

REGULAR MEETING ----- June 10, 2019

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, June 10, 2019 at 3:00 p.m. at the Chinook Education Centre.

PRESENT: Kimberly Pridmore
Katelyn Toney
Shane Andrus
Allan Bridal
Larry Caswell
Dianne Hahn
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

GUESTS: **Staff Presentations:**
Bob Vavra: Superintendent of Learning
Ken Slade: Coordinator
Terry Kelln: Coordinator
Beth Cadrain: Coordinator

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

AGENDA	075/19 Ramage	THAT the Agenda be approved as circulated and revised with the addition of a motion regarding AP 801, Transportation Services.
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CARRIED

MINUTES	076/19 Caswell	THAT the Minutes of the Regular Meeting of May 13, 2019 be approved, as presented.
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CARRIED

REGULAR MEETING ----- June 10, 2019

CONSENT 077/19 Humphrey THAT the Consent Agenda Items be approved.
ITEMS

CARRIED

BOARD 078/19 Bridal THAT the revised 2019 – 2020 Board Monitoring Calendar be
MONITORING approved as attached.
CALENDAR

CARRIED

PMR 3 079/19 Mouland THAT the 3 year PMR plan commencing 2019 – 09 – 01 be
approved as amended and attached.

CARRIED

MOU 080/19 Bridal THAT the Memorandum of Understanding between the 2019
WCSG Western Canada Games Host Committee Inc. and The Board
of Education of the Chinook School Division No. 211 be approved
as attached.

CARRIED

BUDGET 081/19 Weinbender THAT the Board authorizes the submission of the 2019 – 20
ESTIMATES budget estimates to the Ministry of Education for final approval.

Recorded vote requested by: Shane Andrus

In favor: Al Bridal, Larry Caswell, Dianne Hahn, Gwen
Humphrey, Susan Mouland, Kim Pridmore, Tim Ramage and
Tim Weinbender

Opposed: Shane Andrus and Katelyn Toney

CARRIED

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Bob Vavra, Superintendent of Learning presented the
Special Education / Student Services Monitoring Report.

SPEC. ED/
STUDENT
SERVICES 082/19 Andrus THAT the Special Education / Student Services Monitoring
Report be received.

CARRIED

CLOSED 083/19 Toney THAT the Board of Education recess the meeting to go into
Closed Session.

CARRIED

OPEN 084/19 Ramage THAT the Board of Education rise and report.

CARRIED

HR
REPORT 085/19 Caswell THAT the Employee Contracts be ratified as contained in the
Human Resources Report dated June 10, 2019.

CARRIED

DESTRUCT
DOCUMENTS 086/19 Hahn THAT the Board of Education approve the Destruction of
Documents 2019 as per the attached listing.

CARRIED

AP 801 087/19 Andrus THAT the revised Administrative Policy 801, Transportation
Services, be approved as attached.

CARRIED

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ADJOURN 088/19 Bridal THAT we do now adjourn.

