

Prairie South Schools
BOARD OF EDUCATION

January 7, 2025

1:30 p.m.

Central Office, 1075 9th Avenue NW

Moose Jaw

AGENDA

- 1. Call to Order**
- 2. Adoption of the Agenda**
- 3. Adoption of Minutes**
 - 3.1. Regular Board Meeting December 10, 2024
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Human Resources Accountability Report
 - 5.2. First Quarter Financial Accountability Report
 - 5.3. Disposal of Records
 - 5.4. Monthly Tender Report
- 6. Delegations and Presentation – NONE**
- 7. Information Items – NONE**
- 8. Committee Reports**
 - 8.1. Business, Infrastructure and Governance
 - 8.2. Human Resources
 - 8.3. Partnerships and Teambuilding
 - 8.4. Student Outcomes
- 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 9th Avenue North West, Moose Jaw, Saskatchewan on December 10, 2024 at 1:30 p.m.

Attendance:

Mr. R. Bachmann; Mr. P. Boyle; Mr. J. Bumbac; Dr. S. Davidson; Mr. B. Hagan; Ms. J. Jukes; Ms. T. McLeod; Ms. D. Pryor, Ms. G. Wilson; Mr. L. Young; D. Huschi, Superintendent of School Operations; D. Swanson, Superintendent of School Operations; J. Prokopetz, 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

Motions:

- 2024-12-10 – 4044 Giselle Wilson took the chair and called the meeting to order at 1:37 pm.
- 2024-12-10 – 4045 That the Board adopt the agenda as presented. Carried
- Pryor
- 2024-12-10 – 4046 That the Board adopt the minutes of the November 5, 2024 Regular Board Meeting. Carried
- Boyle
- 2024-12-10 – 4047 That the Board adopt the minutes of the November 26, 2024 Organizational Board Meeting. Carried
- Jukes
- 2024-12-10 – 4048 That the Board adopt the minutes of the November 26, 2024 Special Board Meeting. Carried
- Hagan
- 2024-12-10 – 4049 That the Board receive and file the 2023-2024 Facilities Accountability Report. Carried
- Hagan
- 2024-12-10 – 4050 That the Board approve the parameters for the 2025-2026 school calendars and direct administration to proceed with calendar development. Carried
- Boyle

Lew Young nominated Mary Jukes as the Public Section representative.

Giselle Wilson declared Mary Jukes as Prairie South's representative for Public Section for the 2024-2025 school year.

Darcy Pryor nominated Brett Hagan as the Saskatchewan High Schools Athletic Association representative.

Giselle Wilson declared Brett Hagan as Prairie South's representative for the Saskatchewan High Schools Athletic Association (SHSAA) for the 2024-2025 school year.

- | | | |
|-------------------|--|---------|
| 2024-12-10 – 4051 | That the Board appoint the following people as directors of the Moose Jaw School District No. 1 Bursary Fund Inc. for the year 2025:
<i>Jeff Feeley, Mary Jukes, Al Kessler, Aline Kirk, Pam Ludwar, Doreen Majeran, Darcy Dumont, Amanda Olson, George Patterson, Ron Purdy, and Greg Veillard.</i>
- Pryor | Carried |
| 2024-12-10 – 4052 | That the Board receive and file the tender report as presented.
- Boyle | Carried |
| 2024-12-10 – 4053 | That the Board approve Coronach School's Grade 9-12 Ski/Snowboarding trip to Asessippi Ski Resort, Manitoba on January 9 and 10, 2025.
- Pryor | Carried |
| 2024-12-10 – 4054 | That the Board approve Lindale School's Grade 8 Ski trip to Asessippi Ski Resort, Manitoba on January 22 and 23, 2025.
- McLeod | Carried |
| 2024-12-10 – 4055 | That the Board approve Peacock Collegiate's Grade 12 Ski trip to Medicine Hat, Alberta on January 10 and 11, 2025.
- Boyle | Carried |
| 2024-12-10 – 4056 | That the Board approve Central Collegiate's Grade 9-12 Band and Choir trip to Edmonton, Alberta on March 13-15, 2025.
- Hagan | Carried |
| 2024-12-10 – 4057 | That the meeting be adjourned at 2:07 pm.
- Hagan | Carried |

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

January 7, 2025

Prairie South School Division Office, Moose Jaw

AGENDA ITEM

Meeting Date:	January 7, 2025	Agenda Item #:	5.1
Topic:	Human Resources Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In accordance with the Board's annual work plan, a Human Resources Accountability Report is to be presented to the Board at their regular Board Meeting in January.
Current Status:	The Human Resources Accountability Report is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Amy Johnson	December 13, 2024	Human Resources Accountability Report

Recommendation:

That the Board receive and file the Human Resources Accountability Report.



2023-2024 Human Resources Accountability Report

January 2025

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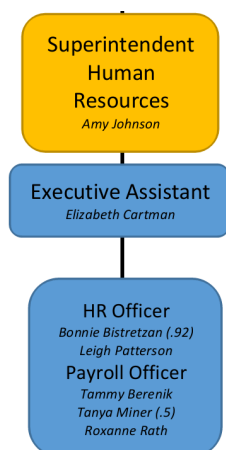
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Department Structure



This report is to provide the Board information that demonstrates how the work of the Human Resources Department supports and contributes to the success of Prairie South Schools.

