

**REGULAR MEETING ----- May 8, 2017**

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, May 8, 2017 at 3:00 p.m. in the Chinook Education Centre.**

**PRESENT:** Larry Caswell  
Shane Andrus  
Shannon Armstrong  
Allan Bridal  
Dianne Hahn  
Susan Mouland  
Kimberly Pridmore  
Tim Ramage  
Katelyn Toney  
Tim Weinbender

Kyle McIntyre – Acting Director of Education  
Rod Quintin – Chief Financial Officer  
Joanne Booth – Communications Coordinator  
JackieWiebe – Executive Assistant

**GUESTS:**

**Staff Presentations:**

Sharon Mayall: Coordinator  
Dan Kerslake: Superintendent of Schools  
Rod Siemens: Superintendent of Human Resources

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

AGENDA 057/17 Weinbender THAT the Agenda be approved as circulated and revised.

CARRIED

STANDING 058/17 Mouland COMMITTEE THAT Katelyn Toney be appointed to the Transportation Standing Committee for 2016 – 2017.

CARRIED

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MINUTES      059/17 Bridal                      THAT the Minutes of the Regular Meeting of April 10, 2017  
be approved, as presented.

CARRIED

CONSENT      060/17 Armstrong                      THAT the Consent Agenda Items be approved.  
ITEMS

CARRIED

AP 903              061/17 Andrus                      THAT the revised Administrative Policy 903, Maintenance and  
Inspection, be approved as attached.

CARRIED

Dan Kerslake, Superintendent of Schools and Sharon Mayall,  
Coordinator presented the 21<sup>st</sup> Century Student Engagement Status  
Report.

21st              62/17 Hahn                      THAT the 21<sup>st</sup> Century Student Engagement Status Report be  
CENTURY                      received.  
ENGAGEMENT

CARRIED

CLOSED              063/17 Ramage                      THAT the Board of Education recess the meeting to go into Closed  
Session.

CARRIED

RISE              064/17 Toney                      THAT the Board of Education rise and report.

CARRIED

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HR 065/17 Pridmore THAT the Employee Contracts be ratified as contained in the  
REPORT Human Resources Report dated May 8, 2017.

CARRIED

TERMINATE 066/17 Weinbender THAT the teaching duties of Ms. Woodford shall be terminated  
CONTRACT pursuant to section 210 (1) (a) of *The Education Act, 1995* effective  
May 8, 2017, for the following reasons:

- a) Ms. Woodford is presently off on an unapproved leave from her position;
- b) Ms. Woodford accepted a teaching position elsewhere without resigning from her present position;
- c) She has failed to engage in effective or ongoing communication with her employer about her employment status;
- d) There is an unwillingness of Ms. Woodford to accept responsibility for her unethical actions; and she has breached her responsibilities in the employee employer relationship.

CARRIED

SUPREME 067/17 Toney THAT the Memorandum of Understanding with Supreme Office  
MOU Products Limited be approved, as attached.

CARRIED

HERBERT 068/17 Weinbender THAT the Chinook School Division Board of Education will  
SCC approve the request of the Herbert SCC to donate \$500.00 to support their Annual Literacy Evening which was held on April 12, 2017.

CARRIED

**REGULAR MEETING ----- May 8, 2017**

MEETING 069/17 Ramage  
TIME CHANGE

THAT the regular scheduled Public Board Meeting on Monday, June 12, 2017 will commence at 1:00 p.m.

CARRIED

RM TAX 070/17 Andrus  
WRITE OFF

THAT the Chinook Board of Education will write off the school portion of taxes owing to the RM of Happyland in the amount of \$83, 620.38.

CARRIED

ADJOURN 071/17 Bridal THAT we do now adjourn.

CARRIED

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Board Chair


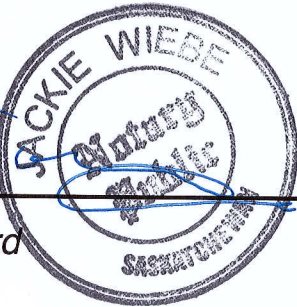
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CFO

**Declaration of Office**

*(Subsection 78(1) of the Act)*

I, Katelyn Toney, do hereby accept the office of Member of the Board of Education of the Chinook School Division No. 211 of Saskatchewan, to which I have been elected (in Subdivision No. Four), and I will to the best of my ability honestly and faithfully discharge the duties devolving on me as such member.

