



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

**TUESDAY, JUNE 5, 2018  
W.B. Doyle 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. **Land Acknowledgement**
3. **Playing of O Canada**
4. **Agenda**
  - a. Adoption of Agenda
  - b. Declaration of Conflict of Interest

5. **Celebrating Excellence:**

### **Cultural Math Bins at Willowgrove School**

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: First Nation, Inuit, and Métis Education
  - ★ b. Information Services Report
  - ★ c. Trustee Professional Development and Community Events Account Reports

8. **Minutes**
  - ★ a. Approval of Minutes – May 15, 2018
9. **Delegations**
10. **Business Arising from the Minutes**
11. **Unfinished Business**
  - a. Items Arising from the Committee of the Whole
12. **Correspondence**
13. **Reports of Committees and Trustees**
14. **New Business**

**Decision**

- a. Supply of Multi-Functional Print Devices and Managed Print Services Request for Proposal T1718-008
  - b. Student Transportation Services Request for Proposal T1718-0034
  - c. Secure Destruction of Records
  - d. Approval of Director for Saskatoon Public Schools Foundation Corp.
15. **Comments/Concerns/Questions from the Public**  
(Maximum 5 minutes per speaker; 20 minutes total; must be related to a specific agenda item)
16. **Notices of Motion**
17. **Questions by Trustees**
  - a. Response to Trustee MacPherson’s question regarding the Advertising of School/School Community Council (SCC) Events

**Next Regular Meeting:  
At the call of the Chair or  
Tuesday, June 12, 2018  
7:00 p.m.**



**MEETING DATE:** June 5, 2018

**TOPIC:** **CELEBRATING EXCELLENCE:  
CULTURAL MATH BINS AT WILLOWGROVE SCHOOL**

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

In Saskatoon Public Schools we strive to foster proficient mathematicians see the value and relevance of mathematics. They are confident, curious, flexible, persistent, collaborative, creative, and willing to take risks as they seek connections and identify patterns. Proficient mathematicians have computational skills, vocabulary, and reasoning abilities to apply, represent and communicate their understanding concretely, visually, verbally, and symbolically in meaningful diverse contexts.

## CURRENT STATUS

The idea for **cultural math bins** began as the grade one students at Willowgrove School thought of ways to engage their families in the theme of *'Math is Everywhere'*. The cultural math bin project honours the home and recognizes that children learn from their own culture first. Connecting home and school positions each as complementary places of learning and shows that language and cultural tools are valuable in any learning environment. Students are provided the opportunities to practice and extend curricular outcomes in Math, Social Studies, and Language Arts using activities that they built together with other students, their own families, and the teacher. The co-created math bins are a culturally responsive way for students to learn math outcomes while acknowledging families as sources of important knowledge.

Ms. Kirsten Kobylak, Teacher, Willowgrove School, and a grade one student, along with his father, will share their experiences. Mr. Shane Armstrong, Principal of Willowgrove School, will also be in attendance.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Ms. Donnalee Weinmaster, Superintendent of Education	May 30, 2018	None



MEETING DATE: JUNE 5, 2018

TOPIC: CORE STRATEGY UPDATE: FIRST NATION, INUIT, AND MÉTIS EDUCATION

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 Provincial Education Sector Strategic Plan prioritizes improvement in achievement and graduation rates for First Nation and Métis (FNIM) students. Embedded in these broad goals are relationships, intellectual engagement, attendance, and smooth transitions. Saskatoon Public Schools responds to this provincial outcome in focusing on the Truth and Reconciliation Commissions Calls to Action, and by ensuring that our leaders and classroom teachers are supported in building their cultural competencies, relationships, and pedagogy.

**CURRENT STATUS**

Saskatoon Public Schools First Nation, Inuit and Métis Education Unit seeks to strengthen our teachers’ and leaders’ cultural competencies by:

- Building and maintaining strong partnerships with FNIM educational partners to enhance programming and build community connections.
- Leading responsive/formative assessment instructional strategies in K-8: Language Arts, Writing and Math, and 9-12: English, Math and Science.
- Providing cultural support to classroom teachers to build understanding and student engagement.
- Developing effective responses that result in credits and engagement for students whose needs are not met with current instruction, and
- Building cultural competencies in our leaders through regular Social Justice Disposition Committee meetings as well as a support network for our Indigenous leaders.

Members of the First Nation, Inuit, and Métis Education Unit will share current initiatives, areas for growth and successes from the 2017-2018 school year.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mr. Brent Hills, Superintendent of Education	May 30, 2018	None

**RECOMMENDATION**

**Proposed Board Motion:**

That the Board receive the Core Strategy Update: First Nation, Inuit, and Métis Education for information.



**MEETING DATE:** JUNE 5, 2018  
**TOPIC:** INFORMATION SERVICES REPORT

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

Each year, the Technology Department at Saskatoon Public Schools compiles a report of pertinent data, facts, and figures relating to technology in the division, and delivers to the Board in the form of an Information Services Technology Summary.

