

GREATER SASKATOON CATHOLIC BOARD OF EDUCATION

REGULAR MEETING OF THE BOARD

Tuesday, September 2, 2008 – 7:00 P.M.
Board Room

AGENDA

1. Call to Order - J. Carriere
2. Opening Prayer - Trustee Risling
3. Adoption of the Agenda
4. Approval of the Minutes of the June 16, 2008 Regular Meeting of the Board
5. Delegations and Special Presentations
6. Post Meeting Assignments
7. Consent Items

The Chair will ask for a motion to receive the items, which are starred, and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request a star(s) be removed.

8. Discussion/Decision
 - ★ 8.1 Accounts Paid - May 1, 2008 - May 31, 2008, June 1, 2008 - June 30, 2008, July 1, 2008 - July 31, 2008 and Financial Statements for the period ending May 31, 2008, June 30, 2008 and July 31, 2008
 - ★ 8.2 Administrative Policies:
 - . Budget Policy DAA
 - . Decentralized Funding Allocation Policy - DAB
 - . Business Administration - Honoraria Policy - DBA
 - . Accounting Guidelines Policy - DHA
 - 8.3 Pilot of Multifunctional Devices
 - 8.4 Program Tour: St. George Elementary School
 - 8.5 Evergreen Neighbourhood

- 8.6 Review Continuous Agenda of the Board
- 9. Correspondence
 - 9.1 Copies Enclosed
 - . Expressions of Gratitude - posted on Bulletin Board
 - 9.2 Reading File
- 10. Reports and Good News
 - 10.1 Report of the Director of Education
 - 10.2 Board Activity
 - 10.3 Board Linkage
 - 10.4 Convention Reports
- 11. Committee of the Whole
- 12. Closing Prayer -Trustee Risling
- 13. Adjournment and Sign of Peace

**MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION OF ST. PAUL'S
R.C.S.S.D. #20 HELD IN THE BOARD ROOM AT 12:00 NOON ON MONDAY, JUNE 16,
2008**

PRESENT: Chair Carriere, Trustees Berscheid, Boechler, Boyko,
Fortosky, Lambert, Risling, Stus, Wesolowski

ALSO: Director of Education Hanson
Superintendent of Education McAuliffe (Secretary to the
Board)
Superintendents of Education Bazylak, Bitz, Boutin, Chatlain,
Weninger
Assistant Superintendent of Education Coffin
Communications Consultant Hoffman

ABSENT WITH PERMISSION: Trustee Carruthers

The meeting was called to order by Chair Carriere at 12:00 noon.

The opening prayer was led by Trustee Lambert.

ADOPTION OF AGENDA

Motion: Moved by Trustees Berscheid and Lambert that the agenda be approved as
circulated.

CARRIED

APPROVAL OF MINUTES

Motion: Moved by Trustees Risling and Boyko that the minutes of the Regular
Meeting of the Board of June 10, 2008 be adopted as circulated.

CARRIED

CONSENT ITEMS

No items

8. Discussion/Decision

8.2 First Nations and Métis Partnership Monitoring Report

Motion: Moved by Trustees Risling and Stus that the Board of Education receive the First Nations and Métis Partnership Report as information.

CARRIED

8.3 CUPE 3730 Contract Ratification

Motion: Moved by Trustees Boechler and Boyko that the Board of Education ratify the CUPE 3730 Tentative Agreement.

CARRIED

[Trustee Boechler left the meeting at 1:15 p.m.]

[Motion: Moved by Trustee Risling that the Board move into committee.]

CARRIED

[Motion: Moved by Trustee Fortosky that the Board move out of committee.]

CARRIED

8.5 St. Alphonse School - Viscount

Motion: Moved by Trustees Stus and Berscheid that the Board of Education rescind the motion dated May 12, 2008 extending high school programming at St. Alphonse School effective August 2008 (item 8.4).

Further that the Board of Education direct administration to clarify the agreement between the Board of Trustees of Lanigan unit No. 40 and the Board of Trustees of St. Alphonse Roman Catholic Separate School District No. 2.

CARRIED

ADJOURNMENT

Motion: Moved by Trustee Berscheid that the meeting be adjourned.

CARRIED

Secretary

Chair

SASKATOON CATHOLIC SCHOOLS - BOARD OF EDUCATION

POST MEETING ASSIGNMENTS

June 16, 2008

ITEM	ACTION	KRA
1. Starry Night (Child Friendly Saskatoon)	1. Write letter of congratulations	1. B. Hanson
2. Transportation	2. Check qualifications for taxi and city bus drivers. Check endorsements with SGI.	2. D. Lloyd



8. Discussion/Decision

8.1 Accounts Paid - May 1, 2008 - May 31, 2008, June 1, 2008 - June 30, 2008, July 1, 2008 - July 31, 2008 and Financial Statements for the period ending May 31, 2008, June 30, 2008 and July 31, 2008

Accounts paid by cheque and electronic funds transfer for the period May 1, 2008 to May 31, 2008 are as detailed:

Operating Account	\$ 6,849,906.39
US Account	11,752.26
Payroll Account	<u>5,915,420.26</u>
	\$ 12,777,078.91

Accounts paid by cheque and electronic funds transfer for the period June 1, 2008 to June 30, 2008 are as detailed:

Operating Account	\$ 5,874,287.38
US Account	19,129.71
Payroll Account	<u>6,052,825.13</u>
	\$ 11,946,242.22

Accounts paid by cheque and electronic funds transfer for the period July 1, 2008 to July 31, 2008 are as detailed:

Operating Account	\$ 5,507,180.58
US Account	2,061.69
Payroll Account	<u>886,389.15</u>
	\$ 6,395,631.42

It should be noted that full particulars of account payments are available for review at anytime.

