



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

**TUESDAY, SEPTEMBER 18, 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:**
  - a. Thank you to Members of Saskatoon Public Schools' First Nation, Inuit, and Métis Unit
  - b. Colette Bourgonje School – Community Cultural Tour

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. School Opening Update
  - b. Board Priority Update: Literacy for Life
  - ★ c. Saskatoon Public Schools Foundation Corp. Executive Committee Status Update
  - ★ d. Facilities for Learning Update

- ★ e. Award of Contracts over Summer Months – Facilities Emergency and Minor Room Repairs and Employee and Family Assistance Program Request for Proposals
  - ★ f. Financial Results for the Period September 1, 2017 to July 31, 2018
8. **Minutes**
- ★ a. Approval of Minutes – June 19, 2018
  - ★ b. Approval of Amended Minutes – February 13, 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. Secure Destruction of Records
  - b. 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**

**Next Regular Meeting:  
At the call of the Chair or  
Tuesday, October 2, 2018  
7:00 p.m.**



MEETING DATE: SEPTEMBER 18, 2018  
TOPIC: CELEBRATING EXCELLENCE: MODELLING GENEROSITY – THANK YOU FROM OUR PARTNERS

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**

Saskatoon Public Schools has many educators who have shown exemplary practice in their classrooms, schools, and community, and our students and community benefit greatly from their work.

In May, 2018, Darryl Isbister, Coordinator; Tim Eashappie Sr., Traditional Knowledge Keeper; and Alisa Favel, Secondary Consultant, conducted a blanket exercise for the Saskatchewan Human Rights Commission as part of their Courageous Conversations Series. The attendees included the Saskatchewan Human Rights Commission staff and commissioners, a newly appointed provincial court judge, and representatives from various agencies in Saskatchewan.

Saskatchewan Human Rights Chief Commissioner David Arnot will be present to thank and honour Darryl, Tim, and Alisa for their stellar work.

PREPARED BY	DATE	ATTACHMENTS
Mr. Barry MacDougall, Director of Education	September 12, 2018	None



MEETING DATE: SEPTEMBER 18, 2018

TOPIC: CELEBRATING EXCELLENCE: COLETTE BOURGONJE SCHOOL – COMMUNITY CULTURAL TOUR

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**

The idea for a community cultural tour began as staff, parents, and partners reflected on how to enhance and strengthen the citizenship education at Colette Bourgonje School. With support from a multitude of stakeholders including parents, community and central office consultants, the staff and community partners of Colette Bourgonje embarked on an experiential professional learning opportunity whereby participants visited an array of cultural and faith sites.

The community cultural tour honoured a central tenant of citizenship education which is that “diversity is a strength and should be understood, respected and affirmed”. Attendees of the tour were afforded the opportunity to enrich their empathy and culturally responsive disposition and hence deepen their ability to “find ways to champion meaningful inclusion in...classrooms and in our communities”.

Presenting will be Nicola Bishop-Yong, principal of Colette Bourgonje School, Megan Christensen, grade 6 teacher, and Dr. Fatima Coovadia, Colette Bourgonje School parent.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Ms. Charlene Scrimshaw, Superintendent of Education	September 12, 2018	None



**MEETING DATE:**                    **SEPTEMBER 18, 2018**  
**TOPIC:**                                **SCHOOL OPENING 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 checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

## BACKGROUND

## CURRENT STATUS

Saskatoon Public Schools is celebrating the start of another school year. Division staff members were busy preparing for the return of students and families when classes resumed September 4, 2018. Some of the highlights of the preparation include:

- Our Saskatoon Public Schools family made up of more than 2,500 gathered with colleagues at their schools and offices to watch our School Opening video. For the second year, this medium for delivering our school opening message included students asking questions of Board Chair Ray Morrison, Director Barry MacDougall and Deputy Director Shane Skjerven. Through their answers, each provided updates on the previous year and what to expect in the coming year including strengthening our students’ learning outcomes through our Board’s priorities and our continued dedication to culturally responsive teaching practices and initiatives. The video included creative and inspiring student and staff performances, and a photo gallery from the division’s Day in the Life project.
- On August 21 and 22, more than 125 teachers attended 10 different professional learning sessions dedicated to growing our collective cultural competency in Saskatoon Public Schools. These sessions were voluntary and staff chose to take time out of their summer vacation to attend.
- With a five-day start up to the school year, school staff were busy with professional learning opportunities and preparing for students. Three days were dedicated to professional development sessions led by the Staff Development team. These sessions were dedicated to outcomes-based assessment at the secondary level and Literacy for Life for elementary teachers. Another day of in-school professional learning was provided using facilitation guides and outcomes developed by the Staff Development team.
- Saskatoon Public Schools welcomed more than 50 teachers new to the division this year.
- Our facilities staff worked diligently over the summer to prepare schools for our growing number of students. Some of the initiatives included:
  - a. Two portable classrooms relocated from Lakeridge School to École Forest Grove School;
  - b. Roofing replacement at various schools;
  - c. Painting Plus program at 22 elementary schools;
  - d. Numerous upgrades and repairs across the division including masonry, windows, playgrounds, flooring, painting, washrooms and asphalt; and,

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- e. Installation of the John Dolan sensory playground, which will officially open this fall.
- The Newcomer Student Centre, located at Central Office, has assessed approximately 300 students since it opened this August for the new school year. It has welcomed more than 6,600 students since opening in August 2011.
  - With the continued growth of French Immersion, the program at École Dundonald School expanded to grade 7.

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<b>PREPARED BY</b>	<b>DATE</b>	<b>ATTACHMENTS</b>
Mr. Barry MacDougall, Director of Education	September 18, 2018	None

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## **RECOMMENDATION**

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### **Proposed Board Motion:**

That the Board receive the *School Opening Update* for information.



MEETING DATE: SEPTEMBER 18, 2018

TOPIC: BOARD PRIORITY UPDATE: LITERACY FOR LIFE

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 overall goal of *Literacy for Life* is to have all students, K-12, reading, writing and completing math at or above grade level. The initiative is comprised of the following components:

- Early years literacy
- Literacy instruction with a focus on inquiry (grades K - 8)
- Literacy instruction with a focus on explicit strategies to create independent readers (grades K-8)
- *Just Read* (prekindergarten to grade 12)
- Literacy interventions

All of these components move us toward our overall goal of having all students achieving at or above grade level in reading, writing, and mathematics.

**CURRENT STATUS**

In *Literacy for Life*, we monitor data about our students’ learning; focus on promising practices in assessment and instruction; implement provincial curricula in all subject areas; integrate First Nations, Inuit, and Métis content, perspectives, and ways of knowing; use technology to enhance instruction; and support English as an additional language (EAL) students.

We will share an overview of Literacy for Life reading results from 2017-2018 and provide key elements of the Literacy for Life strategic plan for 2018-2019.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mr. Dave Derksen, Superintendent of Education	September 10, 2018	Student Achievement Results 2017-18

**RECOMMENDATION**

**Proposed Board Motion:**

That the Board receive the *Board Priority Update: Literacy for Life* for information.

Literacy for Life  
Student Achievement Results:  
2017-18

**September 12, 2018**

**Prepared by:**

Mr. Dave Derksen – Superintendent of Education  
Mr. Shane Skjerven – Deputy Director of Education



**Saskatoon Public Schools**  
Inspiring Learning



## Literacy Assessment in Saskatoon Public Schools

Both teacher-created and standardized assessments are used to give teachers the very best information about student progress. Our division-wide focus on formative assessment has teachers and students regularly assessing progress to ensure that all students achieve curriculum outcomes. Based on these classroom assessments, teachers summarize student learning progress three times per year in Elementary Progress Reports.

The *Fountas and Pinnell Benchmark Assessment* (F&P) assessment<sup>™</sup> is used in all grade 1-3 classrooms as well as in elementary-level literacy support programs, (e.g., *Leveled Literacy Intervention*, *Roadways to Reading*) two times per year.

This report provides results from the F&P assessments as an indicator of division-wide progress.

(Note: This report is a follow-up to the 2017-2018 Literacy for Life year-end update presented to the Board in June, 2018).

### Overall Results for Grades 1-3

This report splits student year-end reading results into three categories:

- i. Percentage of students who were **at or above** grade level expectations (GE),
- ii. Percentage of students who were **low**(close) relative to expected levels, and
- iii. Percentage of students who were **very low**(relative to end-of-grade expectations).

#### Results overview (2011-12 to 2017-2018):

- **Grade 1:** in 2017-2018, 68% of students were **at or above**GE (1% improvement over 2016-17).
- **Grade 2:** in 2017-2018, 70% of students were **at or above**GE (1% decline from 2016-17).
- **Grade 3:** in 2017-2018, 71% of students were **at or above**GE (7% decline over 2016-17).

Table 1 – F&P Results by grade – “At or above” expected levels (over time)

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Grade 1	66%	61%	72%	68%	67%	68%
Grade 2	65%	69%	73%	76%	71%	70%
Grade 3	69%	70%	77%	76%	78%	71%

Table 1 shows the year-to-year trends in the percentage of grade 1-3 students whose year-end F&P scores were **at or above** end-of-grade expectations for 2012-13 to 2017-18 inclusive.

### Detailed Results – 2017-2018

The data reported above show overall results. The following provide more detail.

