



**Board of Education  
Saskatoon School Division No. 13  
Meeting of the  
Saskatoon Board of Education**

**TUESDAY, APRIL 11, 2017  
Board Room  
310 – 21<sup>st</sup> Street East  
7:00 p.m.**

Please Note: All public Board meetings are audio recorded

## **AGENDA**

1. **Roll Call**
2. **Playing of O Canada**
3. **Adoption of Agenda**
4. **Celebrating Excellence:**

High School Musical – Bedford Road Collegiate – *The Lion King*

5. **Comments/Concerns/Questions from the Public**  
(Maximum 5 minutes per speaker; 20 minutes total)
6. **Consent Items**

The Chair will ask for a motion to receive the items, which are starred (★), and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request a star(s) be removed.

7. **Reports from Administrative Staff**
  - a. Core Strategy Update: Safe, Caring, and Accepting Schools
  - ★ b. New School Bundling Project Update
  - ★ c. Changes to Administrative Procedures – March 2, 2016 to March 21, 2017

8. **Minutes**

- ★ a. Approval of Minutes – March 14, 2017
- ★ b. Approval of Board Subcommittees Minutes – Board Governance Committee – March 7, 2017

9. **Delegations**

10. **Business Arising from the Minutes**

11. **Unfinished Business**

- a. Items Arising from the Committee of the Whole

12. **Correspondence**

- ★ a. Individual Item

13. **Reports of Committees and Trustees**

14. **New Business**

**Information**

- a. Provincial Budget 2017-2018

**Decision**

- b. Curriculum Resources
- c. Allocation of 2016-17 Preventative Maintenance and Renewal and Transfer of 2016-17 Facilities Budget Funds
- d. Tenders for Junior Play Structures in P3 Schools
- e. Approval of Director for Saskatoon Public Schools Foundation Corp.

15. **Notices of Motion**

16. **Questions by Trustees**

**Next Regular Meeting:  
At the call of the Chair or  
Tuesday, May 9, 2017  
7:00 p.m.**



**MEETING DATE:** APRIL 11, 2017

**TOPIC:** CELEBRATING EXCELLENCE: HIGH SCHOOL MUSICAL  
BEDFORD ROAD COLLEGIATE – *THE LION KING*

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Celebrating Excellence	

## BACKGROUND

Strengthening Our Learning Community- Strategic Direction: Our Students’ Learning goal states: *“Our students will engage in relevant and challenging learning opportunities to enhance their academic, personal, and social/cultural growth.”* Our People goal states: *“Our people will be committed to a constructive educational culture that values people, excellence, and life-long learning.”* Our Community goal states: *“We seek to build with our community shared ownership and responsibility for the well-being and education of our children and youth.”* Our Organization goal states: *“Our organization will be principled, innovative, collaborative, accountable, and effective.”*

## CURRENT STATUS

Participation in arts education programs, both curricular and extra-curricular, plays an integral role in the lives of many students. Many students who enroll in collegiate drama classes often participate in a drama production as a culmination of learning. This year, students and staff from Bedford Road Collegiate performed *The Lion King*. Cast members and co-director Ms. Lisa Aune, will share their experience and highlights from this year’s performance.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Ms. Lisa Fleming, Superintendent of Education	April 4, 2017	None



**MEETING DATE:** APRIL 11, 2017

**TOPIC:** CORE STRATEGY UPDATE: SAFE, CARING, AND ACCEPTING SCHOOLS

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

## BACKGROUND

Saskatoon Public Schools is committed to creating safe and caring learning environments. It is our goal to work together with parents/caregivers/guardians and community partners to support students as they develop moral values, display ethical conduct, and achieve to the best of their ability. The *Comprehensive School Community Health* framework provided by the Ministry is foundational to this core strategy.

This core strategy is comprised of the following areas:

- Violent Threat Risk Assessment (VTRA)
- Community Threat Assessment Protocol (CTASP)
- Trauma Response
- Healthy and Respectful Relationships
- Partnerships
- Gender and Sexual Diversity

## CURRENT STATUS

Safe, Caring, and Accepting Schools personnel work to support staff, students, and families in developing healthy and respectful relationships that focus on preventing, responding, and resolving situations that present as barriers to learning and well-being of students. Saskatoon Public Schools has provided opportunities for staff and students to learn and develop skills that enable them to effectively understand and minimize conflict, communicate their needs, and support one another. Developing healthy and respectful relationships extends beyond the school and into the digital world. Digital citizenship education in the context of healthy and respectful relationships has proven to be of great interest to families. Engaging parents as the school’s most important partner has been important work this past year. Presentations and consultation with families have taken place at School Community Council assembly meetings, parent information events, single family meetings, and parent forums.

Ms. Charlene Scrimshaw, Superintendent of Education, will lead this core strategy update along with Ms. Pamela Goulden-McLeod, Consultant: Safe, Caring, and Accepting Schools and Ms. Coralee Pringle-Nelson, Coordinator: Counselling Services.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Ms. Charlene Scrimshaw, Superintendent of Education	April 4, 2017	None



MEETING DATE: APRIL 11, 2017

TOPIC: NEW SCHOOL BUNDLING PROJECT UPDATE

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

**BACKGROUND**

Trustees have requested that Administration provide regular updates for the New School Bundling Project.

**CURRENT STATUS**

The deficiency review process has started, with level of finish reviews conducted in February at all four schools. Sylvia Fedoruk School has entered the first round of deficiency reviews on March 23, 2017. Ernest Lindner School and Colette Bourgonje School will enter their first round of deficiency reviews the week of April 6, 2017. These activities will continue until service Commencement, while there will still be some minor construction coordination with Joint Use Mutual Partnership (JUMP). As of March 13, 2017, the project is 93% complete.

Completing preparations for the operating period, including training plans, move-in and furniture logistic plans, and agreement finalizations, will be the primary focus for many of the Joint Use School Project representatives. Furniture and equipment purchase orders will continue to be issued through May 2017.

Milestones in the next twelve months:

- Interior finishes – May 2017
- Mechanical and electrical – May 2017
- Deficiency review and clean-up – June 2017
- Building commissioning – June 2017
- Service commencement – June 2017
- LEED testing – June 2017
- Building hand-over – July 1, 2017
- Furniture and equipment delivery – July – August 2017
- DIRT wall installation at Chief Whitecap School – July – August 2017
- Playground installation – July – August 2017
- Classes commence – September 2017

The four Saskatoon projects are adhering to the approved construction work schedule and are expected to be completed by the target service commencement date of June 30, 2017.

