

REGULAR MEETING ----- October 11, 2016

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Tuesday, October 11, 2016 at 3:00 p.m. in the Chinook Education Centre.

PRESENT: Larry Caswell
Randy Beler
Shane Andrus
Cassandra Appelgren
Rodney Fairbrother
Elaine Anderson
Tim Weinbender
Tim Ramage
H.B. (Bernie) Ford

Liam Choo-Foo - Director of Education
Kyle McIntyre – Deputy Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
JackieWiebe – Executive Assistant

REGRETS: Shauna Wright

The meeting was called to order at 3:00 p.m. by Chair Larry Caswell

AGENDA 126/16 Anderson THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 127/16 Appelgren THAT the Minutes of the Regular Meeting of September 12, 2016, be approved, as presented.

CARRIED

CONSENT ITEMS 128/16 Andrus THAT the Consent Agenda Items be approved.

CARRIED

REGULAR MEETING ----- October 11, 2016

AP 708.1 129/16 Ford THAT the new Administrative Policy No.708.1, Local Authority Freedom of Information and Protection of Privacy, be approved as attached.

CARRIED

AP 801 130/16 Ford THAT the revised Administrative Policy No. 801, Transportation Services, be approved as attached.

CARRIED

PRAIRIE LEARNING CENTER 131/16 Ramage WHEREAS: The likelihood of successful candidate recruitment for the term position is limited

AND WHEREAS: The current and projected fiscal situation of Chinook limits ability to sustain ongoing contributions for the operation of the Prairie Learning Center

BE IT RESOLVED THAT: Chinook participation in the Prairie Learning Center will be terminated effective October 11, 2016.

CARRIED

Kevin Jones, Manager of Transportation and Facilities presented The Transportation Status Report

TRANS. REPORT 132/16 Weinbender THAT the Transportation Status Report be received.

CARRIED

REGULAR MEETING ----- October 11, 2016

Liam Choo-Foo, Director of Education, presented the September 30, 2016 Official Enrolments Report.

OFFICIAL 133/16 Ramage
ENROLMENTS THAT the September 30, 2016 Official Enrolments Report be received.

CARRIED

HR 134/16 Fairbrother
REPORT THAT the Employee Contracts be ratified as contained in the Human Resources Report dated October 11, 2016.

CARRIED

R.M. OF 135/16 Fairbrother
LAWTONIA THAT the Chinook School Division will approve cancellation of the school portion of tax arrears on vacant crown land owned by Sask Ministry of Agriculture in the R.M. of Lawtonia, in the amount of \$31.51.

CARRIED

FOX VALLEY 136/16 Andrus
SCC FINANCIAL THAT the Chinook School Division Board of Education will
REQUEST approve the request of the Fox Valley SCC to donate \$500.00 to support their Open House / STRIDE Physio and Performance Presentation on October 20, 2016.

CARRIED

R.M. OF 137/16 Weinbender
MORSE THAT subject to Ministerial approval, the Chinook School Division will agree to cancel the school portion tax in the amount Up to \$335,588.40 for Algonquin Power Co. in the R.M. of Morse No. 165.

CARRIED

ADJOURN 138/16 Fairbrother THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY NO. 708.1

LOCAL AUTHORITY FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The Chinook School Division recognizes that all information provided to individuals upon request, must be done in accordance with the provisions of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP). The Director or designate will appoint a LAFOIP coordinator who is to be consulted on all issues.

PROCEDURES

1. Access to Information

Subject to the limitations in the Local Authority Freedom of Information and Protection of Privacy Act, upon application to the Director or designate, upon payment of the prescribed fee, and subject to the limitations of section 5 below, every person shall be permitted access to records that are in the possession or under the control of the Division.

2. Application Process

Each applicant shall make application on the prescribed form specifying the subject matter of the record requested, along with sufficient particularity as to the time, place and event.

3. Timeline

The Director or designate shall consider each application and give written notice to the applicant within thirty (30) days regarding the disposition of the request.

