

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, December 12, 2016 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
Tim Weinbender

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: H.B. (Bernie) Ford

GUESTS: SCCHS Business Club
Cindy Lowe, Teacher

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

AGENDA 175/16 Weinbender THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 176/16 Mouland THAT the minutes of the Regular Meeting of November 7, 2016, and Special Meeting of November 28, 2016, be approved, as presented.

CARRIED

CONSENT ITEMS 177/16 Bridal THAT the Consent Agenda Items be approved.

CARRIED

REGULAR MEETING ----- December 12, 2016

MATH REPORT 183/16 Pridmore THAT the Math Intervention Update be received.

CARRIED

CLOSED 184/16 Weinbender THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

OPEN 185/16 Mouland THAT the Board of Education rise and report.

CARRIED

HR REPORT 186/16 Bridal THAT the Employee Contracts be ratified as contained in the Human Resources Report dated December 12, 2016

CARRIED

EASTEND SCC 187/16 Armstrong THAT the Chinook School Division Board of Education will approve the request of the Eastend SCC to donate \$500.00 to support the purchase of a Buddy Bench.

CARRIED

ADJOURN 188/16 Hahn THAT we do now adjourn

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY No. 512

EMPLOYEE HEALTH AND SAFETY

BACKGROUND

The Chinook School Division is committed to ensuring, insofar as is reasonably practicable, the health and safety at work of all its employees. The Division believes that safety is the responsibility of everyone: workers, supervisors and administrators, and that safety is an important component of the workplace.

PROCEDURES

1. Role of the Safety Committee

- 1.1. The Safety Committee will be given responsibility for providing input into the development, implementation and ongoing review of the Safety Program. The committee will have equal representation from employee groups and management/administration, and will operate as a working committee. The committee will meet once every month with the exception of July and August.
- 1.2. Committee members will more specifically be asked to:
 - 1.2.1. Attend regular meetings and training sessions sponsored by the Division. These are intended to provide a level of knowledge required to fulfill the duties of the committee. Such meetings and training sessions will be scheduled during the regular workday.
 - 1.2.2. Seek input from their respective employee groups regarding issues related to implementation of the program and ultimately present this input to the committee.
 - 1.2.3. Assist administration in promoting awareness of the need for a safe working environment as well as the need for all employees of the Division to participate in implementation, required training and compliance with the regulations.
 - 1.2.4. Regularly inform their respective employee groups regarding the activities of the committee.
 - 1.2.5. Develop and maintain a safety handbook for use by local Occupational Health and Safety Committees.

2. **All sites in the Division shall establish and maintain an Occupational Health and Safety Committee in compliance with the Occupational Health and Safety Act and Regulations of the Act. Occupational Health and Safety Committees are to be maintained in all locations. Each committee will be responsible for:**

- 2.1. Conducting workplace inspections on a regular basis and report on action required to appropriate individuals;
 - 2.2. Holding a minimum of four meetings annually;
 - 2.3. Maintaining and distributing minutes of meetings to Human Resources and the Occupational Health and Safety Division;
 - 2.4. Assisting the Division to identify and control hazards, and to set up educational and training programs;
 - 2.5. Monitoring and updating safety materials such as manuals, MSDS (Material Safety Data Sheets), etc.;
 - 2.6. Reporting and investigating all accidents and near accidents.
- 3. Safety training will be provided by the Division, as required, during working hours. Employees attending training will be paid their regular salary, and will be replaced with a substitute during their absence when deemed necessary by their supervisor.**
 - 4. Adherence to required safety rules and procedures will be a condition of employment. Failure to observe reasonable safety rules and regulations, as well as causing such failure, will be handled through a process of progressive discipline.**
 - 5. Unsafe working conditions should first be reported to the Occupational Health and Safety Committee at the respective location. If there is failure to act on the concern in a timely manner, the issue should be reported to the Manager of Transportation and Maintenance.**
 - 6. Working Alone**

Saskatchewan's Occupational Health and Safety Regulations, 1996, Section 35 defines working alone as an employee who is "working at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency."

Where an employee is working alone, the employer, in conjunction with the OH&S Committee, shall identify the risks arising from the conditions and circumstances of the work or the isolation of the place the work is to be performed. The employer shall take all reasonably practicable steps to eliminate or reduce the risks that have been identified.

6.1. Division Responsibilities:

The Division will follow the guidelines provided in the Saskatchewan's Occupational Health and Safety Regulations.

