

REGULAR MEETING ----- December 10, 2018

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, December 10, 2018 at 3:00 p.m. at the Chinook Education Centre.

PRESENT: Kimberly Pridmore
Katelyn Toney
Shane Andrus
Allan Bridal
Larry Caswell
Gwen Humphrey
Susan Mouland
Tim Ramage
Tim Weinbender

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

REGRETS: Dianne Hahn

GUESTS: **Hodgeville School Students and Staff**
Staff: Mr. Ian Rewcastle, Principal, and Mr. Mark Benesh, Superintendent of Schools
Students: Kayla Olson-Strauch, Amanda Klassen, Rylee Schwartz, Amaila Young, Kayla Deobald and Rhett Petersen

Western Canada Summer Games Committee: Mark Benesh, Denise Barbier and Melissa Shaw

The meeting was called to order at 3:00 p.m. by Chair Kimberly Pridmore.

AGENDA 168/18 Caswell THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 169/18 Humphrey THAT the minutes of the Regular Meeting of November 13, 2018, and Special Meeting of November 26, 2018, be approved, as presented.

CARRIED

REGULAR MEETING ----- December 10, 2018

CONSENT 170/18 Bridal THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

AP 606 171/18 Toney THAT the revised Administrative Policy 606: Home Based,
Education, be approved as attached.

CARRIED

SCHOOL 172/18 Caswell THAT the Chinook School Division 2019 – 2020 School
CALENDAR

CARRIED

Kathy Robson, Level 1 Coordinator, presented the Literacy Status
Report

LITERACY 173/18 Mouland THAT the Literacy Status Report be received.
REPORT

CARRIED

CLOSED 174/18 Andrus THAT the Board of Education recess the meeting to go into
Closed Session.

CARRIED

OPEN 175/18 Ramage THAT the Board of Education rise and report.

CARRIED

REGULAR MEETING ----- December 10, 2018

HR REPORT	176/18 Weinbender	THAT the Employee Contracts be ratified as contained in the Human Resources Report dated December 10, 2018.
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CARRIED

EMERGENT FUNDING	177/18 Bridal	THAT the Chinook Board of Education approves the submission of the Emergent Funding Program Application Form to the Ministry of Education, as attached.
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CARRIED

ADJOURN 178/18 Humphrey THAT we do now adjourn

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY NO. 606

HOME-BASED EDUCATION

Chinook School Division recognizes the right of parents residing within the school division to choose home-based instruction for their children.

Students participating in home-based education are students of the school division, and are required to be registered as such.

PROCEDURES

1. Registration

- a. The Director or designate is responsible for the registration of home-based education students.
- b. Parents or guardians are to register the student with the Director or designate by August 15 of each year.
 - Registrations received later than September 30th, will not be eligible for reimbursement of academic supplies.
- c. Parents or guardians establishing residence in the school division during the school year are to notify the Director or designate within thirty days of their intent to register.

2. Annual Progress Report

- a. Parents or guardians are to provide an annual progress report for each student by June 30.
- b. The Director or designate may schedule a conference with the parents to review the student's progress.

3. Activities

The following services are to be provided by the school division:

- a. Textbooks and learning resources used in division schools.
- b. Access to school division libraries
- c. Access to individual courses in a school through application to the Director or designate
- d. Testing services
- e. Participation in extra-curricular activities
 - Classroom activities or activities connected to graduation are not considered extra-curricular.
- f. Driver education
- g. Provision for expenditures in relation to registered programs up to an annual maximum dollar amount as stipulated in the *Schedule of Fees*.
- h. When home schooling students access high school programming/courses they shall be registered as a student in their designated “home” school

Revised December 10, 2018

2019 - 2020 Academic School Calendar

Chinook School Division # 211

August 2019						
Su	Mo	Tu	We	Th	Fr	Sa
				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	31

Instructional Days: 0

August 26/27: Teacher Admin Days

August 28: Opening Day/PD

August 29: PLC

August 30: School Holiday

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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					

Instructional Days: 20

September 2: Labour Day

September 3: First Day of Classes - Students Begin

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		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	31		

Instructional Days: 21

October 14: Thanksgiving Day

October 28: Convention

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					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

Instructional Days: 20

November 11: Remembrance Day

November 29: Parent Teacher Conference

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
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	31				

Instructional Days: 14

December 2: PD Day

December 23 - January 3: Christmas Break Vacation

December 25: Christmas Day

December 26: Boxing Day

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			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	31	

Instructional Days: 19

January 1: New Year's Day

January 6: Students Return

January 27 - 30: Examinations

January 31: Turn Around Day

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						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

Instructional Days: 15

February 17 - 21: Family Day & February Break Vacation

February 21: PLC

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
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	31				