PREPARED BY	DATE	ATTACHMENTS
Mr. Stan Laba, Superintendent of Facilities Ms. Lyndi Dyck, Facilities Project Planner	April 3, 2017	None

**RECOMMENDATION**

**Proposed Board Motion (if removed from consent items):**

That the Board receive the New School Bundling Project Update for information.



# SASKATOON BOARD OF EDUCATION

7c

**MEETING DATE:** APRIL 11, 2017  
**TOPIC:** CHANGES TO ADMINISTRATIVE PROCEDURES  
MARCH 2, 2016 TO MARCH 21, 2017

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

## BACKGROUND

The Board Governance committee met on March 28, 2017 and reviewed all changes to Administrative Procedures for the period March 2, 2016 to March 21, 2017.

## CURRENT STATUS

The committee passed the following motion: *“That the Board Governance Committee receive the annual housekeeping changes to Administrative procedures and forward to the Board for their information at their next Regular Board Meeting”.*

PREPARED BY	DATE	ATTACHMENTS
Board Governance Committee	March 31, 2017	Changes to Administrative Procedures

## RECOMMENDATION

**Proposed Board Motion (if removed from consent items):**

That the Board receive the annual changes to Administrative Procedures as information.

**Changes to Administrative Procedures  
March 2, 2016 to March 21, 2017**

<b>Procedure Number and Title</b>	<b>Date Revised</b>	<b>Responsibility</b>	<b>Changes</b>
<b>Section 100 - General Administration</b>			
AP 100: Strategic Education Plan	20-Jan-17	S. Skjerven	Housekeeping changes to reflect current practice.
AP 102: School Plans and Annual Summaries	20-Jan-17	S. Skjerven	Housekeeping changes to reflect current practice. Addition of referencing Education Sector Strategic Plan
AP 140: Computer Online Services Acceptable Use	11-Jan-17	J. Dunk	Housekeeping changes to reflect current practice.
AP 141: Social Media and Online Posting	11-Jan-17	J. Dunk	New Policy - protocol with respect to social media and online posting
<b>Section 200 - Instructional Programs and Materials</b>			
AP 220: Special Project Credit	6-Mar-17	B. Green	Housekeeping - removed word 'academic' in 2.3 to allow students to count summer learning.
AP 220: Special Project Credit	21-Mar-17	B. Green	Housekeeping - changes to reflect current Ministry curriculum.
<b>Section 300 - Students</b>			
AP 352: Duties of Students	25-Apr-16	B. Green	Housekeeping - addresses academic integrity (Ministry definitions)
AP 360: Assessment and Evaluation of Students	25-Apr-16	B. Green	Housekeeping - addresses plagiarism and academic integrity.
AP: 369 External Providers in Schools	19-Dec-16	D. Weinmaster	New Policy - protocol with respect to third party providers in schools.

**Changes to Administrative Procedures  
March 2, 2016 to March 21, 2017**

<b>Procedure Number and Title</b>	<b>Date Revised</b>	<b>Responsibility</b>	<b>Changes</b>
<b>Section 400 - Personnel and Employee Relations</b>			
AP 401: Staffing Guidelines	26-Sep-16	J. Valentine/ S. Skjerven	Housekeeping to update current practice and titles.
AP 405: Staff Benefits	13-Jun-16	J. Valentine	Housekeeping to update current practice.
AP 409: Medical Certificates - Staff	20-Jun-16	J. Valentine	Housekeeping to reflect current practice. Change of title from Medical Examinations to Medical Certificates
AP 480: Volunteers	19-Sep-16	B. Hills	Housekeeping to update current practice.
<b>Section 500 - Business Administration</b>			
AP 502: Fees Associated with Students	21-Mar-16	C. Dobni	Housekeeping - addition to reference of School Business Manual as a resource to schools.
AP 513: Petty Cash	21-Mar-16	C. Dobni	Housekeeping - addition of procedures allowing International Student Program at Evan Hardy Collegiate exception to the procedure.
AP 531: Tangible Capital Assets	29-Aug-16	C. Dobni	Housekeeping - to reflect current practice of recording portables as a pooled asset and increase the detail to help determine when building betterments are to be capitalized.
AP 573: Enterprise Risk Management	25-Apr-16	G. Benning	New Policy
AP 573: Enterprise Risk Management	17-Mar-17	G. Benning	Housekeeping - updated to reflect current practice of increasing committee membership to five trustees





# SASKATOON BOARD OF EDUCATION

8a

**MEETING DATE:** APRIL 11, 2017  
**TOPIC:** APPROVAL OF MINUTES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Approval of Minutes	

## BACKGROUND

## CURRENT STATUS

Attached are the minutes from the March 14, 2017 Committee of the Whole and Regular Board meetings.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	March 31, 2017	- March 14, 2017 Minutes

## RECOMMENDATION

### **Proposed Board Motion (if removed from consent items):**

That the Board approve the minutes of the Committee of the Whole and Regular Board meetings held March 14, 2017.

# UNAPPROVED

MINUTES OF A MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, March 14, 2017 at 3:00 p.m. March 14, 2017

MEMBERS PRESENT: Ms. Donna Banks, Ms. Charmaine Bellamy, Ms. Kathleen Brannen, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Ray Morrison, Mr. Cameron Scott, Mr. Ross Tait, Dr. Suzanne Zwarych

Following discussions in Committee of the Whole, Mr. Morrison moved that the Board rise and report.

CARRIED (10)

The meeting adjourned at 5:44 p.m.

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Secretary of the School Division

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Board Chair

# UNAPPROVED

MINUTES OF A MEETING: of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, March 14 at 7:00 p.m. March 14, 2017

MEMBERS PRESENT: Mr. Ray Morrison (Chair), Ms. Donna Banks, Ms. Charmaine Bellamy, Ms. Kathleen Brannen, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Cameron Scott, Mr. Ross Tait, Dr. Suzanne Zwarych

Agenda: Ms. Bellamy moved approval of the agenda.