4. Written Notice

The Director or designate shall:

- 4.1 Provide written notice to the applicant stating that access to the record or part of it will be given on payment of the prescribed fee and setting out the place where, or manner in which, access will be available;
- 4.2 Refer the applicant to the publication if the record requested is published, or is about to be published;
- 4.3 Set out the reason for the refusal and identify the specific provisions of

legislation on which the refusal is based, if access is refused;

- 4.4 Where an application is made with respect to a record that is exempt from access, refuse to confirm or deny that the record exists or ever did exist;
- 4.5 Where a record contains information to which an applicant is refused access, give access to as much of the record as can be severed without disclosing the information to which the applicant is refused access;
- 4.6 Provide a copy of the record requested or, where it is not reasonable to produce, give the applicant an opportunity to examine the record;
- 4.7 State that, subject to section 38 of Local Authority Freedom of Information and Protection of Privacy Act, the applicant may request a review by the Commissioner within one (1) year after the notice is given.

5. *Administrative Costs*

An applicant who has given notice pursuant to section 1 is entitled to obtain access to the record on payment of the prescribed fee. The Director or designate shall have the right to waive payment of all or any part of the prescribed fee.

- 5.1 The Director or designate will provide a cost estimate to an applicant if the fee is likely to exceed fifty dollars (\$50) over and above the application fee.

6. *Transfer of Applications*

- 6.1 Where the Director or designate considers that another local authority or a government institution has a greater interest in the record, the Director or designate:
- 6.2 May, within fifteen (15) days after the application is made, transfer the application and, if necessary, the record to the other local authority or government institution;
- 6.3 If the record is transferred, give written notice of the transfer and the date of the transfer to the applicant.

7. *Denials of Requests*

The Director or designate shall refuse access to information contained in:

- 7.1 Confidential documents from other governments, agencies, crown corporations or institutions;
- 7.2 Documents pertaining to law enforcement and investigations;
- 7.3 Draft bylaws or resolutions or agendas or substance of deliberations of meetings authorized to be held in the absence of the public;
- 7.4 Advice from officials which has not yet been implemented;

- 7.5 Documents that compromise the economic interests of the Division;
- 7.6 Third party information which could compromise the third party;
- 7.7 Testing or auditing procedures or techniques;
- 7.8 Details of specific tests to be given or audits to be conducted;
- 7.9 Documents that threaten the safety or the physical or mental health of an individual;
- 7.10 Documents related to solicitor/client privilege;
- 7.11 Documents considered confidential under other Acts.

8. *The Director or designate shall not disclose personal information without the written consent of the individual to whom the information relates*

The following does not constitute personal information:

- 8.1 Salaries and benefits of employees;
- 8.2 Personal views given in the course of employment, other than views with respect to another individual;
- 8.3 Financial or other details of a contract for personal services;
- 8.4 Details of license, permit, membership, etc. granted to an individual;
- 8.5 Details of a discretionary benefit of a financial nature; and/or
- 8.6 Expense of an individual traveling.

9. *Personal information may be disclosed without the individual's consent:*

- 9.1 For the purpose for which the information was compiled;
- 9.2 To comply with court process;
- 9.3 To the Attorney General of Saskatchewan or to his/her legal counsel for use in providing legal services to the government or to the Division;
- 9.4 To legal counsel for use in providing legal services to the Division;
- 9.5 To collect a debt owing by the individual to the Division or to make a payment owing by the Division to that individual;
- 9.6 Pursuant to requests from law enforcement agencies and under agreements with governments or other local authorities to enforce the law or carry out a lawful investigation;
- 9.7 To comply with the law;
- 9.8 For statistical purposes where the identity of the individual will not be disclosed;
- 9.9 In compassionate circumstances within the meaning of Local Authority Freedom of Information and Protection of Privacy Act, or where in the opinion of the Director or designate it is in the public interest; and/or
- 9.10 To the Governments of Canada and/or Saskatchewan to facilitate the auditing of shared cost programs.