Please note that the 2017-2018 report data includes notable increases in various categories due largely to the inclusion of the four new P3 schools and the related equipment associated with those builds.

## CURRENT STATUS

The attached document is the 2017-2018 Information Services Technology Summary.

PREPARED BY	DATE	ATTACHMENTS
Mr. Jason Dunk, Chief Technology Officer	May 28, 2018	Information Services Technology Summary 2017-2018

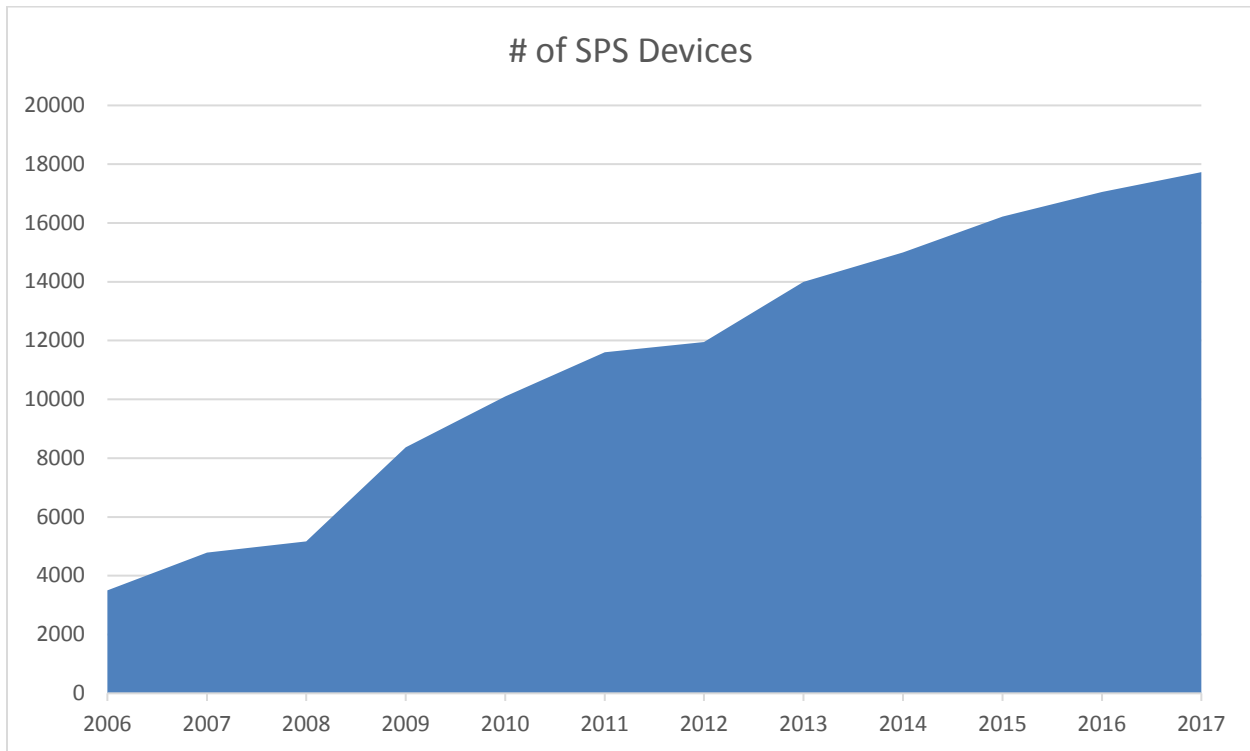
## RECOMMENDATION

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

That the Board receive the Information Services Report for information.



## Information Services Technology Summary (2017-18)



### ***Access to technology for Saskatoon Public Schools - How much access is there?***

Primary Devices	Total Number	Average Age (Years)
Student Computers	8,042 (+13.3%)	3.5
Teacher Notebooks	1,837 (+3.2%)	4.5
Admin Computers	424 (+9.2%)	5
Tablets	2,590 iPads (+13.8% iPads)	4
Assigned Technology – Special Needs Students	140 (+7.7%)	3
<b>Total</b>	<b>13,033 (+11.5%)</b>	

Secondary Devices	Total Number	Average Age (Years)
Data Projectors	2,822 (+5.4%)	6
Smart Boards	118 (+2.6%)	5
IP Telephone	2,649 (+8.6%)	7.5
Cell Phones	139 (+3.0%)	3
Printers+Faxes	419 (-0.5%)	5
Xerox Copiers	151 (+11%)	4.5
Security Cameras	444 (+16.2%)	9+
<b>Total</b>	<b>6,742 (+13.9%)</b>	

<b>Tertiary Devices</b>	<b>Total Number</b>	<b>Average Age (Years)</b>
Cell Allowance	151 (-2.6%)	N/A
Fax Lines+Security Lines	85 (+4.9%)	N/A
Land Lines other (911, security, off network etc)	82 (3.8%)	N/A
<b>Total</b>	<b>318 (+0.9%)</b>	

