

*Prairie South Schools*  
**BOARD OF EDUCATION**

**September 3, 2024**

1:30 p.m.

Central Office, 1075 9<sup>th</sup> Avenue NW

Moose Jaw

**AGENDA**

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
  - 3.1. Regular Board Meeting June 5, 2024
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
  - 5.1. Discontinuance of Core French at Kincaid Central School
  - 5.2. Election – Rates of Pay for Election Workers
  - 5.3. Election – Mail in Ballot Voting Option
  - 5.4. Election – Use of Voting Machines in Subdivision #6
  - 5.5. Staff Absence and Substitute Usage Reports for February 1, 2024 to July 31, 2024
  - 5.6. Monthly Tender Report
- 6. Delegations and Presentation**
  - 6.1. SSBA Presentation: Jaimie Smith-Windsor, President; Shawn Davidson, Vice-President; Robert Bachmann, Southern Constituency Rep; Darran McKee, Executive Director (2:00-3:00 pm)
- 7. Information Items**
  - 7.1. Inquiry from Trustee Froese:  
*Do we have a policy that restricts hours that the public can access our school grounds?*
  - 7.2. Polling Places for School Board Election
  - 7.3. Organizational Chart
- 8. Committee Reports**
  - 8.1. Business, Infrastructure and Governance
  - 8.2. Human Resources
  - 8.3. Partnerships and Teambuilding
  - 8.4. Student Outcomes discretion
- 9. Provincial Matters**

**10. Celebration Items**

**11. Identification of Items for Next Meeting Agenda**

11.1. Notice of Motions

11.2. Inquiries

**12. Meeting Review**

**13. Adjournment**

**MINUTES OF THE REGULAR BOARD MEETING OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 BOARD OF EDUCATION held at the Central Office, 1075 9<sup>th</sup> Avenue North West, Moose Jaw, Saskatchewan on June 5, 2024 at 1:30 p.m.**

Attendance:

Mr. R. Bachmann; Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson; Ms. C. Froese; Mr. B. Hagan; Ms. J. Jukes; Ms. D. Pryor, Ms. G. Wilson; Mr. L. Young; D. Huschi, Superintendent of School Operations; D. Swanson, Superintendent of School Operations; D. Teneycke, Superintendent of School Operations; A. Olson, Superintendent of Learning; A. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Delegations:

River Street Promotions Partnership (1:30 pm)

T. Knudson, Transportation Concern (1:40 pm)

Motions:

- 2024-06-05 – 3973 Giselle Wilson took the chair and called the meeting to order at 1:30 p.m.
- 2024-06-05 – 3974 That the Board adopt the agenda as presented. Carried  
- Froese
- 2024-06-05 – 3975 That the Board adopt the minutes of the May 7, 2024 Regular Board Meeting. Carried  
- Boyle
- 2024-06-05 – 3976 That the Board go into closed session at 1:40 pm. Carried  
- Pryor
- 2024-06-05 – 3977 That the Board reconvene in open session at 2:12 pm. Carried  
- Pryor
- 2024-06-05 – 3978 That the Board confirm the Director Evaluation Report and authorize the Board Chair to monitor progress on goals during the 2024-2025 school year. Carried  
- Froese
- 2024-06-05 – 3979 That the Board appoint Heather Boese as Returning Officer for the November 13, 2024 School Board Election. Carried  
- Boyle
- 2024-06-05 – 3980 That the Board approve the 2024-2025 budget as presented with revenue of \$114,530,107, operating expenses of \$102,470,546, capital purchases of \$17,969,980 and a cash draw of \$1,661,965 subject to minor changes from the ministry or change to the capital grant amount for the new joint use school. Carried  
- Froese

- |                   |  |         |
|-------------------|--|---------|
| 2024-06-05 – 3981 | That the Board receive and file the Third Quarter Forecast and Finance Report.<br>- Bumbac | Carried |
| 2024-06-05 – 3982 | That the Board receive and file the Student Learning Accountability Report.<br>- Jukes     | Carried |
| 2024-06-05 – 3983 | That the Board receive and file the tender report as presented.<br>- Hagan                 | Carried |
| 2024-06-05 – 3984 | That the Board confirm the 2024-2025 Board Annual Work Plan and updates.<br>- Bachmann     | Carried |
| 2024-06-05 – 3985 | That the meeting be adjourned at 3:00 pm.<br>- Froese                                      | Carried |

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G. Wilson  
Chairperson

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R. Purdy  
Superintendent of Business

Next Regular Board Meeting:

Tuesday, September 3, 2024 at 1:30 pm  
Prairie South School Division, Moose Jaw

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	5.1
<b>Topic:</b>	<b>Discontinuation of Core French at Kincaid Central School</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	As outlined in the <i>Education Act, 1995</i> the Board has the right to approve the location and grade levels for language learning offerings. Administrative Procedure 215 requires Board approval for the discontinuation of a language in any school.
<b>Current Status:</b>	Core French instruction is offered at Kincaid Central School in the elementary grades. It was discontinued face-to-face in high school in 2001-2002 and to middle years students in 2006-2007.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Dustin Swanson	August 15, 2024	<ul style="list-style-type: none"> <li>Kincaid Central School's Request to Discontinue Core French</li> </ul>

***Recommendation:***

That Core French at all grade levels be discontinued at Kincaid Central School effective the 2024-2025 school year.

# KINCAID CENTRAL SCHOOL

10 Youth Ave, PO Box 90, Kincaid, SK S0H 2J0  
Phone: (306) 264-3933  
[school.kincaid@prairiesouth.ca](mailto:school.kincaid@prairiesouth.ca)



"A Great Place to Grow!"

Located on Treaty 4 Territory: original lands of the Cree, Saulteaux, Dakota, Nakota, Lakota and the homeland of the Métis Nation.

May 17, 2024

**RE: Administrative Procedure 215 – Additional Language Learning.  
Section 5 approval to discontinue Core French.**

## 5.1 AP 215

French language instruction is optional in Saskatchewan schools. Our Kincaid Central School Staff and School Community Council (SCC) formally request removing Core French from our learning program effective for the start of the 2024-2025 school year.

Core French instruction has been an ongoing discussion in our school for 20 plus years. Our staff has provided this language opportunity for our students with the following decisions over time:

- Core French instruction at Kincaid Central School:
  - ◆ Discontinued face-to-face French (high school) 2001-2002.
  - ◆ Discontinued French (middle-years) 2006-2007.
  - ◆ Consideration to discontinue (elementary) 2024-2025.

Our teaching staff has considered discontinuing Core French at the elementary level for several years, choosing to continue after each discussion. This school year we have once again considered the possibility with the decision to request discontinuation.

Points of consideration:

- Our Core French teachers work hard to present language instruction that is engaging for our students. Regardless, retention of French language skills is minimal for our students.
- Our school community is becoming more diverse with different cultures and languages. Our English as additional language (EAL) learners are often struggling readers of English. Learning French on top of this adds to their challenges and feelings of success for their learning in general.
- We have had two qualified French Language teachers on staff for the past several years. One of these teachers has accepted a position outside our school division and will be leaving KCS at the end of this school year. The other teacher is our high school Math/Science teacher, and her skills are needed in those instructional areas. This would leave Core French in the hands of teachers who do not have the skill base to adequately teach French language content.
- Our teaching component will be reduced by 0.5 fte for next school year. This will affect our overall programming by forcing more combined classes than we have had in the past. Continuing with Core French instruction will mean having triple and possibly quadruple grades in one French class. Discontinuing Core French will not solve the challenges of multi-grade classrooms but will help to alleviate some of the effect.
- Our current school goals encompass reading, writing, and student well-being. Our intention for the next school year is to focus on these areas as well as added instruction to address gaps in student Math skills.

School administration introduced the option of discontinuing Core French with our SCC. A comprehensive discussion ensued related to points of consideration noted above as well as French cultural connections in our school community. A decision was made to have Ms. Teagan Savins, secretary of our SCC, write a letter on behalf of our SCC expressing their support for discontinuing Core French with the start of the 2024-2025 academic year.

## 5.2 AP 215

The general knowledge related to potentially discontinuing Core French has been shared informally throughout our school community over the past several weeks. No concern has been brought to school administration at this time. Having obtained support from staff and SCC, school administration plans to send a message to our Kincaid Central School families through MySchoolSask email on May 27, 2024. The intent is to formally inform families of the intent to discontinue Core French from our learning program with the start of the 2024-25 school year. We have requested families contact school administration if they have concerns. Further to this, administration plans to share similar information through the “Principal’s Message” in our KCS Connections Newsletter on, June 6, 2024.

## 5.3 AP 215

The time traditionally allocated to learning French language will be utilized by focusing on our school’s Learning Improvement Plan (LIP) goals which currently encompass reading, writing, and student well-being. Our intent is also to increase math instruction to address gaps that have begun to surface for some of our students. This will benefit student learning and improve student well-being by allowing more time for teachers and students to focus in these areas. Our LIP goals demonstrate alignment with division initiatives.