Staff Composition

Job Category	FTEs
Classroom Teachers	431.6
Principals, Vice-Principals	37.9
Other Educational Staff (educational psychologists, counsellors, social workers, speech language pathologists, speech language assistants, educational assistants, library associates, school-based administrative assistants, concession workers, informational technology staff)	266.17
Administrative & Financial Staff (administrative/management positions within the following departments: learning, student information, human resources and business & operations)	19.42
Plant Operations & Maintenance (facility operators and maintenance and administrative/management positions within the Facilities Department)	60.23
Transportation (school bus drivers, mechanics and administrative/management positions within the Transportation Department)	117.00
LEADS (Director of Education and Education Superintendents)	5.0
Total Full-Time Equivalent Staff (FTE) as of September 30, 2023	937.32
Total Staff (head count) as of September 30, 2023 (includes subs/casuals)	1379

Salary & Benefits

Financial Category	2023-24 Actual		2022-23 Actual	
	Amount	Percentage	Amount	Percentage
Administration	\$2,472,556	2.5%	\$2,413,787	2.5%
Complimentary Services *	\$1,560,340	1.6%	\$1,548,010	1.6%
External Services **	\$2,951,260	3%	\$2,843,560	3%
Instruction (Teacher)	\$46,828,948	47%	\$46,266,609	48%
Instruction (Support)	\$10,545,026	10.7%	\$10,250,130	11%
Plant Operations & Maintenance	\$4,262,399	4%	\$4,082,006	4%
Transportation	\$3,712,055	3.8%	\$3,654,980	4%
Total % of Expenses	\$72,332,584	73%	\$71,059,082	74%

* Complimentary Services includes ministry funded Pre-K and nutrition programming.

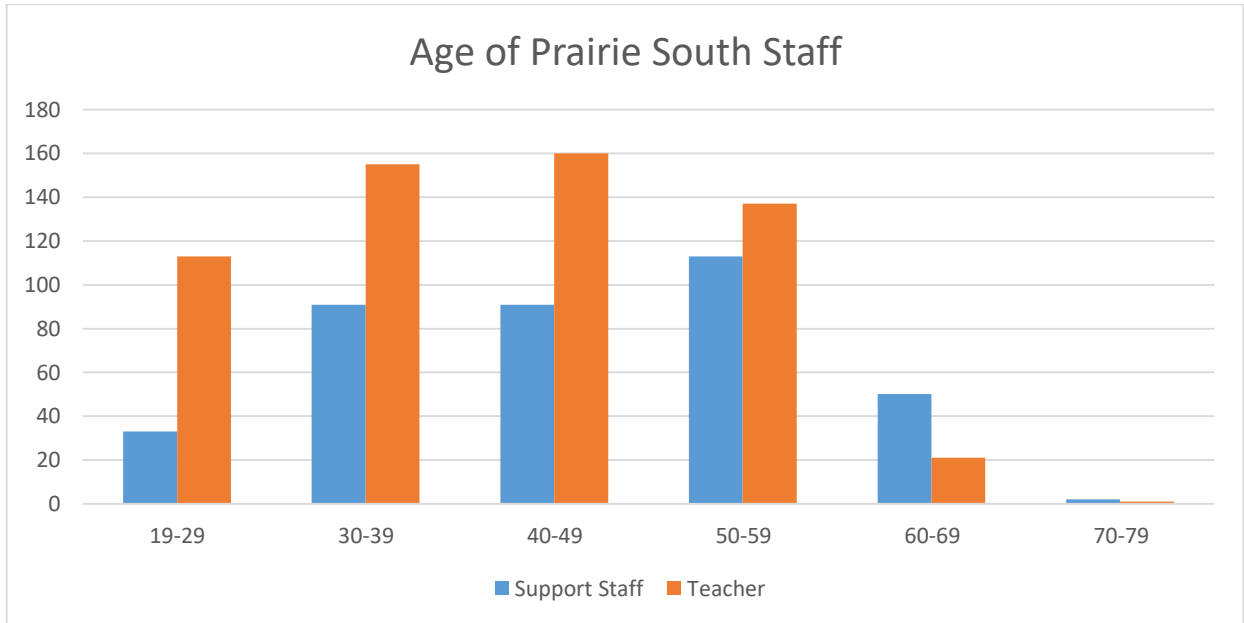
** External Services includes concessions at Riverview Collegiate, A.E. Peacock Collegiate and Central Collegiate. Professional teaching staff pursuant to the agreements related to the operations of Briercrest Christian Academy and Cornerstone Christian School are also included.

