

Prairie South Schools
BOARD OF EDUCATION

February 4, 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 January 7, 2025
- 4. Declarations of Conflict of Interest**
- 5. Decision and Discussion Items**
 - 5.1. Transportation Accountability Report
 - 5.2. Board Policy 17 Update
 - 5.3. Out of Province Excursion – École Palliser Heights School to Inglis, Manitoba
 - 5.4. Monthly Tender Report
- 6. Delegations and Presentation – NONE**
- 7. Information Items**
 - 7.1. Administrative Procedures 556 & 557 Updates
- 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 January 7, 2025 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. Johnson, Superintendent of Human Resources; R. Boughen, Director of Education; R. Purdy, Superintendent of Business; H. Boese, Director Assistant

Regrets:

Ms. A. Olson, Superintendent of Learning

Motions:

- 2025-01-07 – 4058 Giselle Wilson took the chair and called the meeting to order at 1:30 pm.
- 2025-01-07 – 4059 That the Board adopt the agenda as presented. Carried
- Boyle
- 2025-01-07 – 4060 That the Board adopt the minutes of the December 10, 2024 Regular Board Meeting. Carried
- McLeod
- 2025-01-07 – 4061 That the Board receive and file the Human Resources Accountability Report. Carried
- Boyle
- 2025-01-07 – 4062 That the Board receive and file the First Quarter Financial Accountability Report. Carried
- Pryor
- 2025-01-07 – 4063 That the Board approve the disposal of records listed on the attached, which are at or past their retention, by shredding or file deletion. Carried
- Bachmann
- 2025-01-07 – 4064 That the Board receive and file the tender report as presented. Carried
- Boyle
- 2025-01-07 – 4065 That the meeting be adjourned at 1:58 pm. Carried
- Hagan

G. Wilson
Chairperson

R. Purdy
Superintendent of Business

Next Regular Board Meeting:

February 4, 2025, Prairie South School Division Office, Moose Jaw

AGENDA ITEM

Meeting Date:	February 4, 2025	Agenda Item #:	05.1
Topic:	Transportation Accountability Report		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	According to the Board's yearly plan, a Transportation Accountability Report is to be presented to the Board of Education in February of each year.
Current Status:	Please see the attached Accountability Report.
Pros and Cons:	
Financial Implications:	
Governance Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Todd Johnson	January 30, 2025	Transportation Accountability Report

Recommendation:

That the Board receive and file the Transportation Accountability Report.

2023-2024 Transportation Accountability Report

Prepared by Todd Johnson, Transportation Manager

Introduction

Prairie South Schools provides transportation for students requiring access to school in accordance with Board Policy and Administrative Procedures, The Education Act and The Traffic Safety Act. Provision is also made for special use of buses to enable students to participate in educational and extracurricular activities. We strive to provide safe, efficient, and punctual transportation for students in both the rural and urban areas.

During the 2023-24 school year, Prairie South Schools provided daily transportation services to 2,847 students, traveling 18,214 kilometers on 106 bus routes. The safety of students and staff is our number one priority.

Department Structure

Position	Number of Employees				
	2019-20	2020-21	2021-22	2022-23	2023-24
Regular Bus Drivers	107	107	106	106	106
Mechanic Helper/Assistant	2	2	2	2	2
Certified Mechanic	1	1	1	1	1
Journey-Person Mechanic	3	3	3	3	3
Shop Foreman (Journey-Person Mechanic)	2	2	2	2	2
Administrative Assistant	1	0	0	0	0
Assistant Managers	1	0	0	0	0
Routing Support Officer	0	1	1	1	2
Driver Safety Relations Officer	0	1	1	1	0
Manager	1	1	1	1	1
Casual Bus Drivers	76	64	49	40	44
Total	194	182	166	157	161



Transportation Office Team consisted of Todd Johnson-Transportation Manager, Marla Cushway-Routing Support Officer, and Taryn Mackow-Routing Support Officer. We strive for timely, safe routes working within Bus Planner for all transported students. We communicate with senior administration, school staff, parents, and bus drivers to help coordinate all the extra curricular trips and to keep the 106 routes running efficiently every school day.

Mechanics team consisted of 6 mechanics and 2 mechanics helpers. Our team has over 200 years of combined experience in mechanics. They work closely together sharing ideas to find solutions using innovative problem-solving skills to correct recurring issues.

Bus Drivers provided safe, efficient, and punctual daily transportation to 2,847 students. On top of our daily routes, we provided an additional 1,798 charter trips. We currently employ 150 drivers who provide service for all charters and regular routes. Drivers must re-test every five years and have a current satisfactory medical examination on file with SGI. Drivers’ Abstracts are reviewed annually by the office staff through the MySGI Online program and licenses are checked monthly using SGI’s internet site.

Feedback for Improvement We held staff meetings on June 7, 2024 in Moose Jaw and on June 6, 2024 in Assiniboia. We began seeking feedback from staff about striving to be a world-class organization. We continue to do this work in 2024-25.

<i>Rural Schools</i>	<i>No. of Routes</i>	<i>Urban Schools</i>	<i>No. of Routes</i>
Assiniboia	10	Holy Trinity Special Needs	1
Avonlea	4	CFB Base	1
Bengough	4	Empire	1
Caronport	1	King George	2
Central Butte	5	Palliser Heights	6
Chaplin	2	Peacock SAPP	0
Coronach	4	Prince Arthur	3
Craik	2	Riverview	2
Eyebrow	2	St. Mary	1
Glentworth	5	Sunningdale	6
Gravelbourg	5	Westmount/Sacred Heart	3
Kincaid	5	William Grayson	1
Lafleche	3		
Lindale	21		
Mankota	3		
Mortlach	3		
Mossbank	4		
Rockglen	5		
Rouleau	2		

In Moose Jaw, staggered school times allow transportation the ability to accommodate double routes. This means that one driver can provide service to two schools with separate pick up and drop offs. We had 14 drivers who did double routes in Moose Jaw. Two of the 14 routes were double routes to accommodate a student that required an accessibility lift (Palliser Heights and

Riverview Functional Integrated Programing). The Functional Integrated Programing is growing and now has two routes that take students to all the high schools.

Training For Drivers

Description	Number of Drivers
Training New Drivers	19
Refresher Training (Pre-Trip Inspection and/or on road assessment)	8
SGI Recertification	14
First Aid Recertification	15

New bus drivers receive training through our transportation office. A few of our current route drivers provide circle checking training (pre-trip) and in-bus driver training. We also offer Circle Check Refresher Courses and First Aid/CPR courses throughout the year.