The Division will identify risks associated with those working alone and take the following into consideration and communicate these with the employee:

- 6.1.1. Safety Training (work safe practices including identifying tasks that require assistance, employees working alone are confident in their safety, etc.)
- 6.1.2. Appropriate safety equipment (required for the job)
- 6.1.3. Communication (cell phone, methods of regular contact, etc.)
- 6.1.4. Medical Emergencies (location of first aid kits, phone numbers, etc.)
- 6.1.5. Fire (location of fire extinguishers, exits, etc.)
- 6.1.6. Weather-related risks (division weather policy, communication plan, etc.)

6.2. Lone Worker Responsibilities:

- 6.2.1. The employee will follow the guidelines provided in the Saskatchewan's Occupational Health and Safety Regulations.
- 6.2.2. The employee will take personal responsibility for sharing information regarding their whereabouts.
- 6.2.3. The employee will inform their supervisor, the Occupational Health and Safety Committee, or immediate supervisor of any concerns or incidents regarding working alone.
 - i. All lone worker staff will be advised of the procedure for working alone through communication from their immediate supervisor.
 - ii. Any area of risks identified by either the employee, employer or the OH&S Committee will be evaluated to ensure worker safety while working alone.
 - iii. If an area of risk is identified an effective communication system must be established. This could be radio communication, phone/cell phone communication or any other means of communication that has been considered in accordance with the risks involved.
 - iv. If the area of risk identified does not have reasonable safety measures in place, the area of risk should be brought to the attention of the supervisor. The supervisor will then assess the risk area to determine whether specific communication methods, safety equipment or additional procedures may be required. If additional training is required the appropriate training will be provided by the employer.
 - v. In isolated areas where an employee is required to work on an occasional basis, the employee will inform the supervisor when they will be required to work alone and the location in which the work will take place.

Calendar B - 2017/2018 (Shorter Christmas, Full February, long Easter, unbalanced semesters, teacher convention at beginning)

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Student Registration	29 Admin/PLC	30 Chinook Opening Day	31 Convention		

SEPTEMBER 2017 (18/20)						
S	M	T	W	T	F	S
					1 Admin/PLC	2
3	4 Labour Day	5 Students Begin	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 PLC	26	27	28	29	30

OCTOBER 2017 (20/21)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9 Thanksgiving	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 PD	31				

NOVEMBER 2017 (21/21)						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11 Remembrance Day
12	13 Remembrance Day holiday	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Student Led Conferences	28	29	30		

DECEMBER 2017 (16)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 Last day of School	23
24	25 Christmas Day	26 Boxing Day	27	28	29	30
31						

JANUARY 2018 (19/20)						
S	M	T	W	T	F	S
	1 New Year's Day	2	3	4 Students Return	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Exams	26 Exams	27
28	29 Exams	30 Exams	31 Turn Around Day			

FEBRUARY 2018 (15)						
S	M	T	W	T	F	S
				1 Semester 2 Begins	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Family Day	20	21	22	23	24
25	26	27	28			

MARCH 2018 (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 Good Friday	31

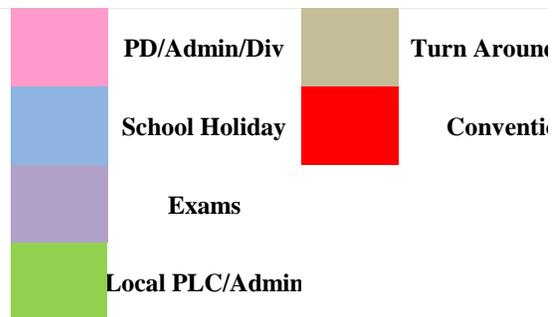
APRIL 2018 (16/17)						
S	M	T	W	T	F	S
1	2 Easter Monday	3	4	5	6 PLC	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Student Led Conferences	24	25	26	27	28
29	30					

MAY 2018 (21/22)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7 PD	8	9	10	11	12
13	14	15	16	17	18	19
20	21 Victoria Day	22	23	24	25	26
27	28	29	30	31		

JUNE 2018 (19/21)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22 exams	23
24	25 exams	26 exams	27 exams - last day of school for students	28 Admin	29 Admin - last day of school for teachers	30

Notes

Sem 1 - 94 student; 101 teacher
 Sem 2 - 92 student; 96 teacher (186/197)
Total
186 Contact
11 non-contact days



Chinook School Division No. 211
Chinook Education Center
2100 Gladstone St E. Swift Current, SK S9H 4J8
Phone 306.778.9200 Fax 306.773.8011

- vi. Chinook School Division will continue to review lone worker safety procedures in collaboration with the Division's OH&S committees and legislative requirements.