Central Administrative Council (CAC) – Leadership Portfolios

Ryan Boughen	Director of Education
<p>Strategic and Operational Support: All Areas. Portfolio Areas: Central Administration Support; Governance Support; Strategic Plan Implementation; Reporting and Improvement Planning; Communications; School-Based Administrator Professional Learning; Teacher Staffing Formula; School Year Calendar; Staff Satisfaction Data Synthesis; Staff Recognition Board Committee Support: All Committees</p>	
Derrick Huschi	Superintendent of School Operations
<p>Direct Operational Support: Assiniboia Composite, Avonlea, Briercrest Christian Academy, Central Butte, Central Collegiate, Chaplin, Cornerstone Christian, Craik, Eyebrow, Huron Colony, Mortlach, Pathways, Peacock Collegiate, Riverview Collegiate, Rouleau. Portfolio Areas: School Staffing Lead; Driver Education; Teacher Accreditation; Extra-Curricular Programming; VTEC Support; Student Attendance; Student Information System; Safety; Graduation Coach Programming; New Admin Orientation; Home-Based Education; Joint Use Agreement Board Committee Support: Student Outcomes and others as required</p>	
Dustin Swanson	Superintendent of School Operations
<p>Direct Operational Support: Bengough, Coronach, Glentworth, Gravelbourg, Kincaid, Lafleche, Mankota, Mossbank, Rockglen, Rockglen Colony, Rose Valley Colony, Vanguard Colony. Portfolio Areas: School Staffing; Teacher Internship Placement & Support; Enrolment Data; Asynchronous and Synchronous Learning Support, WCLN Leadership; School-Based Admin Performance Management Lead, Information Technology; School Websites; Branding, Connections & Celebrations Board Committee Support: Communications and others as required</p>	
Jennifer Prokopetz/ Darran Teneycke	Superintendent of School Operations
<p>Direct Operational Support: Assiniboia Elementary, Assiniboia 7th Avenue, Baildon Colony, Belle Plaine Colony, Caronport, Empire, King George, Lindale, Palliser Heights, Prince Arthur, Sunningdale, Westmount, William Grayson. Portfolio Areas: School Staffing; School Community Councils; Colonies Lead; Libraries; Band; Outcome Based Reporting, Board Committee Support: As required</p>	
Amanda Olson	Superintendent of Learning
<p>Direct Operational Support: Curriculum, Instruction, Assessment, Student Services. Portfolio Areas: Professional Learning Coordination; Early Learning; Nutrition; Second Language Coordination; Indigenous Coordination; Career Development; Partnerships; Scholarship Selection; New Teacher Orientation; CBC and HUB Support; Student Outcome and Perceptual Data Synthesis, Reporting and Improvement Planning; Teacher Performance Management Lead, Provincial Education Plan Support, South Hill School Planning Board Committee Support: Student Outcomes and others as required</p>	
Ron Purdy	Superintendent of Business
<p>Direct Operational Support: Business. Portfolio Areas: Budget Planning and Implementation; Scholarship Funding and Renewal; Governance Support; Ministry Reporting and Coordination Board Committee Support: Business, Infrastructure, and Governance, Transportation and others as required</p>	
Amy Johnson	Superintendent of Human Resources
<p>Direct Operational Support: Human Resources. Portfolio Areas: Staff Attendance Support: School & Division Staffing; Support Staffing Lead; Performance Management; Staff Support Orientation; Collective Agreements; Labour Relations; Projection Data; Staff Recruitment and Recognition; Workplace Safety (WCB), Wellness Board Committee Support: Human Resources, Partnerships and Teambuilding and others as required</p>	

In accordance with Administrative Procedure 451, the CAC is comprised of Superintendents and the Director of Education. The CAC’s purpose is to assist the Director of Education to effectively and efficiently administer the Division and to make the Board’s will a reality.

Demographics



Teachers are eligible to retire with no reduction if the teacher’s age plus eligibility service equals at least 85 and they are a minimum of 55 years old; or 30 years’ eligibility service regardless of age; or 20 years’ eligibility service at age 60 or older; or one year or more of eligibility service at age 65.

Support Staff who contribute to the Municipal Employees’ Pension Plan (MEPP) are eligible to retire with no reduction if the employee’s age plus eligibility service equals at least 80; or if the employee reaches 65 years of age.

Recruitment & Retention

Position Type	2023-24		2022-23	
	Retirement	Resignation	Retirement	Resignation
Teachers	9	22	17	14
Support Staff	10	21	9	18
Total	19	43	26	32

Position Type	# of Postings	
	2023-24	2022-23
Central Office	1	6
Facilities	15	35
Support Staff	90	85
School Administration	10	5
Teacher	130	96
Transportation	24	26
Total	270	253

A position is posted if a vacancy will be longer than a certain term; a minimum of 60 working days for support staff and 20 working days for teachers is a general guideline, however individual context may necessitate some flexibility. A vacant position may become available to replace an employee on a leave of absence (e.g. maternity/parental, medical, etc.), when an existing employee moves to another position, leaves Prairie South Schools or a new position is created.

Training & Development

Professional development is necessary to support excellent performance and improve teaching. In addition to self-directed learning, sessions are arranged that target specific priorities. In addition to these offerings, school administration may request targeted professional learning opportunities for their staff connected to their Learning Improvement Plan goals for their school or when an emergent need arises. Offerings during the 2023-24 school year include:

Teachers

Workshop	Required Attendance
New Administrator Orientation	All new Administrators
New Teacher Orientation	All new Prairie South Teachers
Early Learning Workshops	Pre-K Teachers
Employee Safety Orientation	All staff
WHMIS	All new staff
Four Seasons of Reconciliation	All staff

Support Staff

Workshop	Required Attendance
Annual Transportation In-Service	Bus Drivers
Employee Safety Orientation	All staff
Fall Protection, Confined Space, Power Equipment	All maintenance staff
NVCI Training	Educational Assistant, Educational Assistant IIs (based on assignment)
Transferring Lifting Repositioning (TLR)	Educational Assistant, Educational Assistant IIs (based on assignment)
WHMIS	All new staff
Four Seasons of Reconciliation	All Staff

Professional Development (Non-Salary Expense)

Financial Category	2023-24
Administration	\$49,202
Complimentary Services	\$8,374
External Services	\$83,934
Instruction	\$473,784
Plant Operations & Maintenance	\$10,748
Transportation	\$12,286
Total Expenses	\$638,328

Tuition Reimbursement

Employees who are upgrading their qualifications are eligible to apply for tuition and book reimbursement each year. Their applications are assessed in accordance with the respective collective bargaining agreement.