In September of 2024 we held a north and south PD Day. One was held in Moose Jaw and the second one was in Assiniboia. We reviewed our safety, new policies and procedures, and student processes. Drivers were able to socialize and get their new route maps before we shared a meal together.

Throughout the year, parents who have a student on the bus receive a Student Transportation Guide that outlines safety, contact info, and how to sign up for the Bus Planner Web parent portal. In August transportation hosted the First Rider program in Moose Jaw and Assiniboia. In Moose Jaw we deliver the program in cooperation with Holy Trinity School Division. This program is exciting for first time riders and their families. The students and families get a chance to learn about safety and get an up-close look at a bus before going for a ride. In August 2024, we offered 73 students a first ride over three days in both Moose Jaw and Assiniboia.

Routing Support

In 2023-24 we updated the Transportation section of the Prairie South website. Our goal was to provide better knowledge to the public, so changes were made to increase accessibility of information for families and schools as well as making it more user friendly. We reviewed and renewed walking circle and catchment maps and added links to important information such as the Parent Portal, the Bus Request Form and updated cold weather cancellation information.

Transportation Regions

Prairie South Transportation is divided into rural and urban areas.

Rural:

Assiniboia 7 th Avenue School	Eyebrow School
Assiniboia Composite High School	Glentworth School
Assiniboia Elementary School	Kincaid Central School
Avonlea School	Lafleche Central School
Bengough School	Lindale School
Caronport Elementary School	Mankota School
Central Butte School	Mortlach School
Central Collegiate (Rural)	Mossbank School
Chaplin School	Peacock Collegiate (Rural)
Cornerstone Christian School (Rural)	Riverview Collegiate (Rural)
Craik School	Rockglen School
Coronach School	Rouleau School
École Gravelbourg School	St. Michael (Holy Trinity Rural)
École Palliser Heights (Rural French Immersion)	Vanier Collegiate (Holy Trinity Rural)
École St. Margaret (Holy Trinity Rural)	

Urban:

École Palliser Heights School	Sacred Heart School
Empire School	St. Mary School
Holy Trinity - Special Needs	Sunningdale School
King George School	Westmount School
Prince Arthur School	William Grayson School
Riverview School (Functional Integrated Programing)	

In 2023-24 we continued transporting Holy Trinity students. On South Hill in Moose Jaw and surrounding rural areas we transported a total of 160 Holy Trinity students.

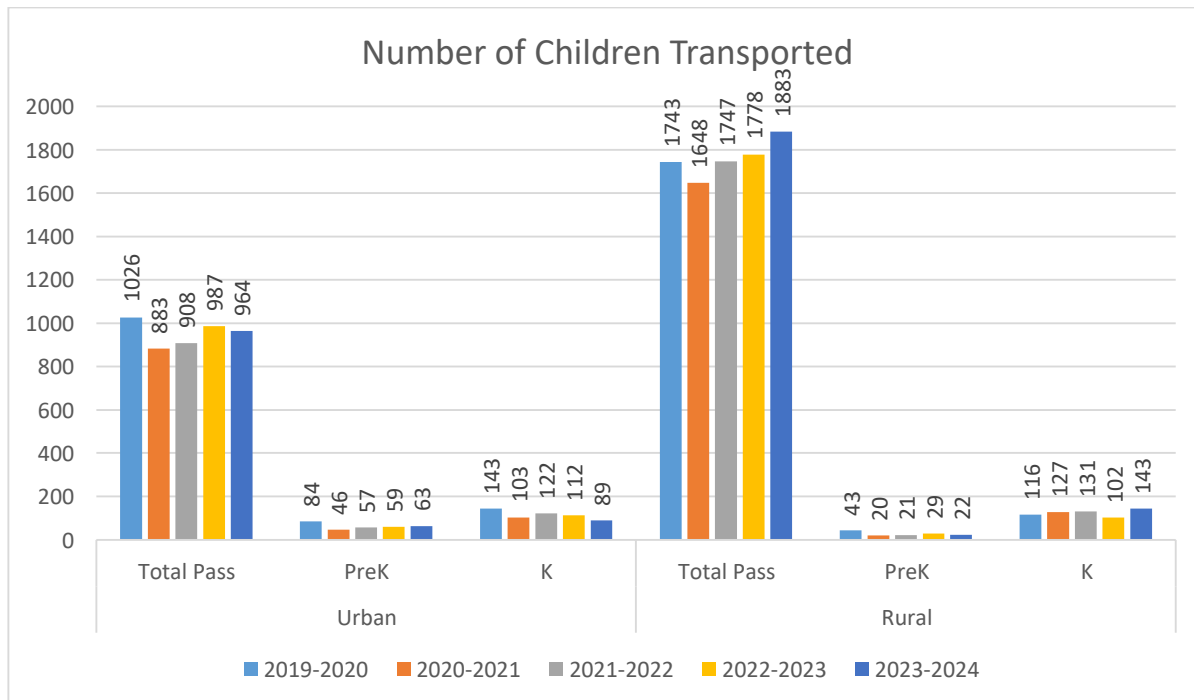
Student Transportation Information

Number of Children Transported

School Year	Urban	Urban Noon	Rural	Total
2023-2024	964	n/a	1883	2847
2022-2023	987	n/a	1778	2765
2021-2022	908	n/a	1747	2655
2020-2021	862	n/a	1729	2591
2019-2020	1026	n/a	1743	2769