CARRIED

Board Chair

CFO

2019-2020 Board Monitoring Calendar

DATE	Board Meetings	Planning Meetings	Special Meetings	Committee Meetings 10:00 am - 12:00	Professional Development / Reporting
August 26, 2019	Board Meeting				Board Goals
September 9, 2019	Board Meeting			Transportation	** R/W/M
September 23, 2019		Planning Meeting offsite			Policy 205
October 3, 2019			SCC Orientation		SCC Chair & New Member Orientation
October 15, 2019 (Tues.)	Board Meeting				* Facilities
October 28, 2019		Planning Meeting			** Engagement & Graduation Rates
November 12, 2019 (Tues.)	Board Meeting		Organizational Meeting	Transportation	* Transportation
November 14, 2019			SCC Fall Forum		
November 17 - 19, 2019			SSBA Fall Assembly		
November 25 & 26, 2019	Special Meeting	Planning Meeting	Board Planning Retreat	Facilities	Audited Financial Statement & Annual Report NES Cluster Status Report
December 9, 2019	Board Meeting				* R/W/M
January 13, 2020	Board Meeting			Transportation	* Technology, * Financial to Nov.30, Intro ESSP Level II, Board Goals
January 27, 2020		Planning Meeting		Finance	Budget Workplan, ESSP Level II Planning
February 10, 2020	Board Meeting				ESSP Level II Board Approval
February 24, 2020		Planning Meeting offsite			Central Cluster Status Report
March 9, 2020	Board Meeting			Transportation	* Hutterian, * Athletics
March 12, 2020			SCC Spring Forum / Celebration of Learning		
March 23 & 24, 2020		Planning Meeting	Board Planning Retreat		Director Evaluation, Board Annual Self Evaluation
April 14, 2020 (Tues)	Board Meeting			Finance	** HR Staffing, * Curriculum, * Finance to Feb.28
April 7 - 8, 2020			SSBA Spring Assembly		
April 27, 2020		Planning Meeting		Transportation	Policy 205 Deadline, Budget, West Cluster Status Report
May 11, 2020	Board Meeting			Finance	* 21st Century Student Engagement & * Graduation Rates
May 25, 2020		Planning Meeting offsite		Finance	
June 8, 2020	Board Meeting			Facilities	** Special Education/Student Services, Board Goals
June 22, 2020	Board Meeting	Planning Meeting		Transportation	* Financial to May 31

· Status Report - Information to inform the Board of what is happening in the system

** Monitoring Report - Information to inform the Board of how effectively the system is operating

Board Meetings 2019 - 2020

Appendix A

Ministry of Education
Preventative Maintenance and Renewal Authorization Form

☐ Three Year Plan

☒ Amendment Form

Be it resolved that the 3 year PMR plan commencing 2019-09-01 be approved as amended and attached

June 10, 2019

Printed Name Kim Pridmore

Signature 

Title Board Chair

School Division Chinook School Division No. 211

Date June 10, 2019

Preventative Maintenance and Renewal Plan Amendment Form

[illegible]

Date June 10, 2019

School Division Chinook School Division No. 211

Prepared By Daniel Olmsted

Date June 10, 2019

Approval Signature K. L. Smith

Printed Name & Title Kim Pridmore; Board Chair

Memorandum of Understanding

Between:

2019 Western Canada Games Host Committee Inc.

(Hereby known as “the Host Society”)

And:

The Board of Education of the Chinook School Division No. 211, of Saskatchewan

(Hereby known as “the School Division”)

1. Introduction

- 1.1. The 12th edition of the Western Canada Summer Games (WCSG) will be hosted in the City of Swift Current and surrounding region from August 9 - August 18, 2019. Featuring 16 sports and numerous cultural events, the Games will be the largest event in Swift Current’s history and its first Western Canada Games.
- 1.2. Held every four years and aligned two years younger than the Canada Summer Games ages, the WCSG provides an opportunity for top age-class athletes to test their athletic talent against the best in the west. More than 1700 athletes from Saskatchewan, Manitoba, Alberta, Northwest Territories, Yukon and Nunavut will compete in Swift Current and area in 2019, along with more than 400 officials, VIPs, media, observers and thousands of visitors.
- 1.3. **Mandate:** *To promote, organize, manage and conduct the 2019 Western Canada Summer Games in accordance with the rules, regulations and standards established by the Western Canada Games Council Inc. and the multi-party agreement between the Government of Saskatchewan, the Host Committee and the City of Swift Current.*
- 1.4. **Vision:** *Our vision is to inspire excellence in sport and community through relationships, teamwork and volunteerism.*
- 1.5. **Mission:** *The Swift Current 2019 Western Canada Summer Games Host Committee will create a memorable Games experience that leaves a sport and human legacy for southwest Saskatchewan.*
- 1.6. **Values:** *Community, Integrity, Fun, Quality and Respect*

2. Purpose

- 2.1. This MOU is intended to record the agreement reached between the School Division and the Host Society to work together in hosting the 2019 WCSG.