- 10. Personal information of a deceased individual shall not be disclosed until twenty-five (25) years after the death of the individual, except where in the opinion of the Director or designate disclosure to next-of-kin would not constitute an unreasonable invasion of privacy.***
- 11. Subject to Part III and subsection (2) and (3) of the LAFOIP Act, an individual, whose personal information is contained in a record in the possession or under the control of the Division, has a right to access the record upon application and upon giving sufficient proof of identity.***
- 12. The Director or designate may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of determining the individual's suitability, eligibility, or qualifications for employment or promotion.***
- 13. An individual who has access to a record that contains personal information with respect to him/herself is entitled to:***
 - 13.1 Request correction of the personal information contained in the record if the person believes that there is an error or omission;
 - 13.2 Require that a notation be made that a correction was requested but not made.
- 14. Within thirty (30) days after a request pursuant to section 13 is received, the Director or designate shall advise the individual in writing that:***
 - 14.1 The correction has been made;
 - 14.2 A notation pursuant to section 13 has been made.
- 15. Where the Director or designate intends to give access to a record that contains information supplied in confidence, information which could financially prejudice a third party, or is personal information which in the opinion of the Director or designate is in the public interest, the Director or designate shall:***
 - 15.1 Give the third party written notice, where reasonable to do so, allowing them twenty (20) days in which to make representations where they object to access being given;
 - 15.2 Within thirty (30) days after the notice is given decide whether to allow access in written notice to the third party and applicant.
- 16. The Director or designate may delegate the decision making power regarding access to information, in writing, upon any conditions the Director or designate***

deem necessary. The Director or designate may appoint an Access Officer, Administrative Coordinator and an Office Representative in accordance with Local Authority Freedom of Information and Protection of Privacy Act. The Coordinator will be consulted on all issues.

17. The fee schedule shall be that as contained in the Local Authority Freedom of Information and Protection of Privacy Act as determined from time to time by the Government of Saskatchewan.

Reference: Local Authority Freedom of Information and Protection of Privacy Act

New Policy: October 11, 2016

ADMINISTRATIVE POLICY No. 801

TRANSPORTATION SERVICES

Eligibility to attend a specific school is covered in Module 4. Once eligibility is confirmed, Chinook School Division (Chinook) provides transportation for students requiring access to school in accordance with *The Education Act, 1995*, *The Highway Traffic Act*, and *The Vehicle Administration Act*. In addition, provisions are made for special use of buses to enable students to participate in education and education-related activities.

PROCEDURES

1. Provision of Services

- a. Transportation for students residing in Chinook is provided through a combination of school buses, contractor school buses and private vehicles.
- b. Chinook may provide transportation services to other school divisions under contract, when approved by resolution of the Board.
- c. Chinook may receive transportation services from other school divisions for Chinook students attending schools outside of Chinook boundaries.

2. Rural Student Transportation

- a. The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Buses are to be restricted to provincial highways, municipal roads, and approved yard service.
 - ii. Yard service may be approved if the residence is at least 200 meters from the road allowance (fence line), the access road is of all-weather construction, and there is a clear area to enable the bus to turn around without backing up. Requests for yard service lying outside of these guidelines will be honored at the discretion of the bus driver in consultation with the Manager of Transportation.
 - iii. Time schedules are to be based on normal travel conditions. The schedule is to be communicated to parents with the directive that under normal conditions buses will wait no longer than two minutes at any

one pickup point, nor will they leave any pickup point ahead of time, unless all students have been accounted for. Buses are to arrive at school no earlier than fifteen minutes prior to the usual commencement of classes, unless the bus must proceed to another school and the driver requires the time for appropriate scheduling of arrival time. Schedule accommodations may be made subject to the approval of the Manager of Transportation.