Agenda

CARRIED (10)

Celebrating Excellence– Link Crew – Walter Murray Collegiate - Smooth Transitions: Mr. Withman Jaigobin, Superintendent of Education, introduced, Mr. Tom Sargeant, Principal of Walter Murray Collegiate. Mr. Sargeant introduced staff members Travis Myrol and Tracy Lavery, who gave the Board a brief presentation of the purpose on the program to help transition grade nine students through the first year of high school by having students mentor students. Link leaders Shawn and Emerald modelled an ice-breaking activity with Board members and spoke of their role as student leaders.

Celebrating Excellence: Link Crew- Walter Murray Collegiate – Smooth Transitions

Consent Items: Ms. Banks moved the following consent agenda items be approved as presented.

Consent Items

- ★ 7b) New School Bundling Project Update
- ★ 7c) Facilities for Learning Update
- ★ 7d) Financial Results for the period September 1, 2016 to February 28, 2017
- ★ 7e) Trustee Professional Development and Community Events Account Reports
- ★ 8 a) Minutes – Approval of February 14, 2017 Board meetings
- ★ 8b) Minutes – Approval of January 17, 2017 Board Governance Committee

CARRIED (10)

Reports from Administrative Staff:

Core Strategy Update: Collegiate Renewal:

Mr. Shane Skjerven, Deputy Director of Education introduced Mr. Dave Derksen, Superintendent of Education, Ms. Wendy James, Coordinator: 9-12 Curriculum and Collegiate Renewal, Mr. Scott Farmer, Principal, Mount Royal Collegiate and Mr. Ryan Brimacombe, Vice Principal, Mount Royal Collegiate. The group highlighted achievements made within their school to help those students who may struggle to gain credits.

Core Strategy Update: Collegiate Renewal

Unfinished Business:

Director's Update: December 2, 2016 – March 3, 2017: Ms. Banks moved that the Board approve the "Director's Update" for the period December 2, 2016 to March 3, 2017 to be included as part of the evidence of the quality indicators for the Director's annual evaluation.

Director's Update: December 2, 2016- March 3, 2017

CARRIED (10)

# UNAPPROVED

Pre-Authorization of Tenders for Furniture and Equipment Purchases For New School Bundling Project: Ms. MacPherson moved the following motions:

Pre-Authorization of Tenders for Furniture and Equipment Purchases for New School Bundling Project

- 1) That the Board authorize Administration to approve furniture and equipment tenders for the New School Bundling Project, provided that specified budget lines are not exceeded, or where specified budget limits are exceeded, that Administration confirm such additional costs can be adequately addressed by adjustments to the furniture and equipment budget contingency, with approval of the Director and/or Chief Financial Officer.
- 2) That Administration report to the Director and/or Chief Financial Officer on any such tenders exceeding \$100,000 for their approval prior to award, and that Administration report to the Board at the next Board meeting on all such awarded tenders.

CARRIED (10)

Johnson Controls Service Contract for Building Automated Control Systems in Existing Schools: Mr. Tait moved that the Board approve a one year planned service contract with Johnson Controls as per its proposal dated February 1, 2017, in a total amount of \$101,546.00 plus GST.

Johnson Controls Service Contract for Building Automated Control Systems In Existing Schools

CARRIED (10)

Centennial Collegiate Portable Classroom Reconstruction/Addition Project Update: Ms. Brannen moved that the Board direct Administration to proceed with the design and development of construction drawings and pricing for the portable classroom reconstruction/addition project at Centennial Collegiate.

Centennial Collegiate Portable Classroom Reconstruction/Addition Project Update

CARRIED (10)

Audit Plan – Audit for the Pension Plan for the Non-Teaching Employees of the Saskatoon School Division No 13. of Saskatchewan: Mr. Linklater moved that the Board approve the audit plan for the audit of the Pension Plan for Non-Teaching Employees of the Saskatoon Board of Education for the year ending December 31, 2016.

Audit Plan-Audit for the Pension Plan for the Non-Teaching Employees of the Saskatoon School Division No. 13 of Saskatchewan

CARRIED (10)

Board Subcommittees – Minutes: Dr. Zwarych moved that the Board approve the minutes of the Human Resources subcommittee meeting of October 4, 2016 and the Board Audit and Risk subcommittee meeting of November 22, 2016.

Board Subcommittees-Minutes

CARRIED (10)

Correspondence: Ms. Kelleher moved that the Board receive, in confidence, the correspondence from the closed session of the Committee of the Whole.

Correspondence

CARRIED (10)

## Reports of Committees and Trustees:

Reports of  
Committees  
and Trustees

• Trustee Banks reported on her attendance at Tommy Douglas Collegiate's open house, the City Council meeting on March 6, and several meetings of Board subcommittees. Ms. Banks also attended the Indigenous Ensemble Production of Kimimila.

• Trustee Kelleher reported on her attendance at the Indigenous Ensemble Production of Kimimila.

• Trustee Scott reported on his attendance at a youth sports day, the French immersion open house at Dundonald School and spoke of advocacy work within Ward 4. Mr. Scott also reported on his upcoming attendance at We Day events on March 15, 2017.

• Trustee MacPherson reported on her attendance at several School Community Council meetings within Ward 5. She also attended the Indigenous learning day at Lawson Heights Schools.

• Trustee Brannen reported on her attendance at several meetings of the Saskatoon Public Schools Foundation, subcommittee meetings of the Audit and Risk Committee, a professional development workshop on Audit and her participation on the elementary vice principal selection committee. Ms. Brannen also reported on her attendance at READ Saskatoon's Lit Up event.

• Trustee Tait reported on his attendance at several Board subcommittee meetings, school visitations to John Lake and Hugh Cairns V.C. schools, a tour of the new Chief Whitecap School and the school community council meeting at John Dolan School. Mr. Tait also reported on his attendance with the Aden Bowman School Community Council to a City Council committee meeting.

• Trustee Zwarych reported on her involvement on the elementary principals selection committee, tour of the new Chief Whitecap School and Greystone Heights' School Community Council meeting. Dr. Zwarych also reported on her involvement on a new working committee involving youth and the community.

• Trustee Bellamy reported on her meeting with a community member in Ward 9.

• Board Chair Morrison reported on his recent tour of the new Sylvia Fedoruk School.

Fiscal Leadership Report 2015-2016: Ms. Brannen moved that the Board approve the Fiscal Leadership Report 2015-2016 to be included as part of the evidence of the quality indicators for the Director's annual evaluation.