3. Guiding Principles

- 3.1. The Host Society and School Division will work together to provide comfortable accommodation facilities, high quality competition venues, and transportation services for participants of the 2019 WCSG.

4. Facilities

- 4.1. Swift Current Comprehensive High School (SCCHS) and grounds
- 4.2. O.M. Irwin School and grounds
- 4.3. Hazlet School and grounds
- 4.4. Wymark School and grounds

5. Facility Uses

5.1. SCCHS:

- 5.1.1. Accommodations, washrooms, and showers for athletes, coaches/managers;
- 5.1.2. Feeding of athletes, coaches/managers, and officials;
- 5.1.3. Operation of the "Athlete Village" including mission offices, transportation dispatch, polyclinic, village information and administration, security command centre, lounges, cafeteria, concession stand, and merchandise sales;
- 5.1.4. Cultural and social events for athletes;
- 5.1.5. Sport competition venues for basketball, wrestling, athletics (track & field), and soccer;
- 5.1.6. Storage of team athletic equipment, clothing and paraphernalia; and
- 5.1.7. Parking and bus load zones.

5.2. O.M. Irwin School:

- 5.2.1. Accommodations, washrooms, and showers for athletes, coaches/managers;
- 5.2.2. Operation of the "Athlete Village" including administration functions, lounges, snack/refreshment areas;
- 5.2.3. Cultural and social events for athletes;
- 5.2.4. Storage of team athletic equipment, clothing and paraphernalia; and
- 5.2.5. Parking and bus load zones.

5.3. Hazlet School:

- 5.3.1. Staging area for Cycling - Road Race event;
- 5.3.2. Access to gym for athlete prep area, nearby classrooms for administrative purposes, and washrooms; and
- 5.3.3. Parking and bus load zones.

5.4. Wymark School:

- 5.4.1. Staging area for Cycling - Individual Time Trial event;
- 5.4.2. Access to gym for athlete prep area, nearby classrooms for administrative purposes, and washrooms; and

5.4.3. Parking and bus load zones.

6. Equipment

6.1. Sport Equipment:

6.1.1. Athletics Equipment (Track & Field) including:

- 6.1.1.1. Throwing implements;
- 6.1.1.2. High jump and pole vault mats, standards, and bars;
- 6.1.1.3. Measuring tapes and rakes;
- 6.1.1.4. Batons;
- 6.1.1.5. Volleyball referee stand for starter; and
- 6.1.1.6. Pylons.

6.1.2. Wrestling equipment including;

- 6.1.2.1. Two wrestling mats;
- 6.1.2.2. Scale; and
- 6.1.2.3. Folding mats for safety area.

6.1.3. Basketball including;

- 6.1.3.1. Score clock;
- 6.1.3.2. Team benches;
- 6.1.3.3. Practice balls and ball rack; and
- 6.1.3.4. Gatorade water jugs/coolers.

6.1.4. Miscellaneous balls, nets, score clocks and boards, etc. Use will be supervised; and

6.1.5. Any damaged equipment will be replaced by the Host Society.

6.2. Existing Furniture, Fixtures, and Equipment at SCCHS and O.M. Irwin School:

6.2.1. The Host Society will have use of existing furniture, fixtures, internet, security cameras, and equipment;

6.2.2. Including, but not limited to, lockers, tables, chairs, power bars, garbage and recycling cans, kitchen appliances, refrigerators, water cooler stands, phones, projectors, TV's, and screens;

6.2.3. The Host Society will have access to existing facility setup equipment such as dollies and pallet jacks to assist with installing and removing equipment (eg. bunk beds) and as otherwise agreed upon by the parties; and

6.2.4. The Host Society will have access to cleaning equipment such as mops, bucket, and brooms for managing accidents, spills, and the gymnasium field of play between matches.

