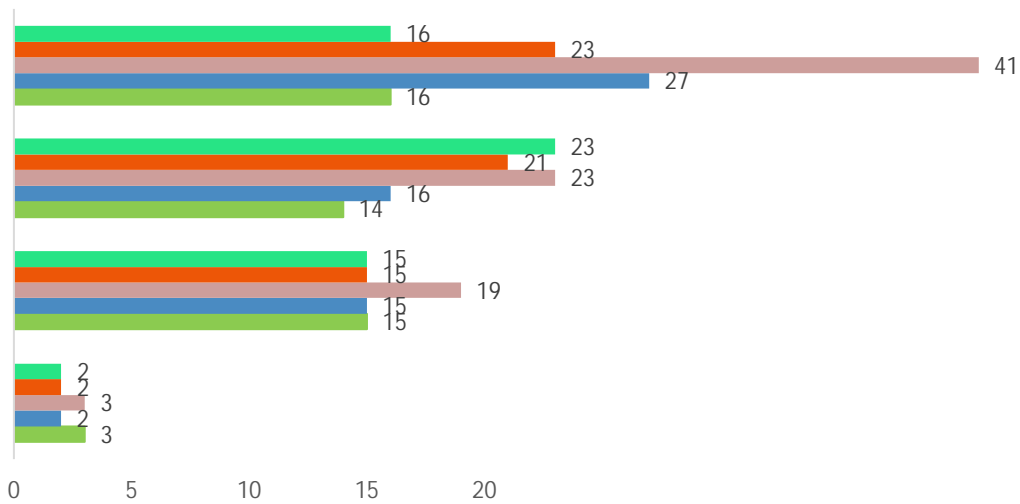
Asset	Primary Location	Unit Year
0402- Cube Truck	9 th Avenue Facilities Office	2004
9206- Dump Truck	Gravelbourg Facilities Office	1992
0501- Dump Truck	9 th Avenue Facilities Office	2005
0511- 1 Ton Sanding Truck	9 th Avenue Facilities Office	2005
0603- 3/4 Ton Truck	9 th Avenue Facilities Office	2006
0820- 3/4 Ton Truck	Gravelbourg Facilities Office	2008
0821- Cube Truck	9 th Avenue Facilities Office	2008
0946- Cube Truck	9 th Avenue Facilities Office	2009
1110- Cube Van (Mini)	9 th Avenue Facilities Office	2011
1120- 3/4 Ton Truck	9 th Avenue Facilities Office	2011
1201- Cube Truck	Gravelbourg Facilities Office	2012
1202- Cube truck	9 th Avenue Facilities Office	2012
1203- 1/2 Ton Truck	9 th Avenue Facilities Office	2012