### ***Who has access and uses the technology?***

<b>User community</b>	<b>Number of accounts managed</b>
Students	25,611 (+0.7%)
Parents	13,771 (+5.8%)
Staff – Teachers/Admin/Support	2,915 (+1.7%)
Substitute Teachers	659 (+5.3%)
Student Interns/Practicum Students	102 (-3.8%)
External partners	116 (+28.9%)
<b>Total</b>	<b>43,174 (0.5% increase this year, 6.3% last year)</b>

### ***What technology supports the users and their devices?***

<b>Infrastructure Device</b>	<b>Total Number</b>
Web Content Filters/Reporters	3 (-57%)
Firewalls	2 (-50%)
Physical Servers	94 (+2.2%)
Virtual Servers	62 (0%)
Cloud Services	Azure*, LibGuides*, SchoolMessenger*Office365, Google Apps for Education (GSuite), ProofPoint, Blackboard, Synrevoice, Freshgrade (*=new)
Switches/Routers	411 (+9.0%)
Wireless Access Points	938 (+35.7%)

### ***What threats are there against the users and their data?***

<b>Threat</b>	<b>Total Number</b>
Email Viruses	Average 90 inbound per day
Phishing and Spear Phishing Emails	Average 53 inbound per day
Malware on division computers	3 items detected per day
Vulnerabilities on division infrastructure	35 new detected/month

### ***Current School CommunityNet/LanSpan allocations of Bandwidth***

<b>CNET Connection Speeds</b>	<b>Number of Schools/sites</b>
1000 MB	2 (SPS directly to CNET)
1000 MB	4 (Central Office + CoLo + Centennial + WMCI)
1000 MB	Shaw Internet Central Office
100 MB	59 (+7.3%)
25 MB	1 (Charles Redhawk)
10 MB	0

### ***How much data is being saved and backed up?***

<b>Backup Statistic</b>	<b>Total Number (April 2017 – April 2018)</b>
Total number of files backed up for all users	22.5m (+3.2%)
Total size of files backed up for all users	77TB ~150GB daily (+18.4%, last yr +23% and 100GB daily)

### ***Does the infrastructure hardware ever fail?***

<b>Infrastructure Component</b>	<b>Percentage Uptime (April 2017 – April 2018)</b>
Switches/Routers	99.89% (-0.05%)*
Servers (Physical)	99.90% (-0.05%)*
Servers (Virtual)	99.90% (-0.06%)*
IP Phone System	99.83% (-0.15%)*
Wireless	99.89% (-0.04%)*

All % values include Maintenance window outages;

\*physical move from Centennial to new Colocation site incurred expected downtime across all platforms

### ***How often is the technology used?***

<b>Device</b>	<b>Usage</b>
Emails	59,000 inbound emails/day to 3850 addresses - (6,900 are legitimate, or 88.3% of daily messages are spam)
Average number of user logons per day	10,600 via division devices
Number of non-SPS devices connected/daily	5,570
Data Stored	85TB (+13.3%, last yr +25%)
Number of Database	600 (2.3 TB of backups/week)
Amount of daily Internet Traffic	2016GB (+34.4%)
Amount of SPS Application/Services Traffic/daily	35GB

### ***How many IT staff support the technology environment?***

<b>Staffing Groups</b>	<b>Number of staff</b>
Systems Support	3
School/Call-in Technical Support	10
Applications Development and Maintenance	4
Electronics Repair	1
Student Information Systems	2
Application Support Specialist/Secretarial	1.5
Management	1
<b>Total</b>	<b>23</b>





MEETING DATE: JUNE 5, 2018

TOPIC: TRUSTEE PROFESSIONAL DEVELOPMENT AND COMMUNITY EVENTS ACCOUNT REPORTS

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**

At the June 25, 2002 Board meeting, the Board passed a motion regarding Trustee education which reads, in part, "...quarterly financial reports of accounts to be made to the Board by Administration...".

**CURRENT STATUS**

Attached are summaries of Trustee professional development and community events account reports to May 30, 2018.

Trustees with specific questions are asked to contact Mr. Garry Benning prior to the Board meeting.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	May 30, 2018	Trustee Professional Development and Community Events Account Reports

**RECOMMENDATION**

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

That the Board receive the Trustee professional development and community events account reports for information.