New Policy: December 12, 2016

AGREEMENT FOR USE OF CABRI SCHOOL AUDITORIUM.

BETWEEN: BOARD OF EDUCATION OF CHINOOK SCHOOL DIVISION. NO. 211, OF
SASKATCHEWAN
(Hereinafter Referred to as "The Board")

AND: CABRI COMMUNITY VENTURES INC.
of the Town and Surrounding District of
Cabri, in the Province of Saskatchewan,
(Hereinafter Referred to as "Cabri Ventures")

WHEREAS the Board is the legal and equitable owner of the lands and premises set out in Appendix "A" attached to and forming part of this agreement;

AND WHEREAS the legacy Prairie West School Division Board, upon the recommendation of the Local Board, had undertaken the development, construction and operation of a school gymnasium-auditorium (hereinafter referred to as "the auditorium") attached to and forming part of the Cabri School, located in the Town of Cabri;

AND WHEREAS the legacy Prairie West School Division Board agreed to build an auditorium larger than and with more facilities than otherwise would have been required at the request of Cabri Ventures in order that Cabri Ventures and other community groups can use the auditorium for community functions other than school functions;

AND WHEREAS Cabri Ventures has agreed, in consideration of the legacy Prairie West School Division Board agreeing to build a larger auditorium, to share in the costs of construction and operation of the auditorium by making a financial contribution of \$500,000;

THEREFORE the parties agree as follows:

1. Title to the auditorium shall remain in the Board and the Board agrees that the auditorium shall be operated in accordance with the terms and conditions set out in this agreement.
2. The administration and operation of the auditorium shall be the sole responsibility of the Board, subject to such terms and conditions as set out in this agreement. The Board may from time to time delegate any or all of the responsibilities for the administration or operation of the auditorium to the Cabri School Community Council.
3. The Board may rent the auditorium to the public and other community groups at times when it is not used for school purposes at such rental and on such conditions as the Board may from time to time determine.

- a. Unless otherwise agreed to by the Board the auditorium shall be used for school purposes, with no right of other groups to its use or enjoyment, between the hours of 9:00 a.m. to 4:00 p.m. on days when the school is in operation including weekends during the school year.
- b. Unless otherwise agreed to by the Board the auditorium shall be used for school purposes between the hours of 4:00 p.m. to 6:00 p.m., excepting those occasions where the use of the auditorium has been booked in advance for other activities.
- c. Priority for the use of the auditorium during such period or periods during which the school is closed for vacation and on holidays will be based on a first-come basis.

4. RENTAL PROCEDURES and RESPONSIBILITIES

Rental inquiries shall be adjudicated by the Board based on the Booking Protocol attached as Appendix "B".

- a. Cabri Ventures shall manage approved rentals by:
 - i. Prepare, four (4) weeks in advance, a schedule of the use of the auditorium for non-school functions.
 - ii. Enter into a signed Cabri Ventures Rental Agreement (attached as Appendix "C") with the renter(s).
 - iii. Collect rent or any related fees (cleaning, extraordinary utilities, damages) for the rental.
 - iv. Arrange for the distribution and return of keys for the facility
 - v. Arrange for appropriate inspection of the facility after each use to ensure the facility is left in satisfactory condition
- b. Rental revenue (net of any extraordinary caretaking, utility or damage related expenses incurred by Chinook) derived from these events shall accrue to Cabri Ventures for further use in community development activities.

5. FACILITY MODIFICATIONS, RENOVATIONS or DAMAGES

Cabri Ventures shall communicate with the Board regarding any proposed renovations, modifications or major damages arising from the use of the facility by Cabri Ventures or any of the rentals managed by Cabri Ventures. All proposed renovations, modifications or damage reparations shall meet the standards of the Board and be at no cost to the Board.

6. The Board shall be solely responsible for the payment of all utilities, repairs, maintenance, and all other necessities and operating costs for the operation of the auditorium as deemed necessary from time to time by the Board.
7. Fire insurance and property insurance coverage shall be taken out by the Board in a sufficient amount to cover replacement costs of the auditorium and its contents; any premium payable in connection therewith shall be the sole responsibility of the Board.