Recommendation:

That the Board of Education approve the accounts paid for the period May 1, 2008 to May 31, 2008, June 1 - June 30, 2008, and July 1 - July 31, 2008 and receive the financial statements for the periods ended May 31, 2008, June 30, 2008 and July 31, 2008.

St. Paul's R.C.S.S.D. No. 20
Statement of Financial Position

For the Period from September 1, 2007 to May 31, 2008

	Operating Fund	Capital Fund	Other Funds	Current Period Total	Prior Period Total
Financial Assets					
Cash	7,400,653			7,400,653	7,364,567
Short Term Investments			56,100	56,100	56,299
Taxes Receivable	5,745,125			5,745,125	7,155,886
Provincial Grants Receivable					-9,029
Other Recievables	611,153		1,513	612,666	835,523
Prepaid Items	503,979			503,979	329,134
Inventories					
Long Term Investments					
Other Assets					
Interfund Debt Receivable			8,687,868	8,687,868	6,610,543
Total Financial Assets	14,260,910		8,745,481	23,006,391	22,342,925
Liabilities					
Bank Indebtedness					
Provincial Grant Overpayment					
Other Payables	6,075,850			6,075,850	4,118,238
Short Term Loans					
Debentures					
Capital Loans		8,780,000		8,780,000	9,603,000
Other Long Term Debt					
Other Liabilities	274,617			274,617	
Interfund Debt Payable	8,064,455	623,413		8,687,868	6,610,543
Total Liabilities	14,414,921	9,403,413		23,818,334	20,331,781
Net Financial Assets	-154,011	-9,403,413	8,745,481	-811,943	2,011,144
Physical Assets		144,339,657		144,339,657	120,869,802
Net Assets	-154,011	134,936,244	8,745,481	143,527,714	122,880,946
Equity in Physical Assets		134,933,417		134,933,417	120,869,801
Fund Balances	-154,011	2,827	8,745,481	8,594,297	2,011,145
School Position	-154,011	134,936,244	8,745,481	143,527,714	122,880,946

St. Paul's R.C.S.S.D. No. 20
Statement of Financial Activities and Fund Balances

For the Period from September 1, 2007 to May 31, 2008

	Operating Fund	Capital Fund	Other Funds	Current Pd Consolidated	Current Pd Budget	Budget Remaining
Revenue						
Property Taxation	37,708,842			37,708,842	50,278,456	12,569,614
Grants	55,350,162	296,131		55,646,293	64,815,296	9,169,002
Tuition and Related Fees	990,536			990,536	1,156,702	166,166
Other	335,359		1,146,782	1,482,140	654,995	-827,145
School Based	3,192,210			3,192,210	3,134,557	-57,652
Complementary Services	2,092,481			2,092,481	2,052,559	-39,922
External Services	4,064,317			4,064,317	4,471,092	406,775
Total Revenues	103,733,907	296,131	1,146,782	105,176,820	126,563,657	21,386,838
Expenditures						
School Based	2,532,245			2,532,245	3,178,366	646,121
Governance	434,521			434,521	674,272	239,751
Administration	976,685			976,685	1,414,067	437,383
Instruction	82,743,088	330,522		83,073,610	91,820,769	8,747,159
Plant	8,836,999	3,672,961		12,509,961	20,547,416	8,037,455
Transportation	3,101,574			3,101,574	3,171,327	69,753
Tuition and Related Fees	14,025			14,025	234,397	220,372
Interest and Bank Charges	85,419	259,544		344,962	856,847	511,885
Complementary Services	1,731,413			1,731,413	2,000,059	268,646
External Services	3,886,279			3,886,279	4,478,311	592,032
Total Expenditures	104,342,249	4,263,027		108,605,276	128,375,832	19,770,556
Excess (Deficiency) of Revenue over Expenditure	-608,342	-3,966,896	1,146,782	-3,428,456	-1,812,175	1,616,281
Interfund Transfers to (from)						
for Capital Expenditures	-3,969,723	3,969,723				
for Debt Repayment						
for Reserves					2,645,175	2,645,175
for Trust Funds	1,146,782		-1,146,782			
Excess (Deficiency) after Interfund Transfers	-3,431,283	2,826		-3,428,456	833,000	4,261,456
Long Term Capital Debt Issued						
Long Term Capital Debt Repaid					-833,000	-833,000
Surplus (Deficit) for the Year	-3,431,283	2,826		-3,428,456	0	3,428,456
Opening Fund Balances	3,277,271		8,745,481	12,022,753		-12,022,753
Closing Fund Balances	-154,011	2,826	8,745,481	8,594,296	0	-8,594,296