Trustee Expenses  
2017-2018

Last Updated: 5/30/2018

Date	Trustee	Trustee Fac	Budget Acct.	Description	Amt. Spent	Net GST	Total
15-Mar-18	Scott	509	1210	Read Saskatoon Lit Up	\$ 75.00	\$ 75.00	\$ 75.00
13-Oct-17	Tait	520	1210	SPS Foundation Gala - Ticket	\$ 125.00	\$ 121.14	
24-Oct-17	Tait	520	1210	SPS Foundation Gala - Ticket	\$ (125.00)	\$ (125.00)	
26-Mar-18	Tait	520	1210	Badge Shield and Star Dinner	\$ 125.00	\$ 121.14	\$ 117.28
05-Feb-18	Zwarych	523	1210	Heritage Language School - Chinese New Years	\$ 70.00	\$ 67.73	
15-Mar-18	Zwarych	523	1210	Read Saskatoon Lit Up	\$ 75.00	\$ 75.00	
16-May-18	Zwarych	523	1210	Sask Tel Indigenous Youth Awards	\$ 75.00	\$ 75.00	\$ 217.73
06-Dec-17	Linklater	524	1210	Princess Alexandra Christmas Gala	\$ 50.00	\$ 50.00	\$ 50.00
27-Sep-17	Morrison	525	1210	SSBA Members Council - registration	\$ 205.80	\$ 199.44	
26-Oct-17	Morrison	525	1210	SSBA AGM - registration	\$ 341.25	\$ 330.70	
16-Nov-17	Morrison	525	1210	SSBA AGM - accomodation	\$ 272.11	\$ 263.30	
05-Feb-18	Morrison	525	1210	Heritage Language School - Chinese New Years	\$ 70.00	\$ 67.73	
28-Feb-18	Morrison	525	1210	Heritage Language School - Chinese New Years	\$ (70.00)	\$ (70.00)	
19-Mar-18	Morrison	525	1210	SSBA Spring General Assembly	\$ 262.50	\$ 254.39	
13-Apr-18	Morrison	525	1210	Budget Day Announcement - mileage	\$ 231.28	\$ 223.79	\$ 1,269.35
26-Oct-17	Kelleher	532	1210	SSBA AGM - registration	\$ 341.25	\$ 330.70	
30-Nov-17	Kelleher	532	1210	SSBA AGM - expenses	\$ 336.57	\$ 325.68	
18-Dec-17	Kelleher	532	1210	SSBA AGM - accomodation	\$ 188.70	\$ 182.87	
05-Feb-18	Kelleher	532	1210	Heritage Language School - Chinese New Years	\$ 35.00	\$ 33.87	
02-May-18	Kelleher	532	1210	SPS Foundation - Cinco de Mayo	\$ 70.00	\$ 67.84	
16-May-18	Kelleher	532	1210	Sask Tel Indigenous Youth Awards	\$ 75.00	\$ 75.00	\$ 1,015.96
19-Mar-18	MacPherson	533	1210	SSBA Spring General Assembly	\$ 262.50	\$ 254.39	\$ 254.39
19-Mar-18	Bellamy	537	1210	Chamber Luncheon - state of the city address	\$ 78.75	\$ 76.32	
15-May-18	Bellamy	537	1210	YWCA women of distinction dinner	\$ 140.00	\$ 140.00	
16-May-18	Bellamy	537	1210	Sask Tel Indigenous Youth Awards	\$ 75.00	\$ 75.00	\$ 291.32
08-Mar-18	Scott	509	7670	JS Governance Course	\$ 1,890.00	\$ 1,831.59	\$ 1,831.59
20-Mar-18	Tait	520	7670	Sk Association for Community Education	\$ 175.00	\$ 169.59	\$ 169.59
14-Mar-18	Zwarych	523	7670	Think Indigenous Conference	\$ 300.00	\$ 290.28	\$ 290.28
28-Sep-17	Morrison	525	7670	WIPCE conference - registration refund	\$ 1,445.00	\$ (1,400.34)	