8. Subject to Ministry of Education approval, in the event that the Cabri School and auditorium is closed for the reason it is no longer feasible to remain open or required for school purposes and is deemed surplus for Board use, the building shall be transferred to the Town of Cabri for Community Development purposes.
9. This agreement shall be effective from and after the _____ day of _____, AD 2016 (herein referred to as the "effective date") and shall continue in full force and effect for a period of three (3) years from and after the effective date, whereupon the parties hereto shall conduct a mandatory review of the agreement with a goal to renew this agreement.
10. This agreement may be terminated upon the mutual written consent of the parties hereto.
11. Any notice required or permitted to be given to any party hereunder shall be sufficiently given if delivered directly by personal service to the hereinafter-mentioned addresses, or if mailed, by prepaid registered mail to the hereinafter mentioned addresses. The notice if mailed shall be deemed to have been given fifteen (15) days after the date of mailing of the notice. Unless otherwise notified, the parties agree that any notice to be mailed or delivered shall be sufficiently mailed or delivered at the following addresses:
- Board of Education,
Chinook School Division No. 211
P.O. Box 1890
SWIFT CURRENT, Saskatchewan
S9H 4J8
- Cabri Community Ventures Inc., Chairperson
P.O. Box 121
Cabri, Saskatchewan
SON OJO
12. This agreement and the rights, privileges and obligations hereunder shall not be assigned by any of the parties without the written consent of the other party.
13. This agreement shall ensure to the benefit of and be binding upon the parties hereto, the successors and assigns of each of them.
14. Either party may refer any matter or difference in relation to or arising from this agreement:
- a) to arbitration in accordance with *The Arbitration Act*, for Saskatchewan; or,
 - b) if agreed upon by the parties:
 - a. to arbitration by a single arbitrator if the parties hereto agree upon one; or
 - b. to 3 arbitrators, one to be appointed by each party and the third to be chosen by the first 2 arbitrators named.

15. This agreement shall be governed and construed in accordance with the laws of the Province of Saskatchewan.

IN WITNESS WHEREOF the parties have hereunto caused their corporate seals to be affixed, duly attested to by the hands of their proper signing officers in that behalf on the ____ day of _____ AD, 2016

BOARD OF EDUCATION OF THE CHINOOK
SCHOOL DIVISION, NO. 211 OF
SASKATCHEWAN

PER: _____

“Seal”

PER: _____

WITNESS: _____

CABRI COMMUNITY VENTURES INC.

PER: _____

“Seal”