Average Ride Times

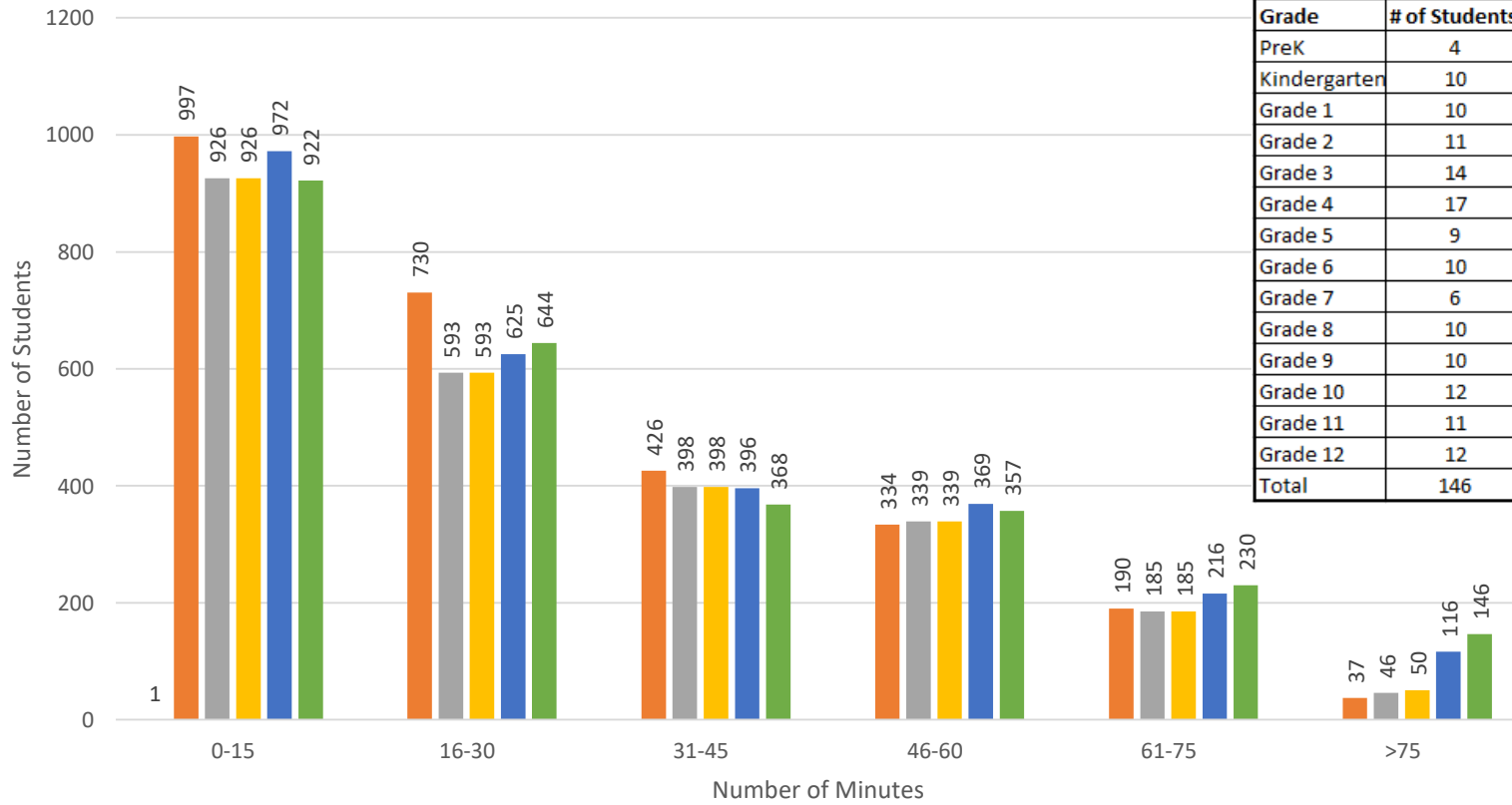
School Year	Urban	Rural
2023-2024	13 minutes	35 minutes
2022-2023	14 minutes	34 minutes
2021-2022	15 minutes	33 minutes
2020-2021	15 minutes	33 minutes
2019-2020	13 minutes	33 minutes



Student Ride Times – Amount of Time on a School Bus (AM – in Minutes)

School	2019-2020		2020-2021		2021-2122		2022-2023		2023-2024	
	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
Assiniboia	5	86	2	93	2	93	2	95	2	95
Avonlea	8	77	4	69	4	69	5	72	5	77
Bengough	2	76	5	82	5	82	3	90	3	92
Caronport	8	32	7	45	7	45	2	45	2	45
Central Butte	3	78	8	80	8	80	5	94	2	98
Chaplin	8	41	7	39	7	39	5	63	5	53
Coronach	4	76	4	91	4	91	4	90	4	86
Craik	3	54	4	54	4	54	3	59	5	63
Eyebrow	10	66	6	70	6	70	8	53	7	56
Glentworth	5	68	5	76	5	76	6	82	6	62
Gravelbourg	4	80	4	81	4	81	3	90	3	93
Kincaid	3	67	2	60	2	60	3	69	3	60
Lafleche	4	77	3	59	3	59	3	80	3	84
Lindale	7	83	8	86	10	86	20	101	22	107
Mankota	4	54	3	66	3	66	3	74	3	72
Mortlach	8	63	7	56	7	56	3	59	3	59
Moose Jaw	2	41	1	66	1	38	2	34	1	34
Mossbank	5	93	3	89	3	89	3	89	3	79
Rockglen	1	75	1	76	1	76	1	79	2	82
Rouleau	6	48	5	50	5	50	3	54	5	57

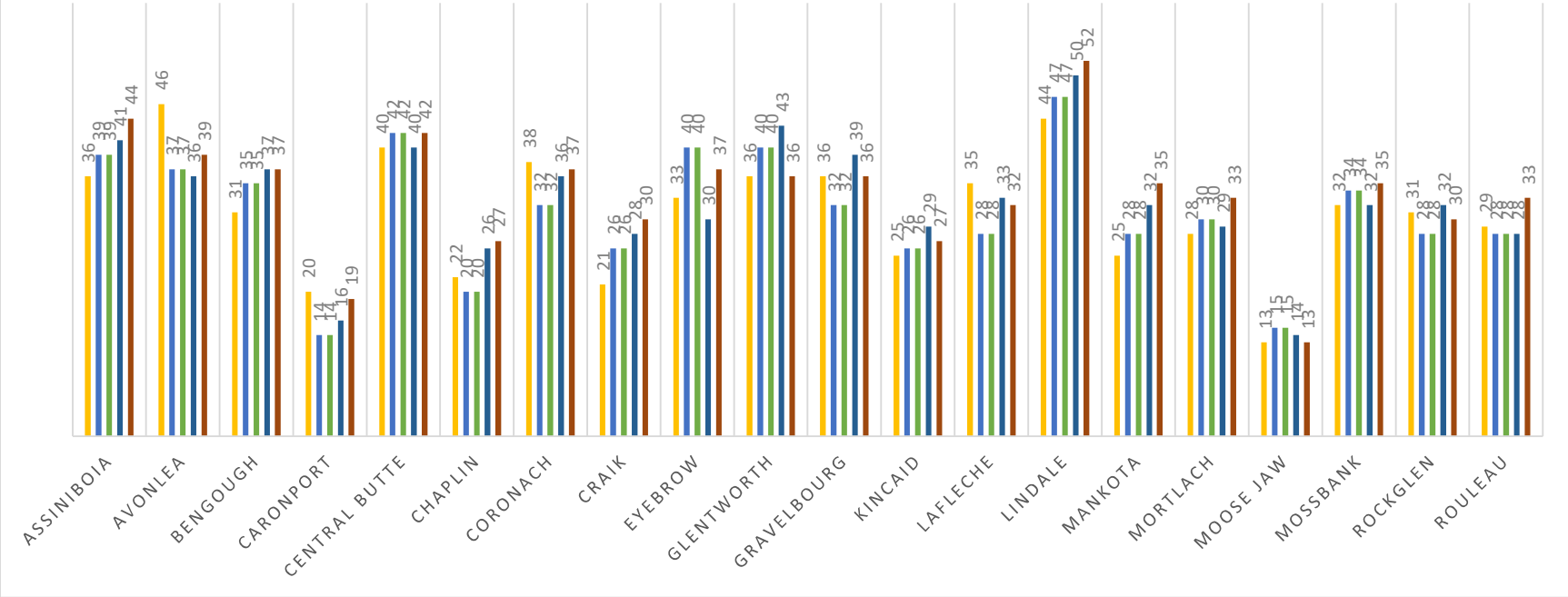
Ride Times(AM)