St. Paul's R.C.S.S.D. No. 20
Statement of Financial Position

For the Period from September 1, 2007 to June 30, 2008

	Operating Fund	Capital Fund	Other Funds	Current Period Total	Prior Period Total
Financial Assets					
Cash	2,657,984			2,657,984	4,480,954
Short Term Investments			56,100	56,100	56,299
Taxes Receivable	9,890,963			9,890,963	8,613,690
Provincial Grants Receivable					-9,029
Other Recievables	1,662,525		1,513	1,664,038	624,498
Prepaid Items	463,573			463,573	284,871
Inventories					
Long Term Investments					
Other Assets					
Interfund Debt Receivable			8,687,868	8,687,868	6,610,543
Total Financial Assets	14,675,044		8,745,481	23,420,526	20,661,827
Liabilities					
Bank Indebtedness					
Provincial Grant Overpayment					
Other Payables	6,230,657			6,230,657	4,400,645
Short Term Loans					
Debentures					
Capital Loans		8,780,000		8,780,000	9,603,000
Other Long Term Debt					
Other Liabilities	274,617			274,617	
Interfund Debt Payable	8,064,455	623,413		8,687,868	6,610,543
Total Liabilities	14,569,728	9,403,413		23,973,141	20,614,188
Net Financial Assets	105,316	-9,403,413	8,745,481	-552,615	47,639
Physical Assets		144,339,657		144,339,657	120,869,802
Net Assets	105,316	134,936,244	8,745,481	143,787,041	120,917,440
Equity in Physical Assets		134,933,417		134,933,417	120,869,801
Fund Balances	105,316	2,827	8,745,481	8,853,625	47,639
School Position	105,316	134,936,244	8,745,481	143,787,041	120,917,440

St. Paul's R.C.S.S.D. No. 20
Statement of Financial Activities and Fund Balances

For the Period from September 1, 2007 to June 30, 2008

	Operating Fund	Capital Fund	Other Funds	Current Pd Consolidated	Current Pd Budget	Budget Remaining
Revenue						
Property Taxation	41,898,714			41,898,714	50,278,456	8,379,743
Grants	61,268,400	296,131		61,564,530	64,815,296	3,250,765
Tuition and Related Fees	1,050,391			1,050,391	1,156,702	106,311
Other	367,899		1,147,282	1,515,181	654,995	-860,186
School Based	3,489,600			3,489,600	3,134,557	-355,042
Complementary Services	2,291,737			2,291,737	2,052,559	-239,178
External Services	4,555,095			4,555,095	4,471,092	-84,003
Total Revenues	114,921,835	296,131	1,147,282	116,365,247	126,563,657	10,198,410
Expenditures						
School Based	3,019,338			3,019,338	3,178,366	159,028
Governance	492,527			492,527	674,272	181,745
Administration	1,068,715			1,068,715	1,414,067	345,352
Instruction	92,267,177	327,734		92,594,911	91,820,769	-774,142
Plant	9,754,758	2,774,407		12,529,166	20,547,416	8,018,251
Transportation	3,320,700			3,320,700	3,171,327	-149,373
Tuition and Related Fees	14,025			14,025	234,397	220,372
Interest and Bank Charges	87,393	259,544		346,937	856,847	509,910
Complementary Services	1,864,533			1,864,533	2,000,059	135,525
External Services	4,283,524			4,283,524	4,478,311	194,788
Total Expenditures	116,172,691	3,361,685		119,534,376	128,375,832	8,841,456
Excess (Deficiency) of Revenue over Expenditure	-1,250,857	-3,065,554	1,147,282	-3,169,129	-1,812,175	1,356,954
Interfund Transfers to (from)						
for Capital Expenditures	-3,068,380	3,068,380				
for Debt Repayment						
for Reserves					2,645,175	2,645,175
for Trust Funds	1,147,282		-1,147,282			
Excess (Deficiency) after Interfund Transfers	-3,171,955	2,826		-3,169,129	833,000	4,002,129
Long Term Capital Debt Issued						
Long Term Capital Debt Repaid					-833,000	-833,000
Surplus (Deficit) for the Year	-3,171,955	2,826		-3,169,129	0	3,169,129
Opening Fund Balances	3,277,271		8,745,481	12,022,753		-12,022,753
Closing Fund Balances	105,316	2,826	8,745,481	8,853,624	0	-8,853,624

