

REGULAR MEETING ----- August 24, 2020

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, August 24, 2020 at 3:00 p.m. at the Chinook Education Centre.

PRESENT: Kimberly Pridmore
Shane Andrus (*via teleconference*)
Allan Bridal
Larry Caswell
Dianne Hahn
Gwen Humphrey
Susan Mouland
Tim Ramage
Tim Weinbender (*via teleconference*)

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

REGRETS: Katelyn Toney

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

AGENDA 094/20 Humphrey THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 095/20 Bridal THAT the minutes of the Regular Meeting of June 22, 2020 and Special Meeting, June 30, 2020, be approved, as presented.

CARRIED

CONSENT ITEMS 096/20 Mouland THAT the Consent Agenda Items be approved.

CARRIED

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AP 513 097/20 Ramage THAT the new Administrative Policy 513, Covid 19: Student and Staff Illness, be approved as attached.

CARRIED

CLOSED 098/20 Caswell THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

OPEN 099/20 Caswell THAT the Board of Education rise and report

CARRIED

HR 100/20 Hahn THAT the Employee Contracts be ratified as contained in the
REPORT

CARRIED

EMERGENT 101/20 Humphrey THAT the Chinook Board of Education approves the submission of
FUNDING the Emergent Funding Program Application Form, regarding Shaunavon Public School, to the Ministry of Education, as attached.

CARRIED

EMERGENT 102/20 Bridal THAT the Chinook Board of Education approves the submission of
FUNDING the Emergent Funding Program Form, regarding Swift Current Comprehensive High School, to the Ministry of Education, as attached.

CARRIED

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PMR 3 103/20 Humphrey THAT the 3 year PMR plan commencing 2019 – 09-01 be approved as amended and attached.

CARRIED

ADJOURN 104/20 Mouland THAT we do now adjourn.

CARRIED

Board Chair

CFO

ADMINISTRATIVE POLICY NO. 513

COVID 19: STUDENT AND STAFF ILLNESS

BACKGROUND

The Chinook School Division is committed to ensuring, the health and safety of all its students and employees. On June 9, 2020, the Government of Saskatchewan announced that in-classroom learning will resume for the 2020-21 school year. To help Chinook staff prepare for the return of students and staff, provincial guidelines have been put in place. Chinook's response to these provincial guidelines are found in **Reopen Chinook**. These procedures have been created to ensure a safe return to the workplace for all staff. These protocols will continue to be adjusted as necessary following the direction of the Chief Medical Health Officer of Saskatchewan.

PROCEDURES

A. GENERAL GUIDELINES

- i. The health and safety of students and staff is paramount and will not be compromised.
- ii. Any students and staff who are sick will be asked to remain at home.
- iii. When practical, physical distancing between individuals should be maintained. If this is not possible, other measures should be used, such as self-monitoring of personal health.
- iv. Proper hand hygiene is expected from all students and employees. Practices include using soap and water when hands are soiled and hand sanitizer when visibly clean. Cough and sneeze into your elbow and avoid touching your face, mouth, nose and eyes.
- v. Plans will include provisions to adapt, where necessary, to changes in directives from the province to minimize disruption to teaching and learning.
- vi. Everyday hygienic practices have been developed (e.g., encouraging hand hygiene, monitoring absenteeism, communicating routinely) that include strategies for before, during and after a possible outbreak.
- vii. Employees shall not enter private residences or provide personal transportation to students.
- viii. It is recommended that Employees avoid all unnecessary travel.

B. GUIDELINES FOR ILLNESS

- i. All employees and students are expected to self-monitor for COVID-19 symptoms.

- ii. If student or employee has symptoms of COVID-19 illness they are to stay home. The employee must request their absence using the normal process established at the school level and enter the absence into Atrieve. If the employee does not have enough sick leave they are to contact the Superintendent of Human Resources for direction.
- iii. If an employee feels well but is at a high risk of severe illness from COVID-19 the employee is to contact their principal/supervisor and the Superintendent of Human Resources.
- iv. Every Chinook work place will designate an isolation room for sick students or staff.
- v. Schools will implement the following practices when a student or staff member become sick or is symptomatic at work:
 - o Sick staff students or staff members should not return to school until they have medical clearance from SHA
 - o Staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
 - o If a student or staff member develops symptoms at school or upon arrival at school, the student or staff member should be isolated from other students and staff and the appropriate family member should be notified to pick up the student immediately.
 - o Provision for supervision of the student or staff member must be in place.
 - o Immediately separate staff and students with COVID-19 (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms.
 - o If the student or staff member requires close contact and care, attending staff must wear appropriate PPE. A procedural guide has been developed. A surgical mask, eye protection, gowning and hand protection will be worn by staff during all interactions with the sick child and staff should try to avoid contact with the student's respiratory secretions.
 - o Once the student or staff member leaves for care, staff must wash their hands and ensure all areas that the sick student touched are cleaned and disinfected. Items

that cannot be cleaned and disinfected should be removed from the area and stored in a sealed container for a minimum of three days.