Trustee Expenses  
2017-2018

Last Updated: 5/30/2018

Date	Trustee	Trustee Fac	Budget Acct.	Description	Amt. Spent	Net GST	Total
28-Sep-17	Morrison	525	7670	WIPCE conference - registration	\$ 1,445.00	\$ 1,445.00	\$ 44.66
30-May-18	Kelleher	532	7670	CSBA registration	\$ 1,299.50	\$ 1,299.50	\$ 1,299.50
18-Sep-17	MacPherson	533	7670	SSBA Members Council - registration	\$ 205.80	\$ 199.44	
28-Sep-17	MacPherson	533	7670	SSBA Members Council - registration	\$ (199.44)	\$ (199.44)	\$ -
23-May-18	Brannen	535	7670	CSBA airfare	\$ 793.87	\$ 793.87	
25-May-18	Brannen	535	7670	CSBA registration	\$ 1,299.50	\$ 1,299.50	\$ 2,093.37
14-Mar-18	Bellamy	537	7670	JS Governance Course	\$ 1,890.00	\$ 1,831.59	\$ 1,831.59
17-Oct-17	Scott	509	7682	pcard expenses - board meeting parking	\$ 18.00	\$ 17.47	
17-Nov-17	Scott	509	7682	pcard expenses - board meeting parking	\$ 14.50	\$ 14.07	
18-Dec-17	Scott	509	7682	pcard expenses - board meeting parking	\$ 16.00	\$ 15.53	
16-Jan-18	Scott	509	7682	pcard expenses - board meeting parking	\$ 3.00	\$ 2.91	
23-Feb-18	Scott	509	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	
19-Mar-18	Scott	509	7682	pcard expenses - board meeting parking	\$ 46.50	\$ 45.11	
16-Apr-18	Scott	509	7682	pcard expenses - board meeting parking	\$ 3.00	\$ 2.91	
15-May-18	Scott	509	7682	business cards	\$ 7.50	\$ 7.50	
17-May-18	Scott	509	7682	pcard expenses - board meeting parking	\$ 14.90	\$ 14.45	\$ 125.77
18-Sep-17	Tait	520	7682	pcard expenses - board meeting parking	\$ 10.00	\$ 9.70	
26-Oct-17	Tait	520	7682	pcard expenses - board meeting parking	\$ 25.00	\$ 24.26	
17-Nov-17	Tait	520	7682	pcard expenses - board meeting parking	\$ 16.00	\$ 15.52	
18-Dec-17	Tait	520	7682	pcard expenses - board meeting parking	\$ 12.50	\$ 12.12	
18-Jan-18	Tait	520	7682	pcard expenses - board meeting parking	\$ 4.50	\$ 4.36	
23-Feb-18	Tait	520	7682	pcard expenses - board meeting parking	\$ 16.50	\$ 16.00	
19-Mar-18	Tait	520	7682	pcard expenses - board meeting parking	\$ 18.00	\$ 17.46	
16-Apr-18	Tait	520	7682	pcard expenses - board meeting parking	\$ 12.00	\$ 11.64	
17-May-18	Tait	520	7682	pcard expenses - board meeting parking	\$ 19.50	\$ 18.92	\$ 129.98
18-Sep-17	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 6.90	\$ 6.69	
26-Oct-17	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 6.47	\$ 6.27	
17-Nov-17	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 18.50	\$ 17.93	
18-Dec-17	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 7.94	\$ 7.71	
18-Jan-18	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	

Trustee Expenses  
2017-2018

Last Updated: 5/30/2018

Date	Trustee	Trustee Fac	Budget Acct.	Description	Amt. Spent	Net GST	Total
23-Feb-18	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 14.57	\$ 14.13	
16-Apr-18	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 23.00	\$ 22.32	
17-May-18	Zwarych	523	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	\$ 86.69
18-Sep-17	Linklater	524	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	
26-Oct-17	Linklater	524	7682	pcard expenses - board meeting parking	\$ 10.80	\$ 10.48	
17-Nov-17	Linklater	524	7682	pcard expenses - board meeting parking	\$ 12.00	\$ 11.64	
18-Dec-17	Linklater	524	7682	pcard expenses - board meeting parking	\$ 11.87	\$ 11.51	
18-Jan-18	Linklater	524	7682	pcard expenses - board meeting parking	\$ 4.00	\$ 3.88	
23-Feb-18	Linklater	524	7682	pcard expenses - board meeting parking	\$ 20.00	\$ 19.40	
16-Apr-18	Linklater	524	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	
17-May-18	Linklater	524	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	\$ 74.37
17-Nov-17	Morrison	525	7682	reimbursement - board meeting parking	\$ 29.60	\$ 28.64	
05-Mar-18	Morrison	525	7682	board meeting parking - September - March	\$ 158.22	\$ 153.10	
13-Apr-18	Morrison	525	7682	board meeting parking - February, March	\$ 32.25	\$ 31.20	\$ 212.94
18-Sep-17	Banks	531	7682	pcard expenses - board meeting parking	\$ 16.00	\$ 15.52	
17-Oct-17	Banks	531	7682	pcard expenses - board meeting parking	\$ 28.00	\$ 27.16	
17-Nov-17	Banks	531	7682	pcard expenses - board meeting parking	\$ 26.50	\$ 25.71	
18-Dec-17	Banks	531	7682	pcard expenses - board meeting parking	\$ 28.00	\$ 27.16	
18-Jan-18	Banks	531	7682	pcard expenses - board meeting parking	\$ 8.00	\$ 7.76	
23-Feb-18	Banks	531	7682	pcard expenses - board meeting parking	\$ 23.00	\$ 22.31	
19-Mar-18	Banks	531	7682	pcard expenses - board meeting parking	\$ 31.00	\$ 30.08	
16-Apr-18	Banks	531	7682	pcard expenses - board meeting parking	\$ 24.00	\$ 23.28	
17-May-18	Banks	531	7682	pcard expenses - board meeting parking	\$ 12.00	\$ 11.64	\$ 190.62
17-Nov-17	Kelleher	532	7682	reimbursement - board meeting parking	\$ 29.90	\$ 28.93	
18-Dec-17	Kelleher	532	7682	pcard expenses - board meeting parking	\$ 8.50	\$ 8.22	\$ 37.15
18-Sep-17	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 27.00	\$ 26.19	
26-Oct-17	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 15.00	\$ 14.55	
17-Nov-17	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 29.50	\$ 28.62	
18-Dec-17	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 26.00	\$ 25.22	
18-Jan-18	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 5.00	\$ 4.85	