Service Request Volume by Facility

2020-09-01 to 2021-08-31



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



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

Maintenance Ticket History

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

Health & Safety/Security

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

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

2021 Cost
131,973



Energy Management

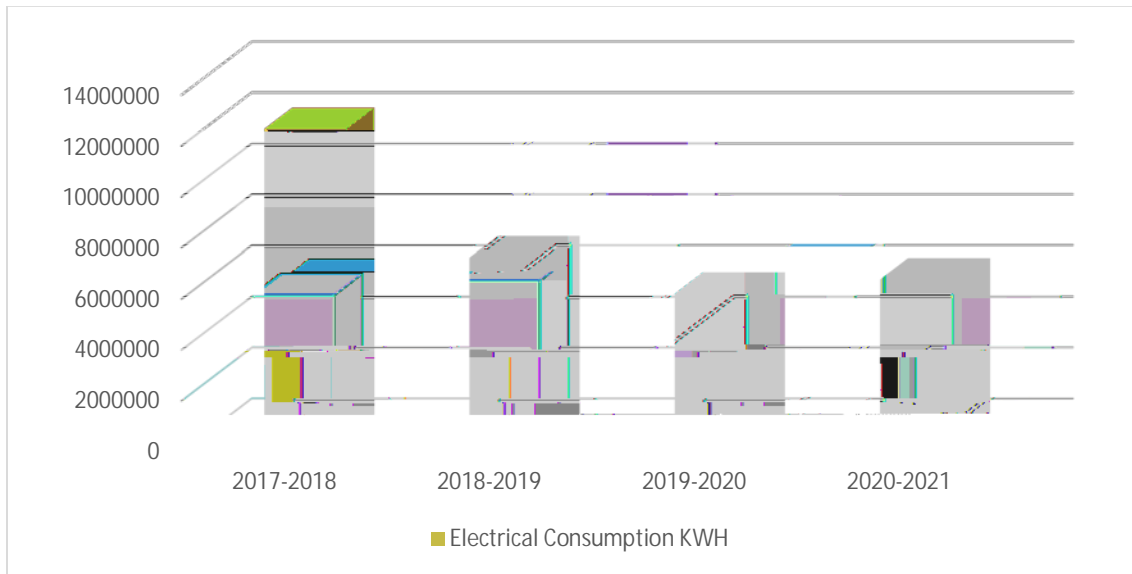
Upgraded Automated Building Management systems (BMS) software to provide reduction in consumption as well as

Facility	Zone	Building Management System	Gym Lighting T-5 and LED Retrofits	Exterior LED
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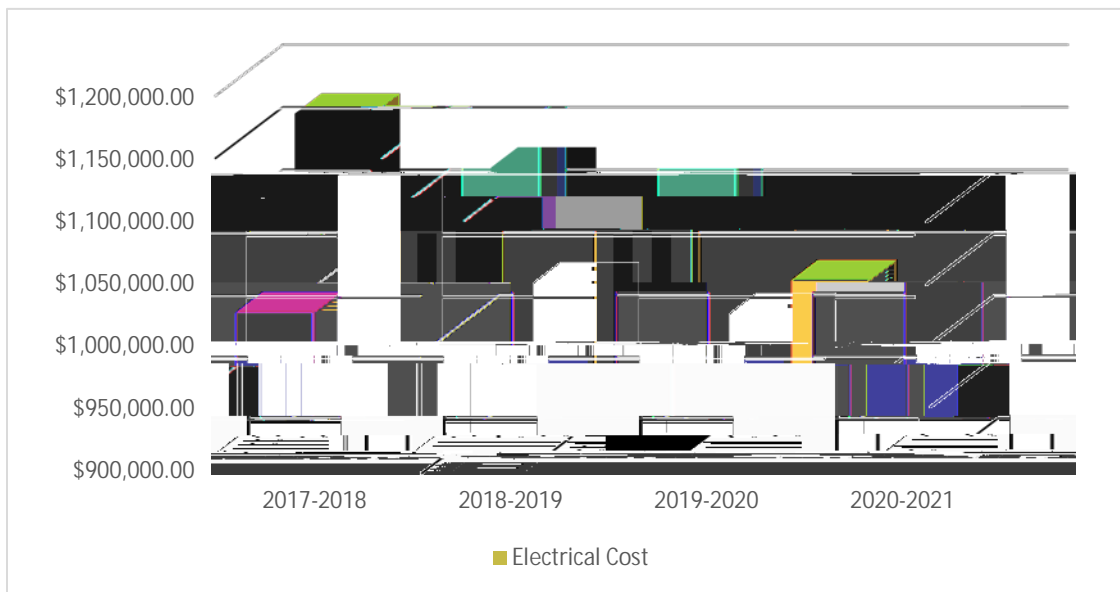
Facility	Zone	Building
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Utility Consumption