- iv. Routes will be designed with a targeted maximum ride time of 75 minutes. Exceptions to the targeted 75 minute ride time may occur in extenuating circumstances such as, but not limited to the following:
 - (1) Alternate school choice
 - (2) Geographic barriers
 - (3) Extreme isolation
- v. Variations in scheduling or routes are to be communicated to parents by the Manager of Transportation or designate.
- vi. Transportation will be provided to the designated school, to and from the student's designated home location.
 - (1) Exceptions to the designated home location may be granted in extenuating circumstances. Chinook may allow for a regular alternate pickup and drop off location. (A minimum one month advance schedule must be provided.) The location must be a home or designated stop (i.e.: daycare or childcare site). This alternate location must not cause deviation of more than one mile from the regular route, nor shall the targeted total ride time of the route exceed 75 minutes as a result.
- vii. In the event of school closure or grade discontinuance, efforts will be made to allow parents to send students to the school of their choice subject to the conditions set forth in Section 4 (Student Transportation to Alternate School Locations).
- viii. Prior to final notice of annual bus route arrangements being given to parents for the upcoming school year, the Manager of Transportation shall:
 - (1) Forward a copy of applicable bus routing information for each of subdivisions 1 to 7 to the respective Board Trustee.
 - (2) Permit two weeks for the Board Trustee to solicit feedback from SCC's and community stakeholders, including but not limited to, bus drivers and municipal government authorities, on bus routes developed for their respective schools.
 - (3) Consider and may incorporate appropriate feedback into bus routing.

- (4) In the event that mid-year routing changes are necessary, a plan of the possible changes shall be forwarded for consultation to the Sub-division Trustee as soon as practical, but no later than the date the routing change comes into effect.
- b.** There may be circumstances or conditions making it necessary to arrange for transportation other than through the provision of busing, including the use of public service or private vehicles. In these cases the Manager of Transportation is to recommend special arrangements to the Chief Financial Officer for approval. These arrangements may include:
- i. Provision of transportation allowance for parents who convey their children.
 - ii. Provision of a boarding allowance to parents who do not have bus or alternative service and who choose to board their children away from home.
- c.** Courtesy pick-ups may be provided to students attending Catholic or Fransaskois schools within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division.
 - ii. With respect to Catholic school attendance, students must be baptized Catholic and provide proof of their baptismal to be considered for transportation.
 - iii. With respect to Fransaskois school attendance, students must reside within the francophone attendance area.
 - iv. Pick-up location must be in close proximity (within 10 minutes) to existing routes and not result in the deviation from the targeted total ride time of 75 minutes.
 - v. There is space available on the bus.
- d.** Courtesy pick-ups may be provided to students from eligible day care facilities located in towns and villages within Chinook under the following conditions:
- i. Application is to be made to the Chinook School Division
 - ii. The facility must be licensed as a Day Care or Group Family Child Care Home

- iii. The facility must be located greater than 300 meters from the school
- iv. The stop location must permit safe student loading/unloading
- v. The bus must have capacity for the students
- vi. The additional stop(s) must not unduly affect ride time/pickup time of rural students on the route

3. Swift Current City Student Transportation

- a.** The Manager of Transportation is responsible for bus scheduling and routing in consultation with the Chief Financial Officer.
 - i. Notwithstanding provisions of 1.(a) Eligibility for transportation support is determined as:
 - (1) The designated pickup for the student is outside of the walk zone.
 - (2) The school of attendance is within the catchment area of the designated pickup.
 - (3) Should the designated pickup change part way through school year eligibility for transportation support will be determined by the location of the new designated pickup.
 - a) French Immersion: Provide service to eligible students in Grades K-8 attending the French Immersion Program at École Centennial School.
 - b) Special Education: Provide service to special education students who are designated.
 - c) K-8 Students not Identified in (1) and (2)
 - I. Transportation for all other K-8 students within their school attendance area will be provided from a series of bus stops as established by the Manager of Transportation.
 - II. Unless otherwise determined, the transportation service shall be at no cost to the student.
 - III. Transportation shall be provided to schools designated by Chinook
 - IV. Transportation shall be provided under the terms and conditions as established by Chinook from time to time.