6.3. Temporary Structures;

6.3.1. Subject to the School Division's approval, the Host Society may set additional shower and/or toilet trailers at the facilities at the Host Society's expense during the use period; and

- 6.3.2. Subject to the School Division's approval and any required permits, the Host Society may set 8 shipping containers in designated area(s) at the Athlete Village for the unloading and loading of bunk beds and storage of equipment during the facility use period.
- 6.4. Buses, Vans and Drivers:
 - 6.4.1. The School Division agrees to provide buses and vans to the Host Society as needed on a cost recovery basis. The Host Society will pay for any fuel consumed and driver fees.;
 - 6.4.2. Buses will be driven by "S" endorsed drivers. The Host Society is responsible for recruiting, scheduling and paying qualified drivers;
 - 6.4.3. Vans will be driven by qualified and trained Host Society volunteers;
 - 6.4.4. The Host Society Transportation Directors will work closely with the School Division to determine the exact number and type of transportation equipment needed;
 - 6.4.5. Buses and passenger vans will be available for use from August 8 - 18, 2019. Cargo vans and trailer will be available for use from July 29 - August 20, 2019; and
 - 6.4.6. The Host Society shall pay to the School Division the expenses of the buses, vans, and drivers herein as mutually agreed by the parties, such amounts to be determined prior to the commencement of the Games.

7. Facility Use Period

- 7.1. SCCHS & Irwin:
 - 7.1.1. Set-up period July 29 - August 7, 2019 - non-exclusive use. Furniture will be cleared from dormitory spaces, bunk beds set-up, signage installed, etc.
 - 7.1.2. Operations period August 8 - 18, 2019 - exclusive use. Athletes will be present and security in place. Only those with the proper Games accreditation will have access to the facilities.
 - 7.1.3. Tear down period August 19 - 20, 2019 - non-exclusive use. Games property will be removed and furniture returned to its appropriate locations.
- 7.2. Hazlet:
 - 7.2.1. Hazlet School will be used August 9 and 11 for road cycling. One day for set-up and practice and one day for competition and tear-down.
- 7.3. Wymark:
 - 7.3.1. Wymark School will be used for athlete staging on August 10 for individual time trials, cycling.
- 7.4. Other:

- 7.4.1. The School Division will provide access to the four designated Games facilities as required for site visits, venue team planning meetings, and volunteer training.

8. Facility Fees

- 8.1. At the Host Society's expense, the School Division shall provide:
 - 8.1.1. Consumable caretaking products (paper and cleaning); and
 - 8.1.2. Heating, cooling, ventilation, electrical and sewer services ("HVAC operations");
- 8.2. The School Division will keep track of the quantity of consumable products used and bill the Host Society accordingly; and
- 8.3. The Host Society will pay the School Division a flat charge of \$5000 for HVAC operations.
- 8.4. The Host Society agrees to compensate the School Division for the cost of commissioning 11 currently non-functioning showers in Irwin School.

9. Housekeeping Services

- 9.1. The School Division agrees to provide the required housekeeping services to the standards as outlined in Appendix A for the duration of the Games as part of their Games contribution and support;
- 9.2. The Host Society agrees to pay the School Division \$7000 to be used as an incentive package for housekeeping staff to work during the Games;
- 9.3. The Host Society will provide each Games housekeeping staff person with a t-shirt, one complimentary Games Pass, and an invitation to the volunteer appreciation party at the close of the Games;
- 9.4. All housekeeping staff working during the Games will need to be accredited via the Games registration system which includes completing a criminal record and vulnerable sector check