Grades of Students Riding More than 75 Minutes	
Grade	# of Students
PreK	4
Kindergarten	10
Grade 1	10
Grade 2	11
Grade 3	14
Grade 4	17
Grade 5	9
Grade 6	10
Grade 7	6
Grade 8	10
Grade 9	10
Grade 10	12
Grade 11	11
Grade 12	12
Total	146

AVERAGE MINUTES ON SCHOOL BUS AM

2019-2020 2020-2021 2021-2022 2022-2023 2023-2024



Conveyance

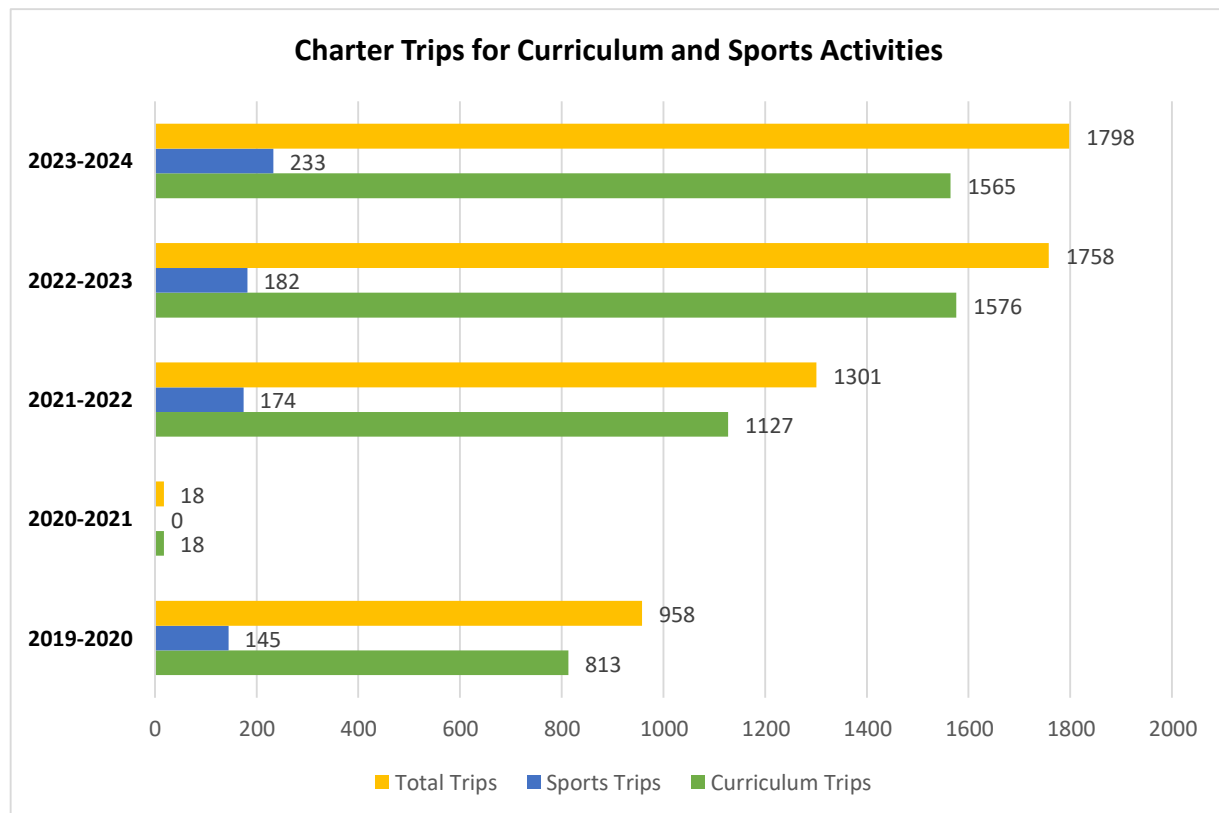
As per Administrative Procedure 556, there are circumstances where parents may be eligible for a Conveyance Allowance up to a maximum of \$50/day. Conveyance may be available to eligible students based on their special needs. Conveyance may also be available to French Immersion students residing outside of the Ecole Palliser Heights School or Ecole Gravelbourg School catchment areas. Conveyance Allowance is paid monthly and is calculated using a daily rate multiplied by kilometers to school or the closest alternate yard multiplied by number of days the student attended school. We paid a total of \$6,888.00 in Conveyance for the 2023-2024 school year. As per Administrative Procedure 557, we have paid out a total of \$3,313.96 in Allowance in Lieu for the 2023-2024 school year.

Family	No. of Students	Description	Daily Amount				2023-24
			2019-20	2020-21	2021-22	2022-23	
Family 1	2	French Immersion	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60
Family 2	2	French Immersion	\$17.64	\$17.64	\$18.00	\$18.00	\$18.00
Family 3	1	French Immersion	\$19.20	\$19.20	\$19.20		\$40.80
Family 4	1	French Immersion			\$19.50		
Family 5	2	French Immersion		\$15.00			
Family 6	2	French Immersion	\$9.60				
Family 7	1	French Immersion	\$37.20	\$37.20			
Total Daily Amounts			\$99.24		\$72.30	\$33.60	\$74.40

Charters

It is important to note that charter trips resumed at the start of the 2021 school year after Covid-19 restrictions were lifted.