Fiscal  
Leadership  
Report  
2015-2016

CARRIED (10)

Library Core Resources – Request for Proposal (RFP T1617-0011):  
Mr. Scott moved that the Board approve the contract for library core resources and related services to Follett School Solutions, Inc. for the supply, preparation and installation of library resources within the total budget limits of \$400,000 to the four new schools: Chief Whitecap School, Colette Bourgonje School, Ernest Lindner School, and Sylvia Fedoruk School.

Library Core  
Resources -  
Request for  
Proposal  
(RFP T1617-0011)

CARRIED (10)

Tender for École College Park School Phase Two Window and Door Replacement: Mr. Tait moved that the Board approve the tender for École College Phase Two Window and Door Replacement in the amount of \$268,800 (original tender amount) minus \$13,866 (Separate Price No. 2) minus \$24,522 (Separate Price No. 3) equals \$230,412 plus GST to Haid General Construction.

Tender for  
École College  
Park School  
Phase Two  
Window and  
Door  
Replacement

CARRIED (10)

# UNAPPROVED

Tenders for Roofing Replacement at Various Schools: Dr. Zwarych moved that the Board approve tenders for roofing replacement work subject to budget day Preventative Maintenance Renewal (PMR) funding.

Tenders for Roofing Replacement at Various Schools

1. Brunskill School section #9, 10, and 11 in the amount of \$69,742 plus GST to Clark Roofing Ltd.
2. Confederation Park School section #8 in the amount of \$152,788 plus GST to Century Roofing Ltd.
3. Fairhaven School section #4 in the amount of \$130,337 plus GST to Century Roofing Ltd.
4. Lakeview School section #3, 4, 5, 6, 7 and 8 in the amount of \$333,680 plus GST to Century Roofing Ltd.
5. Marion M. Graham Collegiate section #4 in the amount of \$615,638 plus GST to Century Roofing Ltd.
6. Mount Royal Collegiate section #1 and 2 in the amount of \$475,345 plus GST to Century Roofing Ltd.
7. Royal West (Estey) section #3 in the amount of \$71,239 plus GST to Century Roofing Ltd.

CARRIED (10)

Board Meeting Dates: 2017-2018 School Year: Ms. MacPherson moved that the Board approve the Board meeting dates for the 2017-2018 school year.

Board Meeting Dates  
2017-2018  
School Year

September 12	Regular Meeting	February 13	Regular Meeting
September 26	Regular Meeting	March 13	Regular Meeting
October 24	Inaugural Meeting (12:00 noon)	April 17	Regular Meeting
	Regular Meeting	May 15	Regular Meeting
November 28	Regular Meeting	June 5	Regular Meeting
December 12	Regular Meeting	June 19	Regular Meeting
January 16	Regular Meeting		
January SCC Assembly	Annual Meeting of Electors (date TBD)		

CARRIED (10)

Ms. Bellamy moved that the Board adjourn to the call of the Chair or the Board meeting of Tuesday, April 11, 2017.

CARRIED (10)

The meeting adjourned at 8:35 p.m.

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Secretary of the School Division

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Board Chair



# SASKATOON BOARD OF EDUCATION

8b

**MEETING DATE:** APRIL 11, 2017

**TOPIC:** APPROVAL OF BOARD SUBCOMMITTEE MINUTES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Approval of Minutes	

## BACKGROUND

## CURRENT STATUS

The following Board subcommittee minutes from the March 7, 2017 Board Governance Committee meeting are attached for approval.

PREPARED BY	DATE	ATTACHMENTS
Mr. Barry MacDougall, Director of Education Mr. Garry Benning, Chief Financial Officer	April 4, 2017	- Board Governance Committee Minutes of March 7, 2017

## RECOMMENDATION

**Proposed Board Motion (if removed from consent items):**

That the Board approve the minutes of the Board Governance Committee Minutes of March 7, 2017.

**Governance Committee**  
Tuesday, March 7, 2017  
1:30 p.m. – Board Room

## MINUTES

**In attendance:**

Trustees: Donna Banks, Charmaine Bellamy, Ray Morrison, Cameron Scott (Chair)  
and Ross Tait

Regrets: Colleen MacPherson

Administration: Barry MacDougall, Garry Benning

**1. Approval of Agenda**

*Ms. Banks moved approval of the agenda.*

CARRIED

**2. Minutes from Board Governance Committee meeting of January 17, 2017**

*Ms. Bellamy moved that the Board Governance Committee approve the minutes of the meeting of January 17, 2017 and forward to the Board for receipt of information at the next Board meeting.*

CARRIED

**3. Policy Review**

Administration highlighted the list of Board policies and recommended timeline for review within the Board's four-year term.

**4. Board Meeting Dates 2017-2018**

Committee members reviewed the list of suggested Board meeting and Board Planning and Development dates for the 2017-2018 school year.

*Mr. Tait moved that the Board Governance Committee approve the Board meeting dates for the 2017-2018 school year and forward to the Board for their approval.*

CARRIED

**5. Board annual Work Plan 2016-2017**

Committee members reviewed.



6. **Board Advocacy Plan 2016-2017**  
Committee members reviewed and suggested wording be added to the advocacy plan document addressing Trustee role of advocacy individually.
7. **Additional Meeting**  
Committee members agreed to move the Board Governance Subcommittee meeting originally scheduled for April 4, 2017 to March 28, 2017 at 11:30 a.m. Agenda topics for this meeting were noted.
8. **Terms of Reference – Board Governance Committee**  
Committee members reviewed.
9. **Annual Work Plan – Board Governance Committee**  
Committee members reviewed.
10. **Board Governance Committee – Followup**  
Committee members reviewed.
11. **Open Discussion**  
Committee members discussed possible topics for the April 25, 2017 Board Planning and Development meetings. Administration was provided with information for follow up.
12. **Adjournment**  
*Ms. Bellamy moved that the meeting be adjourned.*

*CARRIED*

The meeting adjourned at 2:22 p.m.