Employee Type	# Employees	# of Courses	Total Cost
Teachers	36	98	\$73,415.00
Support Staff	28	52	\$32,136.81

* In addition, one teacher was approved for an Education Leave (Total cost \$14,833.58).

Performance Management

All supervision models include formal and informal observations.

Supervision & Evaluation Model

	Teachers & School Administration	Support Staff (CUPE)
Track 1	1 st and 2 nd Year Teacher/Administrator	Probationary Employees (60 working days)
Track 2	4 Year Cycle of Supervision	3 Year Cycle of Supervision
Track 3	Annual Professional Growth Plan	On Review – As Required
Track 4	Not Demonstrating Proficiency	---

Out-of-Scope Staff

Each department head is responsible for the supervision and evaluation of their respective staff through a model that meets individual department needs. Human Resources provides support on an as needed and on-request basis.

Central Administrative Council (CAC)

The Director of Education conducts a collaborative performance review process with each CAC member once every three years. The purpose of the review is to provide documented evidence of the superintendent's performance. The process is as follows:

- Review and discuss the superintendent's position description.
- Ensure the position description aligns with the Performance Review document.
- Discuss the 360 feedback portion of the review and collaboratively determine the feedback questions and the direct reports who will be involved in the 360.
- Conduct the 360 interviews.
- Discuss the superintendent's completed performance review document and 360 feedback.
- Provide the superintendent with a written summary of their performance review and 360 feedback.

Employee Health & Safety

Workplace Injuries for Employees Covered Under WCB

Workers' compensation is a mandatory insurance system for workplace injuries funded by employers. It is a no-fault system and protects employers from lawsuits. All employees, including substitute teachers, in Prairie South Schools are covered under WCB with the exception of teachers employed under a contract.

	2024*	2023	2022	2021	2020
Claims Accepted	17	14	18	26	17
Time Loss Claims	9	7	13	13	12
Time Loss Days **	609	312	364	717	997
WCB Costs (Compensation & Medical) ***	\$131,436	\$123,543	\$111,742	-\$173,673	-\$114,630
WCB Base Premium	\$232,204	\$233,468	\$236,105	\$217,205	\$202,269
WCB Premium Surcharge/Discount	-\$67,726	-\$70,230	\$9,223	\$100,656	\$125,214

Note: Data is reported based on a calendar year to match WCB Reporting and includes cost relief adjustments. Successful appeals on older claims result in cost relief being applied in the current year. Therefore, this can result in negative overall WCB Costs.

*2024 Data as of November 30, 2024 Experience Summary

** Time loss days and compensation/medical costs include claims accepted in previous years.

***Total Capped Costs. Costs for individual claims are limited to the maximum assessable wage each year for the purpose of calculating Experience Rates.

Attendance

When our employees are healthy and at work our students and our school division benefit. Research indicates that short, frequent, and unplanned absences are more disruptive than longer absences.

The formal Prairie South Schools Attendance Support Program initiated in 2014/15 was suspended beginning in 2020-21 due to on-going Pandemic Response and continued through 2022-23. Individual employees with short, frequent, and unplanned absences recognized by supervisors or human resources were addressed on an as required basis. Review of the Saskatchewan Health Authority public records indicate that respiratory illness remained consistent with 2021-22 levels, which continued to occur at a high rate in the general population. ([Community Respiratory Illness Surveillance Program](#))

Teachers (All Employees with a Teacher Certificate)

	2023-24	2022-23	2021-22	2020-21
Prairie South Directed	3.7	4.0	3.3	1.0
Collective Agreement/Legislated	11.7	6.7	7.3	7.6
Illness Leave	7.6	9.9	9.7	7.4
Medical & Dental Leave	2.8	2.5	2.4	2.2
Total Average Days/Employee	25.8	23.2	22.7	18.2

Classroom Teachers

	2023-24	2022-23	2021-22	2020-21
Prairie South Directed	2.7	2.5	2.1	0.7
Collective Agreement/Legislated	10.6	6.0	6.5	6.7
Illness Leave	7.3	9.1	9.0	6.5
Medical & Dental Leave	2.5	2.3	2.2	2.0
Total Average Days/Employee	23.1	20.0	19.8	15.9

Support Staff – CUPE

	2023-24	2022-23	2021-22	2020-21
Prairie South Directed	.3	.4	0.2	0.1
Collective Agreement/Legislated	5.1	4.9	6.7	8.2
Illness Leave	11.6	13.2	12.1	10.5
Medical & Dental Leave	2.2	2.0	2.0	2.1
Total Average Days/Employee	19.3	20.5	21.0	20.9

Support Staff – Out of Scope

	2023-24	2022-23	2021-22	2020-21
Prairie South Directed	.7	1.1	0.3	0
Collective Agreement/Legislated	2.3	2.1	2.4	4.0
Illness Leave	8.4	11.3	8.6	6.2
Medical & Dental Leave	1.5	1.1	1.5	1.1
Total Average Days/Employee	12.8	15.6	12.8	11.3

Bus Drivers

	2023-24	2022-23	2021-22	2020-21
Prairie South Directed	0	0	0	0
Collective Agreement/Legislated	6.3	7.0	6.2	6.1
Illness Leave	2.8	4.7	4.9	3.6
Medical & Dental Leave	1.4	1.0	0.9	1.4
Total Average Days/Employee	10.6	12.7	12.0	11.1

Note: Employees on Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included.