In 2023-24 there were a total of 1,798 charter requests submitted to Transportation. Of those, 1,565 were curriculum based, 233 were sport related , 0 were provided as a service to Holy Trinity and 144 were cancelled for various reasons, including STF sanctions.



Fleet Information

The bus fleet consisted of 146 units this including 9 Wheelchair Accessible buses. 106 units are used for routes and 40 units are spare buses used for charters, or service work replacements.

Year	Number of Units				
	2019-20	2020-21	2021-22	2022-23	2023-24
1998	1	1	0	0	0
1999	0	0	0	0	0
2000	0	0	0	0	0
2001	0	0	0	0	0
2002	1	1	0	0	0
2003	1	0	0	0	0
2004	1	0	0	0	0
2005	0	0	0	0	0
2006	0	0	0	0	0
2007	9	9	9	9	9
2008	9	6	6	6	6
2009	44	38	24	22	21
2010	2	1	1	1	1
2011	17	16	16	16	16
2012	0	0	0	0	0
2013	10	10	10	10	10
2014	4	4	4	4	3
2015	18	20	20	20	20
2016	6	6	0	0	0
2017	5	5	6	6	5
2018	0	0	3	3	0
2019	0	0	1	1	0
2020	11	11	11	11	11
2021	10	10	10	10	10
2022	0	14	24	24	24
2023	0	0	0	0	0
2024	0	0	0	0	7
2025	0	0	0	0	3
Total	149	151	145	153	146

*Chart reflects buses model year

We had 48 South bus routes - Total daily distance of routes – 9524.14km

We had 58 North bus routes -Total daily distance of routes – 8689.96 km

Yearly Expenses and Yearly Bus Purchases					
	2019-20	2020-21	2021-22	2022-23	2023-24
Expenses	\$5,810,288	\$6,039,900	\$6,733,625	\$7,454,323	\$7,478,763
Bus Purchases	\$1,275,254	\$1,897,529	\$1,110,253	\$1,318,615	\$1,816,731

Other PSS Vehicles Maintained Including Trailers – 2023-24

Asset Unit #	Year	Description	Primary Location
99-02	1999	Small Bus Converted to Cargo Vessel	Moose Jaw Bus Shop
99-03	1999	Small Bus Converted to Service Vehicle	Moose Jaw Bus Shop
01-08	2001	15 passenger van	Assiniboia Bus Shop
01-09	2001	GMC Savana	Moose Jaw Bus Shop
04-02	2004	Cube Truck	Facilities
05-01	2005	Dump Truck	Facilities
05-03	2005	½ Ton Truck	Assiniboia Bus Shop
05-04	2005	½ Ton Truck	Moose Jaw Bus Shop
05-11	2011	Sanding Truck	Facilities
06-03	2006	Chev ¾ Ton Truck	Facilities
08-20	2008	F-250 Supercab	Facilities
08-21	2008	GMC Savana	Facilities
09-46	2009	Cube Van	Facilities
10-03	2010	Dodge Caravan	RVCI - Life Skills
11-10	2011	Cube Van Mini	Facilities
11-16	2011	1 Ton Truck	Moose Jaw Bus Shop
11-20	2011	F-250 Super Duty	Facilities
11-21	2011	Cube Truck	Facilities
12-01	2012	Cube Van	Facilities
12-02	2012	Cube Truck	Facilities
12-03	2012	F-150 Supercab	Facilities
12-04	2012	Cube Truck	Facilities
13-11	2013	Cube Truck	Facilities
15-20	2015	Cube Van	Facilities
18-01	2018	Cube Truck	Facilities
19-01	2019	Cube Truck	Facilities
19-02	2019	Cube Van	Facilities
T-01	1994	Canoe Trailer	Moose Jaw Bus Shop
T-02	1994	Canoe Trailer	Moose Jaw Bus Shop
T-03	NA	Trailer	Facilities
T-04	2012	Canoe Trailer	Moose Jaw Bus Shop
T-05	2015	Sports Trailer	Moose Jaw Bus Shop

T-06	NA	Comm. Trailer	Facilities
T-07	2005	Canoe Trailer	Coronach School
T-10	2008	Canoe Trailer	Moose Jaw Bus Shop
T-11	NA	Bobcat Trailer	Facilities
T-12	2011	Canoe Trailer	Moose Jaw Bus Shop
T-13	2015	Sports Trailer	Moose Jaw Bus Shop
T-14	2015	Sports Trailer	Moose Jaw Bus Shop
T-15	NA	Trailer	Facilities
T-16	NA	Drop Deck Trailer	Facilities
T-17	2022	Drop Deck Trailer	Moose Jaw Bus Shop
T-18	2022	Canoe Trailer	Moose Jaw Bus Shop
T-19	NA	Boom Lift Trailer	Facilities

In addition to buses, Transportation also maintained 44 other vehicles and trailers that were used through out Prairie South. These vehicles were serviced a total of 80 times in the 2023-24 school year.

Maintenance Standards

Prairie South has two bus garages: one in Moose Jaw and the other in Assiniboia. Both garages are licensed by Saskatchewan Government Insurance (SGI) as Vehicle Inspection Facilities for school buses.

In Saskatchewan, school buses must undergo a comprehensive “bumper to bumper” safety inspection every 12 months. Through our continued preventative maintenance program, we can keep our buses safe, to reduce delays and keep costly repairs to a minimum.

In June of 2019 we started using Asset Planner, which is a software tool that tracks all services and maintenance done to each of our school buses. We also use this program for our parts inventory which makes tracking and ordering parts efficient.

Inspections & Maintenance	2019-20	2020-21	2021-22	2022-23	2023-24
SGI Inspection	150	137	137	153	146
Regular Service Inspection & General Repairs	697	876	887	943	1114
Total	847	1013	1024	1096	1260

Vehicle Accidents

Description	2019-20	2020-21	2021-22	2022-23	2023-24
Other person at fault	1	1	6	2	3
Bus struck another vehicle	2	2	3	6	7
Bus struck a fixed object	2	7	5	6	6
Animal strike	1	2	2	5	3
Unknown	0	0	1	0	2
Total	6	12	17	19	21

The total cost to the division for these accidents was \$5469.12. Twelve of the accidents had minimal to no damage and were not reported to SGI. Our mechanics were able to fix them during regular maintenance. There was 1 total loss bus accidents for this report.