Instructional Days: 21

March 27: Parent Teacher Conference

March 30: PD Day

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			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		

Instructional Days: 16

April 10: Good Friday

April 13 - 17: Easter Break Vacation

April 17: PLC

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						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	31					

Instructional Days: 20

May 18: Victoria Day

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

Instructional Days: 20

June 23 - 26: Examinations

June 26: Last Day of School for Students

June 29: Admin Day

Legend:

	Teacher Non-Instructional Day
	Statutory Holidays
	First / Last Day
	Vacation Day
	Early Dismissal
	Parent Teacher Pupil Conference
	Examination Day
	School Holiday



Emergent Funding Program Application Form

This form is to be submitted to the Ministry of Education and all fields must be completed with required documentation attached to be considered under the Emergent Funding Program. Financial information pertaining to Preventative Maintenance and Renewal (PMR) funding and school division reserves may be requested upon receipt of the application form.

Date: November 26, 2018

Name of School Division: Chinook School Division No. 211

Name of School: Consul School

Total Enrolment in September, 2018; 74

Grade Structure: K-12

Has an insurance claim been made to address the emergent issue? ☒ yes ☐ no

Has the board of education/conseil scolaire authorized this application? ☒ yes ☐ no

Date of next board meeting: December 10, 2018

Does the board of education/conseil scolaire have existing capital reserves included in accumulated surplus and/or deferred revenue? ☒ yes ☐ no

If yes, have any of the reserves been targeted for capital projects? ☒ yes ☐ no

Please include details of existing capital reserves on page 4 and board motion(s) approving the use of capital reserves for capital projects.

Describe the emergent issue(s): Include information such as the date of occurrence, circumstances of the structural failure, witnesses, injuries and if any immediate action was taken.

Consul School is constructed with portable classrooms which are heated by roof top units.

These units vary in age from 20 - 23 years and are near the end of their life cycle.

We have two units with cracks in their heat exchangers and have had the gas shut off to them.

This was discovered during our fall servicing in September 2018.

Details of the recommended solution: Include reasons for the recommended solution and source of opinions sought.

The heat exchangers are still available at a cost of \$2,000 ea installed. The units are at the end of their life cycle and doesn't make much sense investing this amount of money in units that are at the end of their service.

Replacing the unit will cost approximately \$25,000 each and it would be wise to replace all 16 units at the same time as there would only be a one time mobilization cost for the project and a likely savings on equipment when bulk ordered.

Estimated Construction Cost of Project: \$450,000.00

Source of Estimate: HDA Engineering Ltd.

Timelines and scope of work to be completed:

Tender in January/ February. Award in March. Units can be installed at the end of June and completed during the summer.

Describe any impacts of construction: Include disturbances to classrooms, students, staff and instruction.

We hope to go to tender this winter. Units can be ordered and ready for installation in the spring. There will be some disruption to school. There will be no heating and cooling while the unit for each classroom is replaced. Access to areas outside will be limited based on location of crane and construction

Describe severity of problem and risk if not completed: Include impacts in terms of health and safety and all negative impacts on the school and surrounding community.

Units with cracked heat exchangers will need to have gas shut off to them as to not emit CO into the classrooms.

Signature of Chief Financial Officer

Rod Quintin

Name (Printed)

Date

Signature of Board Chair

Kim Pridmore

Name (Printed)

Date

Capital Reserves (if applicable)

	Balance	Committed*	Net Balance as of **
Deferred Revenues			
Federal tuition fees			
Proceeds from sale of schools			
Ministry of Education capital transfers			
Accumulated Surplus			
Sec 286 pre-April 2009 capital reserve			

* Please attach a description and the board motion(s) approving the use of this balance.

** Please provide the date.

Required Attachments

- Engineering reports with recommendations.
- If applicable, board motion(s) approving the use of capital reserves for capital projects.

Submit completed forms with all attachments to:

Ministry of Education
Infrastructure Branch
4th Floor, 2220 College Avenue
REGINA SK S4P 4V9
or Fax to 306-798-5042

For further information, email EDInfrastructure@gov.sk.ca or call 306-787-1156.



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Date: November 26, 2018

Name of School Division: Chinook School Division No. 211

Name of School: Hazlet School

Total Enrolment in September, 2018; 70

Grade Structure: K-12

Has an insurance claim been made to address the emergent issue? ☒ yes ☐ no

Has the board of education/conseil scolaire authorized this application? ☒ yes ☐ no

Date of next board meeting: December 10, 2018

Does the board of education/conseil scolaire have existing capital reserves included in accumulated surplus and/or deferred revenue? ☒ yes ☐ no

If yes, have any of the reserves been targeted for capital projects? ☒ yes ☐ no

Please include details of existing capital reserves on page 4 and board motion(s) approving the use of capital reserves for capital projects.