## 5.4 AP 215

We understand and appreciate that we may have students wanting to continue to learn French language. We have a teacher who would be willing to offer French Club as an extra-curricular activity if there is interest from students. We are also willing to explore forms of technology which may be implemented independently or interactively in a group setting such as Rocket Languages, Duolingo and Rosetta Stone for example.

Further to this, families who want Core French have opportunity to access this instruction through the Saskatchewan Distance Learning Corporation (Sask DLC).

We believe we have adequately addressed each component of Administrative Procedure 215 – Additional Language Learning in our request to discontinue Core French instruction at Kincaid Central School. We thank you for your consideration of our request.

Respectfully,



Shane C. Onraet, BEd, MEd.

Principal, Kincaid Central School

To whom this may concern,

We, the School Community Council (SCC) of Kincaid Central School, are writing to express our full support for the decision to replace core French with extra math for grades one to six.

After careful consideration, we believe that this change will better serve the educational needs of our students. With access to French language instruction through SaskDLC and local institutions such as Gravelbourg or Ponteix, our students will still have ample opportunities to learn French, while additional focus on math will enhance their overall academic skills and readiness.

We trust that this decision is in the best interest of our students' academic success and future opportunities. As representatives of the school community, we stand behind this decision and pledge our support in its implementation.

Thank you for your attention to this matter. Should you require any further information or assistance, please do not hesitate to contact us.

Sincerely,  
SCC

KSC SCC Secretary

A handwritten signature in cursive script that reads "Teagan Savins".

Teagan Savins



# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	5.2
<b>Topic:</b>	<b>Rates of Pay for Election Workers</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	In accordance with the Local Government Election Act section 52, the Board is to approve rates of pay for election workers. We work with as many municipalities as possible where they hire the workers and act as the Deputy Returning Officer for us. In these cases, we share costs with the municipality. However, we still must hire our own workers for some polling places and in this case, the Board needs to approve rates of pay.
<b>Current Status:</b>	We have previously used the Province of Saskatchewan Election rates to pay workers.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Heather Boese	August 15, 2024	Election Sask: Elections Workers Rates of Pay LGEA Section 52

***Recommendation:***

That the rates of pay for Election Workers for the 2024 School Board Election be paid at the rate set by Elections Saskatchewan AND THAT mileage to attend training, the advance poll, election day poll, and to return ballot box be established at \$0.50/km.



## Schedule of Fees

**E-500**  
The Election  
Act, 1996

### Schedule

The following table represents a summary of remuneration to be paid to election officials and fees for other election expenses under provisions of Part III of *The Election Act Regulations*. In the event of a conflict between this document and *The Election Act Regulations*, *The Election Act Regulations* shall take precedent.

#### Returning Office\*:

	Returning Officer	Election Clerk	Office Coordinator	Trainer	Administrative Assistant	Messenger
Monthly Allowance	\$99.00	-	-	-	-	-
Outside of Writ Period / Recount / Training Session	\$33.00 / hr	\$28.00 / hr	\$23.50 / hr	\$23.50 / hr	\$19.00 / hr	\$16.00 / hr
Election Period	\$7,425.00	\$6,300.00	\$23.50 / hr	\$23.50 / hr	\$19.00 / hr	\$16.00 / hr
Post Election Services	\$2,475.00	\$2,100.00	\$23.50 / hr	\$23.50 / hr	\$19.00 / hr	\$16.00 / hr

#### Poll Officials\*:

	Supervisory Deputy Returning Officer	Deputy Returning Officer	Poll Clerk	Registration Officer	Information Officer	Interpreter
For Duties Performed	\$23.00 / hr	\$20.50 / hr	\$17.00 / hr	\$16.00 / hr	\$16.00 / hr	\$16.00 / hr
Completion of Online Training Assignment	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	-
Use of Cell Phone	\$5.00 / day	\$5.00 / day	\$5.00 / day	-	-	-

#### Enumeration\*:

	Enumerator
For Duties Performed	\$16.00 / hr
Completion of Online Training Assignment	\$15.00

#### Rental of Polling Places\*\*:

	Daily Rental (1 Poll)	Per Each Additional Poll at a Location
All Poll Locations	\$200.00	\$50.00

\* Expenses for travel, sustenance and accommodation at the rates paid to members of the public service of Saskatchewan, where applicable.

\*\* Includes light, heat, janitorial service and the use of tables and chairs.

Local Government Elections Act  
Section 52

**Remuneration of election officials**

**52** A council or board shall set the remuneration to be paid to election officials acting with respect to an election.

2015, c.L-30.11, s.52.