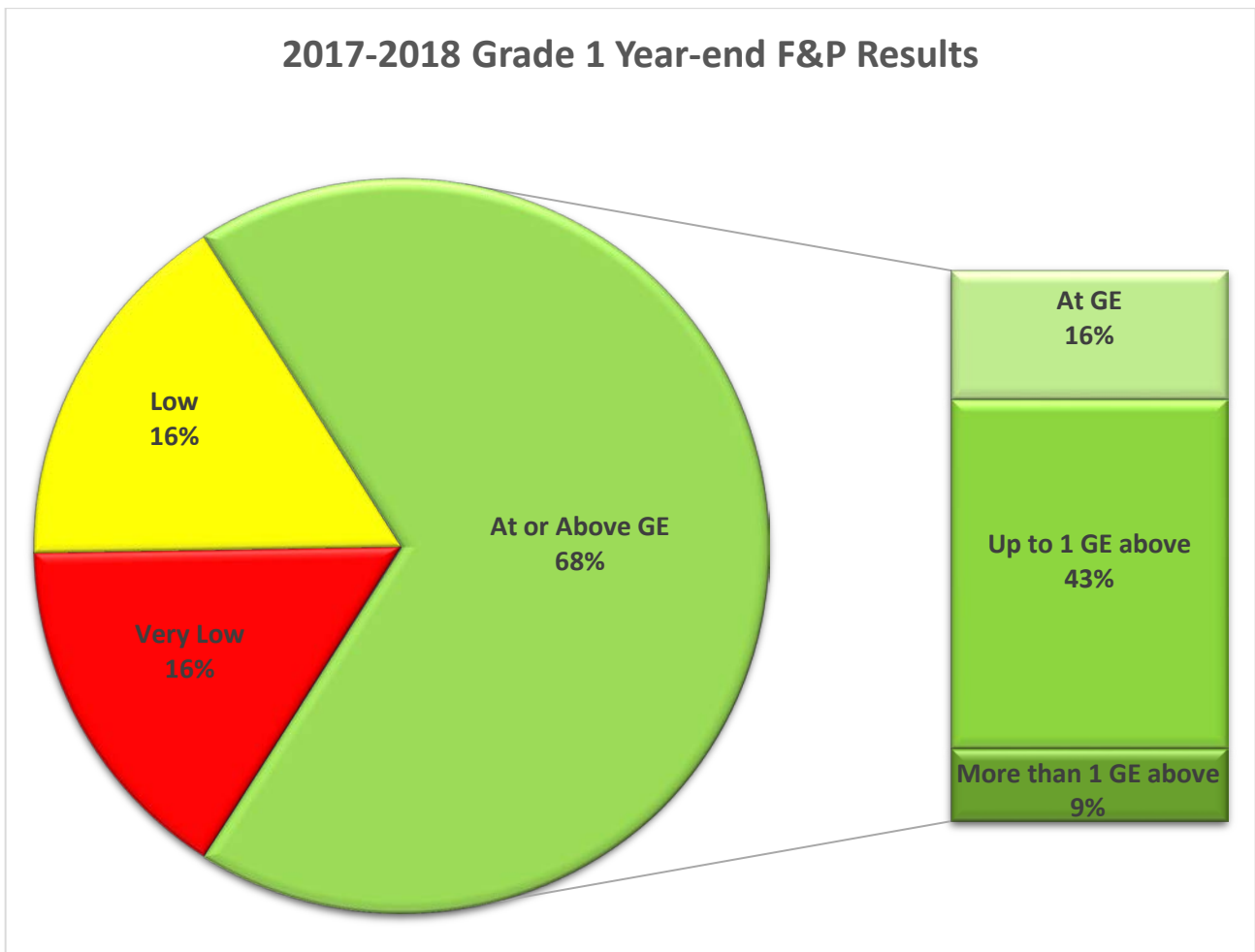
Figures 1 to 3 provide breakdowns of the “at or above” and “below expected level” categories which provides additional insight into students’ year-end results. The graphs provided in this update are in the same format that are used by schools as they work with their data.

#### Grade 1

At the grade 1 level, 68% of students were **at or above** GE (see Figure 1). Specifically,

- 16% were “at GE”
- 43% were “up to 1 GE above”
- 9% were “more than 1 GE above”

Figure 1 – Grade 1 results 2017-2018

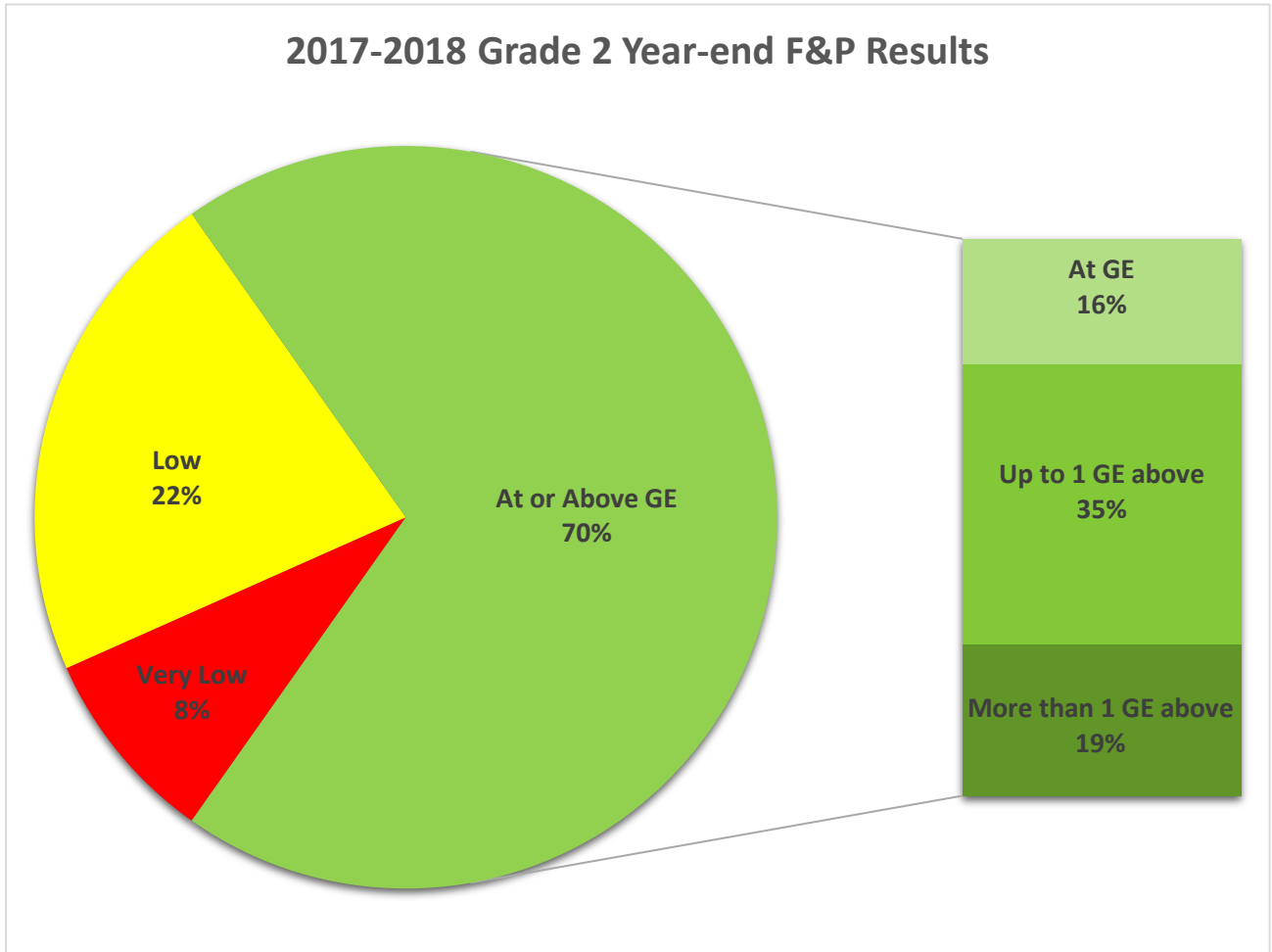


**Grade 2**

At the grade 2 level, 70% of students were **at or above** GE (see Figure 2). Specifically,

- 16% were “at GE”
- 35% were “up to 1 GE above”
- 19% were “more than 1 GE above”

Figure 2 – Grade 2 results 2017-2018

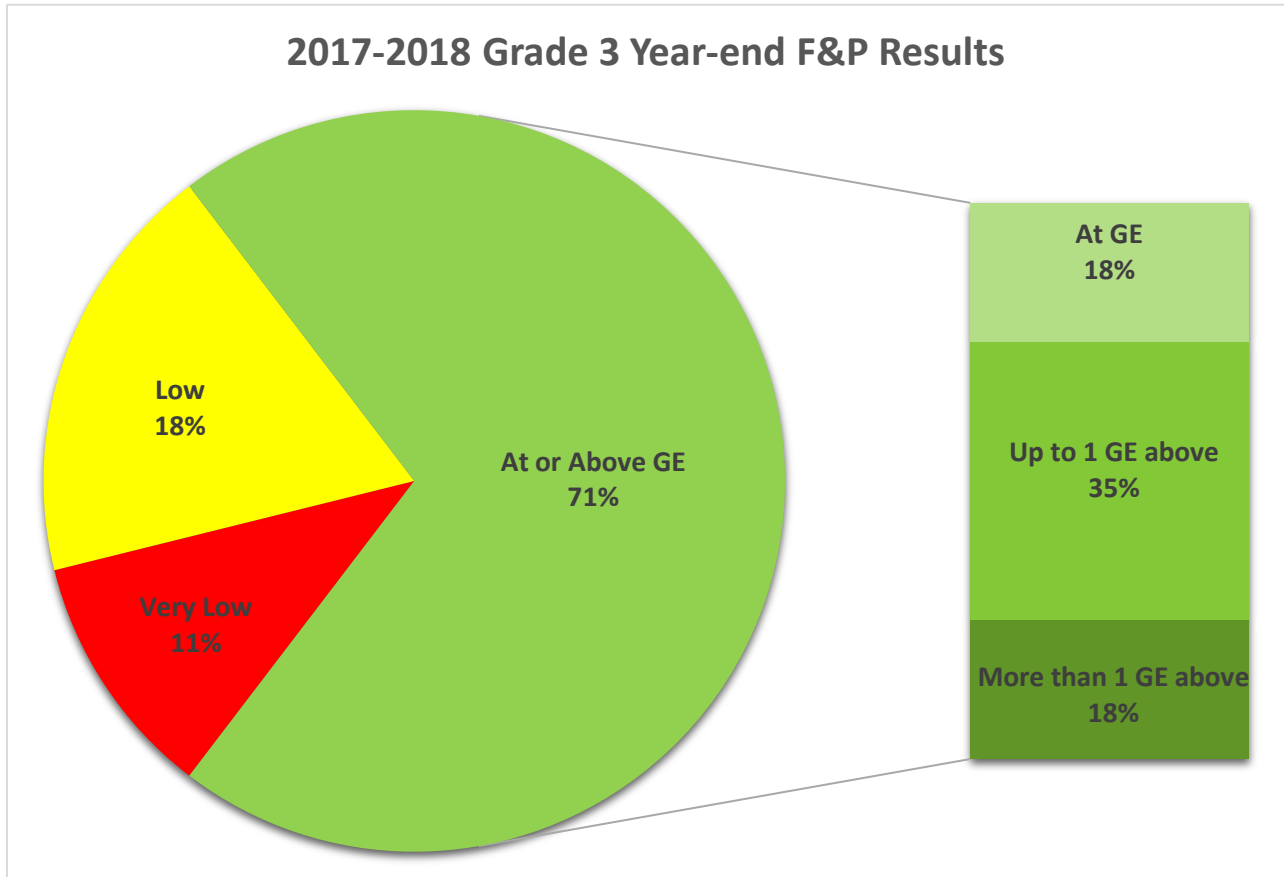


### Grade 3

At the grade 3 level, 71% of students were **at or above** GE (see Figure 3). Specifically,

- 18% were “at GE”
- 35% were “up to 1 GE above”
- 18% were “more than 1 GE above”

Figure 3 – Grade 3 results 2017-2018



### ***Significance of the Results***

These data tell us a great deal about both our students' learning and provide important insight for decision-making about future directions to improve instruction in response to student learning needs.

The results for grade one students (68% at grade level or above) is exactly at the six year average, while our grade two students increased by 3% compared to their grade one results a year earlier, consistent with what we have seen in previous years. The grade three results were the same as the cohort in the previous year, however the 71% reading at or above grade level is lower than what we have seen over the past few years for grade three students. Significant work to respond to these results is underway, which includes a review of our current instructional practices by coordinators, instructional consultants, educational psychologists, and speech-language pathologists. This review is designed to enhance our instructional practices in our primary grades in the relentless pursuit of having all our young readers at or above grade level expectations.