Describe the emergent issue(s): Include information such as the date of occurrence, circumstances of the structural failure, witnesses, injuries and if any immediate action was taken.

The electrical inspector indicated that the main electrical service is non compliant with the current electrical code and needs to be upgraded. There is not enough clearance between the main distribution and other equipment. This was discovered when we needed to remove asbestos from heating duct in service room. The main service had to be disconnected and temporary power established in order to accommodate abatement. The Electrical Inspector agreed to allow us to delay upgrade a short time until funding could be established. This was the summer of 2017 and the electrical inspector has reminded us lately that we need to upgrade as promised.

Details of the recommended solution: Include reasons for the recommended solution and source of opinions sought.

There is a storage room adjacent to the mechanical room and we propose to move the main distribution to this area. New splitter trough and disconnect to be installed in new area. This would include new service main entrance breaker and CT cabinet.

Estimated Construction Cost of Project: \$40,000.00

Source of Estimate: Ritenburg and Associates Ltd.

Timelines and scope of work to be completed:

Tender first week in January 2019 and close the 3rd week.

Construction would start in March 2019.

Describe any impacts of construction: Include disturbances to classrooms, students, staff and instruction.

Work could be done during school hours and schedule shutdowns after hours.

This would affect The Hazlet Early Learning Centre which occupies space in the school.

Describe severity of problem and risk if not completed: Include impacts in terms of health and safety and all negative impacts on the school and surrounding community.

Electrical inspector could shut down facility.

There is no room to work on electrical distribution or furnaces in a safe manner.

Signature of Chief Financial Officer

Rod Quintin

Name (Printed)

Date

Signature of Board Chair

Kim Pridmore

Name (Printed)

Date

Capital Reserves (if applicable)

	Balance	Committed*	Net Balance as of **
Deferred Revenues			
Federal tuition fees			
Proceeds from sale of schools			
Ministry of Education capital transfers			
Accumulated Surplus			
Sec 286 pre-April 2009 capital reserve			

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** Please provide the date.

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Date: November 26, 2018

Name of School Division: Chinook School Division No. 211

Name of School: Swift Current Comprehensive High School

Total Enrolment in September, 2018; 987

Grade Structure: 9-12

Has an insurance claim been made to address the emergent issue? ☒ yes ☐ no

Has the board of education/conseil scolaire authorized this application? ☒ yes ☐ no

Date of next board meeting: December 10, 2018

Does the board of education/conseil scolaire have existing capital reserves included in accumulated surplus and/or deferred revenue? ☒ yes ☐ no

If yes, have any of the reserves been targeted for capital projects? ☒ yes ☐ no

Please include details of existing capital reserves on page 4 and board motion(s) approving the use of capital reserves for capital projects.

Describe the emergent issue(s): Include information such as the date of occurrence, circumstances of the structural failure, witnesses, injuries and if any immediate action was taken.

The main pump for the chilled water and the pump for the hot water coils on the AHU have been giving us trouble and the technician who worked on the pump No. 10 this spring said they are on their last legs. Parts are non existence because the pumps are over 50 years old. The gasket surface is so pitted that he had to make gaskets and apply silicone to surface to seal them. The impeller is worn and needs replacing. A leak occurred in the heating line above the pumps on September 27 2018 and I had asbestos removed and heating line replaced. I installed

T's and valves at this time to facilitate replacing pumps and minimize time the system has to be shut down.

Details of the recommended solution: Include reasons for the recommended solution and source of opinions sought.

Replace both pumps 10 and 11 complete with VFD. The pumps are well past their life cycle and with the VFD can increase efficiency and reduce power consumption.

Estimated Construction Cost of Project: \$135,000.00

Source of Estimate: HDA Engineering Ltd

Timelines and scope of work to be completed:

Tender has been issued and awarded as a PMR project. Start up meeting will be on November 30.
Contractor will provide a construction schedule at that time.

Completion should be in March

Describe any impacts of construction: Include disturbances to classrooms, students, staff and instruction.

The construction should have little to no disruption to the staff and students . Most of the prep work to receive pumps have been made.

Describe severity of problem and risk if not completed: Include impacts in terms of health and safety and all negative impacts on the school and surrounding community.

If the pumps fail there are no replacement parts and we will lose heat/ cooling to the building causing major disruption to the school.

Signature of Chief Financial Officer

Rod Quintin

Name (Printed)

Date

Signature of Board Chair

Kim Pridmore

Name (Printed)

Date

Capital Reserves (if applicable)

	Balance	Committed*	Net Balance as of **
Deferred Revenues			
Federal tuition fees			
Proceeds from sale of schools			
Ministry of Education capital transfers			
Accumulated Surplus			
Sec 286 pre-April 2009 capital reserve			

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