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Cameron Scott  
Chair, Board Governance Committee

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Garry Benning,  
Chief Financial Officer,  
Saskatoon Public Schools



**MEETING DATE:** APRIL 11, 2017

**TOPIC:** CORRESPONDENCE

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input checked="" type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

## BACKGROUND

The following correspondence is included in this file for the information of the Board:

- (a) Correspondence from Donna Harpauer, Minister of Government Relations and Minister Responsible for First Nations, Métis and Northern Affairs, regarding 2017 Potential Education Mill Rates

PREPARED BY	DATE	ATTACHMENTS
Mr. Barry MacDougall, Director of Education	March 29, 2017	Correspondence Document

## RECOMMENDATION

### Proposed Board Motion:

That the Board receive the correspondence as listed.



Government  
— of —  
Saskatchewan

Minister of  
Government Relations  
Legislative Building  
Regina, SK Canada S4S 0B3

**MAR 27 2017**

To: All Boards of Education and Directors of Education

**RE: 2017 Potential Education Mill Rates**

This is to advise you of the 2017 education mill rates to be levied with respect to every school division and property class for the 2017 taxation year, as follows:

Agricultural Property	1.43 mills
Residential Property	4.12 mills
Commercial/Industrial	6.27 mills
Resource (oil and gas, mines and pipelines)	9.68 mills

These rates are pending adoption of an Order in Council as required by legislation.

Municipalities will continue to collect education property taxes (EPT) and remit them directly to school divisions for 2017. The revenues will continue to be used for education purposes.

As per their right, separate school divisions may levy EPT and collect it from members of the minority faith. Their rates may differ from those set by the province, but the rates must be in the same proportion by property class.

Any minority faith board of education wishing to determine its own levy must have passed a bylaw to do so. A board of education of a minority faith school division can only make or repeal a bylaw after a general election and before December 31 of the same year. Any minority faith school divisions opting out of the provincial EPT mill rates must send notification of their EPT mill rates to the Ministry of Education and all municipalities within their boundaries by May 1, 2017. The next opportunity for these minority faith boards of education to revisit this decision is after their general election in October 2020.

To: All Board of Education and Directors of Education  
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The changes in the EPT mill rates for 2017 have been made in the context of the 2017 general revaluation, and changes in percentages of value for non-arable (pasture) agricultural land and residential property.

Government is also re-establishing the 60/40 split for the funding of education, 60 per cent from the government's General Revenue Fund and 40 per cent from EPT. In recent years, the share of education funding from EPT has slipped to approximately 35 per cent.

If you require additional information, please call the Property Assessment and Taxation unit at (306) 787-2657.

Sincerely,



Donna Harpauer  
Minister of Government Relations and  
Minister Responsible for First Nations, Métis and Northern Affairs



# SASKATOON BOARD OF EDUCATION

14a

**MEETING DATE:** APRIL 11, 2017

**TOPIC:** PROVINCIAL BUDGET 2017-2018

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input checked="" type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

## BACKGROUND

The provincial budget was released on Wednesday, March 22, 2017.

## CURRENT STATUS

This agenda item will provide an opportunity for Trustees to express their opinions regarding the provincial budget 2017-2018, as it relates to education in our province, city, and Saskatoon Public Schools.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer Ms. Deanna Scott, Budget and Audit Manager	April 3, 2017	None



MEETING DATE: APRIL 11, 2017
TOPIC: CURRICULUM RESOURCES

Table with 3 columns: FORUM, AGENDA ITEMS, INTENT. Includes rows for Board Meeting, Committee of the Whole, Correspondence, New Business, Reports from Administrative Staff, and Other.

BACKGROUND

This year, Curriculum and Instruction is updating resource materials in Law 30 and also purchasing materials for the renewed Health Science 20 Curriculum. Based on findings from selection committees, resources that are best aligned with new curricula are recommended to the Coordinator: Curriculum and Instruction for purchase.

CURRENT STATUS

In accordance with Administrative Procedure 515: Purchasing, the Chief Financial Officer and Manager of Purchasing Services have deemed these purchases to be in the best interest of the school division, given the best match to the curriculum requirements.

The following resources will be purchased and are within budget:

- Law 30 \$40,773.48
• Health Science 20 \$51,364.00
• Fountas and Pinnell \$74,250.00

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Row 1: Mr. Garry Benning, Chief Financial Officer, April 3, 2017, None.

RECOMMENDATION

Proposed Board Motion:

That the Board approve a purchase of instructional resources from Pearson Education in the amount of \$166,387.48 plus applicable taxes and shipping.



MEETING DATE: APRIL 11, 2017

TOPIC: ALLOCATION OF 2016-17 PREVENTATIVE MAINTENANCE AND RENEWAL AND TRANSFER OF 2016-17 FACILITIES BUDGET FUNDS

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

**BACKGROUND**

Saskatoon Public Schools (SPS) received Preventative Maintenance and Renewal (PMR) funding of \$4.3 million in the 2016-17 budget allocation. At the current time, \$2.8 million has been allocated to roofing projects and two control system replacements. Therefore, there is currently \$1.5 million uncommitted PMR funding from the 2016-17 budget allocation. The 2017-18 budget included a PMR allocation for SPS of \$4.9 million.

The Centennial Collegiate portable classroom reconstruction project requires funding of \$1.0 million. This project cannot be funded from PMR funding (see Attachment 1). Saskatoon Public Schools was not awarded portable funding in the 2017-18 budget for this project.

**CURRENT STATUS**

It is proposed that \$1.5 million, currently available in PMR, be allocated to projects outlined in Attachment 2. These projects were originally planned to be funded from the operating budget of the Facilities Department. This allocation to PMR will create available funding within the 2016-17 operating budget to accommodate the Centennial Collegiate portable classroom reconstruction project. All amendments to PMR require approval of an amendment form by the Ministry of Education.

The Centennial Collegiate portable classroom reconstruction project is a capital project. Therefore, \$1.0 million of 2016-17 operating budget funding must be re-allocated to the capital budget.

PMR funding is accounted for as capital funding, but can be used on projects that are both operating or capital in nature. The \$1.5 million of projects outlined will be considered operating projects for accounting purposes. Therefore, the PMR funding must be transferred to the operating fund upon completion of the projects to ensure compliance to accounting policy. This transfer will occur at year end.

The allocation of the 2017-18 PMR will include the roofing projects awarded on a contingent basis at the March 14, 2017 Board meeting. The remaining priorities will be outlined prior to finalization of the 2017-18 budget.