St. Paul's R.C.S.S.D. No. 20
Statement of Financial Position

For the Period from September 1, 2007 to July 31, 2008

	Operating Fund	Capital Fund	Other Funds	Current Period Total	Prior Period Total
Financial Assets					
Cash	17,348,084			17,348,084	11,307,667
Short Term Investments			56,100	56,100	56,299
Taxes Receivable					
Provincial Grants Receivable					-9,029
Other Recievables	1,689,416		1,513	1,690,929	656,046
Prepaid Items	416,207			416,207	240,609
Inventories					
Long Term Investments					
Other Assets					
Interfund Debt Receivable			8,687,868	8,687,868	6,610,543
Total Financial Assets	19,453,708		8,745,481	28,199,189	18,862,135
Liabilities					
Bank Indebtedness					
Provincial Grant Overpayment					
Other Payables	7,118,002			7,118,002	6,284,782
Short Term Loans					
Debentures					
Capital Loans		8,568,000		8,568,000	9,401,000
Other Long Term Debt					
Other Liabilities	274,617			274,617	
Interfund Debt Payable	7,742,944	944,924		8,687,868	6,610,543
Total Liabilities	15,135,562	9,512,924		24,648,486	22,296,325
Net Financial Assets	4,318,145	-9,512,924	8,745,481	3,550,703	-3,434,190
Physical Assets		144,339,657		144,339,657	120,869,802
Net Assets	4,318,145	134,826,733	8,745,481	147,890,359	117,435,612
Equity in Physical Assets		134,933,417		134,933,417	120,869,801
Fund Balances	4,318,145	-106,684	8,745,481	12,956,943	-3,434,189
School Position	4,318,145	134,826,733	8,745,481	147,890,359	117,435,612

St. Paul's R.C.S.S.D. No. 20
Statement of Financial Activities and Fund Balances

For the Period from September 1, 2007 to July 31, 2008

	Operating Fund	Capital Fund	Other Funds	Current Pd Consolidated	Current Pd Budget	Budget Remaining
Revenue						
Property Taxation	46,088,585			46,088,585	50,278,456	4,189,871
Grants	64,042,605	296,131		64,338,736	64,815,296	476,560
Tuition and Related Fees	1,167,682			1,167,682	1,156,702	-10,980
Other	366,231		1,147,282	1,513,512	654,995	-858,517
School Based	3,505,218			3,505,218	3,134,557	-370,660
Complementary Services	2,291,737			2,291,737	2,052,559	-239,178
External Services	4,555,095			4,555,095	4,471,092	-84,003
Total Revenues	122,017,153	296,131	1,147,282	123,460,566	126,563,657	3,103,092
Expenditures						
School Based	3,232,885			3,232,885	3,178,366	-54,519
Governance	547,108			547,108	674,272	127,164
Administration	1,178,401			1,178,401	1,414,067	235,666
Instruction	93,346,285	328,325		93,674,610	91,820,769	-1,853,841
Plant	10,785,300	2,872,109		13,657,408	20,547,416	6,890,008
Transportation	3,488,872			3,488,872	3,171,327	-317,545
Tuition and Related Fees	14,025			14,025	234,397	220,372
Interest and Bank Charges	88,588	369,055		457,643	856,847	399,204
Complementary Services	1,909,854			1,909,854	2,000,059	90,205
External Services	4,365,570			4,365,570	4,478,311	112,741
Total Expenditures	118,956,888	3,569,488		122,526,376	128,375,832	5,849,456
Excess (Deficiency) of Revenue over Expenditure	3,060,265	-3,273,357	1,147,282	934,190	-1,812,175	-2,746,365
Interfund Transfers to (from)						
for Capital Expenditures	-3,166,673	3,166,673				
for Debt Repayment						
for Reserves					2,645,175	2,645,175
for Trust Funds	1,147,282		-1,147,282			
Excess (Deficiency) after Interfund Transfers	1,040,874	-106,684		934,190	833,000	-101,190
Long Term Capital Debt Issued						
Long Term Capital Debt Repaid					-833,000	-833,000
Surplus (Deficit) for the Year	1,040,874	-106,684		934,190	0	-934,190
Opening Fund Balances	3,277,271		8,745,481	12,022,753		-12,022,753
Closing Fund Balances	4,318,145	-106,684	8,745,481	12,956,942	0	-12,956,942

8.2 Administrative Policies:

- . Budget Policy DAA
- . Decentralized Funding Allocation Policy - DAB
- . Business Administration - Honoraria Policy - DBA
- . Accounting Guidelines Policy - DHA

Board Priority:

- Building Relationships and Partnerships
- Promoting Stewardship

Presented By: Superintendent D. Lloyd

Background Information:

To better reflect the operating year of provincial school divisions a change in the fiscal year from December 31 to August 31 was warranted. The attached Administrative Policies have been amended to reflect September 1 to August 31 as the new fiscal year for the school division.

Recommendation:

That the Board of Education receive the Business Administration Policies DAA, DAB, DBA and DHA as presented.

Code D: Business Administration

POLICY TITLE AND CODE
BUDGET DAA

STATEMENT OF POLICY

The Director of Education shall present an annual operating and capital budget for approval by the Board of Education.

With respect to the actual, ongoing financial operations of the Greater Saskatoon Catholic Schools, the Director of Education shall not cause or allow budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from Board of Education priorities, risk fiscal jeopardy, fail to demonstrate a generally acceptable level of foresight, or allow assets to be unprotected or inadequately maintained.

RATIONALE

The annual budget reflects the Statement of Mission and Educational Commitment of Greater Saskatoon Catholic Schools.

AUTHORITY

- The Education Act, Sections 277 - 282
- Policy Governance Manual

GUIDELINES

1. The Director of Education directs the preparation of the budget. S/he guides and supervises activities and personnel in the budget process and coordinates educational and financial planning.
2. The standard revenue and expenditure classifications shall be those prescribed by the Province of Saskatchewan.
3. The general expectation is that expenditures shall not exceed the amount budgeted in the major expenditure classification.
 - 3.1 Monies from a special fund shall be expended only for the purpose for which the fund was established.