Trustee Expenses  
2017-2018

Last Updated: 5/30/2018

Date	Trustee	Trustee Fac	Budget Acct.	Description	Amt. Spent	Net GST	Total
23-Feb-18	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 23.00	\$ 22.30	
19-Mar-18	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 25.50	\$ 24.74	
16-Apr-18	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 3.50	\$ 3.40	
17-May-18	MacPherson	533	7682	pcard expenses - board meeting parking	\$ 45.50	\$ 44.11	\$ 193.98
18-Sep-17	Brannen	535	7682	pcard expenses - board meeting parking	\$ 15.00	\$ 14.55	
17-Oct-17	Brannen	535	7682	pcard expenses - board meeting parking	\$ 20.00	\$ 19.41	
18-Dec-17	Brannen	535	7682	pcard expenses - board meeting parking	\$ 19.00	\$ 18.44	
23-Feb-18	Brannen	535	7682	pcard expenses - board meeting parking	\$ 6.00	\$ 5.82	
19-Mar-18	Brannen	535	7682	pcard expenses - board meeting parking	\$ 7.00	\$ 6.79	
16-Apr-18	Brannen	535	7682	pcard expenses - board meeting parking	\$ 12.00	\$ 11.64	
17-May-18	Brannen	535	7682	pcard expenses - board meeting parking	\$ 23.00	\$ 22.32	\$ 98.97
18-Sep-17	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 6.90	\$ 6.69	
17-Oct-17	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 21.00	\$ 20.36	
17-Nov-17	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 18.00	\$ 17.46	
18-Dec-17	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 15.00	\$ 14.55	
18-Jan-18	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 4.00	\$ 3.88	
23-Feb-18	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 17.50	\$ 16.96	
19-Mar-18	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 19.04	\$ 18.47	
16-Apr-18	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 9.00	\$ 8.73	
17-May-18	Bellamy	537	7682	pcard expenses - board meeting parking	\$ 31.99	\$ 31.02	\$ 138.12
						<b>\$ 12,140.20</b>	<b>\$ 12,140.20</b>



**MEETING DATE:** JUNE 5, 2018

**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	

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## BACKGROUND

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## CURRENT STATUS

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Attached are the minutes from the May 15, 2018 Committee of the Whole and Regular Board meetings.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	May 9, 2018	- May 15, 2018

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## RECOMMENDATION

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

That the Board approve the minutes of the Committee of the Whole and Regular Board meeting held May 15, 2018.

# UNAPPROVED

MINUTES OF A MEETING:

of the Board of Education of the Saskatoon School Division No. 13 of  
Saskatchewan, held on Tuesday, May 15, 2018 at 3:00 p.m.

May 15,  
2018

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, Ms. MacPherson moved that the Board rise and report.

CARRIED (10)

The meeting adjourned at 6:21 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, May 15, 2018 at 7:00 p.m. May 15, 2018

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

Mr. Morrison, Board Chair, called the meeting to order, read the roll call into the minutes, and acknowledged the meeting was being held on Treaty Six territory.

Agenda: Ms. Bellamy moved approval of the agenda.

Agenda

CARRIED (10)

Celebrating Excellence: Practical and Applied Arts in Saskatoon Public Schools' Collegiates: Mr. Dean Newton, Superintendent of Education, introduced Mr. Brad Peterson, Practical and Applied Arts teacher at Bedford Road Collegiate. Mr. Peterson gave a brief overview of the Practical and Applied Arts program at Bedford Road and introduced students Leif and Sophie who share their experiences and projects with the Board.

Celebrating Excellence: Practical and Applied Arts in Saskatoon Public Schools' Collegiates

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

Consent Items

- 7b) Human Resources Report – May 1, 2018: That the Board receive the Human Resources Report for information.
- 7c) Financial Results for the Period September 1, 2017 to March 31, 2018: That the Board receive the financial results for the period September 1, 2017 to March 31, 2018 for information.
- 8a) Approval of Minutes: That the Board approve the minutes of the Committee of the Whole and Regular Board meeting held April 17, 2018.
- 12) Correspondence: That the Board receive the correspondence as listed.

CARRIED (10)



## Reports from Administrative Staff:

Core Strategy Update: Mathematics: Mr. Shane Skjerven, Deputy Director of Education, introduced Mr. Dave Derksen, Superintendent of Education and Ms. Jennifer Brokofsky, Coordinator: Mathematics, who provided the Board with an overview of recent examples of leadership in mathematics in the division, and the impact they are having on student learning.

Core Strategy Update:  
Mathematics

Ms. Banks moved that the Board receive the Core Strategy Update: Mathematics for information.

CARRIED (10)

## Unfinished Business:

Board Governance – Board Policy 9: Policy Making: Mr. Tait moved that the Board approve housekeeping changes to Policy 9: Policy Making.