10. Legacy and Partnership Opportunities

- 10.1. SCCHS Athletics:
 - 10.1.1. Improvements to the SCCHS track and field throwing area, including leveling, irrigation, grass, and watering until the completion of the Games;
 - 10.1.2. Water service for long jump/triple jump pits; and
 - 10.1.3. Such other items as agreed to by the parties, which may include: new high jump equipment; display boards; and/or portable sound system.
- 10.2. SCCHS Wrestling:
 - 10.2.1. New wrestling mat – 3 way partnership with SCCHS, Swift Current Titans Wrestling Club and Host Society each paying 1/3 of cost (i.e. \$4000 each)

11. Communication and liaison

APPENDIX A - ATHLETE VILLAGE HOUSEKEEPING STANDARDS

General circulation and athlete dormitory areas:

- Provide for cleaning of the bedrooms at least every 48 hours and daily cleaning of common areas.
- Twice daily cleaning of lavatory and shower facilities.
- Keep housekeeping down by ensuring numerous trash cans in rooms and hallways, and plan for a large volume of waste management.

Polyclinic and isolation room cleaning standards as recommended by Cypress Health Region:

Essential Tasks:	
1.	Always wear PPE when using chemicals – gloves, safety glasses at minimum.
2.	With a solution of Oxivir damp dust resident's night stand and over bed table.
3.	Damp dust bed rails and head & foot boards of bed.
4.	Remove the garbage bag in the garbage can and replace with a new one.
5.	Check the soap dispenser, paper towel & toilet paper and refill if necessary.
6.	Clean the sink, then the toilet. Flush the toilet when complete.
7.	Dry mop the floor, then damp mop. Place a "Wet Floor" sign and remove the sign when the floor is dry.

Supplies:

PPE – safety glasses, gloves

Rags

Bucket

Toilet brush

Chemicals

Polyclinic and isolation room cleaning standards under outbreak as recommended by Cypress Health Region:

Essential Tasks:	
	***PPE required to use this product is gloves, safety glasses or face shield, mask (if you have scent sensitivities
1.	The environmental service worker will increase the frequency of cleaning specific surfaces during outbreaks.
2.	During an outbreak Oxivir will be used (except for C.Diff) to wipe all surfaces.
2.	Clean all high exposure contact surfaces repeatedly throughout the day, pay particular attention to light switches, doorknobs, sinks, handrails, chair arms, and other common use items (ex, phones).
3.	Put on PPE. Using cold water put Oxivir from chemical dispenser into pail, wet a rag and wipe down all surfaces with Oxivir. Do Not wipe dining room tables with Oxivir. Floors are washed with general Purpose Cleaner unless there is a blood or body fluid spill then that is cleaned using Oxivir and then once dried rewashed with General Purpose Cleaner to get rid of any residue.

Supplies:

- Oxivir
- Safety glasses or face shield
- Gloves
- Mask (optional)
- Bucket
- Rags

- 11.1. To effectively implement this agreement, the School Division and Host Society will identify resource persons from their respective organizations and ensure that this information is kept up to date and forwarded to the Games Staff designate.

12. Interpretation

- 12.1. Any question about the interpretation or implementation of this agreement will be resolved through consultation between the School Division and Host Society.

13. Confidentiality

- 13.1. The School Division and Host Society shall comply with all applicable legislative requirements in terms of disclosure of information gathered or created in the course of the organizations' respective activities with the Games.

14. Modification

- 14.1. This agreement may be modified at any time with the written consent of the Host Society and the School Division.

15. Term/Termination

- 15.1. The term of this agreement shall commence on the date it is signed and will terminate on August 21, 2019, unless earlier terminated by mutual agreement in writing by the Host Society and the School Division.

16. Continuation of Agreement

- 16.1. This agreement shall continue and be in force regardless of a change in the board members of the School Division or Host Society.

Signed by:

2019 WESTERN GAMES HOST COMMITTEE INC.

Per: 

Date: June 18/19

Per: M. Shaw

Date: June 10/19.