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	5.3
<b>Topic:</b>	<b>School Board Election – Mail-In Ballot Voting Option</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	The Local Government Election Act section 92 states Boards may pass a resolution to establish a mail-in ballot voting system. We previously used mail-in ballots for the November 2020 School Board Election in all subdivisions.
<b>Current Status:</b>	It is recommended that the Board pass a motion to use a mail-in ballot voting system for all subdivisions for the November 13, 2024 School Board Election.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	Mail-in Ballot information will be posted on our website with instructions on how to request to vote using the mail-in ballot system.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Heather Boese	August 15, 2024	The Local Government Elections Act, section 92

***Recommendation:***

That the Board allow mail-in ballots to be used in all Subdivisions for the School Board Election on November 13, 2024.

**Mail-in ballot**

**92(1)** Notwithstanding any other provision of this Act but subject to subsection (2) and any regulations made for the purposes of this section, a council, by bylaw, or a board, by resolution, may establish a mail-in ballot voting system for the purpose of receiving ballots in an election.

(2) A bylaw or resolution mentioned in subsection (1):

(a) must not extend the period for the receipt of mail-in ballots beyond the closing of the polls on election day; and

(b) must provide that mail-in ballots received after the closing of the polls on election day:

(i) are deemed to be spoiled ballots; and

(ii) are to be dealt with by the deputy returning officer in the manner set out in subsection 118(2).

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	5.4
<b>Topic:</b>	<b>School Board Election - Use of Voting Machines in Subdivision #6</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	The Local Government Election Act section 90 states that Boards may pass a resolution for the use of voting machines.
<b>Current Status:</b>	It is recommended that the Board pass a motion for use of voting machines when used within the City of Moose Jaw (Subdivision #6) and administered by their election officials.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Heather Boese	August 15, 2024	The Local Government Elections Act, section 90

***Recommendation:***

That the Board approve the use of voting machines in the City of Moose Jaw (Subdivision #6) and administered by their election officials, for the School Board Election held on November 13, 2024.

#### Voting machines

**90(1)** If this section or the regulations conflict with any other provision of this Act or any other Act or any other regulations, this section and the regulations prevail.

(2) Notwithstanding any other provision of this Act but subject to the regulations, the council, or if the board conducts the election, the board, may, by bylaw in the case of a council and by resolution in the case of a board, provide for the use at elections of voting machines, voting recorders, optical scanning vote tabulators or other similar devices.

(3) Subject to the provisions of this section, the returning officer or the deputy returning officer may make any modification to the requirements of this Act that is necessary to deal with a vote taken in accordance with this section.

(4) A bylaw or resolution mentioned in subsection (2):

(a) must include provisions:

(i) respecting the form of ballot; and

(ii) respecting procedures for voting and for counting votes; and

(b) may include provisions respecting any other matter that the council or board considers necessary or advisable.

(5) **Repealed.** 2019, c 10, s.17.

(6) **Repealed.** 2019, c 10, s.17.

(7) Subject to the regulations, a judge who determines pursuant to this Act that a recount of ballots counted by a device mentioned in subsection (2) is required:

(a) shall determine whether the recount or any part of it is to be conducted manually, using the device, or both; and

(b) notwithstanding subsection (3), may make any modification to the requirements of this Act that is necessary to deal with a recount in which a device mentioned in subsection (2) is used.

2015, c.L-30.11, s.90; 2019, c 10, s17.

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	5.5
<b>Topic:</b>	<b>Staff Absence and Substitute Usage Reports</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	At the February 1, 2022 Board Meeting, trustees decided to receive the staff absence and substitute usage summaries twice a year instead of monthly. The Board would receive these reports in September for the period February 1-July 31 and again in March for the period August 1-January 31.
<b>Current Status:</b>	Information for the period February 1, 2024 to July 31, 2024 are presented to the Board.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Amy Johnson	August 26, 2024	<ul style="list-style-type: none"> <li>• Staff Absence Summaries</li> </ul>

***Recommendation:***

That the Board receive and file the Staff Absence and Substitute Usage Reports from February 1, 2024 to July 31, 2024 as presented.