PREPARED BY	DATE	ATTACHMENTS
Mr. Stan Laba, Superintendent of Facilities	April 4, 2017	- PMR policy
Mr. Garry Benning, Chief Financial Officer		- PMR overview
Ms. Deanna Scott, Budget and Audit Manager		

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## RECOMMENDATION

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### Proposed Board Motions:

- 1) That the Board approve the amendment to the PMR maintenance plan to include \$1.5 million of facility projects as specified.
  
- 2) That the Board approve the following funding transfers:
  - a. The transfer of \$1.0 million from 2016-17 operating budget to the 2016-17 capital budget for portable projects.
  
  - b. The transfer of a maximum of \$1.5 million from Internally Restricted Surplus designated for tangible asset expenditures to the Unrestricted Accumulated Surplus for PMR operational projects. The transfer will be based on actual project amounts for the year ended August 31, 2017 and August 31, 2018; cumulative amount of both years not to exceed \$1.5 million.





# Ministry of Education Preventative Maintenance and Renewal Funding Program Policy Guidelines

### Program Description:

The Preventative Maintenance and Renewal (PMR) Funding Program will allow boards of education and the conseil scolaire to maintain owned facilities in satisfactory operating condition. The funding is intended to assist in the proactive inspection, detection, and correction of incipient failures before they occur or before they develop into major defects.

### Funding:

- The annual distribution of PMR funding is based on the gross floor area of all schools owned by a board of education or the conseil scolaire. The gross floor area of Hutterian schools, associate/independent schools and leased facilities is not included.

- Annual distribution formula:

$$\frac{\text{School Division Gross Floor Area}}{\text{Provincial Gross Floor Area}} \times \text{Provincial PMR Budget Allocation}$$

- PMR funding will be provided to each school division in the form of a “*capital grant*”.
- School divisions will receive their annual PMR appropriation, provided:
  - a PMR Maintenance Plan is developed in accordance with policy and policy guidelines;
  - the PMR Maintenance Plan has been submitted to, reviewed by, and approved by the ministry; and
  - the previous year’s PMR reconciliation process has been completed.
- PMR funding shall not be used for the purposes of:
  - Expanding or adding to the gross floor area of facilities;
  - Renovating or altering facilities to establish other ministry programs (e.g. Prekindergarten and school-based child care centres);
  - Moving relocatables;
  - Purchasing or installing playground equipment; or
  - Funding facility operational and instructional expenses including, but not limited to, salaries and utilities.
- If ineligible expenses are made using PMR funds, the corresponding amount may be deducted from future year PMR appropriations.

### Maintenance Plan:

- A PMR Maintenance Plan lists the prioritized deficiencies of owned facilities over a three year period. School divisions will be notified of the specific years



## Ministry of Education Preventative Maintenance and Renewal Funding Program Policy Guidelines

required in the plan.

- Each year, boards of education must approve their PMR Maintenance Plans, by way of motion, and submit them to the ministry with a Preventative Maintenance and Renewal Authorization Form.
- Revisions to an approved PMR Maintenance Plan will require the submission of a Preventative Maintenance and Renewal Amendment Form and a Preventative Maintenance and Renewal Authorization Form.
- All plans and forms are to be submitted via the Asset Planner system.
- School divisions will receive a letter when their PMR Maintenance Plan and/or PMR Amendment Form(s) have been approved by the ministry.

### Reconciliation:

- PMR expenditures reported in Asset Planner are to be reconciled to Audited Financial Statement Expenses using the Preventative Maintenance and Renewal Reconciliation Form.
- A school division's new allocation may be delayed until the previous year's reconciliation is complete.

### Timeline:

- On **Budget Day** each year, the provincial PMR budget allocation for the fiscal year will be announced.
- By **June 30<sup>th</sup>** of each year, school divisions must develop and submit a three year PMR Maintenance Plan via the Asset Planner system.
- Annual PMR funds will be distributed to school divisions within the first quarter of the ministry's fiscal year.
- By **October 31<sup>st</sup>** of each year, school divisions must enter all PMR expenses for the previous school division fiscal year in Asset Planner.
- By **December 1<sup>st</sup>** of each year, school divisions must prepare and submit a Preventative Maintenance and Renewal Reconciliation Form.

### Project Activity Types Eligible for PMR Funding:

Project activity types eligible for PMR funding include, but are not limited to, the following:

#### Architectural Systems

- Building Envelope – Example: walls, window systems, doors, loading docks;
- Roofing Systems – Example: curbs, flashing, drains, ballast;
- Interior Construction – Example: walls, doors, flooring, visible structural components;
- Interior Finishes – Example: flooring, ceiling, wall finishes;



## Ministry of Education Preventative Maintenance and Renewal Funding Program Policy Guidelines

- Health, Fire, and Life Safety Systems – Example: stairwells, exiting;
- Accessibility – Example: entrance, ramps, washrooms, etc.

### **Mechanical Systems**

- Fire Protection and Suppression Systems – Example: sprinkler systems, standpipes, fire pumps, fire protection storage tanks;
- HVAC Systems – Example: boilers, heat exchangers, furnaces, chillers, cooling towers, air handling units, heat pumps, piping systems, duct systems, humidifiers, ventilation fans, unit ventilators, control systems, building automation systems;
- Plumbing Systems – Example: fixtures, water heaters, pumps, piping systems, storage tanks, water treatment systems, septic systems;
- Specialty Systems – Example: emergency generators, special venting systems, compressed air, vacuum systems.

### **Electrical Systems**

- Primary Electrical Systems – Example: primary switchgear, primary transformer;
- Secondary Electrical Systems – Example: secondary switchgear, secondary transformer, power meters, inverters, rectifiers, capacitors, branch panels, motor control centres;
- Electrical Fixtures – Example: interior lighting, exterior lighting, site lighting, emergency lighting, exit lighting, parking receptacles;
- Specialty Systems – Example: clock systems, automatic doors, electrical heating fire alarm system, emergency power, communications, security.

### **Site**

- Example: retaining walls, paved parking lots, paved roadways, paved pathways.

### **Environmental**

- Example: asbestos, PCB, underground storage tanks.

### **Fees**

- Consulting fees related to PMR project (contingent on Ministry approval).

### **Studies**

- Feasibility Study
- Facility/Grade Configuration Study
- Accessibility Study
- Fire Alarm Study.