Current & Future Initiative(s) and Administrative Considerations

- Frequently revisiting routes with long route time to look for efficiencies.
- Work with groups to implement electronic request for service form.
- Begin talking with groups about creating an online charter request form.
- Continue promoting to parents the Parent Portal in Bus Planner bus tracking system.
- Increase communication with bus drivers, principals, and parents.
- Implement First Rider program at our rural schools.
- Currently working on routing for New School.

Recommended Motion

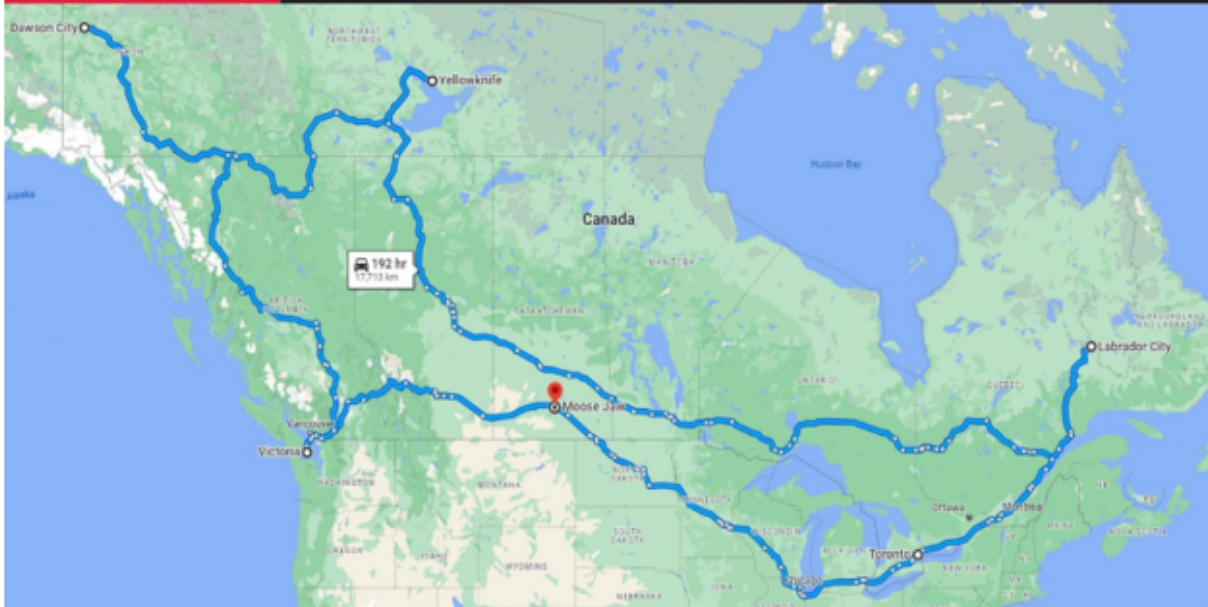
That the Board receive and file the Transportation Accountability Report.

DID YOU KNOW?

Prairie South buses travel over 18,000 km every day



That is the equivalent of driving from Moose Jaw, SK to Victoria, BC, up to Dawson City, YT, over to Yellowknife, NT, out to Labrador City, NL, down to Toronto, ON and back to Moose Jaw. Every single day. Check out the map below for a visual of the daily trip.



106 routes 19 communities	161 staff	over 1700 charters annually	average ride time = 35 minutes	transport over 2800 students daily
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AGENDA ITEM

Meeting Date:	February 4, 2025	Agenda Item #:	5.2
Topic:	Board Policy 17 Update		
Intent:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Discussion <input type="checkbox"/> Information		

Background:	<p>Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Division will operate. Policies provide direction and guidelines for the action of the Board, Director of Education, staff, students, electors and other agencies. Policies also serve as sources of information and guidelines to all who may be interested in or connected with the operation of the Division.</p> <p>Adoption of new Board policies or revision of existing policies is solely the responsibility of the Board. The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with <i>The Education Act, 1995</i> and other provincial and federal legislation.</p>
Current Status:	The updated Board Policy 17, Transportation is attached. Changes to the policy are tracked on the attached document and align with the updates to Administrative Procedure 556: Conveyance Allowance.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	All new or updated policies are available at www.prairiesouth.ca once adopted by the Board of Education.

Prepared By:	Date:	Attachments:
Ryan Boughen	January 13, 2025	<ul style="list-style-type: none"> • Board Policy 17 Updated February 4, 2025

Recommendation:

That the Board adopt Board Policy 17 updated February 4, 2025.

Policy 17

TRANSPORTATION

Transportation Services

Prairie South School Division provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in learning and learning-related activities.

Student transportation shall be operated with due regard for safety, fiscal responsibility, length of ride and parental satisfaction. The safety of students and staff is paramount.

Procedures

1. Eligibility For Transportation

Students will be provided transportation based on the following criteria:

- 1.1 Urban (City of Moose Jaw boundaries) Students (Prek-8)
 - 1.1.1 Grade 1-8 students who reside within the school catchment area of the school they are attending, and live outside a one kilometer radius from the school;
 - 1.1.2 Prekindergarten and kindergarten students who reside within the school catchment area of the school they are attending, and live outside a 200 meter radius from the school;
 - 1.1.3 Students are required, by the division, to attend a school other than their home school;
 - 1.1.4 Students whose walking route to school is considered to be hazardous, with hazardous areas to be determined by the Director of Education.

Grades 1 to 8 students may be required to walk up to 500 meters to access their bus stop.

- 1.2 Grades 9 to 12 students will not be bused in Moose Jaw with the following exceptions:

- 1.2.1 Students attending Life Skills programming
- 1.2.2 Students attending Student Age Parent programming
- 1.2.3 Other students as deemed necessary by the Board

- 1.3 Rural Students (K-12)

- 1.3.1 Students who are attending the catchment area school that is designated by the location of their primary residence and who reside outside of the town where the school is located;
- 1.3.2 In Assiniboia grade PreK-8 students will only be bused from the area located west of 2nd Street West. Grades 9 to 12 students will not be bused in Assiniboia;

- 1.3.3 Students who are required to attend a designated program housed at a school other than their home school.
- 1.4 Transportation Boundaries (School Catchment Areas) relating to transportation services are to be recommended by the Director of Education and approved by resolution of the Board.

2. Provision of Services

- 2.1 Transportation for students residing in the school division is provided through the use of school buses and other approved means.
- 2.2 The Board may provide transportation services to other school divisions under contract.
- 2.3 The Director of Education may approve interim procedures in emergent situations. These procedures are to be reported to the Board at a subsequent meeting of the Board.