- 3.2 The Director of Education may approve emergency expenditures up to an amount of \$100,000.00 in excess of budget.
- 3.3 When it is necessary to establish emergency expenditures in excess of \$100,000.00, such expenditures shall be approved by the Board of Education.
4. The budget appropriation for each classification constitutes authorization for making expenditures for that item up to the amount budgeted.
5. Decentralized expenditures will be determined annually. Principals shall participate in the effective control of expenditures within the budgetary limits established for their school.
6. The Superintendent of Administrative Services Division, in consultation with the Director of Education, shall initiate procedures to accomplish all planned undertakings and continuous monitoring of the budget.
7. The Superintendent of Administrative Services Division is responsible for managing budget control and for the preparation of monthly reports to the Board of Education.

PROCEDURES

1. The Director of Education shall recommend principles and guidelines for developing budget estimates, to be approved annually by the Board of Education.
2. The Director of Education shall recommend, to be approved annually by the Board of Education, a process for budget consultation with the moral ownership and the administration and staff of Greater Saskatoon Catholic Schools.
3. The Director of Education shall direct an annual review and student enrolment analysis for Greater Saskatoon Catholic Schools.
4. The Director of Education shall annually direct a five-year school facilities plan for Greater Saskatoon Catholic Schools.
5. The Superintendent of Administrative Services Division is responsible for the determination and management of capital, plant operations, maintenance and student transportation services budgets, processing budget data, developing the budget document, and preparing the budget for presentation to the Board of Education.
6. Superintendents of Education are responsible for the determination and management of the budget for operational items as directed.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To practice stewardship with respect for all of God's creation

FORMS

Budget documents, as prescribed by the Minister

DATE APPROVED

June 28, 1982

DATES AMENDED

May 29, 1995
February 2004
February 2008
June 2008

Code D: Business Administration

POLICY TITLE AND CODE
DECENTRALIZED FUNDING ALLOCATION
DAB

STATEMENT OF POLICY

The Director of Education shall present an annual decentralized budget appropriation to schools for approval by the Board of Education.

RATIONALE

The decentralized funding appropriation is to reflect the educational priorities of Greater Saskatoon Catholic Schools and of the particular school. Decentralized funding enhances local decision-making and the ownership of and accountability for the resources of the Division.

AUTHORITY

➤ The Education Act, Sections 277 - 282

GUIDELINES

1. Principals shall endeavour to set aside twenty-five percent (25%) of the annual allotment for purchases to be made in the last quarter of the calendar year.
2. Principals shall not be permitted to expend more than the annual allocation to their school.
3. Principals, with prior approval from their Superintendent of Education, Learning Services Division, may plan to carry forward an amount not greater than ten percent (10%) of the annual allocation to their school for larger, long term purchases. Amounts greater than ten percent (10%) will be allocated to the budget deficit or surplus for that fiscal year.

PROCEDURES

1. The decentralized allotment to schools will be determined by formula based on the September 30 projected student enrolment for the current year.
2. Principals may access monthly financial statements of their decentralized budgets.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To practice stewardship with respect for all of God's creation
- To foster good human relationships
- To support staff members as witnesses of their faith to students, each other, and the community

FORMS

Administrative Services Division Manual

DATE APPROVED

May 29, 1995

DATES AMENDED

February 2004

June 2008

Code D: Business Administration

POLICY TITLE AND CODE

HONORARIA

DBA

STATEMENT OF POLICY

Honoraria may be paid to individuals contributing to institutes, seminars, or workshops who are not employees of Greater Saskatoon Catholic Schools.

RATIONALE

Greater Saskatoon Catholic Schools benefits from external resources in those areas for which it does not employ its own personnel.

AUTHORITY

➤ The Education Act, Section 278

GUIDELINES

1. The honoraria shall appropriately compensate for the expertise and time of the resource person and should reflect the industry standard.
2. Individuals residing outside of the City of Saskatoon will be reimbursed for travel, meals, and accommodation, as required.

PROCEDURES

1. Payment of honoraria shall be approved by the Director of Education or designate.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To be attentive to the specific needs of each student
- To recognize the inter-relationship of all knowledge in a world created by a loving God

FORMS

Administrative Services Division Manual

DATE APPROVED

May 29, 1995

DATES AMENDED

February 2004

June 2008

Code D: Business Administration

POLICY TITLE AND CODE

ACCOUNTING GUIDELINES

DHA

STATEMENT OF POLICY

The accrual method of accounting for revenue and expenditures shall be utilized by Greater Saskatoon Catholic Schools to the extent applicable.

RATIONALE

The accounting system must make it possible to provide an accurate record of all financial transactions of the school division, produce meaningful interim and annual financial reports, show that legal provisions have been complied with, and provide a basis for safeguarding the financial resources of the school division.