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

Per: K. Prud

Date: June 10/19

Per: [Signature]

Date: June 10/19

Documents for Destruction List June 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
1	SF-182	1970 Birth Year - A - Ch Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
2	SF-183	1970 Birth Year - Ci - Fo Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
3	SF-184	1970 Birth Year - Fp - Hi Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
4	SF-185	1970 Birth Year - Hj - K Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
5	SF-186	1970 Birth Year - L - N Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
6	SF-187	1970 Birth Year - O - R Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
7	SF-188	1970 Birth Year - S - T Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
8	SF-189	1970 Birth Year - U - Z Student Cumulative Folders/Records	1970	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1996	
9	SF-190	1971 Birth Year - A - Ca Student Cumulative Folders/Records	1971	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
10	SF-191	1971 Birth Year - Cb - Fq Student Cumulative Folders/Records	1971	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
11	SF-192	1971 Birth Year - Fr - Hn Student Cumulative Folders/Records	1971	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
12	SF-193	1971 Birth Year - Ho - Le Student Cumulative Folders/Records	1971	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
13	SF-194	1971 Birth Year - Lf - O Student Cumulative Folders/Records	1971	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
14	SF-195	1971 Birth Year - P - SI Student Cumulative Folders/Records	1971	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
15	SF-196	1971 Birth Year - Sm - Z Student Cumulative Folders/Records	1971	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1997	
16	SF-197	1972 Birth Year - A - B Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
17	SF-198	1972 Birth Year - C - D Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
18	SF-199	1972 Birth Year - E - Go Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
19	SF-200	1972 Birth Year - Gp - KI Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
20	SF-201	1972 Birth Year - Km - Mi Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
21	SF-202	1972 Birth Year - Mj - R Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
22	SF-203	1972 Birth Year - S - T Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
23	SF-204	1972 Birth Year - U - Z Student Cumulative Folders/Records	1972	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1998	
24	SF-205	1973 Birth Year - A - Ca Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
25	SF-206	1973 Birth Year - Cb - E Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	

Documents for Destruction List June 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
26	SF-207	1973 Birth Year - F - Gl Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
27	SF-208	1973 Birth Year - Gm - J Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
28	SF-209	1973 Birth Year - K - Ma Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
29	SF-210	1973 Birth Year - Mb - Pe Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
30	SF-211	1973 Birth Year - Pf - Sh Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
31	SF-212	1973 Birth Year - Si - V Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
32	SF-213	1973 Birth Year - W - Z Student Cumulative Folders/Records	1973	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 1999	
33	SF-214	1974 Birth Year - A - B Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
34	SF-215	1974 Birth Year - C - Do Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
35	SF-216	1974 Birth Year - Dp - Ge Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
36	SF-217	1974 Birth Year - Gf - I Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
37	SF-218	1974 Birth Year - J - La Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
38	SF-219	1974 Birth Year - Lb - M Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
39	SF-220	1974 Birth Year - N - Po Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
40	SF-221	1974 Birth Year - Pp - Sc Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
41	SF-222	1974 Birth Year - Sd - V Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
42	SF-223	1974 Birth Year - W - Z Student Cumulative Folders/Records	1974	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2000	
43	SF-224	1975 Birth Year - A - Br Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
44	SF-225	1975 Birth Year - Bs - Dx Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
45	SF-226	1975 Birth Year - Dy - F Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
46	SF-227	1975 Birth Year - G - Ho Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
47	SF-228	1975 Birth Year - Hp - Le Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
48	SF-229	1975 Birth Year - Lf - Mo Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
49	SF-230	1975 Birth Year - Mp - Pe Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
50	SF-231	1975 Birth Year - Pf - Sh Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
51	SF-232	1975 Birth Year - Si - V Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	