We will continue to gather specific and relevant data from standardized and teacher created assessments to monitor the impact of our instructional methods. Teachers will be supported to respond to their students' needs with a range of approaches. Through professional learning at the division and school levels, we will respond to these results with efforts designed to strengthen existing instructional practices and introduce practices described in the latest research.

### ***Current Instructional Supports***

Saskatoon Public Schools provides a broad range of instructional supports beyond regular classroom instruction when students have difficulty learning to read. Among these additional supports are *Roadways to Reading*, *Leveled Literacy Intervention*, and the *Leveled Literacy Tutor Program*.

- ***Roadways to Reading***  
*Roadways to Reading* provides intensive and individualized intervention to students experiencing significant difficulty learning to read. *Roadways* is a locally designed program during which teachers identify where struggling students are on the reading development continuum and support students along that continuum to help them get "on track". Students in *Roadways* generally meet with their resource teacher in groups of four, four days a week for about 100 minutes each time.
- ***Leveled Literacy Intervention (LLI)***  
LLI occurs outside of the regular classroom instruction. Students in LLI meet regularly in small groups with their teacher to identify students' particular learning needs, and provide tailored support. Once the student has made sufficient learning gains, he or she "graduates" from the LLI group, returns to the regular classroom, and other students take his or her place. The length of time students receive LLI support ranges from one to eight months. This is a Tier 2 intervention provided by the resource teacher for 30-50 minutes, typically outside of the literacy block.

- *Leveled Literacy Intervention Tutor Program*  
The *Leveled Literacy Intervention Tutor Program* uses the LLI tools, but tutors meet with students one-on-one for direct instruction. There are three rounds of tutor placements per year lasting about two months each. Typically, students receive tutor support for one round in a year; however, in some cases, students receive tutor support for a second or third additional round.

### ***Responses in 2017-18***

Several new initiatives were implemented in 2017-2018.

- To support teachers to implement effective research supported instructional strategies for reading, school based administrators and teacher leaders in each school engaged in extensive leadership learning:
  - The literacy learning community provided intensive professional development for one teacher in each elementary school. These teachers served as literacy leaders and mentors in their respective schools.
  - Principals and vice-principals participated in targeted professional development on reading instruction to enhance their understanding of literacy rich learning environments and to strengthen their ability to foster these environments in their schools.
- Prekindergarten and kindergarten teachers developed and implemented a number of new strategies for creating language-rich classroom environments.

In 2018-19 leaders across the division will coach and support teachers in classrooms and in specialized roles to ensure all students receive effective literacy instruction. Some of the areas of support that will be emphasized across the division are:

- Development and implementation of a consistent model of literacy instruction - all grade 1-8 classrooms;
- Intensive focus of reading instruction prekindergarten to Grade 8 on five pillars of literacy: phonemic awareness, phonics, fluency, vocabulary and comprehension;
- Alignment of literacy instruction focus and practices across grades and “tiers” of instruction i.e. in classrooms and resource rooms;
- Timely identification and response to students learning needs using ongoing student assessments including wide-scale (e.g. Fountas and Pinnell Benchmark Assessment) and classroom (e.g. reading conferences) assessments.

~ More on the Fountas and Pinnell Benchmark Assessment:

- F&P is a standardized student assessment through which all students’ performance is compared to a common standard
- When completing this assessment, a student reads a series of increasingly difficult books and answers a few questions designed to assess her or his comprehension of the text.
- The student’s overall score is determined by the point at which she or he struggles either to read the text or answer the comprehension questions.



MEETING DATE: SEPTEMBER 18, 2018
TOPIC: SASKATOON PUBLIC SCHOOLS FOUNDATION CORP. EXECUTIVE COMMITTEE STATUS UPDATE

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

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 July 24, 2018 the following was passed:

“The appointment of Zeba Ahmad as Executive Director of the Saskatoon Public Schools Foundation Corp. and Stephanie Yong as President of the Saskatoon Public Schools Foundation Corp. effective September 1, 2018.

CURRENT STATUS

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

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Row: Mr. Shane Skjerven, Deputy Director of Education, September 11, 2018, None.

RECOMMENDATION

Proposed Board Motion:

That the Board receive the Saskatoon Public Schools Foundation Corp. Executive Committee Status Update for information.



MEETING DATE: SEPTEMBER 18, 2018
TOPIC: FACILITIES FOR LEARNING UPDATE

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

The Board receives a Facilities for Learning update periodically for its information and reference.

CURRENT STATUS

Attached please find a copy of the updated Facilities 2017-2018 Work Plan, sorted alphabetically by school, as well as a more detailed update on other significant facilities projects.

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Row 1: Mr. Stan Laba, Superintendent of Facilities; September 10, 2018; -2017-2018 Work Plan, -Facilities for Learning Update.

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board receive the Facilities for Learning Update as information.



2017 -2018 WORK PLAN ALPHABETIZED BY SCHOOL

Facility	Description	Status	Notes
Aden Bowman	Build wall to separate classroom from corridor	Deferred	
Aden Bowman	Exterior façade upgrades	Deferred	
Aden Bowman	Insurance upgrade in theatre	Completed	
Aden Bowman	Remove folding wood dividers in main gym	Deferred	
Aden Bowman	Replace castle 40 ton roof top unit	Deferred	
Aden Bowman	Replace main 60 ton roof top unit	In progress	
Administration Ave I	Create parking lot/usable space	Deferred	
Administration Central Office	Accounting Supervisor office move	Completed	
Administration Central Office	Administrative Assistant Foundation office move	Completed	
Administration Central Office	Board Meeting commissionaires	Construction Complete	
Administration Central Office	Central Office name plate inserts	Completed	
Administration Central Office	Create hallway to Cultural Room	Deferred	
Administration Central Office	Goose neck faucets and bottle filing station	Completed	
Administration Central Office	Infill manhole in back alley	Deferred	
Administration Central Office	Shelving move in 2502	Completed	
Administration Central Office	Sub-basement consultation only	Completed	
Administration Central Office	Superintendent office moves	Completed	
Administration Central Office	Supply and install eight exterior wall mounted flag poles	Completed	
Alvin Buckwold	Daycare millwork	Completed	
Alvin Buckwold	Front siding to match new side on one wing previously completed	Deferred	
Alvin Buckwold	Painting Plus Program: Painting	Construction Complete	
Alvin Buckwold	Site remediation	Deferred	
Bedford Road	Library flooring repair	Deferred	
Brevoort Park	Electrical replacement	Deferred	
Brevoort Park	Painting Plus Program: Painting and bathroom stalls	Construction Complete	
Brownell	Painting Plus Program: Lobby upgrades and locker painting	Construction Complete	
Brownell	Upgrades to FLS personal care spaces	Deferred	
Brunskill	Front entrance improvements	Completed	
Brunskill	KCC tie-in for roof	Completed	
Brunskill	Large gym painting	Deferred	
Brunskill	Multipurpose painting	Deferred	
Brunskill	Playground replacement (Facilities portion)	Completed	
Brunskill	Relocate Pre K with access to personal care space	Deferred	
Brunskill	Repairs to roof section #4	In progress	
Brunskill	Roof replacement section #7A and 14	Completed	
Brunskill	Roof replacement section #9, 10 & 11	Construction Complete	
Brunskill	Stage flooring	Deferred	
Brunskill	Stage front	Deferred	
Brunskill	Playground replacement (Committee portion)	Construction Complete	
Buena Vista	Masonry repair	Completed	
Buena Vista	Playground expansion	Completed	
Caroline Robins	Painting Plus Program: Front entrance upgrades and painting	Construction Complete	
Caroline Robins	Remove temporary walls in Library	Cancelled	1
Caroline Robins	Structure investigation of octagon area	Deferred	
Caroline Robins	Window replacement for 20 units of the school	Deferred	
Caswell	Canopy removal section #7	Completed	
Caswell	Electrical replacement	Deferred	
Caswell	Masonry repairs	Completed	
Caswell	Painting Plus Program: Painting, flooring and lighting	Completed	
Caswell	Remove powerline and sensor/lights on exterior over main doors	Deferred	
Caswell	Replace lift	Deferred	
Caswell	Replace windows in Prekindergarten classrooms	Deferred	
Caswell	Roof replacement sections #3A & 3B	Completed	
Centennial	Exterior portable painting	Deferred	
Centennial	Portable restructure (2017)	Construction Complete	
Centennial	Site work	Completed	
Chief Whitecap	Jr. Playground addition	Completed	
Chief Whitecap	Sr. Playground (Facilities portion)	Deferred	
City Park	Accessibility design (phase II)	Completed	
City Park	MMS daycare upgrades (Phase 2.5)	In progress	
City Park	Six classroom renovation	Completed	
City Park	Sprinklering	Completed	
City Park	Structure repair	Completed	
College Park	Consulting Only: Repair and eliminate flooding in classroom	In progress	
College Park	Insurance upgrade flooring	Completed	