AUTHORITY

- The Education Act, Section 85 (q)

GUIDELINES

1. The general accounting system shall be on a double entry basis.
2. The classification of accounts within each fund shall be consistent with the requirements of the Ministry of Learning and in accordance, where possible, with Generally Accepted Accounting Principles (G.A.A.P.).

PROCEDURES

1. Financial reports shall be prepared monthly to reflect financial operations, the current condition of the budgetary accounts, and other information necessary to control operations.
2. An audited financial report shall be prepared as of the thirty-first (31st) day of December in each year and presented to the Board of Education.

REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:
- To practice stewardship with respect for all of God's creation

FORMS

As prescribed by the Minister

DATE APPROVED

May 29, 1995

DATES AMENDED

April 30, 1997

July 4, 1997

February 2004

June 2008



8.3 Pilot of Multifunctional Devices

Board Priority:

- Promoting Stewardship

Presented By: Superintendent D. Lloyd

Background Information:

On March 1, 2008 a pilot program was undertaken to assess the viability of multifunctional devices as a cost efficient and convenient solution for handling the increase demand for printed material throughout the school division. The four schools participating in the pilot were Bethlehem, St. Marguerite, Holy Cross and Father Robinson.

Our current contractor Konica Minolta (KMBS) participated in the pilot under the condition that the pilot program would remain separate from the existing contract and not disrupt the cost per copy currently enjoyed by schools. KMBS provided 12 bizhub 350 units (5 at Holy Cross, 3 at Bethlehem, 2 at Father Robinson & 2 at St. Marguerite) and one color C353 unit at each location.

Financial:

Current industry estimates put printing to conventional laser and ink-jet printers at \$0.09/sheet and at \$0.95/sheet for color printing. The price per sheet offered by KMBS for the pilot was \$0.01645 and \$0.075 for color printing. In 2007 the pilot schools combined spent \$11,784.47 on laser and ink-jet printer cartridges based on sales figures provided by our current supplier. Based on this dollar value 130,939 printed pages would be produced using laser and inkjet printers as compared to 1,347,111 pages using multifunctional devices.

As a result of the pilot project savings of \$13,761 were identified in the use of multifunctional equipment with an all inclusive cost per page over a three month period. Should the recommendation of this report be approved savings in excess of \$120,000 should be realized on a division wide basis.

Some advantages of an all inclusive cost per page is that the cost does not vary according to the amount of ink coverage on the sheet whereas the cost on a laser or ink-jet printer would vary according to the amount of toner/ink required.

The cost under the KMBS agreement covers all service & maintenance while laser and inkjet printers are serviced by division technicians. Should the recommendation be approved division technician time could be better positioned to meet technology needs of the school division.

Based on 2007 expenditure 223 toner and/or ink-jet cartridges were used on an annual basis. When empty the majority of these cartridges would end up in the landfill while KMBS recycles all used cartridges as more environmentally friendly solution.

Should the recommendation be approved laser and inkjet printers would be removed from service over the 2008/2009 school year.

Recommendation:

That the Board of Education approve the contract with Konica Minolta to expand the use of multifunctional devices as the approved print option for all division facilities at an all inclusive cost per page.



8.4 Program Tour: St. George Elementary School

Board Priority:

- Improving Student Learning and Achievement

Presented by: Superintendent J. Weninger and Assistant Superintendent C. Coffin

Background Information:

The Board of Education will be visiting St. George Elementary School on September 8, 2008.

Specific programs that will be highlighted are:

- Guided Reading
- Intensive French

The Board will have an opportunity to observe lessons in both of these programs during the afternoon tour. More detailed information will be provided during that day.

Recommendation:

That the Board of Education receive this information.



8.5 Evergreen Neighbourhood

Board Priority:

- Building Relationships and Partnerships
- Promoting Stewardship

Presented By: Superintendent D. Lloyd and Superintendent J. McAuliffe

Background Information:

On August 20, 2008 administration reviewed with the Planning Department of the City of Saskatoon the University Heights No 1 Neighbourhood Concept Plan which will be known as the "Evergreen Neighbourhood".

The design of the neighbourhood encompasses pedestrian routes to adjacent areas, connection of the two sides of the neighbourhood by a "Pedestrian Green Bridge" over McOrmand Drive, and other access and traffic quieting features around the schools site, such as roundabouts.

At the Core Park (14ac), the schools site (8ac) is somewhat larger than Willowgrove at (7ac). In addition to the linear parks, there is also a 12ac District Park, and a Secondary Core Park of 5ac.

It was emphasized if needed the plan is flexible to allow a second site for school(s) development, north of the Secondary Core Park. The timing of this decision could be in the range of 5 to 10 years away, depending on the pace of development. At this point, it is not clear what the adjacencies of this school site would be, the City indicated that the neighbourhood is at the prescribed percentage of urban reserve. Commercial ("big-box") and Institutional (e.g. church) were mentioned.

The timing of the "GSCS Switch Site" decision will also be an important one for all parties to coordinate.

The projected population makes this Saskatoon's largest neighbourhood, at about 12,500 to 12,800. (Willowgrove is less dense, and smaller.) The Elementary Student Population suggested in the report is 2314, which would mean about 2 schools of 1000+ students, or 4 schools of 500 students, etc.