Board Governance –  
Board Policy 9:  
Policy Making

CARRIED (10)

Board Subcommittee Minutes: Mr. Linklater moved that the Board approve the minutes of the following Board subcommittees:

Board Subcommittee Minutes

1. Board Governance meetings of January 30, 2018 and March 6, 2018.
2. Board Human Resources meeting of March 6, 2018.

CARRIED (10)

## Reports of Committees and Trustees:

Reports of Committees and Trustees

- Board Chair Morrison reported on school visits to Caroline Robins, Willowgrove, Sylvia Fedoruk and Dr. John G. Egnatoff schools. He also highlighted meetings with the City of Saskatoon's Smart Cities Challenge and attended the protocol signing event for Community Threat and Assessment Support Protocol.
- Trustee Brannen reported on school visits to Nutana Collegiate, Buena Vista and Brunskill schools. She also attended the Literacy for Life Soiree and meetings of the Pension Trustee Committee.
- Trustee Tait reported on his visit to Lawson Heights School where he had the pleasure of reading to students. He also attended the JumpStart hockey league wrap up tournament and the Saskatchewan Association of Community Education conference.
- Trustee Zwarych reported on her attendance at the School Community Council General Assembly meeting. She also attended the Saskatoon Preschool Association trivia fundraising event, the Literacy for Life Soiree, a presentation at Lakeridge School by the school resource officers regarding cyber safety, and she was a guest speaker for an Education class at the University of Saskatchewan.
- Trustee Bellamy reported on her attendance at the Literacy for Life Soiree event and the Johnson Shoyama Governance professional development course.
- Trustee Kelleher reported on her attendance at the Literacy for Life Soiree event, Saskatoon Public Schools Foundations' Cinco de Mayo fundraiser, and a meeting of the Hudson Bay Park, Kelsey, Woodlawn Community Association.
- Trustee Linklater reported on his attendance at YXE connects 2018 event and meetings with the Saskatoon Reconciliation committee.
- Trustee Banks reported on her attendance at the School Community General Assembly meeting, and school visits/events at Tommy Douglas Collegiate, Dundonald, Fairhaven, James L. Alexander and Lester B. Pearson Schools. She also attended the Literacy for Life Soiree, meetings with the Saskatchewan School Boards Association, and the City of Saskatoon Ward 3 meeting.
- Trustee Scott reported on his attendance at schools and events within Ward 4.

# UNAPPROVED

- Trustee MacPherson commended all music teachers at Saskatoon Public Schools, whose spring concerts this time of year demonstrate the remarkable progress of music students since September.

Three Year Preventative Maintenance and Renewal Plan:

Ms. MacPherson moved that the Board approve the 2019-2022 Three Year Preventative Maintenance and Renewal Plan and Amendment Forms dated May 8, 2018.

Three Year  
Preventative  
Maintenance  
and Renewal  
Plan

CARRIED (10)

Ms. MacPherson moved that the Board adjourn to the call of the Chair or the Board meeting of Tuesday, June 5, 2018.

CARRIED (10)

The meeting adjourned at 8:11 p.m.

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Secretary of the School Division

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Board Chair



**MEETING DATE:** JUNE 5, 2018

**TOPIC:** SUPPLY OF MULTI-FUNCTIONAL PRINT DEVICES AND  
MANAGED PRINT SERVICES  
REQUEST FOR PROPSAL T1718-0008

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

A Request for Proposal (RFP) for the supply of multi-functional print devices and managed print services was posted on sasktenders.ca on April 19, 2018 and closed on May 9, 2018. The current Copier/MFP contract expires August 31, 2018. Having undertaken a public RFP process (#T1718-0008) and tabulated all responses through a scoring matrix to determine the best value, administration unanimously recommends that Xerox Canada Ltd. be awarded the four-year contract.

There were a total of six vendors who submitted RFP responses; the top three are listed below.

## CURRENT STATUS

A motion is required to grant the award of Copier/MFP contract to Xerox Canada LTD, the recommended successful bidder of RFP #T1718-0008

PREPARED BY	DATE	ATTACHMENTS
Mr. Jason Dunk, Chief Technology Officer	May 30, 2018	Evaluation Summary

## RECOMMENDATION

### Proposed Board Motion:

That the Board approve the awarding of RFP #T1718-0008 to Xerox Canada Ltd., contract commencing September 1, 2018 through to August 31, 2022, with an option to extend for one additional year.

## RFP T1718-0008 - Supply of Multi-Functional Print Devices and Managed Print Services

Product/Model	Points Available	Xerox	Konica Minolta	Toshiba
<b>Commercial</b>				
Pricing Lowest = full score, deduct 1 point for every \$5,000 above lowest	<b>25%</b>	25	20	14
<b>Technical</b>				
Equipment Technical Specifications/Functionality	<b>25%</b>	23	20	15
Service	<b>25%</b>	25	25	25
Corporate Capabilities and References (including experience history with school boards)	<b>5%</b>	5	5	5
Reporting Capabilities and Ability Assist SPS in Copy Cost	<b>10%</b>	8	5	5
Value Add	<b>5%</b>	4	2	2
Presentation (short listed proponents only)	<b>5%</b>	0	0	0
	<b>75%</b>	65	57	52
<b>Total Score</b>	<b>100%</b>	<b>90</b>	<b>77</b>	<b>66</b>



**MEETING DATE:** JUNE 5, 2018  
**TOPIC:** STUDENT TRANSPORTATION SERVICES  
REQUEST FOR PROPOSAL T1718-0034

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

A Request for Proposal (RFP) for Student Transportation Services for a four year term was posted on sasktenders.ca on May 9, 2018 and closed on May 29, 2018. The RFP offered two double-looped routes to provide service to Silverspring School and Sutherland School. The RFP was issued due to the expiration of an existing contract.