2017 -2018 WORK PLAN ALPHABETIZED BY SCHOOL

Facility	Description	Status	Notes
College Park	Masonry repairs	Completed	
College Park	Painting Plus Program: Ceiling tiles and flooring	Construction Complete	
College Park	Repaint gym lines	Deferred	
College Park	Stage flooring	Deferred	
College Park	Windows (phase II)	Completed	
Collette Bourgonje	Sr. Playground (Facilities portion)	Deferred	
Confederation Park	Front door replacement	In progress	
Confederation Park	Painting Plus Program: Painting and washrooms	Construction Complete	
Confederation Park	Replace 50 ton DX original roof top unit	Deferred	
Confederation Park	Roof replacement section #3, 9, and 10	Completed	
Dr. John G. Egnatoff	Investigate portable structure	Deferred	
Dr. John G. Egnatoff	Painting Plus Program: Painting and boot racks	Completed	
Dr. John G. Egnatoff	Replace roof section #1A, 1B, 1C, 8 & 14	In progress	
Dundonald	Exterior school sign to add "École" to name	Completed	
Dundonald	Insurance upgrade flooring	In progress	
Dundonald	Repair rubber flooring in 1106 gym	Deferred	
Dundonald	Repairs to masonry, flashing and windows	Deferred	
Ernest Lindner	Sr. Playground (Facilities portion)	Completed	
Ernest Lindner	Temporary fence	In progress	
Evan Hardy	Construction Only: Exterior grading	In progress	
Evan Hardy	Consulting Only: Gym exterior grading upgrading	In progress	
Evan Hardy	Door and frame replacement	Completed	
Evan Hardy	Gym flooring	Completed	
Evan Hardy	Hallway and locker painting	Deferred	
Evan Hardy	Install barriers to keep cars off field	Deferred	
Evan Hardy	Installation of science lab equipment	Completed	
Evan Hardy	Masonry repair	In progress	
Evan Hardy	One new boiler	Deferred	
Evan Hardy	Replace 25 ton split DX unit roof top unit	Completed	
Evan Hardy	Replace front sidewalk from gym to parking lot, and diagonal sidewalk to bus stop	Completed	
Evan Hardy	Roof replacement section #16	Completed	
Evan Hardy	Roof replacement section #3 & 14	In progress	
Fairhaven	Hold opens	Completed	
Fairhaven	Mechanical replacement on roof section #3	Deferred	
Fairhaven	Painting Plus Program: Flooring and painting	Construction Complete	
Forest Grove	Enrolment review	Deferred	
Forest Grove	Exterior school sign to add "École" to name	Completed	
Forest Grove	Front entrance upgrade	Construction Complete	
Forest Grove	Relocate two portables (from Lakeridge)	Construction Complete	
Forest Grove	Senior boot room new entrance doors	In progress	
Greystone Heights	I/C lock hardware upgrade	Completed	
Greystone Heights	Roof replacement section #2	In progress	
Henry Kelsey	Accessibility upgrades	Completed	
Henry Kelsey	Exterior school sign to add "École" to name	Completed	
Henry Kelsey	Painting Plus Program: Painting, flooring and interior window	Construction Complete	
Holliston	Exterior window trim painting	Cancelled	2
Holliston	Front entrance painting	Deferred	
Holliston	Painting Plus Program: Flooring and painting	Construction Complete	
Howard Coad	Change windows in reception, principal office, office and staff room	Deferred	
Howard Coad	Classroom painting	Deferred	
Howard Coad	Exterior painting	Deferred	
Howard Coad	Gym painting	Deferred	
Howard Coad	Painting Plus Program: Flooring and painting	Completed	
Howard Coad	Window replacement phase 1	Deferred	
Hugh Cairns	Boys and girls washroom upgrade	Completed	
Hugh Cairns	Glulam review/consultation	Completed	
Hugh Cairns	Upgrades to FLS personal care spaces	Deferred	
Hugh Cairns	Window replacement	Deferred	
John Dolan	I/C lock hardware upgrade	Deferred	
John Dolan	Infrastructure updates	Deferred	
John Dolan	New boilers	Deferred	
John Dolan	Painting Plus Program: Flooring, painting and ceiling tiles	Construction Complete	
John Dolan	Personal care washroom	Completed	
John Dolan	Playground (Committee portion)	Construction Complete	

2017 -2018 WORK PLAN ALPHABETIZED BY SCHOOL

Facility	Description	Status	Notes
John Dolan	Remove carpet in classroom 1111	Deferred	
John Dolan	Sr. Autism support program upgrades	Deferred	
King George	Painting Plus Program: Flooring, painting and miscellaneous items	Construction Complete	
King George	Replace flooring in nutrition room	Deferred	
Lakeridge	FP program location change from Sutherland to Lakeridge	Cancelled	3
Lakeridge	Interior painting	Deferred	
Lakeridge	Repair flooring in portable 110	Completed	
Lakeridge	Replace three roof top units	Deferred	
Lakeridge	Roofing - North portable hallway and some portables	Deferred	
Lakeridge	Structural repair	Completed	
Lakeridge	Structural repair in portable 75	Completed	
Lakeview	Front entrance push button	Deferred	
Lawson Heights	Asphalt repair (back door for wheelchairs)	Completed	
Lawson Heights	Remove canopy from front entrance	Deferred	
Lester B. Pearson	Front door push button	Completed	
Lester B. Pearson	Large and small gym flooring	Deferred	
Lester B. Pearson	Painting Plus Program: Gym and multipurpose room painting and misc. items.	Construction Complete	
Lester B. Pearson	Replace 70 ton DX original roof top unit	Deferred	
Lester B. Pearson	Stage front	Deferred	
Marion Graham	Library lighting upgrade to LED	Deferred	
Marion Graham	New boiler	Deferred	
Marion Graham	Roof replacement section #4	Completed	
Marion Graham	Roof replacement section #7	Deferred	
Marion Graham	Shingle canoe club shed repair	Completed	
Marion Graham	Shower in FLS washroom	Deferred	
Marion Graham	Site improvements	In progress	
Montgomery	Expansion of staff parking lot	Deferred	
Montgomery	Exterior painting of portable 48	Deferred	
Montgomery	Lockers and counters painted in 1304	Deferred	
Mount Royal	Cafeteria floor replacement	Deferred	
Mount Royal	Front door replacement	Deferred	
Mount Royal	Gym extras (shared costs with school)	Completed	
Mount Royal	Insurance upgrades-Water damage to classrooms (flooring & counter tops)	Completed	
Mount Royal	Roof replacement section #1 and 2	Construction Complete	
Mount Royal	Temporary power for Pow Wow	Completed	
North Park Wilson	Small gym improvements	Deferred	
Nutana	Temporary power for Pow Wow	Completed	
Pleasant Hill	Classroom flooring	Deferred	
Pleasant Hill	Gym flooring	Deferred	
Pleasant Hill	Gym painting	Deferred	
Pleasant Hill	Library window replacement	Completed	
Pleasant Hill	Painting Plus Program: Gym painting and other painting	Construction Complete	
Pleasant Hill	Roof replacement section #8	Construction Complete	
Pleasant Hill	Second floor windows in school	Deferred	
Pleasant Hill	Stage front	Cancelled	4
Prince Philip	ASP enclosed hallway -self contained	Deferred	
Prince Philip	Caulking around windows	Cancelled	5
Prince Philip	Exterior asbestos panels to be removed	Deferred	
Prince Philip	New boilers	Deferred	
Prince Philip	Painting Plus Program: Flooring and painting	Construction Complete	
Prince Philip	Sill and glass block repair	Completed	
Prince Philip	Stage front	Deferred	
Princess Alexandra	Gym floor	Deferred	
Princess Alexandra	Gym painting	Deferred	
Princess Alexandra	I/C lock hardware upgrade	Deferred	
Princess Alexandra	Painting Plus Program: Exterior site upgrades	In progress	
Princess Alexandra	Stage front	Deferred	
Princess Alexandra	Window replacement	Completed	
Queen Elizabeth	Clips on panels around entrance rusting out	Deferred	
River Heights	Glulam repairs	Deferred	
River Heights	Painting Plus Program: Flooring and painting	Construction Complete	
River Heights	Roof replacement section # 11	In progress	
Roland Michener	Large and small gym flooring	Deferred	

2017 -2018 WORK PLAN ALPHABETIZED BY SCHOOL

Facility	Description	Status	Notes
Roland Michener	Large and small gym painting	Deferred	
Roland Michener	Main entrance flooring	Deferred	
Roland Michener	Painting Plus Program: Flooring and painting	Construction Complete	
Roland Michener	Replace 70 ton DX main roof top unit	Deferred	
Roland Michener	Replace roof section #6	Completed	
Roland Michener	Repointing on roof	Deferred	
Roland Michener	Stage front	Deferred	
Roland Michener	Washroom upgrades	Completed	
Royal West	Boiler replacement	Deferred	
Royal West	Gym flooring	Deferred	
Royal West	Install Metasys	Completed	
Royal West	Stage front	Deferred	
Saskatoon Public Schools	2017 tarmacs various schools	Completed	
Saskatoon Public Schools	2018 tarmacs various schools	Completed	
Saskatoon Public Schools	AED pads and battery replacement	Completed	
Saskatoon Public Schools	Annual playground audits	In progress	
Saskatoon Public Schools	Back flow preventer	Construction Complete	
Saskatoon Public Schools	Basic furniture package upgrade for each school for two grades worth	Completed	
Saskatoon Public Schools	Capital assessments for 2017-2018 roofing projects	Completed	
Saskatoon Public Schools	Castle School Audits	In progress	
Saskatoon Public Schools	Caswell school study	Completed	
Saskatoon Public Schools	Civic addresses	Completed	
Saskatoon Public Schools	Emergency response room labels	Completed	
Saskatoon Public Schools	Fobs at 13 schools (Phase I)	Completed	
Saskatoon Public Schools	Furniture deployment consulting	Completed	
Saskatoon Public Schools	Gym equipment inspection repairs	Deferred	
Saskatoon Public Schools	Install eye wash and emergency showers	Construction Complete	
Saskatoon Public Schools	Masonry repairs 2017	Completed	
Saskatoon Public Schools	Metasys into portables	Approved	
Saskatoon Public Schools	Ministry asbestos registry updating from 2016/2017 removal	Completed	
Saskatoon Public Schools	MSDS Online registration	Completed	
Saskatoon Public Schools	P3 consulting for playgrounds (junior and senior)	In progress	
Saskatoon Public Schools	Painting plus consulting fees	In progress	
Saskatoon Public Schools	Pressure relief safety valve replacements	Completed	
Saskatoon Public Schools	Removal of standpipes	Construction Complete	
Saskatoon Public Schools	Review LED Lighting potential	In progress	
Saskatoon Public Schools	RMIS assessments and warranty inspections	Completed	
Saskatoon Public Schools	Science lab consulting	Completed	
Saskatoon Public Schools	Sports field maintenance	Completed	
Saskatoon Public Schools	Update roofing plans (PDF and AutoCAD)	Completed	
Saskatoon Public Schools	Various hardwood floor refinishing	In progress	
Saskatoon Public Schools	Various schools accessibility upgrades	Completed	
Saskatoon Public Schools	Various schools minor structure upgrades	Completed	
Saskatoon Public Schools	WHMIS Training	Completed	
Silverspring	Replace linoleum flooring in dance room	Deferred	
Sutherland	Enrolment review	Deferred	
Sylvia Fedoruk	Sr. Playground (Facilities portion)	Deferred	
Victoria	Basement flooring in 0111, lunchroom and corridor	Construction Complete	
Victoria	Remove old carpet in various rooms	Deferred	
Vincent Massey	Asphalt repair (back door for wheel chairs)	Completed	
Vincent Massey	Corridor flooring	Deferred	
Vincent Massey	Flooring in all hallways replaced	Deferred	
Vincent Massey	Front entrance push button	Completed	
Vincent Massey	Hallways slab in front of Library (construction) and correct drainage	Deferred	
Vincent Massey	Interior painting	Deferred	
Vincent Massey	Painting Plus Program: Flooring and painting	Construction Complete	
Vincent Massey	Replace all exterior windows	Deferred	
W.P. Bate	Seams in first floor hallway are lifting and caulking missing	Cancelled	6
	Construction portion - MCC electrical panels in various areas, south boiler room	Completed	
Walter Murray	Design review Home Economics Lab	Deferred	
Walter Murray	Flooring replacement in 2120	Completed	
Walter Murray	Insurance extras - castors	Completed	
Walter Murray	Large gym upgrades	Construction Complete	
Walter Murray	Masonry repair	In progress	