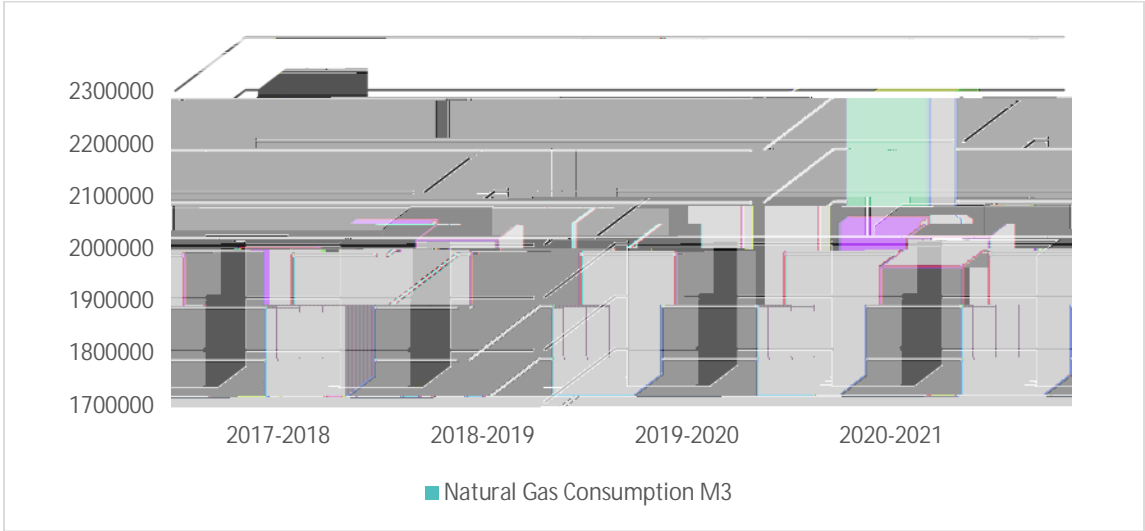
Total Consumption Electrical
2017-10-01 to 2021-09-30



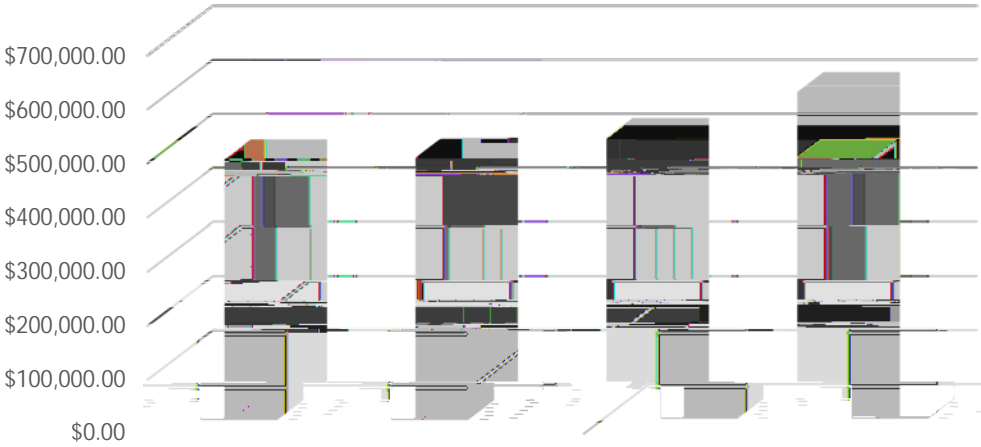
Total Cost Electrical
2017-10-01 to 2021-09-30