3. Regular Student Transportation

- 3.1 The Director of Education is responsible for bus scheduling and routing in consultation with the Chief Financial Officer:
 - 3.1.1 Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - 3.1.2 Yard service may be approved if the access road is of all weather construction, and there is a clear area to enable the bus to turn around without backing up.
 - 3.1.3 Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than twenty minutes prior to the usual commencement of classes, unless the bus must proceed to a second school and the driver requires the time for appropriate scheduling of arrival time at the second location. Buses depart from the school ten minutes after dismissal time.
 - 3.1.4 The Board strives to ensure bus ride times of less than 90 minutes from pick-up to arrival at school and also from departure from school to drop-off. The board shall receive a report annually documenting ride times of 90 minutes or more by catchment area.
 - 3.1.5 Variations in scheduling or routes are to be communicated to parents.
- 3.2 There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing. In these cases the Director of Education may make special arrangements in consultation with the appropriate superintendent.

4. Guest Riders

- 4.1. Definition – a student who does not ordinarily ride that bus on which they are the guest rider.
- 4.2. Students who reside outside their designated school catchment area may be accommodated as guest riders providing that:
 - 4.2.1 Space is available on the bus, understanding that permission to ride could be rescinded if space becomes an issue.
 - 4.2.2 There is no diversion from approved routing, and the drop-off or pick-up is on a regularly scheduled stop.
 - 4.2.3 There is no additional cost to the division.
 - 4.2.4 School administration receives the request from the student's parent/guardian.
 - 4.2.5 The rider follows the rules of the bus (violation of bus rules may result in denial of future requests).
 - 4.2.6 It is not within the city of Moose Jaw.
- 4.3. Parents are not permitted to be guest riders. Parents approved as coaches and chaperones are not considered guest riders.

5. French Immersion Program

- 5.1. Subject to the conditions set forth in Section 1.1, students attending the elementary French Immersion Program in Moose Jaw will be provided transportation if their residence is located within the City of Moose Jaw and/or Moose Jaw Rural Catchment Areas.
- 5.2. For students residing outside the Moose Jaw Rural and Gravelbourg catchment areas, a conveyance allowance may be paid from their residence to the nearest existing stop on a route located within those catchment areas.

6. Conveyance Allowance

The daily maximum limit for authorized conveyance allowance is outlined in Administrative Procedure 556: Conveyance Allowance. ~~will not exceed \$50. Parents and/or guardians seeking conveyance allowance exceeding \$50 may submit a request for review by the Board.~~

Reference: The Education Act, 1995, Sections 85, 87, 194
The Highway Traffic Act,
The Vehicle Administration Act

~~December 6, 2022~~ February 4, 2025

AGENDA ITEM

Meeting Date:	February 4, 2025	Agenda Item #:	5.3
Topic:	Out of Province Excursion – École Palliser Heights School to Inglis, Manitoba		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	École Palliser Heights School’s Grade 8 Ski/Snowboarding trip to Inglis, Manitoba on February 26-28, 2025.
Current Status:	See attached application form.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Derrick Huschi	January 23, 2025	<ul style="list-style-type: none"> Out of Province Excursion Application Form

Recommendation:

That the Board approve École Palliser Heights School’s Grade 8 Ski/Snowboarding trip to Inglis, Manitoba on February 26-28, 2025.

**OVERNIGHT EXCURSIONS / OUTDOOR EDUCATION / HIGH RISK
ACTIVITIES APPLICATION FORM**

Division Office Administration Approval Required

A. INFORMATION

Name of Teacher: <u>Mr. Lamontagne</u>		School: <u>Palliser Heights</u>	
Type of Activity: <input type="checkbox"/> Curricular <input type="checkbox"/> Extra-Curricular _____ <input checked="" type="checkbox"/> High Risk Activity _____			
Grade Level: <u>8</u>		Number of Students: _____	
Destination: <u>Inglis, Manitoba</u>		Trip Date: <u>February 26/27/28</u>	
Number of School Days (Partial/Full): _____			
Transportation: <input type="checkbox"/> Travel by Bus (PSSD No. 210) or <input checked="" type="checkbox"/> Other: <u>Engelheim Charter Inc.</u> <input type="checkbox"/> Travel by Car/Van (List names of drivers): _____			
Number of Teachers, Parents, Chaperones: _____			
Qualifications/Certifications of Teachers, Parents, Chaperones: <input type="checkbox"/> First Aid <input type="checkbox"/> Lifeguard <input type="checkbox"/> Canoe Certification <input type="checkbox"/> Other _____			

B. SAFETY GUIDELINES

- Parent consent forms and medical information including the Health Card Number will be obtained.
- Evacuation Plan is in place and will be communicated to appropriate individuals.
- Designated supervisor has access to emergency vehicles at all times.
- Access to cellular or satellite phone or other communication device.
- A list of emergency telephone numbers will be formulated.
- Have reviewed the Physical Activity Safety Guidelines section on Outdoor Education.
- Appropriate number of supervisors as designated in the Physical Activity Safety Guidelines.
- Male and Female Chaperones for a co-ed activity.
- If using 15 passenger vans, SSBA safety guidelines and restrictions will be followed.

C. BUDGET

- ❖ Anticipated Budget _____
- Budget breakdown (be sure to include cost of substitute staff)
- ❖ Description of Funding Sources _____
- ❖ Out of Pocket Cost per Participant ~ \$100

D. LEARNING OBJECTIVES

P.E 8.8 Apply and adapt selected activity related skills and strategies required for participation in alternate environment activities. Ex. Downhill Skiing.

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


- a) Pre-Excursion Learning
First aid.
Ski Safety.
- b) Excursion Learning
Ski/Snowboard lesson.
- c) Post-Excursion Learning
Reflections / Journals.

F. SCHEDULE OF ACTIVITIES

Feb. 26th
Depart Palliser @ 4:00pm
Arrive at Inglis @ 4:30pm.

Feb 27th
Ski from 9:00am - 4:30pm.

Feb. 28th
Ski from 9:00am - 4:00pm
Depart @ 4:00pm.
Arrive in Moose Jaw at 8:30pm.