**2017 -2018 WORK PLAN ALPHABETIZED BY SCHOOL**

Facility	Description	Status	Notes
Walter Murray	Repair steam traps	Completed	
Walter Murray	Roof repair to roof section #6	Completed	
Walter Murray	Roof replacement section #10	In progress	
Walter Murray	Site upgrades construction	Deferred	
Westmount	Painting Plus Program: Flooring and painting	Construction Complete	
Wildwood	Construction landscaping - Masonry repair	Deferred	
Wildwood	Painting small gym and stage fronts	Deferred	
Willowgrove	Lexan for windows in FLS space	Deferred	
Willowgrove	O&M manuals	Completed	
Willowgrove	Playground replacement (Committee portion)	Completed	
Willowgrove	Playground replacement (Facilities portion)	Completed	
Willowgrove	Repair sidewalk	In progress	
Willowgrove	Roof repair section #1, 3, 4, 5, 6, 9, 10	In progress	

**Status Definitions:**

**Approved:** Finalizing tender documents, no contractor has been awarded the work

**Cancelled:** Project not required

**Completed:** Project work and billing completed

**Construction Complete:** Project work on site is completed

**Deferred:** Project work was not able to be completed this year

**In Progress:** Contractors are on site

**Review:** More information required to determine scope

**Notes:**

1. Caroline Robins remove temporary walls in library - Principal cancelled request
2. Holliston exterior window trim painting - this work was added into the Painting Plus Program
3. Lakeridge FP program location change from Sutherland to Lakeridge - Principal cancelled request
4. Pleasant Hill stage front - this work was added into the Painting Plus Program
5. Prince Philip caulking around windows - maintenance team completed this work
6. W. P. Bate seams in first floor hallway are lifting and caulking missing - maintenance team completed this work

## **FACILITIES FOR LEARNING UPDATE – VARIOUS PROJECTS:**

### **1. 2017 – 2018 Roofing Replacement Projects:**

Roofing replacement work at eight existing schools including Caswell, Confederation Park, Fairhaven, Lakeview and North Park Wilson Elementary Schools, Marion Graham and Mount Royal Collegiates and Royal West Campus (Estey) is complete. Work at Brunskill Elementary School is well underway and is expected to be complete in the near future. There are no budget-related issues to report on these projects.

### **2. Centennial Collegiate Portable Classroom Reconstruction/Addition Project:**

Construction work is complete on this project. There are no budget-related issues to report on this project.

### **3. City Park Phase II Accessibility and Additional Renovation Project:**

Construction work is complete on this project. A final cost report and reconciliation has been provided to the Board. There are no further budget-related issues to report on this project.

### **4. 2018 – 2019 Roofing Repair/Replacement Projects:**

Roofing replacement work at six existing schools including Brunskill, Dr. John G. Egnatoff, Greystone Heights, Willowgrove, and Pleasant Hill Elementary Schools and Walter Murray Collegiate is underway. Work at River Heights Elementary School and Evan Hardy Collegiate is expected to be well underway in the near future. There are no time or budget-related issues to report at this time.

### **5. Phase I Painting Plus Program:**

Work at 21 existing schools including Alvin Buckwold, Brevoort Park, Brownell, Caroline Robins, Caswell, College Park, Confederation Park, Dr. John G. Egnatoff, Fairhaven, Henry Kelsey, Holliston, Howard Coad, John Dolan, King George, Lester B. Pearson, Pleasant Hill, Prince Philip, River Heights, Roland Michener, Vincent Massey and Westmount Elementary Schools is nearing completion. Work at Princess Alexandra Elementary School is expected to begin in the near future. Approximately \$50,000 has been invested in each school based on facilities needs identified by each school-based leadership team. There are no time or budget-related issues to report at this time.

### **6. Portable Classroom Relocation/Upgrades for École Forest Grove Elementary School:**

The portable classroom work is largely complete, with minor deficiencies remaining to be completed. The two portable classrooms were ready for occupancy by school staff and students on the first day of school Tuesday September 4, 2018.

### **7. Infrastructure Improvements at Various Schools:**

Work continues on providing a variety of infrastructure improvements and upgrades to existing schools. Refer to the Facilities Work Plan provided in this board file.

### **8. Flooring, Painting and Miscellaneous Upgrades at Various Schools:**

Work continues on providing flooring, painting and miscellaneous upgrades at various schools. Refer to the Facilities Work Plan provided in this board file.

**9. New School Bundling Update:**

Operational agreements are being finalized, and a variety of ongoing operational issues are being addressed with the service provider. Operational phase feedback will be provided to the Board for its review in the future. A plan to allocate remaining furniture and equipment funds has been approved by the senior leadership team. Additional furniture to address enrolment increases in 2018 – 2019 at the four schools has been purchased. A small number of high priority “minor works” requests at each school have been approved for completion in the near future.



MEETING DATE: SEPTEMBER 18, 2018

TOPIC: AWARD OF CONTRACTS OVER SUMMER MONTHS – FACILITIES EMERGENCY AND MINOR ROOM REPAIRS AND EMPLOYEE AND FAMILY ASSISTANCE PROGRAM REQUEST FOR PROPOSALS

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 its meeting on June 19, 2018, the Board authorized Administration to approve tenders over \$150,000 during summer 2018 based on a variety of conditions as summarized at that meeting, including reporting back to the Board in September 2018 on all such awarded projects.

The Board motion reads: "That the Board authorize Administration to approve tenders and contracts in 2017-2018 and 2018-2019 provided specified budget limits are not exceeded, or where specified budget limits are exceeded that Administration consult with KDL Consulting, or others if applicable, to determine good market value and to ensure that the total 2017-2018 and 2018-2019 budgets are not exceeded where all individual contract and project costs are tabulated. It is also required that Administration report to the Director and/or Chief Financial Officer of any such tenders or contracts exceeding \$150,000 for their approval prior to award, and that Administration report to the Board at its first Board Meeting in September 2018."

**CURRENT STATUS**

Following is a summary of projects greater than \$150,000 approved during the summer of 2018:

**Facilities - Emergency and Minor Roof Repairs:**

Request for Tender T1718-0040 for emergency and minor roof repair was issued in July 2018. Four tenders were received in response to the publicly-advertised request. Thorpe Industries Limited was the successful proponent for the work based on the scoring of all four tenders, as per the evaluation criteria attached. The contract's average annual value is expected to be in the order of \$221,125. The contract length is for three years, commencing September 1, 2018 and ending August 31, 2021 with the potential of extending the contract for up to two additional years if mutually agreed upon by both parties. Up to \$250,000 per year was originally budgeted for this work.



**Human Resources - Employee and Family Assistance Program (EFAP) Services:**

Request for Proposal T1718-0038 for EFAP services was issued on May 28, 2018. Seven responses were received and ComPsych (Guidance Resources) was deemed to be the successful bidder based on the selection and evaluation criteria. Total cost for three years is \$174,441.60 with an option to renew at the same rate for two more years. Option two from ComPsych was chosen as it allows for unlimited counselling sessions as opposed to a cap of four sessions in option one. This amount has been budgeted.

Please refer to the attachment for the results of the evaluation of the seven proposals received.

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<b>PREPARED BY</b>	<b>DATE</b>	<b>ATTACHMENTS</b>
Mr. Stan Laba, Superintendent of Facilities Mr. Jaime Valentine, Superintendent of Human Resources	September 11, 2018	- Emergency and Minor Roof Repair Evaluation - EFAP Evaluation Summary

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**RECOMMENDATION**

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

That the Board receive the *Award of Contracts Over Summer Months –Facilities Emergency and Minor Room Repairs and Employee and Family Assistance Program Request for Proposals* for information.

Saskatoon Public Schools Evaluation

Emergency & Minor Roof Repair

RFT #T1718-0040

Evaluation Team: Lyndi Dyck (Facilities)-Technical; Lockhart Stankowski (Purchasing)-Commerical

	Points Available	Atlas Apex Roofing		Clark Roofing		Flynn Roofing		Thorpe Industries	
<b>Pricing</b>	<b>65%</b>	Cost	Points	Cost	Points	Cost	Points	Cost	Points
<b>Leak Investigation Scenario Financial Comparison (80% Weight Factor)</b>			<b>25</b>		<b>50</b>		<b>52</b>		<b>52</b>
<b>Material Price Comparison (20% Weight Factor)</b>		<b>2nd Highest Average Material Cost</b>	<b>7</b>	<b>Highest Average Material Cost</b>	<b>3</b>	<b>2nd Lowest Average Material Cost</b>	<b>10</b>	<b>Lowest Average Material Cost</b>	<b>13</b>
<b>Technical</b>	<b>35%</b>	Comments		Comments		Comments		Comments	
Experience with specified types of roofing listed	<b>8</b>		8		8		8		8
Response Time	<b>8</b>		8		4		6		4
Capacity	<b>8</b>		0		0		0		0
Warranty	<b>8</b>		0		0		0		0
References	<b>3</b>		8		8		8		8
			<b>24</b>		<b>20</b>		<b>22</b>		<b>20</b>
	<b>100%</b>	<b>Total Score</b>	<b>55.8</b>	<b>Total Score</b>	<b>73.6</b>	<b>Total Score</b>	<b>84.0</b>	<b>Total Score</b>	<b>85.0</b>

SELECTION & EVALUATION CRITERIA	Points Available	ComPsych (Option #1)	ComPsych (Option #2)	LifeWorks	Homewood Health	Morneau Shepell	Penny Murphy (Option #1)
EFAP Model Proposed:		4-session model (2,692 employees)	client-centred model (2,692 employees)	Per employee per month model (2,692 employees)	Per employee per month model (2,679 employees)	Per employee per month model (2,692 employees)	Per employee per month model (10% utilization)
<b>Total Pricing (Initial Term of 3 years)</b>		Points	Points	Points	Points	Points	Points
Commercial Scoring Calculation: Lowest = full score, then deduct 1 point for every full \$10,000 above lowest.	<b>30</b>	30	26	24	15	14	5
<b>Technical</b>							
Expertise and qualifications of the firms and staff assigned to provide the service	20	20	20	18	19	18	20
Approach to be used by the firm	5	5	5	5	5	5	5
Ability to provide services when required by clients	20	15	15	18	18	17	20
Ability to provide a full range of services	10	8	8	9	9	8	9
Service reputation	5	5	5	4	5	4	5
Additional Value Add	10	7	9	9	8	7	9
<b>Total Technical</b>	<b>70</b>	60	62	63	64	59	68
	<b>100</b>	<b>90</b>	<b>88</b>	<b>87</b>	<b>79</b>	<b>73</b>	<b>73</b>

SELECTION & EVALUATION CRITERIA	Points Available	Penny Murphy (Option #2)	Penny Murphy (Option #3)	FSEAP (Option #1)	FSEAP (Option #2)	FSEAP (Option #3)	PPC
EFAP Model Proposed:		Per employee per month model (12% utilization)	Per employee per month model (14% utilization)	Per employee per month model (2,692 employees)	Annual Base Fee w/ Cost Recovery (Fee-for-Service) model	Hourly pricing model	Not scored. Non-compliant submission
<b>Total Pricing (Initial Term of 3 years)</b>		Points	Points	Points	Points	Points	Points
Commercial Scoring Calculation: Lowest = full score, then deduct 1 point for every full \$10,000 above lowest.	<b>30</b>	5	4	12	11	9	0
<b>Technical</b>							
Expertise and qualifications of the firms and staff assigned to provide the service	20	20	20	18	18	18	0
Approach to be used by the firm	5	5	5	5	5	5	0
Ability to provide services when required by clients	20	20	20	15	15	15	0
Ability to provide a full range of services	10	9	9	8	8	8	0
Service reputation	5	5	5	5	5	5	0
Additional Value Add	10	9	9	6	6	6	0
<b>Total Technical</b>	<b>70</b>	68	68	57	57	57	0
	<b>100</b>	<b>73</b>	<b>72</b>	<b>69</b>	<b>68</b>	<b>66</b>	<b>0</b>



MEETING DATE: SEPTEMBER 18, 2018
TOPIC: FINANCIAL RESULTS FOR THE PERIOD SEPTEMBER 1, 2017 TO JULY 31, 2018

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

The attached financial information shows the school division's year-to-date financial position.