PER: _____

WITNESS: _____

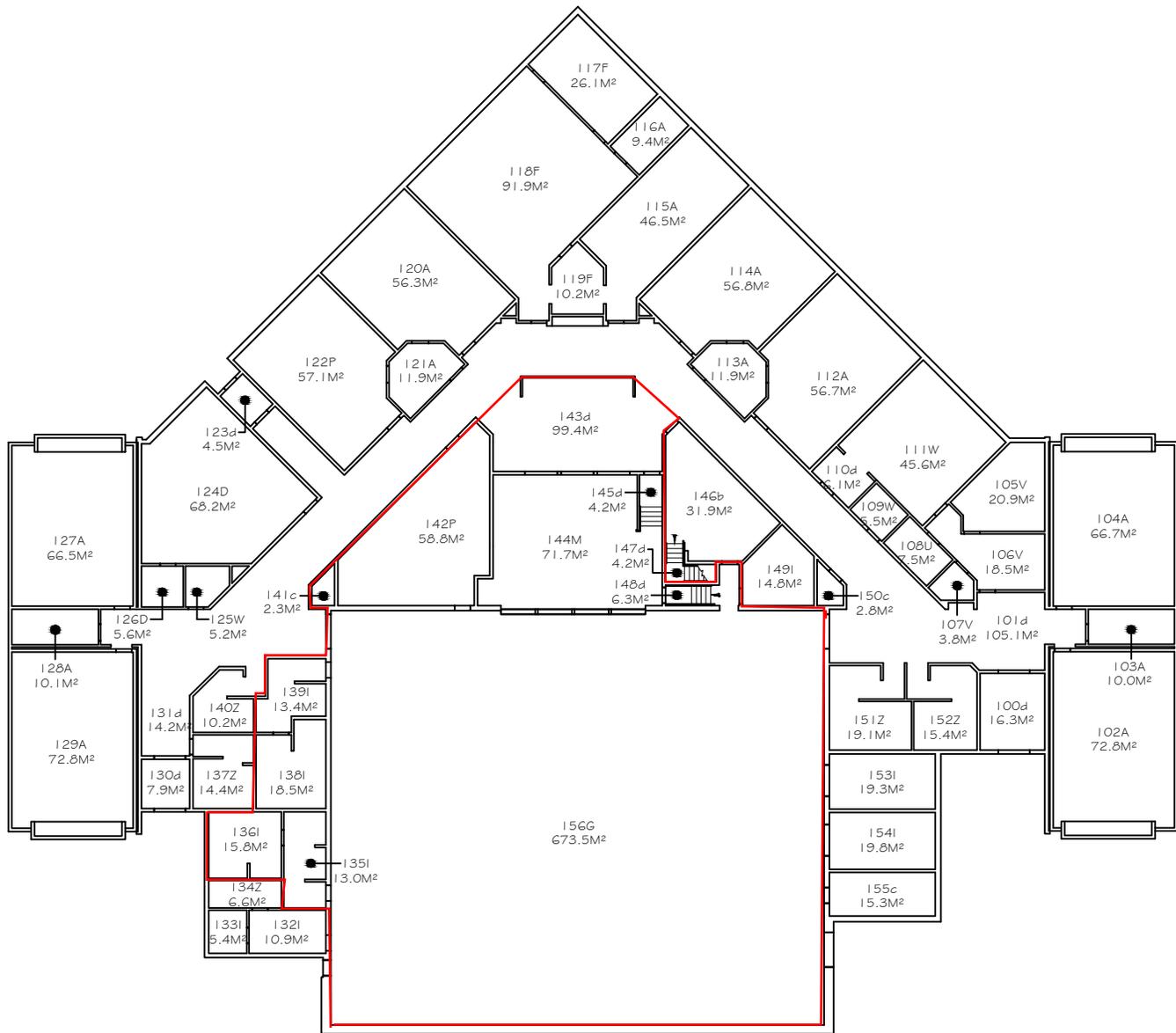
APPENDIX A

Ministry of Education		
CABRI K-12 SCHOOL		
Chinook SD #211		
Main flr area:	2530.3m ²	File: Cabri K-12 School_2009.dwg
Second flr area:	100.8m ²	School number: 1511303
Gross flr area:	2631.1m ²	Date: 05-Feb-2009
		Prepared by: D. Kwiatkowski

BUILDING PHASES

19?? ORIGINAL 2631.1m²

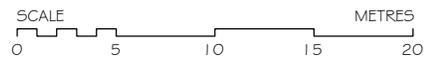
Physical Address: 421 Prospect Ave. N, Cabri, SK



MAIN FLOOR PLAN



MAIN FLOOR PLAN



Appendix “B” Booking Protocol

Booking Cabri School Gym through Ventures Inc.

1. Potential renters contact the office manager of Cabri School to inquire about the availability of a date. If the booking calendar shows the date is free, the office manager will get back to the potential renter within 24 hours to confirm the booking.
2. The office manager then emails all school staff to ask about the date to make sure there is no potential conflict with a school event.
3. If the date remains available, the office manager will contact the potential renter to book the date within 24 hours of the initial inquiry. The date will be recorded in the booking calendar.
4. The renter must contact the Ventures Inc. representative to sign a contract, make payment arrangements and make arrangements for obtaining keys.

AGREEMENT FOR USE OF SHAUNAVON PUBLIC and HIGH SCHOOL GYMNASIUMS

BETWEEN: BOARD OF EDUCATION OF CHINOOK SCHOOL DIVISION. NO. 211,
OF SASKATCHEWAN
(Hereinafter Referred to as “The Board”)

AND: THE TOWN of SHAUNAVON represented by:
The Shaunavon Wellness and Leisure Committee
Of Shaunavon, in the Province of Saskatchewan,
(Hereinafter Referred to as “the Committee”)

WHEREAS the Board is the legal and equitable owner of the lands and premises set out in Appendix
“A” attached to and forming part of this agreement;

AND WHEREAS the legacy Shaunavon School Division Board, had entered into an agreement with
the Town of Shaunavon to more fully utilize gymnasiums at Shaunavon Public and High Schools
during non-school times;

THEREFORE the parties agree as follows:

The Board agrees to permit the following activities to be held in/on the said facilities and
others as approved from time to time, at no cost: see Appendix “B” attached.

And

In consideration of this agreement, that the Committee will make available, at no cost, town
owned facilities as per the attached Appendix “C”. Activities to be booked accordingly with
the Committee as to time and date. Town and Wellness and Leisure activities shall take
precedence and may pre-empt school use.

AND FURTHER

It is agreed between the Shaunavon High School of Chinook School Division and the
Committee that a minimal fee for the use of Crescent Point Wikenheiser Center be charged to
the Shaunavon High School for the use outlined in Appendix “D”.