Students may be bussed to adjacent neighbourhoods which will be limited to Silverspring and Willowgrove, as Evergreen will otherwise be isolated by the

Northeast Swale, the Forestry Farm, Agriculture Canada Lands, and the current City Limits.

It appears that, because of the scale of the development, this neighbourhood may prove to be a particularly challenging one, in terms of coordinating the time lags between the City in its decision making for planning purposes, the market in terms of demand for building lots, and the Ministry of Education in terms of securing funding for new schools.

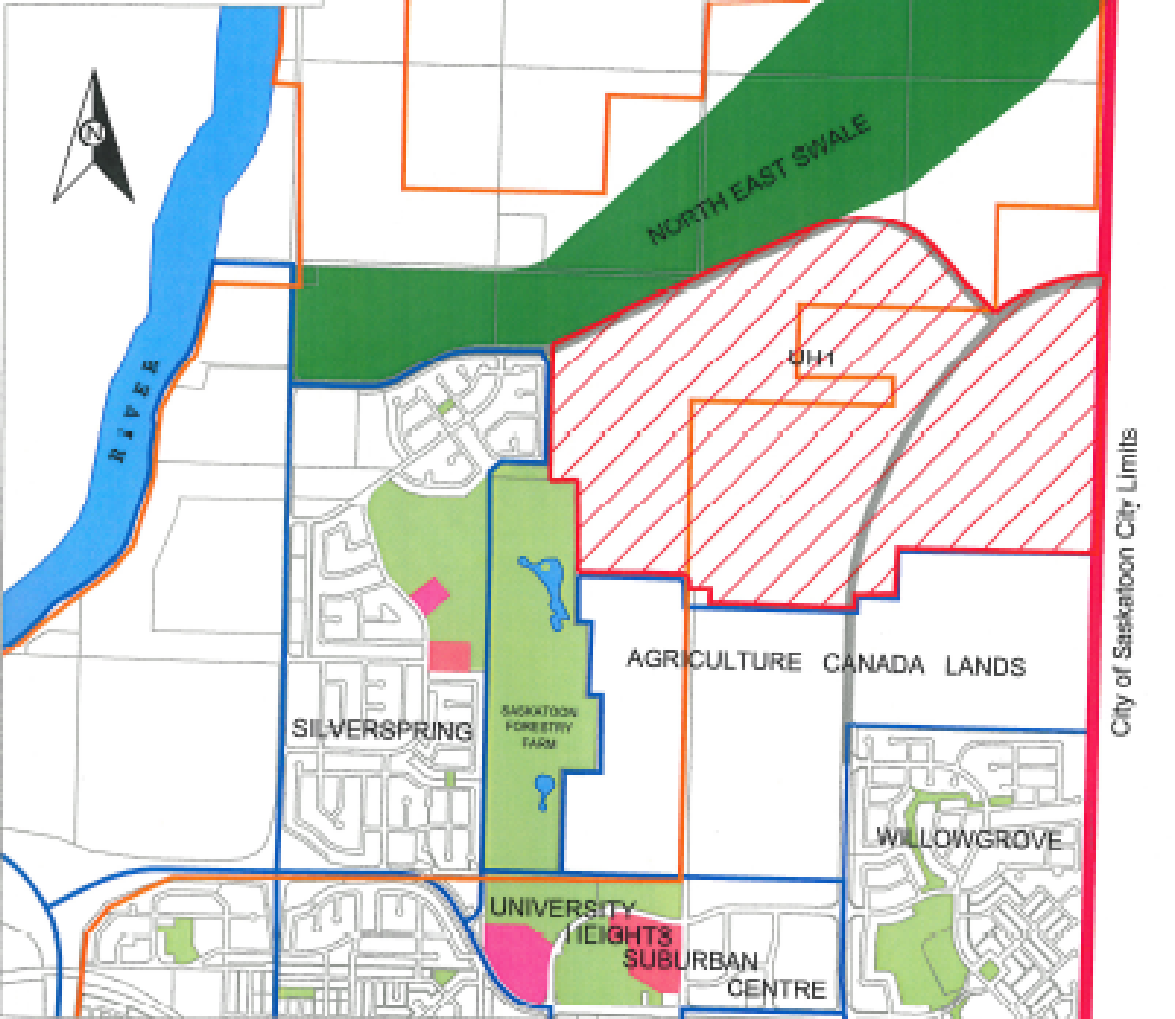
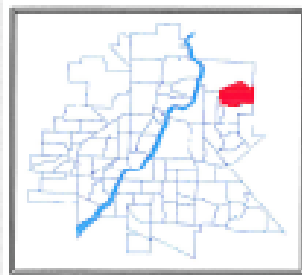
One suggestion we would propose is that the urban reserve ratio of 10% seems to be frozen, related only to acres being a 2-dimensional land use. We believe it should have some relationship to the density and hence population of the neighbourhood, as the usefulness of green space is strongly related to the number of people using it.

Recommendation:

That the Board of Education approve the concept plan for the Evergreen Neighbourhood subject to additional urban reserve were warranted.

Location Plan

UH1 Neighbourhood Concept Plan
Figure - 1



Scale: N.T.S.