## CURRENT STATUS

Four proposals were received. One of the proposals was received after the deadline and was deemed to be non-compliant. Please refer to the attached "RFP T1718-0034 Evaluation Summary" for further information.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	May 30, 2018	Evaluation Summary
Ms. Sheila May, Financial Analyst/Manager of Transportation		
Mr. Lockhart Stankowski, Manager of Purchasing Services		

## RECOMMENDATION

### Proposed Board Motion:

That the Board approve the award of the contract for the Student Transportation Services to LP3 Transportation Solutions for a four year term from July 1, 2018 to June 30, 2022.

**Evaluation Summary  
Request for Proposal T1718-0034 Student Transportation**

<b>Criteria</b>	<b>% Weighting</b>	<b>LP3 Transportation Solutions</b>	<b>Hertz Northern Bus 2006 Ltd.</b>	<b>Southland Transportation Ltd.</b>
<b>Safety</b>	<b>15.0%</b>	13.0%	15.0%	13.0%
<b>Technical: Facility, Bus Fleet and Drivers</b>	<b>10.0%</b>	9.0%	10.0%	8.0%
<b>Technical: Routing and Management</b>	<b>25.0%</b>	20.0%	24.0%	22.0%
<b>Cost</b>	<b>40.0%</b>	40.0%	32.4%	33.2%
<b>Proposal</b>	<b>5.0%</b>	5.0%	5.0%	5.0%
<b>Technology</b>	<b>5.0%</b>	4.0%	3.0%	4.0%
<b>Total</b>	<b>100.0%</b>	<b>91.0%</b>	<b>89.4%</b>	<b>85.2%</b>



MEETING DATE: JUNE 5, 2018

TOPIC: SECURE DESTRUCTION OF RECORDS

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**

Based on Administrative Procedure 175: Preservation and Disposal of Records, and the Saskatchewan School Boards Association’s (SSBA) Records Retention and Disposal Guide (December 2012), 25 boxes of financial records from the accounting department are eligible for destruction Sept 1, 2018 (seven year retention period) as detailed below. Saskatoon Public Schools has a contract with Crown Enterprises for secure destruction that adheres to the policies and guidelines of both our school division and the SSBA.

	2004-09	2010-11
Supplier invoices (operating, capital, US)		X
Cheque registers and returned cheques		X
Journal entries and related support documents		X
School generated funds		X
Bank statements and reconciliations		X
T4A's	X	
Invoices, receipts and deposits of:		
Division with support	X	X
Grant analysis and support	X	X
Donation trust documents		X

**CURRENT STATUS**

A motion is required to securely destroy nine boxes of paper records from the accounting department relating to financial records from 2004-2009 and 2010-2011.

PREPARED BY	DATE	ATTACHMENTS
Mr. Jason Dunk, Chief Technology Officer	May 30, 2018	None

**RECOMMENDATION**

**Proposed Board Motion:**

That the Board approve the secure destruction of 25 boxes of paper records from the accounting department relating to financial records from 2004-2009 and 2010-2011 using the secure destruction services under contract with Crown Enterprises, to be undertaken Sept 1, 2018.



MEETING DATE: JUNE 5, 2018

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 May 18, 2018 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:*

*Kathleen Brannen - to serve a second 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 eleven 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	May 28, 2018	None

**RECOMMENDATION**

**Proposed Board Motion:**

That the Board approve the term extensions requested by Kathleen Brannen as director for Saskatoon Public Schools Foundation Corp. effective January 1, 2018.





**MEETING DATE:** JUNE 5, 2018

**TOPIC:** RESPONSE TO TRUSTEE MACPHERSON'S QUESTION REGARDING THE ADVERTISING OF SCHOOL/SCHOOL COMMUNITY COUNCIL (SCC) EVENTS

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: Response to Trustee Question	

### BACKGROUND

At the April 17, 2018 Board meeting, Trustee MacPherson asked Administration to look into ways of advertising school and school community council events.

### CURRENT STATUS

Currently, event information that is received by our communications department is forwarded to schools. Many schools will put the information in newsletters, on parent portals, or share through other means, like Remind. We have also pursued marketing options through social media.

In the future, our communications department will share public events/presentations on the division website calendar and through the news and announcements section of all division websites. We will also work with school community councils through their principals to highlight events open to the public.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education	May 30, 2018	None