### **Other**

- If you are unsure of the eligibility or ineligibility of a potential expenditure, contact the ministry at [EDInfrastructure@gov.sk.ca](mailto:EDInfrastructure@gov.sk.ca)



## Ministry of Education Preventative Maintenance and Renewal Funding Program Policy Guidelines

### **Financial Reporting Implications:**

School divisions are required to use the Public Sector Accounting Board Standards, sections: *PS 3150 – Tangible Capital Assets* and *PS 3410 - Government Transfers* and adhere to ministry accounting guidelines related to capital funding. The document can be found at:

<http://www.saskatchewan.ca/government/education-and-child-care-facility-administration/services-for-school-administrators/school-division-financial-administration#policies>

### **Supporting Documents:**

- Preventative Maintenance and Renewal Funding Program Policy
- Preventative Maintenance and Renewal Amendment Form
- Preventative Maintenance and Renewal Authorization Form
- Preventative Maintenance and Renewal Reconciliation Form
- Accounting for Preventative Maintenance and Renewal Funding

Supporting documents can be found on the ministry website at:

<http://www.saskatchewan.ca/government/education-and-child-care-facility-administration/services-for-school-administrators/school-infrastructure>

### **Contact:**

Ministry of Education - Infrastructure Branch

Phone: 306-787-1156 Email: [EDInfrastructure@gov.sk.ca](mailto:EDInfrastructure@gov.sk.ca)

**PREVENTATIVE MAINTENANCE AND RENEWAL (PMR)  
FUNDING ALLOCATION**

<b>FUNDING</b>			
	2016 2017 PMR	\$	4,275,919
<b>TOTAL FUNDING</b>			<b>\$ 4,275,919</b>
<b>EXPENSES</b>			
	Previously approved 2016/2017 PMR projects	\$	2,800,000
	Caswell structure repair	\$	40,000
	College Park windows (Phase II)	\$	280,000
	College Park asbestos removal	\$	40,000
	Evan Hardy gym floor	\$	300,000
	Fairhaven exterior panels	\$	60,000
	Forest Grove fronte entrance improvements	\$	100,000
	Henry Kelsey accessibility upgrades	\$	150,000
	River Heights boiler replacement	\$	150,000
	Roland Michener washroom upgrades	\$	60,000
	Various Schools minor structure upgrades	\$	290,000
<b>TOTAL EXPENSES</b>			<b>\$ 4,270,000</b>
<b>BALANCE REMAINING</b>			<b><u>\$ 5,919</u></b>



MEETING DATE: APRIL 11, 2017

TOPIC: TENDERS FOR JUNIOR PLAY STRUCTURES IN P3 SCHOOLS

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

**BACKGROUND**

Play structures for junior playgrounds are a priority for facilities work for summer installation. Saskatoon City Council has approved \$400,000 for Saskatoon Public Schools to purchase play structures for junior playgrounds in Colette Bourgonje School, Chief Whitecap School, Ernest Lindner School, and Sylvia Fedoruk School.

**CURRENT STATUS**

Attached, please find a summary of bid comparisons for the above. A technical and value for money evaluation was conducted by Crosby Hanna and Associates to ensure the submissions met the required criteria: scope, technical, quality, aesthetic, and contractor experience. Contractor experience, product quality, and adhering to technical requirements were weighted heavily in the evaluation process and resulted in the recommendation to award the tender to M3 Contracting Ltd. o/a Playgrounds-R-Us. The pst has resulted in a slight overage per site, this will be covered off with a contingency account.

PREPARED BY	DATE	ATTACHMENTS
Mr. Stan Laba, Superintendent of Facilities Ms. Lyndi Dyck, Facilities Project Planner	April 4, 2017	- Summary of Bid Comparison - Jr. Playgrounds Memo

**RECOMMENDATION**

**Proposed Board Motion:**

That the Board approve tender for play structure work to M3 Contracting Ltd. o/a Playgrounds-R-Us for the base price of \$381,204 + GST +PST (\$410,175.50 with rebated GST).

**SPS JUNIOR PLAYGROUNDS (CHA 16-058) BID COMPARISON**

Pre-Tender Budget	\$ 360,000.00
Contingency 5%	\$ 18,000.00
plus PST	\$ 21,600.00
<b>CONSTRUCTION BUDGET* Excluding Gst</b>	<b>\$ 399,600.00</b>
plus GST	\$ 19,980.00

BUDGET COMPARISON & ANALYSIS									
	TOTAL COST	VARIANCE FROM BUDGET* (Excl. contingency)	VARIANCE FROM BUDGET (EACH PARK)	TOTAL COST	VARIANCE FROM BUDGET* (Excl. contingency)	VARIANCE FROM BUDGET (EACH PARK)	TOTAL COST	VARIANCE FROM BUDGET* (Excl. contingency)	VARIANCE FROM BUDGET (EACH PARK)
BASE BID	\$423,136.44	\$ (5,536.44)	(\$1,384.11)	\$392,001.03	\$ 7,598.97	\$1,899.74	\$416,743.33	\$ 856.67	\$214.17

	PLAYGROUNDS R US				CANADIAN RECREATION				BLUE IMP			
	Subtotal	P.S.T	G.S.T.	Total	Subtotal	P.S.T	G.S.T.	Total	Subtotal	P.S.T	G.S.T.	Total
<b>BASE BID</b>	381,204.00	22,872.24	19,060.20	<b>423,136.44</b>	353,154.08	21,189.24	17,657.70	<b>392,001.03</b>	375,444.44	22,526.67	18,772.22	<b>416,743.33</b>
Unit Prices												
Partial Roof	1,799.00	107.94	89.95	1,996.89	1,257.77	75.47	62.89	1,396.12	1,820.00	109.20	91.00	2,020.20
Full Roof	3,782.00	226.92	189.10	4,198.02	1,747.65	104.86	87.38	1,939.89	4,153.00	249.18	207.65	4,609.83
Free Standing Play Panel	1,472.00	88.32	73.60	1,633.92	1,976.05	118.56	98.80	2,193.42	1,115.00	66.90	55.75	1,237.65
Play Panel on Structure	1,714.00	102.84	85.70	1,902.54	1,724.91	103.49	86.25	1,914.65	995.00	59.70	49.75	1,104.45
Talk Tube	2,458.00	147.48	122.90	2,728.38	809.23	48.55	40.46	898.25	757.00	45.42	37.85	840.27