Dated at Swift Current in the Province of Saskatchewan, this 8<sup>th</sup> day of May, 2017.

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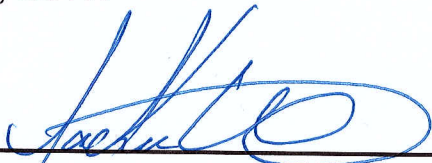
*Member of the Board*

**Endorsement Certificate by Commissioner for Oaths / Notary Public**

*(Subsection 78(2) of the Act)*

I, Jackie Wiebe, of Morse in the Province of Saskatchewan do hereby certify that Katelyn Toney, a person elected as a member of the Board of Education of the Chinook School Division No. 211 (for Subdivision No. Four), has this day made before me the required Declaration of Office.

Dated at Swift Current in the Province of Saskatchewan, this 8<sup>th</sup> day of May, 2017.



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*A Commissioner for Oaths or Notary Public*

## **ADMINISTRATIVE POLICY No. 903**

### **MAINTENANCE AND INSPECTION**

Maintenance and inspection of facilities and school sites are important functions of the Board of Education. It is through regular inspection and appraisal of facilities and grounds that the Board is able to plan for on-going and scheduled maintenance of buildings and grounds, and provision of facilities to meet the educational and physical needs of students.

### **PROCEDURES**

#### ***1. Responsibility of Principals***

- a. The principal is responsible on an on-going and daily basis for the supervision and monitoring of the general maintenance of the school and its grounds. The principal is to establish in-school procedures for reporting general maintenance and repairs required in the school and on the school grounds.
- b. The facility operator and principal are to establish procedures for monitoring the school grounds, equipment, and facilities. Minor items in need of attention are to be carried out by the facility operator. Items in need of specialized materials or labor skills are to be reported to the Facility Maintenance department through the online work order function of FAME. Major items with significant health and safety implications are to be reported to the Manager of Facilities or designate as soon as possible.

#### ***2. Planning of Facility Enhancements***

- a. The principal is to annually submit recommendations for facility repair and minor renovations through the Superintendent of Schools for consideration in the Board's budget process. The Superintendent of Schools shall conduct an initial review of the recommendations submitted by the principal to ensure alignment with the strategic learning objectives of Chinook and the School Learning Improvement Plan.
- b. Within the parameters of available financial resources the facility department shall review in consultation with all Superintendents of Schools and prioritize

the above noted recommendations and any other needs as determined by facility staff using the following criteria:

- i. Health and Safety
  - ii. Educational Learning Environment needs
  - iii. Aesthetic Improvements
- c. The prioritization process shall include consultation with the respective school Superintendent and the Facilities Standing Committee. Upon completion of the prioritization process and prior to budget approval the Manager of Facilities shall circulate a copy of the projects as prioritized for each to school to the respective Board Trustee of the subdivision in which the school is located.
- d. Major capital construction items are to be submitted by the Director to the Board for consideration of the Board when developing its five-year capital construction plan for submission to the Ministry of Education.

### ***3. School Yard Site Development***

- a. Community groups and School Community Councils that are contemplating development of a school yard site are to work in conjunction with their principal and the Manager of Facilities.
- b. A detailed development plan including a budget showing revenue sources and projected expenditures is to be prepared for presentation to the Board of Education.
- c. Safety, accessibility and equipment standards as detailed by the Manager of Facilities must be adhered to in all aspects.
- d. The Board may annually budget funds to assist local school communities in upgrading and developing their school yard sites as follows:
  - i. On a case by case basis special funding may be provided when compliance with new or revised safety regulations necessitates the removal of all or a significant portion of the existing playground structure.
- e. Details as to actual construction involving tenders, purchasing, and contracting services are to be in accordance with school division directives provided by the Manager of Facilities.