- d) Holy Trinity Catholic: Provide service to eligible students in Grades K-8 attending All Saints Catholic School.

ii. Bus Service

- (1) Bus stops will be established so that students will not be required to walk an unreasonable distance to either their school or a bus stop. Chinook will allow one designated pick-up and drop off bus stop for eligible students in grades K-8.
- (2) These designated stops will only be changed in the case of a move of residence or permanent change of daycare provider.
- (3) Under no circumstance will the pick-up or drop-off bus stop be outside the regular attendance area of the school or program attended.
- (4) Students will be informed of their departure time and are expected to be ready when their transportation arrives. Any students who miss their ride will be responsible for getting themselves to school.

iii. Ridership Registration

- (1) Students wishing to newly access or revise existing transportation services shall make the request using the Transportation Request Form located at <http://chinooksd.ca/Programs/Transportation/parentforms/Pages/default.aspx>.
- (2) Bus routes will be designed from the main database and supplemental information supplied. Written information detailing bus stops and times for commencement of the next school year will be provided to parents by the 15th of August. Requests for changes during the school year will be accommodated within the existing route structure wherever possible.

iv. Special Arrangements

- (1) There will be no special arrangements for the purposes of extra-curricular activities (e.g. Music Lessons, Swim Lessons, etc.)
- (2) Only students registered for transportation services on a specified route shall be allowed to ride on that bus. There will be no exceptions for guests staying with registered riders, or other circumstances.

v. Grades 9 – 12 Bussing

- (1) Transportation shall be provided on a conditional basis. Chinook shall establish such conditions from time to time.
- (2) Provide service to students residing
 - a) South of South Railway Street.
 - b) North of the Trans-Canada Highway.
 - c) West of Central Avenue.
 - d) South of Sidney Street.
 - e) East of 13th Avenue N.E.

4. Student Transportation to Alternate School Locations

- a. “Alternate location” refers to any school location other than the designated school of a student. Attendance at an alternate school is subject to registration at the school.
- b. Students shall be transported or be provided with a conveyance allowance to an alternate school location when authorized Chinook staff recommends another school be attended because there are academic, social or emotional concerns and/or program cannot be economically provided at the current designated school.
- c. Subject to the mandatory provisions eligible students may be transported to an alternate location upon parent request.

Mandatory Provisions

- i. No significant alteration (in excess of 10 minutes) to existing bus routing is required; or
 - ii. Alteration to existing bus routing does not result in the deviation from the targeted total ride time of 75 minutes and,
 - iii. Alteration to existing bus routing does not result in more than one bus being required to enter a particular yard.
 - iv. If permission to access a bus route is granted between the driver’s home and the start of the designated route, transportation service will only be provided while that bus driver is personally driving that particular route
- d. Subject to the mandatory provisions eligible students from Swift Current may be transported to Stewart Valley, Success, Waldeck or Wymark Schools upon parent request.

Mandatory Provisions

- i. If multiple families are accessing any one school, Parents and/or guardians assume responsibility to transport students to a single point of bus pick up and drop off at the O.M. Irwin School Bus Layby.
- ii. There is capacity on the bus.
- e. Parents opting to enroll their child(ren) in a school other than the designated school, that do not meet the preceding criteria, assume responsibility for transportation of their child(ren). To that end, the following options are available:
 - i. They may transport students at their own cost to the school of their choice. This option does not apply to École Centennial due to the expected limitations on school capacity.
 - ii. They may meet Chinook School Division buses at a regularly scheduled stop, with exception to program designated routes for Special Education, and provided that:
 - (1) There is and continues to be capacity on the bus. Permission to ride will be rescinded if space becomes an issue.
 - (2) Permission (if required) is received from the land owner.
 - (3) A completed alternate school acknowledgement form has been received by Chinook
- f. Requests lying outside of the above parameters will be dealt with on a case by case basis.

Revised: February 8, 2016

Revised: September 12, 2016

Revised: October 11, 2016