C. PUBLIC HEALTH ORDER

- i. All employees will follow the directives outlined in the most recent Public Health Order available at www.saskatchewan.ca/coronavirus.
- ii. Employees that have been identified by a Medical Health Officer as having COVID-19 shall immediately go into mandatory self-isolation until the Medical Health Officer determines that they no longer pose a public health threat;
- iii. Employees that have been identified by a Medical Health Officer as a close contact of a person or persons with COVID-19 shall go into mandatory self-isolation for 14 days from the date of last having been exposed to COVID-19;
- iv. Employees that have traveled internationally shall go into mandatory self-isolation for 14 days from date of arrival back into Canada;
- v. Employees who are household members or contacts of a person with COVID-19 shall immediately go into self-isolation for 14 days and call Healthline 811 if they become symptomatic.

D. ADDITIONAL HEALTH SUPPORTS

- i. Healthline 811 (All Staff)
- ii. Member and Family Assistance Program (STF members) 1-833-485-4245

E. GUIDELINES FOR WORK REFUSAL DUE TO COVID-19

- i. Section 3-8(a) of the Saskatchewan Employment Act (SEA) states that employers must “ensure, insofar as reasonably practical, the health, safety, and welfare at work of all the employer’s workers.” Section 3-8(f) provides that the employer must also ensure that all employees are properly trained in all matters that are necessary to protect their health, safety and welfare and the employer must ensure there is enough and competent supervision.
- ii. To meet these duties and keep employees safe during pandemics, employers must put in place safety measures that address the requirements set out in the Public Health Order and the Primary and Secondary Educational Institution Guidelines. The school division should take steps to assure employees that measures have been taken in accordance with OH&S requirements and all other recommendations of the Province.

- iii. Supervisors must also ensure that the health and safety at work of all workers who work under the supervisor's direct supervision and direction. Section 3-9 also requires the supervisor to ensure that employees under their direct supervision and direction comply with the SEA. This provision would apply to Superintendents and to in-school administrators.
- iv. Section 3-10 of the SEA states that employees must take reasonable care to protect their health and safety and the health and safety of other workers. Employees must also comply with legislation and regulations regarding OH&S matters.

REFERENCE:

Re-Open Saskatchewan: A plan to re-open the provincial economy updated June 16, 2020
Primary and Secondary Educational Institution Guidelines June 18, 2020
The Saskatchewan Employment Act
Reopen Chinook May 2020

New Policy: August 24, 2020



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: August 5, 2020

Name of School Division: Chinook School Division No. 211

Name of School: Shaunavon Public School

Total Enrolment in September, 2020 ; 176

Grade Structure: PK-7

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: August 24, 2020

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.
It was notice in July of 2019 that after a windstorm some of the standing seam panels on the Shaunavon Public School was loose.

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

The insurance company was contacted and submitted a claim to have the 7 panels replaced.

Estimated Construction Cost of Project: \$5,000

Source of Estimate: SSBA Insurance deductible

Timelines and scope of work to be completed:

The roof panels were completed in June of 2020

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

No disturbances as school was closed for COVID at the time of repairs

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.

Roof panels were subject to blow off and cause further property damage



Signature of Chief Financial Officer

Rod Quintin

Name (Printed)

August 24, 2020

Date



Signature of Board Chair

Kim Pridmore

Name (Printed)

August 24, 2020

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



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: August 14, 2020

Name of School Division: Chinook School Division No. 211

Name of School: Swift Current Comprehensive School

Total Enrolment in September, 2019; 1020

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: August 24, 2020

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 existing main electrical distribution is at the end of it's usable life. It is over fifty years old and the components, even second-hand ones are hard to source and will soon be non-existent. The lead time on some these large components can be in excess of 12 weeks.

We have experienced some major and minor component failures during the past several months. One of the failures shut down 4 of our HVAC systems for two weeks while waiting for parts. The HVAC systems are essential in the safe operation of the school especially during this pandemic.

A 700 amp breaker for a MCC distribution failed due to moisture from the asbestos abatement process. This took 10 days to acquire and install.

There has been other contactors and transformer failures to other equipment during the past year.

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

Replace the 1200 Amp main electrical distribution including feed from the City of Swift Current Light and Power, the transformer and associated feeders to the main electrical distribution. Equipment would include surge protection and Arc Reduction Maintenance switches. All decommissioned equipment will be removed from the boiler room.

The school will be without power if there is a failure with the main breaker or associated CDP's. The school serves 1020 students plus staff. We cannot afford to have the school shut down for any extended period of time. The school also houses our Division servers and will affect the operation of the whole School Division if there is a power outage for longer than an hour.

Estimated Construction Cost of Project: \$1,262,619.00

Source of Estimate: Ritenburg & Associates Ltd.

Timelines and scope of work to be completed:

We would tender as soon as possible. New service could be built and cutovers done next summer or the first available school break.

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

The new system will be assembled in space beside existing main service. The old system would remain in place until cutover could be done when it least affects the operation of 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.

The school would be shut down in the event of power failure of the main electrical service and there is no alternate place to house over a 1,000 students and staff. It is even more critical during this pandemic.


Signature of Chief Financial Officer

Rod Quintin
Name (Printed)

August 24, 2020
Date


Signature of Board Chair

Kim Pridmore
Name (Printed)

August 24, 2020
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:

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

**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.

August 24, 2020

Printed Name Kim Pridmore

Signature 

Title Board Chair

School Division Chinook School Division No. 211

Date August 24, 2020