CURRENT STATUS

Attached are the following documents:

- 1. Memorandum regarding Financial Results to July 31, 2018 Pages 1-3
2. Statement of Financial Activities to July 31, 2018 Page 4
3. Cash Flow Requirements Page 5
4. Capital Expenditures Page 6
5. Internally and Externally Restricted Surplus Page 7

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

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Lists Mr. Garry Benning and Ms. Deanna Scott as preparers, dated September 12, 2018, with attachments for Financial Results and Memo.

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board receive the financial results for the period September 1, 2017 to July 31, 2018 for information.



## MEMORANDUM

**DATE:** August 29, 2018

**TO:** Board Trustees

**FROM:** Garry Benning, Chief Financial Officer, Deanna Scott, General Manager of Financial Services

**RE:** **FINANCIAL RESULTS TO JULY 31, 2018**

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See Schedule 1 and 2 for financial information as of July 31, 2018. The following is an explanation for the main revenues and expenditures:

### Revenues

- a) Property Taxes  
\$39.8 million and 99% of property tax revenue has been recognized as of July 31, 2018. This compares to \$101.6 million and 92% in 2016-17. As part of the 2017-18 budget the education property tax system has changed and as of January 1, 2018 the property tax revenue is paid to the provincial government directly and then paid to school divisions as part of the operating grant. Therefore, the current year's balance represents property tax revenues for the remaining four months of 2017.
- b) Provincial Grants  
\$171.0 million and 90% of the provincial grants have been recognized for the year, compared to \$157.4 million and 85% in the prior year. Provincial grants are lower in 2017-18, due to capital grants for the Joint-Use School project being recognized in 2016-17. The operating component of the provincial grant also differs year-over-year due to the change in property tax collection. The operating grant has been adjusted for mid-year funding adjustments, resulting in a net reduction compared to budget.
- c) Tuition and Related Fees  
Tuition and related fees consist of revenues from the international student program (ISP), as well as federal tuition for First Nations students. \$2.3 million and 112% of budget has been realized as of July 31, 2018, compared to \$2.6 million and 104% in 2016-17. Current year ISP tuition is expected to be lower than budget because enrolment for ISP is lower than budgeted and will be adjusted downward at year-end for the deferred portion of the revenue. Federal tuition will remain slightly higher than budgeted.

d) Complementary Services

Complementary services relate primarily to prekindergarten funding, as well as alternative funding grants, which can vary in terms of timing for receipt. \$3.0 million and 92% of budget has been realized so far in the current year. In 2016-17, \$3.0 million and 84% of budget had been recognized for the comparable period.

e) External Services

External services consist mainly of funding for associate and alliance schools. As of July 31, 2018, \$7.0 million and 106% of budget has been recognized. In 2016-17, \$6.7 million and 95% of budget had been realized for the comparable period. The current year is higher on a percentile basis due to slightly higher federal funding for Whitecap than budgeted and the reclassification of the ISP program from school-generated to external services.

f) School Generated

School Generated revenue relates to student fees and grants at the school level. Revenues of \$4.4 million and 89% of budget has been realized in the current year. This compares to \$4.9 million and 101% in 2016-17. The account is expected to be slightly lower than budgeted, partially due to the reclassification of ISP from school-generated to external services, but will correspond with lower school-generated expenses.

g) Other

Other includes mainly investment and rental income. Other revenues of \$1.2 million and 85% of budget has been realized in the current year compared to \$1.2 million and 102% in the previous year. Revenues are expected to be lower than budget as fee structure changes for gym rentals did not generate the level of additional revenue as anticipated.

## **Expenditures**

a) Governance

Expenses related to governance total \$0.5 million and 86% of budget as of July 31, 2018, compared to \$1.4 million and 130% in the prior year. The current year is expected to be lower than 2016-17 and slightly under budget.

b) Administration

Administrative costs are \$6.1 million and 94% of budget as of July 31, 2018. This is slightly higher than 2016-17 levels of \$6.1 million and 92%. Administratively salary expenses are slightly higher than budgeted for 2018-19.

c) Instruction

Instruction expenses total \$189.5 million and 99% of budget as of July 31, 2018. This is similar to \$188.6 million and 98% in the prior year. Salary and substitute costs are slightly higher than expected, whereas non-salary costs are slightly lower.

d) Plant

Plant expenses are currently at \$33.4 million and 88% of budget. This is higher than 2016-17 levels of \$29.9 million and 84% of budget. The current year is slightly higher on a percentile basis due to the timing of insurance expenses that have been incurred but not yet recovered. The current year is

also higher on a percentile basis because the previous year was under-budget due to budget re-allocations.

e) School Generated Expense

These expenses currently total \$4.2 million and 85% of budget. This is slightly lower than 2016-17 levels of \$4.7 million and 94% of budget. The timing of these expenditures vary from year-to-year but the account is expected to be at budget for year end, aligned with the corresponding revenues.

f) Transportation

Transportation expenditures amount to \$6.1 million and 94% of budget as of July 31, 2018. This is lower than \$7.5 million and 97% of budget in the prior year and is expected to be slightly under budget in the current year.

g) Tuition and Related Fees

These expenses relate primarily to disbursements to home-based students. These expenses currently total \$0.3 million and 99% of budget as the payments have been distributed as of July 31, 2018. This is comparable to 2016-17 which were \$0.3 million and 102% of budget for the same period.

h) Complementary Services

Complementary services expenditures relate primarily to prekindergarten and alternative funding grants. Expenses are currently \$3.0 million and 90% of budget. This is slightly lower than 2016-17 levels of \$3.0 million and 93% of budget for the same period but is expected to be on budget at year-end.

i) External Services

External services include expenses related to the associate schools, cafeterias, donations, Whitecap and the foundation. These amount to \$6.6 million as of July 31, 2018 and 98% of budget. This is comparable to 2016-17 levels of \$7.2 million and 99%.

j) Interest/Allowances

Interest expenditures are currently \$0.4 million and 124% of budget. This is higher than 2016-17 levels, as a percentage of budget, with the comparable period showing expenses of \$0.4 million and 89% of budget. The current year is expected to be slightly over-budget due to interest charges, but is offset by additional interest income from investments.

### **Capital Expenditures**

The attached schedule (Schedule 3) provides information regarding the unaudited financial status as of July 31, 2018 for capital projects which are considered in progress or have had financial activity during the year. This includes the inception to date costs and budget.

### **Internally and Externally Restricted Surplus**

There are no significant changes to the restricted surplus accounts as of July 31, 2018, other than budgeted allocations and allocations from funds outside the operating fund. See Schedule 4 for more information.

## Schedule 1

### Saskatoon Public Schools Consolidated Statement of Financial Activities For the Eleven Months Ended July 31, 2018

	2017-18		2016-17	
	Consolidated Actual	Percentage of Consolidated Budget	Consolidated Actual	Percentage of Consolidated Budget
<u>Revenues</u>				
Property taxes	\$ 39,808,099	99%	\$ 101,612,500	92%
Provincial grants	170,972,549	90%	157,415,021	85%
Tuition and related fees	2,267,092	112%	2,614,642	104%
Complementary services	3,012,474	92%	2,816,360	84%
External services	6,987,509	106%	6,725,242	95%
School-generated	4,429,747	89%	4,990,919	101%
Other	1,217,882	85%	1,203,868	102%
<b>Total Revenues</b>	<b>228,695,352</b>	<b>92%</b>	<b>277,378,553</b>	<b>88%</b>
<u>Expenses</u>				
Governance	546,880	86%	1,372,924	130%
Administration	6,143,328	94%	6,126,974	92%
Instruction	189,452,525	99%	188,639,392	98%
Plant	33,401,640	88%	29,892,786	84%
School-generated	4,188,531	85%	4,666,094	94%
Transportation	6,078,198	94%	7,537,764	97%
Tuition and related fees	309,200	99%	287,840	102%
Complementary services	2,969,114	90%	3,094,393	93%
External services	6,632,917	98%	7,240,502	99%
Interest/allowances	395,241	124%	360,819	89%
<b>Total Expenses</b>	<b>250,117,575</b>	<b>96%</b>	<b>249,219,490</b>	<b>96%</b>
Surplus/(deficit)	(21,422,223)		28,159,063	



## Schedule 2

### Saskatoon Public Schools Cash Flow Requirements For the Eleven Months Ended July 31, 2018

	Actual 2017-18	Annual Budget 2017-18
Surplus/(deficit)	(21,422,223)	(10,925,122)
CASH REQUIREMENTS:		
Tangible capital assets:		
Purchases	(5,182,893)	(8,170,985)
Long term debt:		
Repayments	(1,376,416)	(1,835,221)
Debt issued		
Non-cash items included in surplus/deficit:		
Amortization expense	11,647,500	15,530,000
Employee Future Benefits expenses	-	362,500
Pension Plan Adjustment	-	-
NET EXCESS (REQUESTED) CASH	(16,334,031)	(5,038,828)