Teacher Signature

JAN 22 2024

Date



Principal Signature

JAN 22 2024

Date

Director/Superintendent Signature

Request Approved

Request Denied

AGENDA ITEM

Meeting Date:	February 4, 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 January 1, 2025 to January 31, 2025. The following competitive bids were awarded during the reporting period:</p> <ul style="list-style-type: none"> A tender was posted to SaskTenders for Custodial Supplies and Dispensers. The contract was awarded to Staples for a 5 year term with an estimated cost of \$400,000/year. The basket of goods evaluated was worth approximately ½ of that. Quotes were obtained for Planer for Central Collegiate as part of the PAA replacement program. The Planer was purchased through Busy Bee Tools for \$15,373.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	January 22, 2025	• n/a

Recommendation:

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

AGENDA ITEM

Meeting Date:	February 4, 2025	Agenda Item #:	7.1
Topic:	Updates to Administrative Procedure 556: Conveyance Allowance and Administrative Procedure 557: Allowance in Lieu of Bus Service		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	Changes to our current AP 556 and 557 are required to align with our current practices.
Current Status:	The update aligns with what we are currently proposing. Changes are highlighted.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	The updated Administrative Procedures will be placed on our website.

Prepared By:	Date:	Attachments:
Ryan Boughen	January 27, 2025	<ul style="list-style-type: none"> AP 556 AP 557 & Appendix A

Recommendation:

That the Board review the information provided.

CONVEYANCE ALLOWANCE

Background

The preferred method of transportation service delivery is by school bus. However, there may be circumstances when other arrangements are necessary. In these cases, the Superintendent of Learning and/or Transportation Manager will recommend special arrangements to the Director of Education for approval.

Procedures

1. Eligibility for Conveyance Allowance:

- 1.1 Conveyance allowance may be available to eligible students:
 - 1.1.1 Rural students warranting special consideration based on their particular special needs. Each case will be considered on its merits/unique situation/student's specific needs.
 - 1.1.2 French Immersion Program:
 - a. For students residing outside the École Palliser Heights and École Gravelbourg Schools catchment areas, a conveyance allowance may be paid from their residence to the nearest existing stop on a route located within those catchment areas.
 - b. The allowance will only be paid if the student(s) is transported on a school bus. If a student only rides the bus one way then the authorized amount paid will be one half of the daily rate.
- 1.2 The daily rate of conveyance allowance will be the same mileage expense rate established at the annual Board Organizational Meeting ~~is \$0.30/km.~~ The daily maximum limit for authorized conveyance allowance will not exceed ~~\$5080~~. Parents seeking conveyance allowance exceeding ~~\$5080~~ may submit a request for review by the Board.
- 1.3 Applications for travel in previous years are not eligible and will not be approved.
- 1.4 Eligibility for conveyance allowance is subject to approval on an annual basis. The approval may be subject to change or be discontinued if the original circumstances warranting the service have changed and/or a divisional assessment of service warrants discontinuation of service.
- 1.5 The actual amount of conveyance allowance, which will be paid monthly, is calculated by multiplying the daily rate (as per 1.2) by ~~one two~~ round trips driven (as per 1.6) by the number of days in each calendar month on which the student, was in attendance at school.

For example: 13 km from home to closest stop = 26 km times 2 round trips
= 52 km times \$0.3053/km = \$27.8956 /day times 16 days at school for
\$446.9296 (this matches our allowance in Lieu AP557)

- 1.6 Measuring: The distance from your residential property to the closest stop is measured by the shortest trafficable route over roads open for public use and will be measured using Bus Planner.
- 1.7 Mileage must be driven in order to claim the allowance. Where carpooling occurs, only the person doing the actual driving may make a claim. If additional kilometers are required to pick up the second child those kilometers can be added to the claim.
- 1.8 Only one conveyance allowance will be paid per family.
- 1.9 Conveyance allowance is only available from one address and to one school facility. This address must be the principle place of residence of the student's parent or guardian. For students under shared guardianship, parents must decide from which address they will apply for assistance.

2. Responsibility of Transportation Manager

- 2.1 All requests for students with special needs will be assessed by the Learning Department.
- 2.2 If approved, then the Transportation Manager will provide information about conveyance allowances, including the current per kilometer rate in effect, and a conveyance allowance form to the parent/guardian.
- 2.3 The Transportation Manager will obtain the monthly student attendance report from the school which confirms student attendance and it is also used to determine the number of days a parent/guardian is eligible to receive the allowance.
- 2.4 The completed conveyance allowance form is reviewed to ensure that the parent or guardian qualifies and to verify trip distance.

3. Responsibility of Parent

- 3.1 If a parent/guardian believes that they may be entitled to a conveyance allowance it is their responsibility to contact the Moose Jaw Transportation Office (306-694-8750 or email inquiry to transportation@prairiesouth.ca) to determine eligibility.
- 3.2 If approved, at month end, the parent/guardian submits a claim form to the Moose Jaw Transportation Office. The completed form can be emailed to transportation@prairiesouth.ca.
- 3.3 Claims must be submitted by the 15th of the following month. Claims received after this date will may not be eligible for reimbursement.

Reference: N/A
Related: Board Policy 17

June 5, 2024 February 4, 2025

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Allowance In Lieu of Bus Service

Background

Prairie South School Division's preferred method of transportation is by school bus. However, there may be circumstances when other arrangements are necessary. In these cases, the Transportation Manager will recommend special arrangements to the Director of Education for approval.

Procedures

1. Under exceptional circumstances, private vehicles may be used for regular transportation, in lieu of a bus, with prior approval from the Transportation Manager.
2. In these circumstances, an allowance may be paid based on the distance from the student's home to the school. Kilometers must be driven in order to claim the parent transportation allowance.
3. In situations where the school division operated bus is temporarily unable to run the regular route due to mechanical problems or lack of availability of a driver, parents are responsible for providing or arranging for transportation to and from the school. If the bus is unavailable for four or more consecutive days, beginning on the fifth day, parents are eligible for ~~one-two~~ round trips per day paid at the per kilometer conveyance allowance approved rate (AP 556 defines the conveyance allowance). Parents/Guardians are responsible for completing and submitting Form 557-1 *Allowance in Lieu of Bus Service* form to the Transportation Manager. This allowance does not apply to days when bus service is cancelled due to inclement weather.
4. Parents must complete the Electronic Funds Transfer (EFT) Form to receive payment. Payment requests must be submitted within the month for which travel occurs, or shortly thereafter.

Process

1. The form will be sent to the Transportation Manager for verification of student attendance, the kilometers travelled, and approval.
2. Parents will be contacted to confirm the information provided should any discrepancies in attendance or kilometers occur.
3. The approval form will be submitted to Accounts Payable for payment.

Reference: Section 85, 156, 157, 158, 162, 194, 195, 196, 197 Education Act
Form 557-1 Allowance In Lieu of Bus Service

~~June 6, 2023~~ February 4, 2025