<b>Teacher Absences &amp; Substitute Usage</b>					
<b>Date Range:</b>	<b>February 1, 2024 - June 30, 2024</b>				
<b>Absence Reason</b>	<b>Days</b>	<b>% of Total Absences</b>	<b>Sub Days</b>	<b>% Needed Sub</b>	<b>% of possible days</b>
<b>LINC Agreement</b>					
Compassionate Leave	119.95	1.88%	88.34	73.65%	0.29%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	47.62	0.75%	29.85	62.68%	0.12%
Earned Day Off	405.22	6.34%	322.71	79.64%	0.99%
Education Leave	0	0.00%	0	0.00%	0.00%
Emergency Leave	7.32	0.11%	4.43	60.52%	0.02%
Executive Leave	13.53	0.21%	8.87	65.56%	0.03%
Prep Time	898.63	14.06%	872.26	97.07%	2.19%
Pressing Leave	127.82	2.00%	101.59	79.48%	0.31%
PSTA	0.96	0.02%	0.96	100.00%	0.00%
Leave Without Pay	57.61	0.90%	46.36	80.47%	0.14%
<b>SUB TOTAL</b>	<b>1678.66</b>	<b>26.27%</b>	<b>1475.37</b>	<b>87.89%</b>	<b>4.09%</b>
<b>Provincial Agreement/ Education Act/ Employment Act</b>					
Court/Jury	0	0.00%	0	0.00%	0.00%
Illness	1144.39	17.91%	877.63	76.69%	2.79%
Illness - Long Term	347.41	5.44%	0	0.00%	0.85%
Job Action - STF	1479.37	23.15%	0	0.00%	3.60%
Medical/Dental Appt	678.2	10.61%	589.94	86.99%	1.65%
Paternity/Adoption Leave	10	0.16%	9	90.00%	0.02%
Secondment	2.3	0.04%	2.3	100.00%	0.01%
STF Business - Invoice	21.79	0.34%	19.63	90.09%	0.05%
Unpaid Sick Leave	41.34	0.65%	38.34	92.74%	0.10%
<b>SUB TOTAL</b>	<b>3724.80</b>	<b>58.29%</b>	<b>1536.84</b>	<b>41.26%</b>	<b>9.07%</b>
<b>Prairie South</b>					
Extra/Co-curr Teach	132.21	2.07%	108.93	82.39%	0.32%
FACI Meet/PD	0	0.00%	0	0.00%	0.00%
HUMA Meet/PD	184.47	2.89%	151.43	82.09%	0.45%
Internship Seminar	0.4	0.01%	0.4	0.00%	0.00%
IT Meet/PD	0	0.00%	0	0.00%	0.00%
LRNG Meet/PD	256.81	4.02%	225.87	87.95%	0.63%
PD DEC Teachers	295.1	4.62%	221.87	75.18%	0.72%
School Operations Meet/PD	117.21	1.83%	97.11	82.85%	0.29%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>986.20</b>	<b>15.43%</b>	<b>805.61</b>	<b>81.69%</b>	<b>2.40%</b>
<b>Total Absences</b>	<b>6389.66</b>	<b>100.00%</b>	<b>3817.82</b>	<b>59.75%</b>	<b>15.55%</b>

Teachers (FTE)  
432.49

# of teaching Days  
95

Possible Days  
41086.55

Long Term Illness: When a temporary contract is issued for an illness leave of 20+ days.

## Bus Driver Staff Absences & Casual Usage 2023-2024

Date: February 1, 2024 - July 31, 2024

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0.00	0.00%	0.00	0.00%	0.00%
Bereavement Leave	20.00	3.84%	16.00	80.00%	0.21%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	12.00	2.30%	6.50	54.17%	0.12%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	4.00	0.77%	2.00	50.00%	0.04%
Family Responsibilities	49.50	9.50%	43.50	87.88%	0.51%
Illness - Support	99.50	19.10%	61.50	61.81%	1.03%
Leave Without Pay	216.50	41.55%	183.00	84.53%	2.24%
Med/Den Appt Support	88.00	16.89%	65.50	74.43%	0.91%
Parenting/Caregiver	18.00	3.45%	13.50	75.00%	0.19%
Pressing Leave	12.50	2.40%	3.00	24.00%	0.13%
<b>SUB TOTAL</b>	<b>520.00</b>	<b>99.81%</b>	<b>394.50</b>	<b>75.87%</b>	<b>5.39%</b>
<b>Employment Act</b>					
Court/Jury Duty	0.50	0.00%	0.50	100.00%	0.01%
Paternity Leave	0.00	0.00%	0.00	0.00%	0.00%
Vacation Support	0.00	0.00%	0.00	0.00%	0.00%
Workers Compensation	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>0.50</b>	<b>0.00%</b>	<b>0.50</b>	<b>100.00%</b>	<b>0.01%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-Curricular	0.00	0.00%	0.00	0.00%	0.00%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
LRNG Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	0.00	0.00%	0.00	0.00%	0.00%
TRAN Meet/PD	0.50	0.00%	0.50	100.00%	0.01%
<b>SUB TOTAL</b>	<b>0.50</b>	<b>0.00%</b>	<b>0.50</b>	<b>100.00%</b>	<b>0.01%</b>
<b>Total Absences</b>	<b>521.00</b>	<b>99.81%</b>	<b>395.50</b>	<b>75.91%</b>	<b>5.40%</b>