### Schedule 3

#### Capital Projects Status As of July 31, 2018

Project Name	Actual	Budget	Variance
<b>PMR Projects</b>			
<b>2016/17 PMR Projects</b>			
Alvin Buck #1,1a,5,10,14 - Covertite Roofing and Sheet Metal	426,691	479,000	52,309
Confederation Pk - #4 & 7	505,528	537,000	31,472
LB Pearson #5 & 10	141,119	199,000	57,881
Prince Philip #6 - Covertite Roofing and Sheet Metal	193,177	212,000	18,823
River Heights #2 & 7	303,869	330,000	26,131
Roland Mich #6 - Covertite Roofing and Sheet Metal	209,699	225,000	15,301
Vincent Massy #9	249,975	267,000	17,025
WMCI #8 & 10 - Covertite Roofing and Sheet Metal	188,698	256,000	67,302
<b>2017/18 PMR Projects</b>			
Brunskill ROOF REPL 9,10,11	58,752	88,000	29,248
Caswell ROOF REPL 3A,3B,7	56,699	55,000	(1,699)
Confederation Park ROOF REPL 8	176,501	191,000	14,499
Cofederation Park ROOF REPL 3,9,10	556,872	646,000	89,128
Fairhaven ROOF REPL 4	144,516	163,000	18,484
Lakeview ROOF REPL 3 THRU 4	373,174	417,000	43,826
Marion Graham ROOF REPL 4	572,017	770,000	197,983
Mount Royal Collegiate	529,932	595,000	65,068
North Park Wilson REPL S#6	47,494	52,000	4,506
RWEST ROOF REPL 3	91,496	90,000	(1,496)
Evan Hardy #16	212,996	246,000	33,004
City Park Phase Repurposing - Phase 2 - Sprinklers*	390,251	200,000	(190,251)
<b>Total PMR Projects</b>	<b>4,826,210</b>	<b>6,018,000</b>	<b>588,543</b>
<b>Portables</b>			
Centennial - 4	1,171,893	1,250,000	78,107
Willowgrove - 2	590,492	650,000	59,508
Henry Kelsey/Willowgrove - 1	436,826	375,000	(61,826)
Centennial Portable Reconstruction**	1,374,580	1,000,000	(374,580)
<b>Total Portables</b>	<b>3,573,791</b>	<b>3,275,000</b>	<b>(298,791)</b>
<b>Special Projects</b>			
Willowgrove	21,184,120	21,141,303	(42,818)
City Park Repurposing - Phase 2*	1,191,807	1,000,000	(191,807)
Furniture Refresh	1,190,276	1,200,000	9,724
<b>Total Special Projects</b>	<b>23,566,203</b>	<b>23,341,303</b>	<b>(224,901)</b>
* City Park budget of \$1.4 million split between PMR projects (sprinklers) and special projects, combined project budget revised from \$1.2 million to \$1.4 million Sept. 2017, revised total of \$1.6 million approved June 19, 2018			
**Centennial Portable Reconstruction, total project budget revised from \$1.0 million to \$1.4 million Sept. 2017			

## Schedule 4

### Saskatoon Public Schools Internally and Externally Restricted Surplus As of July 31, 2018

<b>Internally Restricted</b>	<b>Opening Balance</b>	<b>Additions/Transfers</b>	<b>As of July 31, 2018</b>
<i>Civic Elections</i>	-	-	-
<i>School Generated Funds</i>	2,531,606	942,435	3,474,041
<i>Facility Rental Reserve</i>	261,953	15,000	276,953
<i>System Application Reserve</i>	1,125,000	-	1,125,000
<i>Governance Reserve</i>	43,000	-	43,000
<i>Facility Operating Reserve</i>	332,201	-	332,201
<i>Specialized School Equipment Reserve</i>	1,000,000	-	1,000,000
<i>Curriculum Renewal Reserve</i>	1,460,000	-	1,460,000
<i>Technology Renewal Reserve</i>	1,850,000	600,000	2,450,000
<i>Mount Royal Facility Partnership Reserve</i>	169,486	-	169,486
<i>Staff Professional Development Reserve</i>	800,000	-	800,000
<i>Secondary Security Camera</i>	50,000	-	50,000
<i>School Carry Forwards</i>	1,164,758	-	1,164,758
<i>Alternative Funds</i>	126,853	236,599	363,452
<i>Whitecap</i>	78,170	-	78,170
<b>Total Internally Restricted</b>	<b>10,993,027</b>	<b>1,794,035</b>	<b>12,787,062</b>
<b>Externally Restricted</b>			
<i>Donations</i>	608,384	389,429	997,812
<i>Foundation</i>	1,100,408	-	1,100,408
<b>Total Externally Restricted</b>	<b>1,708,792</b>	<b>389,429</b>	<b>2,098,220</b>



# SASKATOON BOARD OF EDUCATION

8a

**MEETING DATE:** SEPTEMBER 18, 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	

## BACKGROUND

## CURRENT STATUS

Attached are the minutes from the June 19, 2018 Committee of the Whole and Regular Board meetings.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	September 12, 2018	- Minutes June 19, 2018

## RECOMMENDATION

### **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 June 19, 2018.

# UNAPPROVED

MINUTES OF A MEETING:

of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, June 19 2018 at 2:00 p.m.

June 19,  
2018

MEMBERS PRESENT:

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

Ms. Kelleher joined the meeting at 3:00 p.m.

Following discussions in Committee of the Whole, Ms. Banks moved that the Board rise and report.

CARRIED (9)

The meeting adjourned at 5:35 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, June 19, 2018 at 7:00 p.m. June 19, 2018

MEMBERS PRESENT: Mr. Ray Morrison (Chair), Ms. Donna Banks, Ms. Charmaine Bellamy, 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: Mr. Morrison proposed the following changes to the agenda:

Agenda

Move agenda item #14b) Literacy for Life and Collegiate Renewal: 2017-2018 Purpose and Progress Reports to follow Agenda item #6) Consent Items.

Mr. Tait moved approval of the agenda, as amended.

CARRIED (9)

Celebrating Excellence: Métis Day of Learning:

Mr. Brent Hills, Superintendent of Education, introduced Ms. Angie Caron, Principal of Westmount Community School, Mr. Wilfred Burton, Métis Community Member and grade 4 students: Briannica and David who shared the activities and learnings of Métis day at Westmount Community School.

Celebrating Excellence: Métis Day of Learning

Consent Items: Dr. Zwarych moved the following consent agenda

items be approved as presented.

Consent Items

- 7a) Facilities for Learning Update: That the Board receive the Facilities for Learning update for information.
- 7b) Financial Results for the Period September 1, 2017 to May 31, 2018: That the Board receive the financial results for the period September 1, 2017 to May 31, 2018 for information.
- 7c) Student Transportation Report: That the Board receive the Student Transportation Report for information.
- 8a) Approval of Minutes: That the Board approve the minutes of the Committee of the Whole and Regular Board meeting held June 5, 2018.

CARRIED (9)

New Business

Literacy for Life and Collegiate Renewal: 2017-2018 Purpose and Progress

Reports: Mr. Shane Skjerven, Deputy Director of Education, introduced Mr. Dave Derksen, Superintendent of Education, Ms. Lisa Fleming, Superintendent of Education, Mr. Brent Hills, Superintendent of Education, Mr. Ken Okanee, Superintendent of Education, Mrs. Jennifer Brokofsky, Coordinator: Mathematics, Mrs. Mary-Jo Devine, Coordinator: Literacy for Life and Curriculum and Instruction, Ms. Wendy James, Coordinator: Collegiate Renewal and Curriculum and Instruction, and Mr. Darryl Isbister: First Nations, Inuit and Métis Education.

Literacy for Life and Collegiate Renewal: 2017-2018 Purpose and Progress Reports

The group highlighted their year-end progress reports for the *Literacy for Life* and *Collegiate Renewal* priorities.

Ms. Bellamy moved that the Board approve the *Literacy for Life: 2017-18 Purpose and Progress Report* and the *Collegiate Renewal: 2017-18 Purpose and Progress Report* to be included as part of the evidence of the quality indicators for the Director's annual evaluation.

CARRIED (9)

# UNAPPROVED

## Unfinished Business:

Approval of the Director's Annual Evaluation: Ms. Kelleher moved that the Board approve the Director Evaluation Report as developed during the evaluation workshop of June 12, 2018 as an accurate accounting of the director's performance for the period June 1, 2017 to June 1, 2018, and further that the Board authorize the Board Chair to make any required technical edits and to sign the report on the Board's behalf.

Approval of the Director's Annual Evaluation

CARRIED (9)

Saskatoon Board of Education Annual Board Self-Evaluation 2017-2018: Mr. Linklater moved that the Board approve the Board self-evaluation report as developed at the facilitated workshop of June 12, 2018 and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration as deemed appropriate.

Saskatoon Board of Education Annual Board Self-Evaluation 2017-2018

CARRIED (9)

City Park Phase II Repurposing Project: Ms. Banks moved that the Board approve an additional expenditure of \$194,992 for the City Park Phase II Repurposing Project to be funded from the 2017-2018 Preventative Maintenance and Renewal Budget.

City Park Phase II Repurposing Project

CARRIED (9)

Planned Service Proposal from Johnson Controls Canada LP: Mr. Scott moved that the Board approve the Planned Service Proposal from Johnson Controls Canada LP dated March 23, 2018, for a five year term, starting September 1, 2018 and ending August 31, 2023 at the following annual costs: Year One - \$103,576.92, Year Two - \$105,648.45, Year Three - \$107,761.41, Year Four - \$109,916.63, Year Five - \$112,114.96 for a five year total of \$539,018.37 plus applicable taxes.

Planned Service Proposal from Johnson Controls Canada LP

CARRIED (9)

Performance Audit on Processes to Support Learning of Students with Intensive Needs: Ms. MacPherson moved that the Board receive the performance audit report "Saskatoon School Division No. 13 – Supporting Students with Intensive Needs."

Performance Audit on Processes to Support Learning of Students with Intensive Needs

CARRIED (9)

Pension – Pension Plan Funding Policy: Ms. MacPherson moved that the Board approve the Pension Plan Funding Policy for the Pension Plan for the Non-Teaching Employees of the Saskatoon Board of Education.

Pension - Pension Plan Funding Policy

CARRIED (9)

## Reports of Committees and Trustees:

Reports of Committees and Trustees

Board Chair Reflections – 2017-2018 School Year: Mr. Morrison shared his reflections on the 2017-2018 school year and challenges and opportunities facing the Board and the school division in 2018-2019.

- Trustee Tait reported on his visit to Chief Whitecap School's family barbeque and upcoming graduation events.
- Trustee Zwarych reported on attending the ITEP graduation celebration and the United Nations poster challenge hosted by Roland Michener School.
- Trustee Kelleher reported on her attendance at the Friends of Nutana barbeque luncheon held June 19.

# UNAPPROVED

- Trustee Linklater reported on his participation in a Board self-evaluation workshop. He also attended the Friendship Centre Aboriginal graduation ceremony.
- Trustee Banks reported on her attendance at the Saskatchewan School Boards Association public section meetings, Tommy Douglas Collegiate and Aden Bowman Collegiate Color Day ceremonies, the Fire Cadet graduation at Mount Royal Collegiate, Marion M. Graham Collegiate's math fair and the John M. Dewar Athletic Centre dedication at Marion M. Graham Collegiate.
- Trustee Scott reported on his attendance at the Fire Cadet graduation event, and community and school events within Ward 4. Mr. Scott also reported on attending the Saskatchewan High Schools Athletic Association Annual General Meeting in Moosomin June 20 to 22.
- Trustee MacPherson reported on her attendance at upcoming graduation ceremonies and year end events.
- Board Chair Morrison reported on his attendance at Nutana Collegiate's graduation ceremony and the Saskatoon Teachers' Association Superannuation banquet.