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

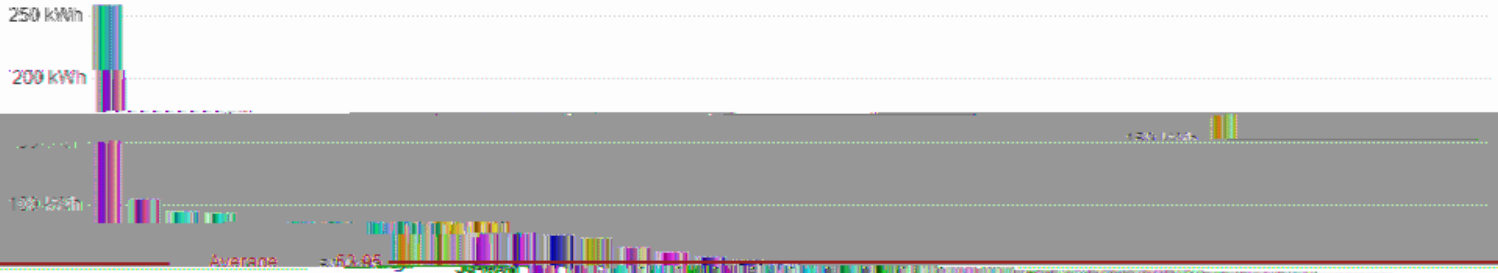


Total Cost Natural Gas
2017-10-01 to 2021-09-30



Total Electricity Consumption 2015-2024 (C16(1)(c)-2(t)E0 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

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

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

Legal Implications:
Communications:

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

Recommendation:

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

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

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

Background:

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

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

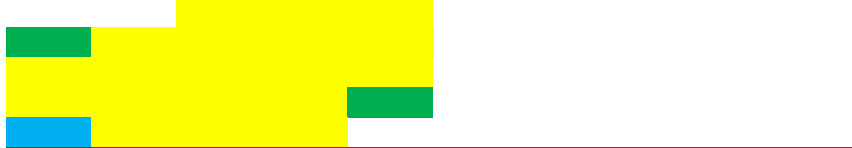
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In accordance with *The Education Regulations, 2019* subsection 18, the following vacation periods are to be observed:

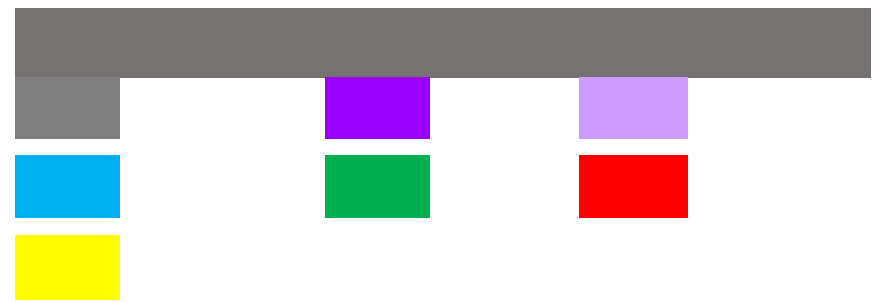
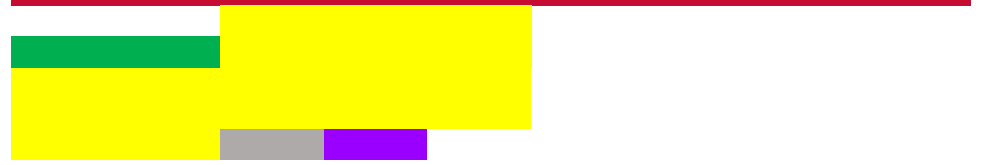
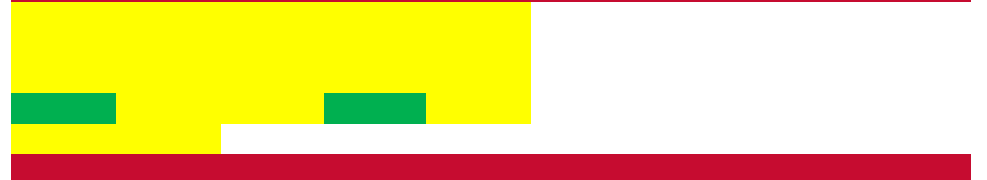
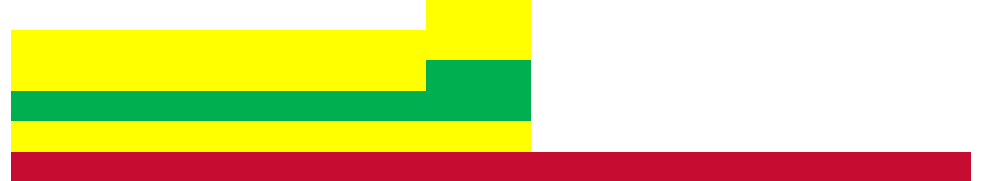
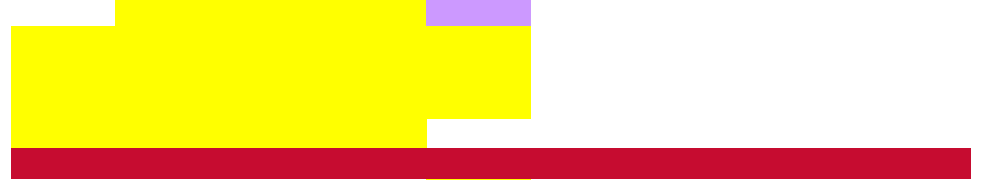
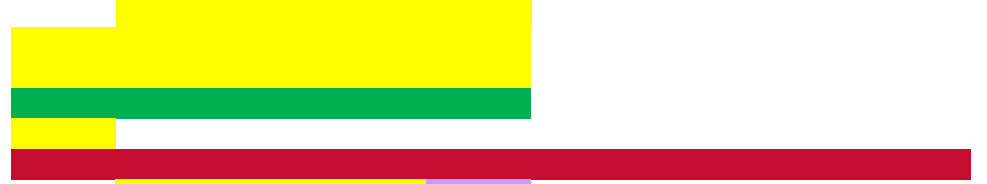
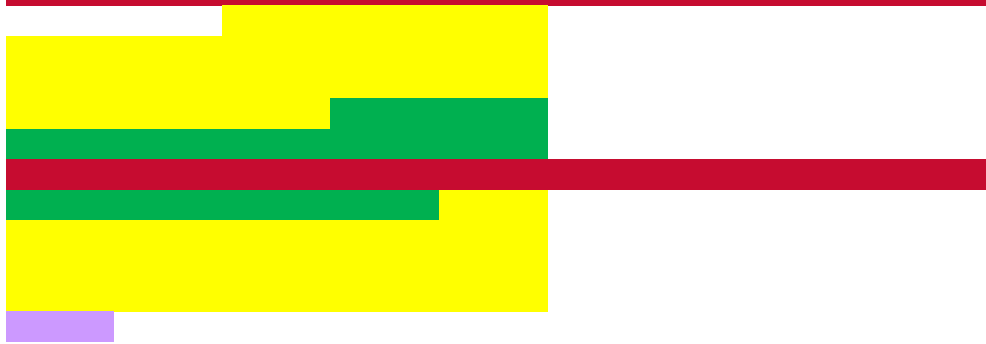
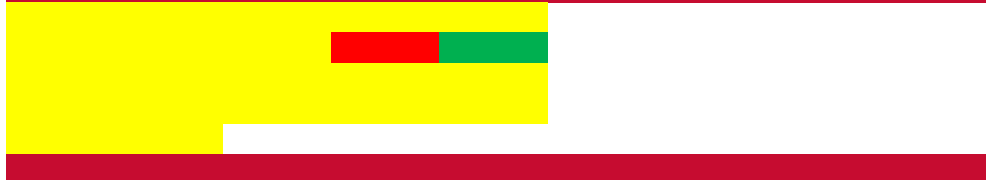
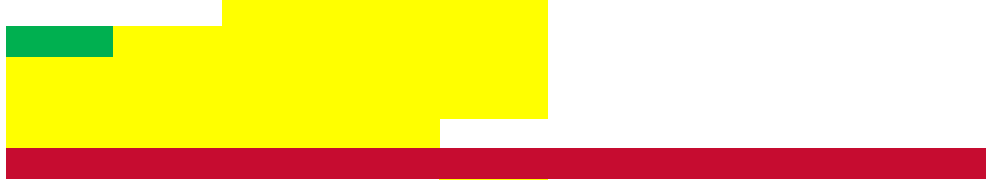
- a Christmas vacation, which is to commence not later than December 23 and end not earlier than January 2
- a spring vacation consisting of not more than 5 consecutive school days