**Possible Days**

February 1, 2024 - July 31, 2024

**Days**

91.00

**Staff**

106.00

**Total Days**

9646.00

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

## CUPE Staff Absences & Casual Usage 2023-2024

Date: February 1, 2024 - July 31, 2024

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>CUPE Agreement</b>					
Act of God	11.08	0.33%	0.00	0.00%	0.03%
Bereavement Leave	76.04	2.26%	32.10	42.21%	0.22%
Community Service	0.00	0.00%	0.00	0.00%	0.00%
Compassionate Care	39.30	1.17%	16.79	42.72%	0.11%
Competition Leave	0.00	0.00%	0.00	0.00%	0.00%
Convocation Leave	13.62	0.40%	5.27	38.69%	0.04%
CUPE Business	46.14	1.37%	38.32	83.05%	0.13%
Earned Day Off	26.61	0.79%	19.21	72.19%	0.08%
Executive Position	0.00	0.00%	0.00	0.00%	0.00%
Family Responsibilities	81.97	2.44%	64.69	78.92%	0.23%
Illness - Support	1620.95	48.15%	912.96	56.32%	4.60%
Leave Without Pay	277.89	8.26%	213.66	76.89%	0.79%
Med/Den Appt Support	342.61	10.18%	216.46	63.18%	0.97%
Parenting/Caregiver	105.63	3.14%	53.27	50.43%	0.30%
Pressing Leave	80.36	2.39%	41.09	51.13%	0.23%
Service Recognition Days	38.37	1.14%	24.80	64.63%	0.11%
TIL Support	32.71	0.97%	7.00	21.40%	0.09%
<b>SUB TOTAL</b>	<b>2793.28</b>	<b>82.98%</b>	<b>1645.62</b>	<b>58.91%</b>	<b>7.93%</b>
<b>Employment Act</b>					
Court/Jury Duty	0.00	0.00%	0.00	0.00%	0.00%
Paternity Leave	2.00	0.06%	2.00	100.00%	0.01%
Vacation Support	414.78	12.32%	189.50	45.69%	1.18%
Workers Compensation	107.00	3.18%	96.26	89.96%	0.30%
<b>SUB TOTAL</b>	<b>523.78</b>	<b>15.56%</b>	<b>287.76</b>	<b>54.94%</b>	<b>1.49%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
BUSI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
Extra/Co-curr Sup	5.54	0.16%	5.38	97.11%	0.02%
FACI Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
HUMA Meet/PD	0.60	0.02%	0.00	0.00%	0.00%
LRNG Meet/PD	4.00	0.12%	0.00	0.00%	0.01%
PD DEC In Province Support Staff	38.00	1.13%	26.33	69.29%	0.11%
PD Out of Province Support Staff	0.00	0.00%	0.00	0.00%	0.00%
SCHOOL OPERATIONS MEET/PD	1.00	0.03%	0.00	0.00%	0.00%
TRAN Meet/PD	0.00	0.00%	0.00	0.00%	0.00%
<b>SUB TOTAL</b>	<b>49.14</b>	<b>1.46%</b>	<b>31.71</b>	<b>64.53%</b>	<b>0.14%</b>
<b>Total Absences</b>	<b>3366.20</b>	<b>100.00%</b>	<b>1965.09</b>	<b>58.38%</b>	<b>9.56%</b>