Employee & Labour Relations

Progressive Discipline

	Teachers	Support Staff
Letters of Clarification/Verbal Warning	3	7
Letters of Discipline (Warning, Reprimand)	1	4
Suspensions	0	6
Workplace Investigations *	2	2
Mutual Termination/Removal of Duties	1	0
Involuntary Termination (Terminated or Frustration of Contract)	0	3

* Workplace investigations do not include the process of progressive discipline that leads to termination

Dispute Resolution

STF			
Grievances Filed	Grievances Resolved or Withdrawn	Show Cause Hearings	Referrals to Board of Reference
0	0	0	0

S.213 & S.215 *The Education Act* - A teacher may apply for an opportunity to attend a meeting of the board to show cause why their contract should not be terminated or amended.

CUPE		
Grievances Filed	Grievances Resolved or Withdrawn	Referrals to Arbitration, Mediation or Labour Board
3	3	0

A grievance exists when there is a dispute or difference in the interpretation or application of the collective bargaining agreement.

Collective Bargaining

Collective Agreements	Contract Expiry	Details
Saskatchewan Teachers' Federation (STF): Teachers	August 31, 2023	Bargaining occurred throughout the school year. Impasse occurred at various stages resulting in job action. Announcement forthcoming related to resolution by Arbitration.
Local Initiative Negotiating Committee (LINC): Teachers	July 31, 2024	Bargaining mutually agreed to occur upon conclusion of PBCA
CUPE Local 5512: In-Scope Support Staff	August 31, 2025	No bargaining occurred during this year.
Conditions of Employment: Non-Union Employees	Review	Terms reviewed in 2022-23

Human Rights Complaints

There was one human rights complaint filed by student (guardian) during the 2023-24 year.

Learning Support Services

Service Provider	# of FTE	Referrals/Caseload		
		2023-2024	2022-2023	2021-2022
Psychologist	4	126	118	102
Speech/Language Pathologist	6.5	736		
Speech/Language Pathologist Assistant	4			
Advocacy & Behaviour Consultants (includes 1.0 Family Support Worker – South)	6.5	440	328	353
Student Support Consultants	4	<i>See Description Below</i>		
Learning Consultants (includes 1.0 Early Learning Consultant)	4.0	<i>See Description Below</i>		
Career Development Consultant	2.2	<i>See Description Below</i>		
Coordinators	2	<i>See Description Below</i>		

Psychologists provide consultation and assessment for students demonstrating learning and/or behavioral challenges.

Speech and Language Pathologists (SLPs) provide consultation, assessment and treatment for students demonstrating speech and/or language challenges.

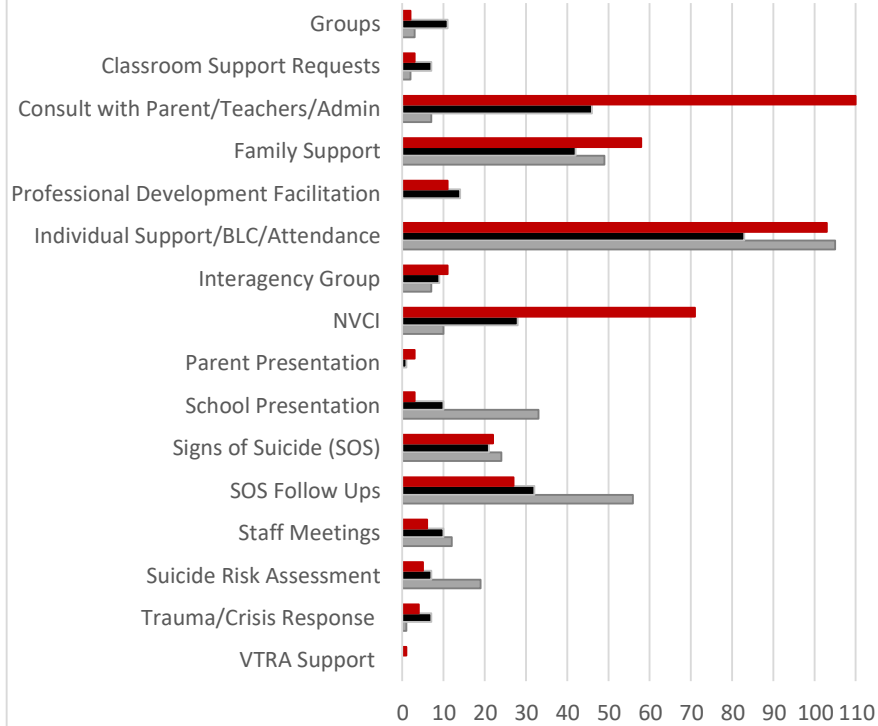
Speech and Language Pathologist Assistants (SLPAs) provide assistance to students demonstrating speech and/or language challenges that are determined by the Speech-Language Pathologist (SLP) responsible for supervising the SLPA.

Family Support Worker (south) provides support and advocacy for families who may otherwise be referred to social services. The work is intense and often occurs outside of regular working hours. The position is partially funded by the Ministry of Social Services (approximately 90% is funded by Prairie South).