## New Business

Approval of the 2018-2019 Budget Report Annual Operating and Capital Budget Estimates: Ms. Kelleher moved that the Board approve its annual operating and capital budget estimates for the fiscal year September 1, 2018 to August 31, 2019 as detailed in the *Budget Report September 1, 2018 to August 31, 2019*, subject to minor edits.

Approval of the 2018-2019 Budget Report Annual Operating and Capital Budget Estimates

CARRIED (9)

Audited Statements of the Pension Plan for the Non-Teaching Employees: Mr. Linklater moved that the Board approve the audited statements of the Pension Plan for the Non-teaching Employees of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan for the fiscal year ended December 31, 2017.

Audited Statements of the Pension Plan for the Non-Teaching Employees

CARRIED (9)

Student Transportation Services Request for Proposal T1718-0034: Ms. Bellamy moved 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. The value of the contract is \$352,000 plus applicable taxes.

Student Transportation Services Request for Proposal T1718-0034

CARRIED (9)

Pre-Authorization of Contracts over \$150,000 During Summer 2018: Dr. Zwarych moved that the Board authorize Administration to approve tenders and contracts in 2017-2018 and 2018-2019 provided specified budget limits are not exceeded, or where specified budget limits are exceeded that Administration consult with KDL Consulting, or others if applicable, to determine good market value and to ensure that the total 2017-2018 and 2018-2019 budgets are not exceeded where all individual contract and project costs are tabulated. It is also required that Administration report to the Director and/or Chief Financial Officer of any such tenders or contracts exceeding \$150,000 for their approval prior to award, and that Administration report to the Board at its first Board meeting in September 2018.

Pre-Authorization of Contracts over \$150,000 During Summer 2018

CARRIED (9)



# UNAPPROVED

Ms. MacPherson moved that the Board adjourn to the call of the Chair or the Board meeting of Tuesday, August 28, 2018.

CARRIED (9)

The meeting adjourned at 9:06 p.m.

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Secretary of the School Division

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Board Chair



MEETING DATE: SEPTEMBER 18, 2018

TOPIC: APPROVAL OF AMENDED MINUTES – FEBRUARY 13, 2018

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**

The minutes of the February 13, 2018 Regular Board meeting were approved by the Board at the March 13, 2018 meeting. It has now been noted that the approval of agenda item 14d) Board Governance – Housekeeping Changes to Policies was not included in the minutes.

*Robert’s Rules of Order Newly Revised 11<sup>th</sup> Edition* Section 45, subsection 20 states: “If the existence of an error or material omission in the minutes becomes reasonably established after their approval – even many years later – the minutes can then be corrected by means of a motion to *amend something previously adopted*, which requires a two-thirds vote, or a majority vote with notice, or the vote of a majority on the entire membership, or unanimous consent.”

**CURRENT STATUS**

A motion acknowledging the amended minutes is now required.

Attached are the amended minutes of February 13, 2018 for approval.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	July 16, 2018	- February 13, 2018 amended minutes

**RECOMMENDATION**

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

That the Board approve the amended minutes of the Regular Board meeting held February 13, 2018.

# AMENDED

MINUTES OF A MEETING: of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, February 13, 2018 at 7:00 p.m. February 13, 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. 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: Mr. Morrison asked permission of the Board to move agenda item #9 – Language Learning Preschool at Lawson Heights delegation ahead in the agenda to follow agenda item #5 - Celebrating Excellence: Democracy Education at Silverwood Heights School.

Agenda

Ms. Bellamy moved approval of the agenda as amended.

CARRIED (9)

No declarations of conflict of interest were stated.

Celebrating Excellence: Democracy Education at Silverwood Heights School: Mr. Dave Derksen, Superintendent of Education introduced Ms. Jennifer Herrod, Grade 3 teacher at Silverwood Heights School. Ms. Herrod shared her professional learning of being selected to participate in the Teachers Institute on Parliamentary Democracy on Parliament Hill in Ottawa. Students Noah, Madison, and Karina shared how democracy education occurs within their classroom.

Celebrating Excellence: Democracy Education at Silverwood Heights School

Delegation – Language Learning Preschool at Lawson Heights School: Mr. James Wilde and Mr. Peter Keating spoke to the Board regarding the language learning preschool at Lawson Heights School.

Delegation- Language Learning Preschool at Lawson Heights School

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

Consent Items

- 7b) Saskatoon Public Schools Foundation 2017-2018 Elected Officials
- 7c) Changes to Administrative Procedures April 1, 2017 to January 15, 2018: That the Board receive the annual changes to Administrative Procedures as information.
- 7d) Financial Results for the Period September 1, 2017 to December 31, 2017: That the Board receive the financial results for the period September 1, 2017 to December 31, 2017 for information.
- 8a) Approval of Minutes: That the Board approve the minutes of the Committee of the Whole meetings held January 16, 2018 and January 23, 2018 and Regular Board meeting held January 16, 2018.
- 12) Correspondence: That the Board receive the correspondence as listed.

CARRIED (9)

# AMENDED

## Reports from Administrative Staff:

Board Priority Update: Literacy for Life: Mr. Shane Skjerven, Deputy Director of Education introduced Ms. Lisa Fleming, Superintendent of Education, Mr. Todd Berg, Principal and Ms. Tiffany Smith, Vice Principal of Mayfair Community School. The group shared how the school implemented learning sprints, and the success students and teachers are having.

Board Priority Update:  
Literacy for Life

Ms. Kelleher moved that the Board receive the Core Strategy Update: Early Learning, for information.

CARRIED (9)

## Unfinished Business:

Mid-Year Budget Update: Dr. Zwarych moved that the Board approve the transfer of \$0.35 million from Internally Restricted Surplus designated for tangible capital asset expenditures to Unrestricted Surplus.

Mid-Year Budget Update

CARRIED (9)

Saskatchewan School Boards Association's Annual Membership Fees: Mr. Morrison moved that the Board authorize payment of 2018 Saskatchewan School Boards Association membership fees of \$139,134.52 plus GST.

Saskatchewan School Boards Association's Annual Membership Fees

CARRIED (9)

Board Subcommittee Minutes: Ms. Banks moved that the Board approve the minutes of the Board Governance subcommittee meeting of December 12, 2017.

Board Subcommittee Minutes

CARRIED (9)

## Reports of Committees and Trustees:

- Trustee Brannen reported on attending the newcomer portion of the SCC assembly meeting. She also attended the 'Future in Yours' career expo and school community council meeting at Buena Vista School.
- Trustee Tait reported on Ward 7 school visits, including Charles Redhawk School and their greenhouse learning project.
- Trustee Zwarych reported on her attendance at the SCC assembly meeting, College Park's School Community Council meeting where Principal Bradford was recognized, Evan Hardy Collegiate's open house, Chinese Heritage Language School's New Year's celebration. Dr. Zwarych also gave a presentation on educational administration to students at the University of Saskatchewan's ITEP program, attended the Sask Coding announcement hosted by the Saskatoon Industry Education Council on February 12.
- Trustee Bellamy reported on her attendance at Colette Bourgonje School where the school had many activities during the Winter Olympic events.
- Trustee Kelleher reported on her participation with World Read Aloud Day at North Park Wilson School.
- Trustee Linklater reported on his attendance at Princess Alexandra School where he joined a community learning walk with Dr. Debbie Pushor from the College of Education, University of Saskatchewan and representatives from the school.

# AMENDED

- Trustee Banks reported on her attendance at community school council meetings at Ward 3 schools, the SCC general assembly meeting, meetings with the SSBA Executive, pre-collegiate night at Fairhaven School, Tommy Douglas Collegiate open house, and the Sask Coding announcement hosted by the Saskatoon Industry Education Council on February 12.

- Trustee MacPherson reported on her attendance at Brownell School where she toured the math instruction space and her visit to Silverwood Heights School and witnessed the weekly math challenge activity.

- Board Chair Morrison reported on his attendance at the Memorandum of Understanding signing event with CUMFI, the meeting of all Board Chairs in Saskatchewan, SCC general assembly, the Sask Coding announcement, Chinese Heritage Language School's New Year's celebration, and Silverspring School's production of Annie Jr.

Approval of Directors for Saskatoon Public Schools Foundation Corp:  
Ms. Brannen moved that the Board approve the appointment of Janet Uchacz-Hart as director for Saskatoon Public Schools Foundation Corp. effective January 1, 2018.

Approval  
of Directors for  
Saskatoon  
Public Schools  
Foundation  
Corp.

CARRIED (9)

2018-2019 School Calendar: Ms. MacPherson moved that the Saskatoon Board of Education adopt the proposed 2018-2019 school year calendar.

2018-2019  
School  
Calendar

CARRIED (9)

Fiscal Leadership Report 2016-2017: Mr. Tait moved that the Board approve the Fiscal Leadership Report 2016-2017 to be included as part of the evidence of the quality indicators for the Director's annual evaluation.

Fiscal  
Leadership  
Report  
2016-2017

CARRIED (9)

Board Governance – Housekeeping Changes to Policies – Ms. Banks moved that the Board approve housekeeping changes to Policy 1: Role of the Board, Policy 2: Role of the Board member, Policy 6: Board Operations and Policy 26: Purchasing.

Board  
Governance-  
Housekeeping  
Changes to  
Policies

CARRIED (9)

Mr. Linklater moved that the Board adjourn to the call of the Chair or the Board meeting of Tuesday, March 13, 2018.

CARRIED (9)

The meeting adjourned at 8:34 p.m.

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Secretary of the School Division

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Board Chair



**MEETING DATE:** SEPTEMBER 18, 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 (Dec 2012), Section 2.1

Agreements/Contracts, 97 paper records of contractual agreements are eligible for destruction (seven year retention after expiration/termination). Detailed listing of agreements is attached.

Additionally, Section 5.1 of the SSBA guide sets a seven year retention of employee files after termination, of which five boxes of teacher files, two boxes of CUPE files and one box of Out of Scope/Non-Teaching/SCEA files are eligible for destruction.

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.

## CURRENT STATUS

A motion is required to securely destroy 97 paper records of contractual agreements (see attached listing), five boxes of teacher files, two boxes of CUPE files, and one box of Out of Scope/Non-Teaching/SCEA files that are eligible for destruction as per SSBA Records Retention and Disposal Guide (Dec 2012).

PREPARED BY	DATE	ATTACHMENTS
Mr. Jason Dunk, Chief Technology Officer	September 1, 2018	None

## RECOMMENDATION

### Proposed Board Motion:

That the Board approve the secure destruction of 97 paper records of contractual agreements, five boxes of teacher files, two boxes of CUPE files, and one box of Out of Scope/Non-Teaching/SCEA files that are eligible for destruction as per SSBA Records Retention and Disposal Guide (Dec 2012).



**MEETING DATE:** SEPTEMBER 18, 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 July 24, 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:*

*Marla Adams - 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 ten 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
Mr. Shane Skjerven, Deputy Director of Education	September 11, 2018	None

## RECOMMENDATION

### **Proposed Board Motion:**

That the Board approve the appointment of Marla Adams as director for Saskatoon Public Schools Foundation Corp. effective January 1, 2019.