12 non-instructional days include:

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







Craik School Community Council Constitution

Mission

2. Officers (*newly defined roles*)

Chairperson

Vice-Chairperson

>

Secretary

Treasurer

> **Treasurer**

3. School Community Council Meetings

5. Craik School Community Council Code of Conduct

6. Conflict of Interest

7. Decision-Making Process - Majority Vote

8. Handling Complaints or Concerns

9. Conflict Resolution Process

Appendix A

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

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

PROCEDURES

1. General

	December 7, 2021		05.5
	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Peacock Collegiate and Central Collegiate Grade 9-12

[REDACTED]

F. SCHEDULE OF ACTIVITIES

Teacher Signature

Date

Principal Signature

Date

Director/Superintendent Signature

Request Approved

Request Denied

1/21
21

Meeting Date:	December 7, 2021	Agenda Item #:	05.6
Topic:	Out of Province Excursion – Lafleche Central School to Elk Water (Hidden Valley), Alberta		

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

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

a) Pre-Excursion Learning

proper equipment and ski hill etiquette

b) Excursion Learning

ski lessons

c) Post-Excursion Learning

F. SCHEDULE OF ACTIVITIES

leave school at 6:00 am

arrive at ski hill at 9:30 am

[Empty rectangular box for scheduling details]

Nov. 30, 2021

Date

Nov. 30, 2021

Date

Principal Signature

Director/Superintendent Signature

Request Approved

Request Denied

Meeting Date: December 7, 2021

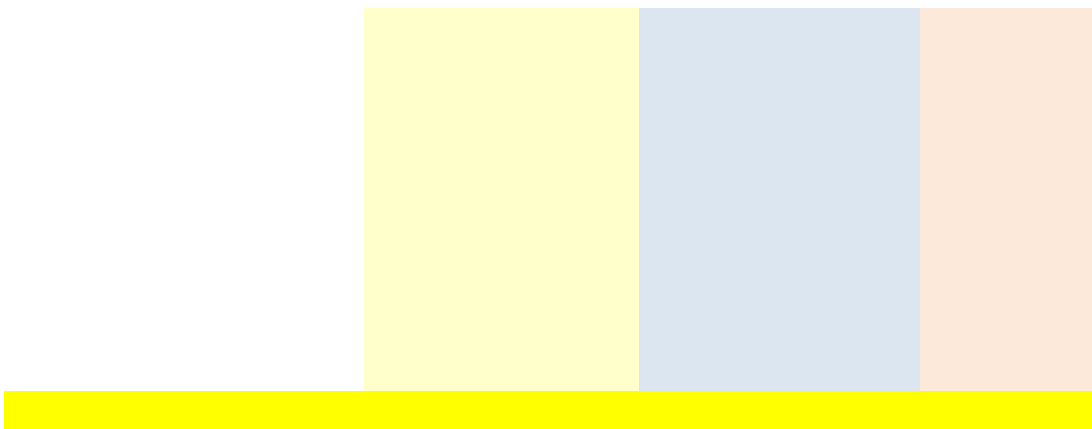
Agenda Item #: 05.7

Teacher Absences & Substitute Usage

Date Range: October 20, 2021 - November 17, 2021

Absence Reason	Days	% of Total		% Needed Sub	% of possible days
		Absences	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 Absences & Casual Usage 2021-2022

Date: October 25, 2021 - November 28, 2021

Absence Reason

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

	December 7, 2021		07.1
	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Prairie South Schools is building a new joint-use school in Moose Jaw.	
A Project Status Report for November 2021 is attached.	



PROJECT STATUS REPORT

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