Advocacy & Behaviour Consultants provide a range of responses to the requests for service including:

Student Advocate Consultant Request

Services



■ 2023-2024 ■ 2022-2023 ■ 2021-2022

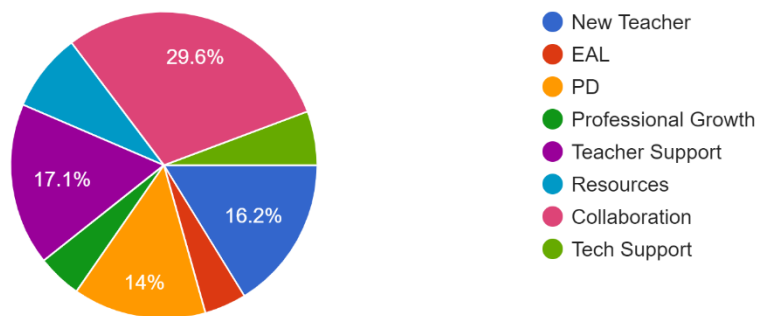
	2023-2024
VTRA Support	1
Trauma/Crisis Response	4
Suicide Risk Assessment	5
Staff Meetings	6
SOS Follow Ups	27
Signs of Suicide (SOS)	22
School Presentation	3
Parent Presentation	3
NVCI	71
Interagency Group	11
Individual Support/BLC/Attendance	103
Professional Development Facilitation	11
Family Support	58
Consult with Parent/Teachers/Admin	110
Classroom Support Requests	3
Groups	2
	440

Some Additional Considerations/Information (related to the chart on previous page):

- Suicide Risk Assessment (3 low, 2 high).
- SOS follow ups have decreased year over year.
- Individual/BLC/Attendance are all clumped into one because they are essentially all individualized support. The breakdown is as follows:
 - Individual: 33
 - BLC: 17
 - Attendance: 53 (up 27 from 22/23)
- 15 staff members participated in Behaviour Learning Cycle Training.
- 71 staff members were certified or recertified in Non-Violent Crisis Intervention.
- 61 students participated in Hydro Outreach which was coordinated and overseen by our Advocacy and Behaviour Consultants & Student Support Consultants.
- 23 students participated in Art Outreach which was coordinated and overseen by our Advocacy and Behaviour Consultants & Student Support Consultants.
- 21 students participated in Kin Outreach which was created and facilitated by one of our Consultants.
- The Learning Department has 2 Advocacy and Behaviour Consultants trained to facilitate Applied Suicide Intervention Skills Training (ASIST). During the 2023-2024 school year, they facilitated 2 training sessions and certified 12 Prairie South staff members.
- The Learning Department has an Advocacy and Behaviour Consultant trained to facilitate Mental Health First Aid (MHFA). During the 2023-2024 school year, she facilitated 3 training sessions and certified 15 Prairie South Staff members, 3 School Community Council members and 12 outside agency partners.

*1,561 responses represents 1,561 connections and supports.

1,561 responses



Student Support Consultants and **Learning Consultants** work with classroom teachers and teams on an informal request basis thus the numbers are not tracked in the same fashion. The **Student Support Consultants** work closely with other Consultants and the Coordinators in the implementation of the Behaviour Learning Cycle.

The **Learning Consultants** provide support for MySchoolSask and outcomes-based practices on an as requested basis. In addition, they provide professional learning opportunities and support for reading, writing, and math achievement and respond to individual requests for support in planning, implementing, and assessing in a variety of grades and subject areas. Support for new to Prairie South teachers, Indigenous initiatives, early learning classrooms and newcomers are also delivered through this group.

The **Career Development Consultants** work collaboratively with school administration, students, staff, and parents to advise students on educational programming, transitioning to post-secondary education and/or career pathways.

Within the Learning Support Team, Prairie South has two **Coordinators**. The Coordinator of Student Support Services oversees and administers the support services provided by Student Support Consultants and Advocacy and Behaviour Consultants. The Curriculum Coordinator oversees and administers the support provided by Learning Consultants including the Early Years Consultant, and the Career Development Consultants.

Human Resource Initiatives

Prairie South Leadership Pathways

Prairie South Leadership Pathways is a professional development opportunity for Prairie South Schools employees to discover and build leadership knowledge and skills, while broadening their understanding of Education-sector leadership roles. Each cohort works together for approximately one year, with the inaugural cohort beginning their work together in March 2024, and carrying on until February 2025. The group has been able to network with other like-minded individuals, learning about their own leadership style, building teams, and trust, as well as education sector-related knowledge from a leadership perspective.

Not Myself Today

Not Myself Today is the Canadian Mental Health Association's flagship workplace mental health initiative. It is a safe, evidence-informed initiative that aligns with the National Standard of Psychological Health and Safety by addressing common psychosocial factors. In 2021-22 Prairie South Schools partnered with the Prairie South Teachers Association to bring **Not Myself Today** to all staff as another tool to address workplace mental health wellness. In 2022-23, CUPE Local 5512 was added as an additional partner and our corporate subscription was renewed. We shared the tools with our staff through a bi-weekly "Wellness Wednesday" email and all staff continued to have online access to the program tools. In 2023-24, the Learning Department took on the subscription to maintain use of the tools and share with our students. All staff continue to have access to the tools in the program online and enjoy the support offered through the resources. It's really wonderful to see our educators use the well-researched content, concepts, activities, and tools in the classroom with student learning as well.

BCL Consulting

In May 2017, Prairie South Schools entered into a service agreement with BCL Consulting Group Inc. The consultants do a historical review of our WCB history of claims for possible savings. The service is provided on a contingency basis in accordance with the following sliding scale:

50% of the first \$50,000 of actual, total savings identified/realized;

40% of the second \$50,000; and

35% thereafter.

Where an administrative error by WCB has resulted in additional costs to an employer's cost experience, the employer shall receive cost relief and have their experience rating reviewed. Significant cost relief has been realized, most of which began in 2020.