BUDGET COMPARISON & ANALYSIS									
	TOTAL COST	VARIANCE FROM BUDGET* (Excl. contingency)	VARIANCE FROM BUDGET (EACH PARK)	TOTAL COST	VARIANCE FROM BUDGET* (Excl. contingency)	VARIANCE FROM BUDGET (EACH PARK)	TOTAL COST	VARIANCE FROM BUDGET* (Excl. contingency)	VARIANCE FROM BUDGET (EACH PARK)
BASE BID	\$442,540.35	\$ (24,940.35)	(\$6,235.09)	\$422,910.00	\$ (5,310.00)	(\$1,327.50)	\$430,150.97	\$ (12,550.97)	(\$3,137.74)

	DYNAMIC CONSTRUCTION				JT SPRINKLER SYSTEMS				PARK N PLAY			
	Subtotal	P.S.T	G.S.T.	Total	Subtotal	P.S.T	G.S.T.	Total	Subtotal	P.S.T	G.S.T.	Total
<b>BASE BID</b>	398,685.00	23,921.10	19,934.25	<b>442,540.35</b>	381,000.00	22,860.00	19,050.00	<b>422,910.00</b>	387,523.40	23,251.40	19,376.17	<b>430,150.97</b>
Unit Prices												
Partial Roof	2,460.00	147.60	123.00	2,730.60	2,175.00	130.50	108.75	2,414.25	340.60	20.44	17.03	378.07
Full Roof	3,745.00	224.70	187.25	4,156.95	2,700.00	162.00	135.00	2,997.00	764.39	45.86	38.22	848.47
Free Standing Play Panel	1,600.00	96.00	80.00	1,776.00	1,860.00	111.60	93.00	2,064.60	395.63	23.74	19.78	439.15
Play Panel on Structure	535.00	32.10	26.75	593.85	1,120.00	67.20	56.00	1,243.20	418.26	25.10	20.91	464.27
Talk Tube	1,712.00	102.72	85.60	1,900.32	1,000.00	60.00	50.00	1,110.00	375.00	22.50	18.75	416.25



2017-04-04

Lyndi Dyck  
Saskatoon Public Schools Division No.13  
310 21<sup>st</sup> Street East  
Saskatoon, SK S7K 1M7

**RE: Saskatoon Public Schools P3 Schools Junior Playgrounds (16-058)**

We have reviewed the six (6) bids submitted for the Saskatoon Public Schools P3 Schools Junior Playgrounds tender by Park N Play Design Co., M3 Contracting Ltd. o/a Playgrounds-R-U's, J.T. Sprinkler Systems Ltd., Canadian Recreation Solutions, Dynamic Construction and Blue Imp.

We recommend award to M3 Contracting Ltd. o/a Playgrounds-R-U's for the base bid price of \$381,204.00 + GST and PST for a total initial contract price of \$423,136.48, including all taxes.

We believe the bid price submitted by M3 Contracting Ltd. o/a Playgrounds-R-U's is reasonable; they have provided all the required documentation and indicated that they understand the project requirements and scope. We have previous experience with this company and their proposed play line and do not have any concerns with their ability to deliver a suitable, quality project in a timely fashion.

The original budget for each school was \$100,000.00, which we understood this to exclude GST as has been typical on previous SPS projects, as we understand GST to be reimbursed to the school division. In this case the recommended bid is only \$1,384.11 over budget per site. We wish to note that Playgrounds-R-U's was used in preparing the base design for the bid documents, and prior to tender close, pretender estimates confirmed that this play equipment design was within the original budget. The changes to the PST laws were announced after this project was posted for tender and we believe that the increase in cost with the submitted bid is a direct result of these changes.

We do wish to note that M3 Contracting Ltd. o/a Playgrounds-R-U's is not the lowest bidder; however, we have taken into consideration the award criteria outlined in Section 00 21 13 Instructions to Bidders, 2.9.2 and believe that Playgrounds-R-U's have provided the structure design with the highest aesthetic and play value and understand Landscape Structures to manufacture one of the highest quality play lines in the industry. We have not had the opportunity to work with the three (3) other lower bidders and therefore cannot confidently recommend their team or products for installation on four (4) SPS sites that are as high profile and high quality as the P3 Schools. Our previous experience with Playgrounds-R-U's and Landscape Structure provides us the opportunity to confidently recommend their bid for award.

If there are any questions or concerns please don't hesitate to contact me.

Regards,

CROSBY HANNA & ASSOCIATES  
Leah Rampton, CSLA





MEETING DATE: APRIL 11, 2017

TOPIC: APPROVAL OF DIRECTOR FOR SASKATOON PUBLIC SCHOOLS FOUNDATION CORP.

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

**BACKGROUND**

Saskatoon Public Schools Foundation (Foundation) exists to further enrich the lives of students through educational experiences at Saskatoon Public Schools while encouraging community engagement in public education.

At the Foundation meeting on March 24, 2017 the following motion was passed:

*“That the Board (of Directors) recommend that the Board of Education Trustees appoint the following individuals to the Foundation’s Board of Directors as follows:*

*Prabha Mitchell – to serve an initial term of 3 years*

**CURRENT STATUS**

The Saskatoon Public School Board is the sole member of the Foundation and in accordance with section 5.4 of the Constitution and Bylaw of the Foundation:

*“Directors are elected by the Member for an initial term of office of three (3) years. Directors are eligible to seek re-election for a second term of office of three (3) years. No director may serve more than three (3) consecutive terms of office. If the Director seeks election for a 3rd consecutive term of office, the director can specify the length of the 3rd term as being either a one (1) year, two (2) year or three (3) year term of office. Directors who have completed their uninterrupted term(s) of office are eligible for re-election one (1) year following the end of their uninterrupted term(s) of office. The term is considered to begin at January 1, following his/her election.”*

There are currently nine directors. According to the bylaws of the Foundation, the number of directors can range from a minimum of three to a maximum of fifteen.

PREPARED BY	DATE	ATTACHMENTS
Ms. Lisa Fleming, Superintendent of Education	April 4, 2017	None

**RECOMMENDATION**

**Proposed Board Motion:**

That the Board approve the appointment of Prabha Mitchell as a director for Saskatoon Public Schools Foundation Corp. effective January 1, 2018.