1. COMMUNITY USE OF SCHOOL PROCEDURES

- a) The Committee shall prepare, maintain and forward to the Board a contact list for all user groups accessing the schools for activities identified in Appendix “B”.
- b) The Committee shall prepare a monthly schedule of all meetings and activities which will be forwarded to each respective School Principal for approval as to time and date. Each respective School Principal shall consult with the Chinook Maintenance Department regarding any planned maintenance activities for their school prior to schedule approval. School activities or scheduled maintenance shall take precedence and may pre-empt community usage.
- c) The Committee shall be permitted to use standards and nets belonging to the Board and may supply any other necessary equipment.
- d) The Committee shall be responsible for any damages, breakage to property or equipment, and extraordinary caretaking expenses arising out of community use of the facilities.
- e) The Committee shall provide or make arrangements for official adult supervision of the school facilities during the hours they are in use for the approved programs. Supervision shall be carried out by an adult official representative from the group using the facilities.
- f) The Committee shall be responsible to see that existing rules of the school, policies and procedures of the Board related to community use of schools are adhered to.
- g) The Committee shall be responsible to distribute keys to users requiring access to the school and collection of keys from users upon completion of the program.

2. This agreement shall be effective from and after the _____ day of _____, AD 2016____ (herein referred to as the “effective date”) and shall continue in full force and effect for a period of two (2) years from and after the effective date, whereupon the parties hereto shall conduct a mandatory review of the agreement with a goal to renew this agreement. This agreement may be terminated by either party on thirty (30) days’ notice in writing to the other party.

3. Any notice required or permitted to be given to any party hereunder shall be sufficiently given if delivered directly by personal service to the hereinafter-mentioned addresses, or if mailed, by prepaid registered mail to the hereinafter mentioned addresses. The notice if mailed shall be deemed to have been given fifteen (15) days after the date of mailing of the notice. Unless otherwise notified, the parties agree that any notice to be mailed or delivered shall be sufficiently mailed or delivered at the following addresses:

Board of Education,
Chinook School Division No. 211
P.O. Box 1890
SWIFT CURRENT, Saskatchewan
S9H 4J8

Town of Shaunavon represented by:
Shaunavon Wellness and Leisure Committee
Shaunavon, Saskatchewan
SON 2M0

4. This agreement and the rights, privileges and obligations hereunder shall not be assigned by any of the parties without the written consent of the other party.

5. This agreement shall ensure to the benefit of and be binding upon the parties hereto, the successors and assigns of each of them.

6. Either party may refer any matter or difference in relation to or arising from this agreement:
 - a) to arbitration in accordance with *The Arbitration Act*, for Saskatchewan; or,
 - b) if agreed upon by the parties:
 - i. to arbitration by a single arbitrator if the parties hereto agree upon one; or
 - ii. to 3 arbitrators, one to be appointed by each party and the third to be chosen by the first 2 arbitrators named.

7. This agreement shall be governed and construed in accordance with the laws of the Province of Saskatchewan.

IN WITNESS WHEREOF the parties have hereunto caused their corporate seals to be affixed, duly attested to by the hands of their proper signing officers in that behalf on the _____ day of _____ AD, 2016

BOARD OF EDUCATION OF THE
CHINOOK SCHOOL DIVISION, NO. 211
OF SASKATCHEWAN

PER: _____

“Seal”

PER: _____

TOWN OF SHAUNAVON

PER: _____

“Seal”

PER: _____

Appendix “A” attached to the Agreement for use of Shaunavon Public and Shaunavon High School Auditoriums between “The Board” and “the Committee”

Appendix “B”

Badminton
Volleyball
Floor Hockey
Basketball
Playground Program / Summer Active
Cubs
Scouts
Beavers
Brownies
Girl Guides
Air Cadets
Church Youth Group
Tai Chi
Taekwondo
Lacrosse
Ball Conditioning
Tennis
Karate
Soccer
Clinics and workshops
Walking program
4-H Club
Touch football
Fitness classes (example: Zumba)
Summer camps (example: Braydon Coburn Hockey School)

Appendix “C”

CPWC (Crescent Point Wickenheiser Centre)
Swimming Pool
Ball Diamonds
Outdoor Rink
Bleachers
Parks: Memorial, Avondale, Sunnynook, Jubilee
Tennis Courts
Skate Park
Grand Coteau Heritage and Cultural Centre

Appendix “D”

CPWC – Graduation ceremonies at \$500.00 fee
CPWC – P.A.R.T.Y Program at \$ 100.00 fee