Through the engagement of BCL Consulting, we have achieved a significant decrease in our Experience Rating to the point of the maximum discount of 30% applied to our *industry premium rate in 2023 due to many retroactive reviews of case files. Going into 2025 Prairie South receives a 4% discount of $-.15$ per \$100 in assessable payroll.

*The industry premium rate means the rate applied to all employers within a rate code expressed as a dollar amount for every \$100 of assessable payroll.

Appendix A: 2023-24 Total Absences (In Days)

	Classroom Teachers	All Teachers	CUPE	Out of Scope	Bus Drivers
Prairie South Directed					
Extra/Co-curricular Leave	180.83	200.79	6.2	0	0
Internship Seminar Leave	0.4	0.4	n/a	n/a	n/a
Meetings/PD - Business & Operations	0	0	0	8.5	0
Meetings/PD – Human Resources	8.29	293.96	.6	9.4	0
Meetings/PD - Learning	407.93	439.44	8	9	0
Meetings/PD - School Operations	150.71	177.37	1	6	0
Professional Development (School Determined)	405.67	499.39	68.2	0	0
	1153.83	1611.35	84	32.9	0
Collective Agreement/Legislated					
Bereavement Leave	98.94	123.82	145.4	7.5	44.5
Compassionate Care Leave	106.68	124.69	65.8	6.7	17
Competition Leave	0.7	0.7	0	0	0
Convocation Leave	45.54	48.62	15.9	2	4
Court/Jury	10.76	10.76	3.9	.9	.5
Earned Day Off	587.95	650.24	90.7	n/a	n/a
Education Leave	n/a	n/a	n/a	n/a	n/a
Emergency/Hazardous/Acts of God Leave	10.40	10.10	15.1	0	0
Executive/Community Service Leave	15.16	23.89	0	4.3	0
Family Responsibilities Leave	n/a	n/a	128.5	1.4	68.5
Leave Without Pay	118.48	128.98	472.6	19	456
Parenting/Adoption Leave	10.00	10.00	2	0	46
Parenting/Caregiver Leave	n/a	n/a	250.8	43.6	0
Prep Time Leave	1126.91	1248.03	n/a	n/a	n/a
Pressing Leave	201.10	228.94	154.8	20.9	35.5
PSTA or CUPE Leave	2.32	2.32	84.2	n/a	n/a
Secondment	3.30	3.30	n/a	n/a	n/a
Service Recognition Leave	n/a	n/a	54.1	n/a	n/a
STF Business	26.57	35.87	n/a	n/a	n/a
STF Job Action	2203.07	2407.54	n/a	n/a	n/a
	4567.90	5058.10	1483.8	106.3	672
Illness Leave (paid and unpaid)	3148.78	3276.50	3354.4	392.2	302
Medical & Dental Leave	1105.32	1197.21	637.5	68.3	147.5

Note: Long Term Disability/Income Continuance Plan, Workers' Compensation and Vacation Leave are not included

AGENDA ITEM

Meeting Date:	January 7, 2025	Agenda Item #:	5.2
Topic:	First Quarter Financial Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	In accordance with the Board's annual work plan, a quarterly financial accountability report is to be presented to the Board at the end of each quarter.
Current Status:	The First Quarter Financial Accountability Report will be shared with the Business, Infrastructure, and Governance Board Committee and a copy will be distributed at the meeting.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	December 19, 2024	First Quarter Financial Accountability Report to be distributed at the meeting

Recommendation:

That the Board receive and file the First Quarter Financial Accountability Report.

Source Documents

Policy 12 Section 3. Fiscal Responsibility

- 3.1. Ensures the fiscal management of the Division is in accordance with the terms or conditions of any funding received by the Board.
- 3.2. Ensures the Division operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 3.3. Ensures insurance coverage is in place to adequately protect assets, indemnify liabilities and provide for reasonable risk management.

1. Revenue/Expense notes for the period September 1, 2024 to November 30, 2024

The capital grant in revenue has been shown on separate lines in the chart to make it easier to see the results of operations.

Revenue:

Overall our operating revenue is projected to be to be about \$1,145,000 over budget.

- Our operating revenue is less than 25% of budget because PMR is paid out in the spring and Community Net is adjusted for at year-end. Our operating grant revenue overall is projected to be up about \$160,000 as we had an enrolment adjustment of \$795,000 but the second complexity amount (\$635,000) is not being shown at this point. Other grants are higher than budgeted at this point. This includes money transferred from deferred revenue for a project completed this fall.
- Tuition and related fees are projected to be over budget on YES program students. This year there were only 2 international students.
- SGF is just a percentage of budget at this point of the year.
- Complementary is projected to be up slightly with small increases in the nutrition and social services grants.
- External is up about \$255,000 net for the associate schools and \$50,000 for the concessions. The external grant was up \$420,000 but payments to the schools are reduced as a result, netting the smaller gain.
- Other revenue is over budget as rent, miscellaneous and interest revenue are all over budget.

Expenditure:

Overall our expenditures are projected to be \$450,000 over budget.

- Governance is under a little in each category for a total of \$40,000.
- Administration always looks high for the first quarter as expenses reflect full payment for our annual software licenses and audit. Total expense is projected to be right on budget.
- Instruction is projected to be \$400,000 under budget based on current numbers. Salaries are about \$100,000 under total and the other decentralized and PD amount are under another \$300,000. Two hundred thousand of that is in equipment which may be more heavily weighted at year-end.