**Possible Days**

February 1, 2024 - July 31, 2024

**Days**

124.00

**FTE**

284.05

**Total Days**

35222.20

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

## Out of Scope Staff Absences & Casual Usage 2023-2024

Date: February 1, 2024 - July 31, 2024

Absence Reason	Days	% of Total Absences	Sub Days	% Received Sub	% of possible days
<b>Conditions of Employment</b>					
Act of God	0	0.00%	0	0.00%	0.00%
Bereavement Leave	1	0.14%	0	0.00%	0.02%
Community Service	3.97	0.54%	0	0.00%	0.07%
Compassionate Care	0.13	0.02%	0	0.00%	0.00%
Competition Leave	0	0.00%	0	0.00%	0.00%
Convocation Leave	1	0.14%	0	0.00%	0.02%
Family Responsibilities	1.44	0.20%	0	0.00%	0.02%
Illness - Support	193.44	26.52%	0	0.00%	3.33%
Leave Without Pay	10.4	1.43%	0	0.00%	0.18%
Med/Den Appt Support	40.53	5.56%	0	0.00%	0.70%
Parenting/Caregiver	22.38	3.07%	0	0.00%	0.39%
Pressing Leave	12.58	1.72%	0	0.00%	0.22%
<b>SUB TOTAL</b>	<b>286.87</b>	<b>39.33%</b>	<b>0</b>	<b>0.00%</b>	<b>4.94%</b>
<b>Employment Act</b>					
Court/Jury Duty	0	0.00%	0	0.00%	0.00%
Paternity Leave	0	0.00%	0	0.00%	0.00%
Vacation Support	426.61	58.48%	0	0.00%	7.35%
Workers Compensation	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>426.61</b>	<b>58.48%</b>	<b>0</b>	<b>0.00%</b>	<b>7.35%</b>
<b>Prairie South</b>					
ACCT Meet/PD	0	0.00%	0	0.00%	0.00%
BUSI Meet/PD	1	0.14%	0	0.00%	0.02%
FACI Meet/PD	6	0.82%	0	0.00%	0.10%
HUMA Meet/PD	2	0.27%	0	0.00%	0.03%
LRNG Meet/PD	7	0.96%	0	0.00%	0.12%
SCHOOL OPERATIONS MEET/PD	0	0.00%	0	0.00%	0.00%
TRAN Meet/PD	0	0.00%	0	0.00%	0.00%
PD Out of Province	0	0.00%	0	0.00%	0.00%
<b>SUB TOTAL</b>	<b>16</b>	<b>2.19%</b>	<b>0</b>	<b>0.00%</b>	<b>0.28%</b>
<b>Total Absences</b>	<b>729.48</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>12.56%</b>

**Possible Days**

February 1, 2024 - July 31, 2024

**Days**

124.00

**FTE**

46.82

**Total Days**

5805.68

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

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	5.6
<b>Topic:</b>	<b>Monthly Tender Report</b>		
<b>Intent:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

<b>Background:</b>	<p>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:</p> <ul style="list-style-type: none"> <li>The Board 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.</li> <li>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.</li> </ul>
<b>Current Status:</b>	<p>This tender report covers the period from May 31, 2024 to August 31, 2024. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> <li>Quotes were obtained for the supply of Core Data Center Servers. The project was awarded Powerland Computers Ltd for \$70,941.</li> <li>Quotes were obtained for memory storage and awarded to Powerland Computers Ltd for a 3-yr term at \$135,543.</li> <li>A tender was posted to SaskTenders for Lindale School Roof Replacement and Fall Protection. The tender was awarded to Duncan Roofing for \$215,000.</li> <li>A tender was posted to SaskTenders for the supply and installation of a playground at Sunningdale School. The tender was awarded to Medara Playscapes/Blue Imp for \$118,545.</li> </ul>
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ron Purdy	August 19, 2024	• n/a

***Recommendation:***

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

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	7.1
<b>Topic:</b>	<b>Inquiry: School Grounds Access</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	<p>At the June 5, 2024 Board Meeting, Trustee Froese made the following inquiry:  <i>Do we have a policy that restricts hours to the public to access our school grounds?</i></p> <p>City Council of Moose Jaw is considering a bylaw to restrict hours of access to parks in Moose Jaw. Which parks and time has not been determined. As our school grounds have playgrounds and park like spaces, do we want to be included in this bylaw and or do we just need our own admin policy as we are separate from the city?</p>
<b>Current Status:</b>	<p>Administrative Procedure 491 – Access to Schools (Visitors and Volunteers) is the only AP that talks about access to school. However, this AP does not restrict access to grounds at certain times, and without some sort of security, we don't really know how we might enforce something like that. With City of Moose Jaw property, a restriction could be enforced by Bylaw officers or Police, but we do not think that would extend to our grounds to be monitored or enforced.</p>
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Amy Johnson, Ron Purdy	June 6, 2024	<ul style="list-style-type: none"> <li>AP 491 – Access to Schools (Visitors and Volunteers)</li> </ul>

***Recommendation:***

That the Board review the information provided.

## **ACCESS TO SCHOOLS (VISITORS AND VOLUNTEERS)**

### **Background**

Principals shall exercise discretion in allowing individuals access to schools, classrooms, and school grounds.

### **Procedures**

#### **1. Visitors**

- 1.1 All visitors to a school are expected to make their presence known to the school principal or designate.
- 1.2 The principal determines right of access to the school.
- 1.3 The principal is to ensure that signage directing visitors to the school's general office is placed at all entrances to the school.

#### **2. Sales Promotions**

- 2.1 No person is to be allowed access to the school for the purposes of promoting sales of insurance, supplies, or other articles or materials or distributing articles or materials of a political nature unless authorized by the principal after consultation with the Director of Education.