Documents for Destruction List June 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
52	SF-233	1975 Birth Year - W - Z Student Cumulative Folders/Records	1975	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2001	
53	SF-234	1976 Birth Year - A - Br Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
54	SF-235	1976 Birth Year - Bs - Di Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
55	SF-236	1976 Birth Year - Dj - Fo Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
56	SF-237	1976 Birth Year - Fp - Ha Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
57	SF-238	1976 Birth Year - Hb - Kn Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
58	SF-239	1976 Birth Year - Ko - Ma Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
59	SF-240	1976 Birth Year - Mb - O Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
60	SF-241	1976 Birth Year - P - R Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
61	SF-242	1976 Birth Year - Sa - St Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
62	SF-243	1976 Birth Year - Su - Wik Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
63	SF-244	1976 Birth Year - Wil - Z Student Cumulative Folders/Records	1976	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2002	
64	SF-245	1977 Birth Year - A - B Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
65	SF-246	1977 Birth Year - C - D Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
66	SF-247	1977 Birth Year - E - F Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
67	SF-248	1977 Birth Year - G - Ho Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
68	SF-249	1977 Birth Year - Hp - La Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
69	SF-250	1977 Birth Year - Lb - N Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
70	SF-251	1977 Birth Year - O - Ri Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
71	SF-252	1977 Birth Year - Rj - S Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
72	SF-253	1977 Birth Year - T - Z Student Cumulative Folders/Records	1977	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2003	
73	SF-254	1978 Birth Year - A - Br Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
74	SF-255	1978 Birth Year - Bs - D Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
75	SF-256	1978 Birth Year - E - Go Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
76	SF-257	1978 Birth Year - Gp - H Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
77	SF-258	1978 Birth Year - I - K Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	

Documents for Destruction List June 2019

Count	Box Number	Contents	Year	Schedule Designation	Guidelines	Eligible for Destruction	Actual Date of Destruction
78	SF-259	1978 Birth Year - L - Me Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
79	SF-260	1978 Birth Year - Mf - P Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
80	SF-261	1978 Birth Year - Q - Sn Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
81	SF-262	1978 Birth Year - So - We Student Cumulative Folders/Records	1978	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2004	
82	SF-263	1978 Birth Year - Wf - Z Student Cumulative Folders/Records 1979 Birth Year - A Student Cumulative Folders/Records	1978 1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
83	SF-264	1979 Birth Year - B Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
84	SF-265	1979 Birth Year - C - Du Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
85	SF-266	1979 Birth Year - Dv - Fo Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
86	SF-267	1979 Birth Year - Fp - Han Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
87	SF-268	1979 Birth Year - Hao - I Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
88	SF-269	1979 Birth Year - J - K Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
89	SF-270	1979 Birth Year - L - McG Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
90	SF-271	1979 Birth Year - McH - Pa Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
91	SF-272	1979 Birth Year - Pb - R Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
92	SF-273	1979 Birth Year - S Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
93	SF-274	1979 Birth Year - T - Wilk Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
94	SF-275	1979 Birth Year - Will - Z Student Cumulative Folders/Records	1979	9.1 Cumulative Folders	3 Years After Student Turns 22	January 1, 2005	
95	SS-1	1975 - 1979 Student Services Folders	1979	9.11 Counsellors' Reports 9.1.2 Educational Psychologist's Reports 9.1.4 Speech & Language Pathologist's Reports Occupational Therapists' Reports Third Party Reports	3 Years After Student Turns 22	January 1, 2005	

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 will be determined in accordance with the options outlined in AP 801 (4.) (c.)
 - iv. 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
- v. 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.

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 as determined under provisions of AP 403 (1).
- 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. Based on provisions of AP 403 parents approved 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
- d. Requests lying outside of the above parameters will be dealt with on a case by case basis.

5. Sunset Clause Exceptions

- a. The list of students presently accessing alternate school locations will be reviewed by the Chinook Transportation Committee on an annual basis. The ability to access alternate school locations will be sunset June 30, 2021

Revised: February 8, 2016

Revised: September 12, 2016

Revised: October 11, 2016

Revised June 26, 2017

Revised August 28, 2017

Revised March 11, 2019

Revised May 13, 2019

Revised June 10, 2019