- Plant is projected to go over budget with the carryover of unfinished PMR projects from the prior year.
- Transportation is projected to be over budget. The overage is in salaries and bus repairs.
- Complementary is projected to be over budget \$60,000 which comes from instructional salaries.
- External is projected to be over budget by \$325,000. This is mostly payments to the associate schools because of revenue exceeding budget. There is also likely to be an overage of \$50,000 in concession costs.
- Other expense is projected to be slightly over budget. More online transactions would be a good thing.

Overall we would project to be about \$450,000 over budget on expenses but \$1.1 million on revenue. Projected cash draw is \$928,573.

Uncertainties in the projection

- the impact of CPP and EI on the projection for teachers as many have maxed out by fall and are not having remittances on their behalf.
- A second carbon tax takes effect January 1, 2025.
- It is quite early for projecting school spending on equipment, supplies, trips and PD.
- We do not know what the contract settlement will be for teachers. In theory the net result would be zero for the bottom line but would cause variances on individual lines of the forecast.

Prairie South School Division No. 210						
Statement of Operations						
Estimate for the Period Ended November 30, 2025						
			2025	2025	2025	2024
			Budget	Actual	Projected	Actual
			\$	\$	\$	\$
REVENUES						
	Grants	Operating	91,801,958	21,639,202	92,065,969	86,027,287
		School	15,489,000	5,900,720	14,440,968	12,605,896
	Tuition and Related Fees		314,000	231,818	441,585	390,404
	School Generated Funds		1,373,985	412,197	1,373,990	1,255,678
	Complementary Services		809,501	255,209	814,267	788,723
	External Services	Operating	3,958,663	1,021,904	4,271,372	4,117,917
		School		1,103,131	1,599,131	1,998,151
	Other		783,000	293,253	1,165,767	2,083,379
Total Revenues			114,530,107	30,857,434	116,173,049	109,267,435
	Operating		99,041,107		100,132,950	
EXPENSES						
	Governance		474,044	120,472	432,061	397,328
	Administration		3,090,577	897,701	3,092,701	2,940,188
	Instruction		68,981,502	20,247,154	68,576,344	64,339,253
	Plant		14,803,092	4,248,387	15,037,211	14,100,154
	Transportation		7,841,835	2,316,982	8,114,187	7,478,763
	Tuition and Related Fees		-	-	-	2,503
	School Generated Funds		1,371,371	411,439	1,371,371	1,322,821
	Complementary Services		1,790,238	540,987	1,847,890	1,746,954
	External Services	Operating	4,097,887	1,073,027	4,424,403	4,244,202
		School		1,382,005	1,878,005	2,330,633
	Other Expenses		20,000	6,953	23,177	17,142
Total Expenses			102,470,546	31,245,107	104,797,350	98,919,941
	Operating		102,470,546		102,919,345	
Operating Surplus (Deficit) for the Year			12,059,561	(387,673)	11,375,699	10,347,494
Less School						
	Revenue		15,489,000	7,003,851	16,040,099	14,604,047
	Expense		-	1,382,005	1,878,005	2,330,633
	Net School Revenue		15,489,000	5,621,846	14,162,094	12,273,414
Adjusted surplus			(3,429,439)	(6,009,519)	(2,786,395)	(1,925,920)
Convert to Cash						
	Fixed Assets		(2,480,980)		(2,390,602)	
	Amortization		4,222,154		4,222,160	
	Future Benefits		26,300		26,300	
Projected Cash Draw			(1,661,965)		(928,537)	

AGENDA ITEM

Meeting Date:	January 7, 2025	Agenda Item #:	5.3
Topic:	Disposal of Records		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Board Policy is that records be retained for the duration specified in the Saskatchewan Learning Records Retention and Disposal Schedule. They are to be retained and disposed of in accordance with the directives of the Education Act 1995, The Local Government Election Act and The Archives Act. The Local Authority and Freedom of Information and Protection of Privacy Act also requires that we not keep records with personal information any longer than the purpose for which the information was collected. The Acts require that the Board approve the disposal of public records. They do not give instruction on non-public records. This Board has chosen to approve the disposal of all records.
Current Status:	A listing of records that are past or at their time for disposal according to the Records Retention and Disposal Schedule is attached. The record of disposal of records, i.e. the attached list, is a permanent record that must be retained permanently. The student and personnel records contain personal information and will not be offered to Saskatchewan Archives. We require Board approval for the disposal.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	December 13, 2024	2025 Records for Destruction

Recommendation:

That the Board approve the disposal of records listed on the attached, which are at or past their retention, by shredding or file deletion.

Files fro Shredding and File Deletion 2025

File Type	School	Location	Start Year	End Year	Retention
Student CUM Files - birth year		Empire	1999	1999	retain until student turns 25
Learning Student Files - birth year		Empire	1999	1999	retain until student turns 25
Personnel Files - employees who ended employment before 2022	Office	Board Office		2021	3 years
Election Documents	Office	Board Office			3 months after Election - Feb 13, 2025
Purchase Orders	Office	Board Office	2006	Sep 2013	3 years

AGENDA ITEM

Meeting Date:	January 7, 2025	Agenda Item #:	5.4
Topic:	Monthly Tender Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<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"> 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. Competitive bids will be required for the purchase, lease or other acquisition of an interest in real or personal property, for the purchase of building materials, for the provision of transportation services and for other services exceeding \$75,000 and for the construction, renovation or alteration of a facility and other capital works authorized under the Education Act 1995 exceeding \$200,000.
Current Status:	<p>This tender report covers the period from December 1 to December 31, 2024. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> Nothing to report.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	December 19, 2024	• n/a

Recommendation:

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