#### **3. Community and Student Promotions**

- 3.1 The principal may authorize promotions relating to student and community activities.

#### **4. Volunteers**

- 4.1 Volunteers are to be approved by the principal.
- 4.2 Volunteers are to work under the direct supervision of a teacher or principal.
- 4.3 Volunteers are not to have access to confidential records or student progress reports.
- 4.4 Volunteers involved in any activities involving direct, unsupervised contact with students are to be required to submit to a police criminal records check in accordance with Administrative Procedure 406, the results of which must be acceptable to the Central Administrative Council.

Reference: Sections 85, 87, 175, 231 Education Act

June 6, 2023

Reviewed June 5, 2024

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	7.2
<b>Topic:</b>	<b>School Board Election – Polling Places</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The Local Government Elections Act (LGEA), section 22 (2)(b) states that the returning officer names the polling places for each polling area for the School Board Elections. This is a new change to the LGEA as it used to be the Board’s responsibility to set the polling places.
<b>Current Status:</b>	For the School Board Election coming up on November 13, 2024 we have set the polling areas as per below. The polling locations will be determined in the next few weeks. <u>Subdivision #1:</u> Aylesbury, Central Butte, Chaplin, Craik, Eyebrow, Mortlach, Riverhurst, Tuxford <u>Subdivision #2:</u> Avonlea, Belle Plaine, Briercrest, Caronport, Rouleau <u>Subdivision #3:</u> Assiniboia, Limerick, Mossbank <u>Subdivision #4:</u> Bengough, Coronach, Rockglen <u>Subdivision #5:</u> Coderre, Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota <u>Subdivision #6</u> (City of Moose Jaw) locations have been set by Moose Jaw City Council as follows: Poll Location #1   MJ Exhibition Grounds Poll Location #2   Cosmo Senior Citizens’ Centre Poll Location #3   Minto United Church Poll Location #4   Church of Our Lady
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	Notice of Poll advertisements will be placed in local newspapers, posted on social media, and throughout school division offices and schools.

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Heather Boese	August 26, 2024	The Local Government Elections Act Section 22

**Recommendation:**  
That the Board review the information provided.



**Determination of polling areas and places**

**22(1)** If a school division is situated wholly or substantially within a municipality, the returning officer shall:

- (a) in accordance with section 25, divide the municipality and school division into as many polling areas as the returning officer considers necessary for the convenience of voters; and
- (b) name the polling place for each polling area.

(2) Subject to subsection (3), if a school division is not situated wholly or substantially within a municipality:

(a) in the case of a by-election or a vote pursuant to Part IX held at a time other than a general election, the returning officer for the municipality or the returning officer for the school division with respect to which a by-election is to be held shall:

- (i) in accordance with section 25, divide the municipality or school division into as many polling areas as the returning officer considers necessary; and
- (ii) name the polling place for each polling area; and

(b) in the case of a general election or a vote pursuant to Part IX held at the same time as a general election, the returning officer for the public school division shall:

- (i) in accordance with section 25, divide the public school division and any separate school division and municipalities within the public school division into as many polling areas as the returning officer, in consultation with the returning officers for the municipalities, considers necessary; and
- (ii) name the polling place for each polling area.

(3) If a school division to which subsection (2) applies includes a city within its boundaries, subsection (1) applies, with any necessary modification, to that portion of the school division located within the city.

(4) Polling areas established pursuant to subsections (1), (2) and (3) must be numbered consecutively.

(5) In the case of a school division described in subsection (3), the returning officer for the school division shall consult with the returning officer for the city to ensure that, if possible, polling areas in the school division are numbered consecutively.

(6) If a school division is required by an order made pursuant to section 23 to conduct a school board election, the returning officer for the school division shall establish a polling station in each municipality affected by the order.

# AGENDA ITEM

<b>Meeting Date:</b>	September 3, 2024	<b>Agenda Item #:</b>	7.3
<b>Topic:</b>	<b>Organizational Chart</b>		
<b>Intent:</b>	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

<b>Background:</b>	The organizational chart is a shared responsibility between the Director and the Board and is determined on a yearly basis as a component of the budgeting process.
<b>Current Status:</b>	The final organizational chart for 2024-2025 is provided for Board review.
<b>Pros and Cons:</b>	
<b>Financial Implications:</b>	
<b>Governance/Policy Implications:</b>	
<b>Legal Implications:</b>	
<b>Communications:</b>	

<b>Prepared By:</b>	<b>Date:</b>	<b>Attachments:</b>
Ryan Boughen	August 26, 2024	• 2024-2025 Organizational Chart

***Recommendation:***

That the Board review the information provided.