- f. School property development, when allocated for off-street parking is to be consistent with the long-range development of playgrounds and represent a safe condition for students.

*REVISED NOVEMBER 14, 2011*

*REVISED MARCH 12, 2012*

*REVISED MAY 8, 2017*



## Memorandum of Understanding (MOU)

### **For the Supply of Classroom, Office, Art, and Learning Products to Chinook School Division via the contracts held with The University of Saskatchewan (U of S) and Group of Saskatchewan School Boards (GOSB) by Supreme Office Products Limited (SOPL)**

**Date:**

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#### A) Term of Agreement-Participating Entities

- The term of this Agreement will be as described in the contract details with the U of S and GOSB and will automatically renew each year until such time as any party terminates their participation.
- The Participating Entities are The University of Saskatchewan and the GOSB, which currently consists of Regina Public Schools, Regina Catholic Schools and Saskatoon Public Schools who are full participants in this agreement. Additionally, any affiliated educational institutions located within Saskatchewan may participate in this agreement.

#### B) Scope of Services/Direction

- SOPL will provide the U of S and GOSB with products and services related to the entire public offering of SOPL of office, classroom, art, and learning products under the terms noted below in Section C).
- This agreement may be made available to educational institutions within Saskatchewan upon receipt of a written request by the U of S or by Request of Saskatchewan School Boards. Any additions must be approved by SOPL.
- SOPL will provide ordering platforms that include, telephone, fax, online via the Internet or custom applications where available.
- SOPL will provide next day shipping/delivery to locations outside of their local delivery areas at no additional cost to the purchaser.
  - Additional shipping/delivery costs may apply to all furniture and large learning item orders and for locations in non-primary areas.
- All minimum order requirements, small order fees or fuel surcharges currently charged by SOPL as a general term of business are waived under this agreement.

### C) Price Schedule

- All products offered by SOPL will be priced on a "cost plus gross margin" schedule as follows
    - 25% on learning Products
    - 22% on Office Products
    - 12% on Ink and Toner
  - Additionally, the Top 40 line items as determined by an annual calendar year review, will be priced on a "cost plus gross margin" of 12% for each individual School Board, School Division or Post-Secondary Institution that becomes a party to this agreement.
  - Copy paper will be supplied to each school delivered at a current price of \$49.99/case. As we discussed with the high costs of delivery to certain locations this allows SOPL to offer the other program details
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- The revisions to the Top 40 will be implemented on the anniversary of the agreement.

### D) Invoice Options and Payment Terms

- Invoice options will be made available including but not limited to: invoice by transaction, e-invoice, summary monthly, summary cost center or custom invoice as developed upon request delivered in hard or electronic formats.
- Payment terms are NET 30 days.

### E) Termination

Any party participating in this agreement may terminate said agreement for any reason with 30 days written notice.

### F) Summary

This MOU is an exclusive purchasing arrangement and it is intended that the Chinnok School Division participants will purchase their Classroom, Office, Art, and Learning Supplies from SOPL whenever possible. SOPL is aware that the participants may purchase similar products from other vendors from time to time but the majority will be purchased at Supreme. This Memorandum of Understanding represents the summary of the offer made by Supreme Office Products Limited to The University of Saskatchewan, the Group of Saskatchewan School Boards and their participants regarding the supply of office, classroom and art (learning) supplies via SOPL's RFP response dated June 27, 2012 and November 26, 2013 respectfully. It consists of a written proposal submitted by SOPL as modified by the individual points incorporated in this Memorandum of Understanding. This Memorandum of Understanding will govern over any other prior offer, proposal, purchase order, sales invoice, confirmation, or contract in existence on the date hereof unless otherwise stipulated in writing and signed by authorized

representatives of each of the parties hereto.

The signatures below indicate full approval by Chinook School Division and Supreme Office Products Limited of all points contained in the written offers (RFP responses) and this Memorandum of Understanding.



Brian Mikuliak  
Executive VP and CEO  
Supreme Office Products Limited  
Date: APRIL 26/17



President & CEO  
Chinook School Division  
Date: May 8, 2017