Legend

Neighbourhood Boundary

Meewasin Jurisdiction



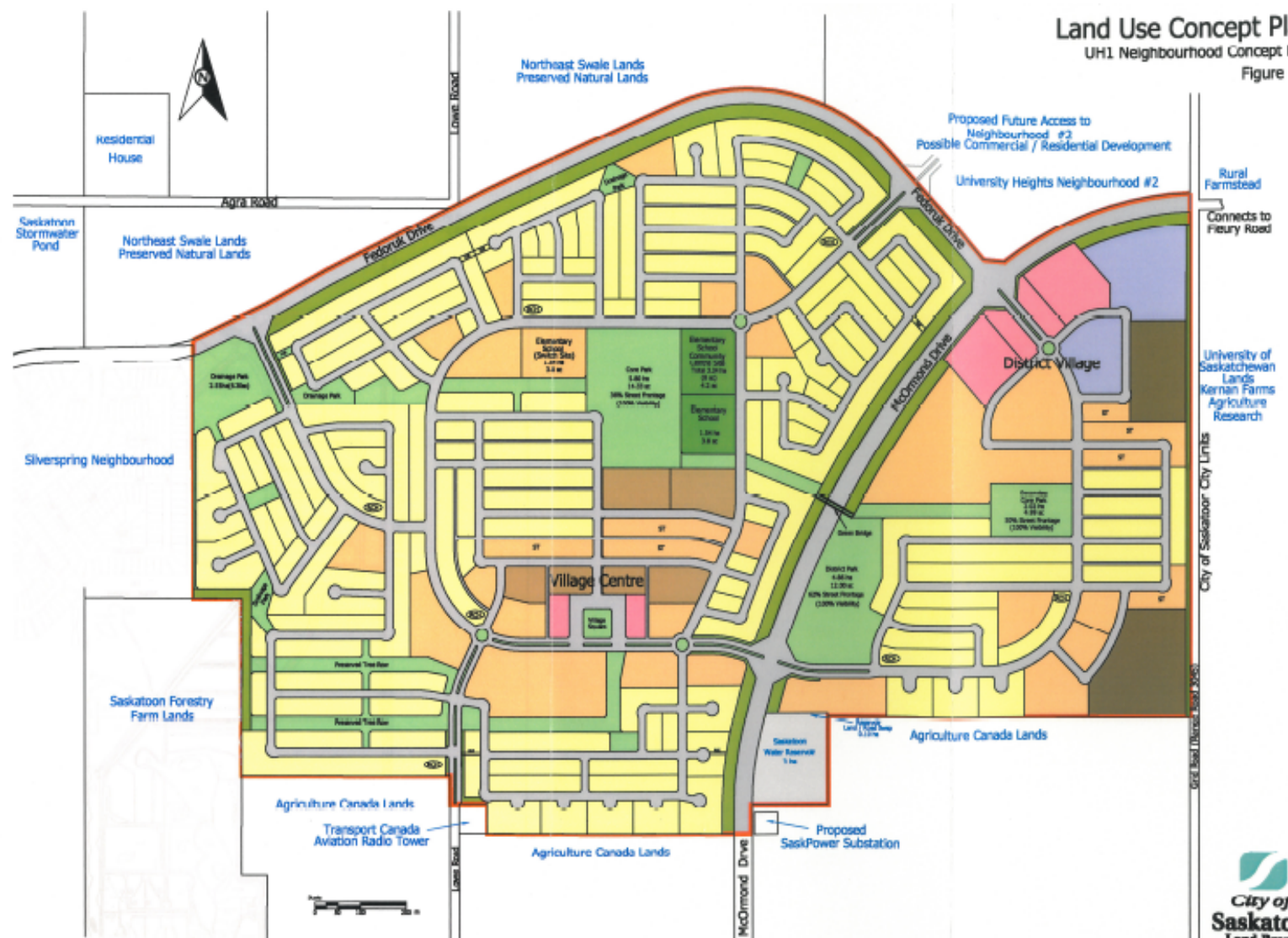
Legend

- Single Unit Detached
 - ST Low Density Multi Unit Street Townhousing
 - Low Density Multi Unit Group Townhousing
 - Medium Density Multi Unit
 - High Density Multi Unit
 - Commercial
 - Institutional
 - Park
 - Landscaped Drainage Park
 - Buffer
 - Elementary Schools/Community Centre
 - Water Reservoir
- Neighbourhood Boundary
- Possible Residential Care Home Site

Land Use Concept Plan

UH1 Neighbourhood Concept Plan

Figure - 3



Note: This map is conceptual and may change.





8.6 Review Continuous Agenda of the Board

Board Priority:

➤ Promoting Stewardship

Presented by: Board Chair J. Carriere and Director of Education B. Hanson

Background Information:

The Board Policy Manual stipulates that the Board of Education will develop a continuous agenda of the Board each year.

Recommendation:

That the Board of Education review the continuous agenda.

CONTINUOUS AGENDA OF THE BOARD

<p>August</p> <ul style="list-style-type: none"> . Financial Statements . Board/Director Review . Continuous Agenda of the Board 	<p>September</p> <ul style="list-style-type: none"> . Financial Statements . Liaison Health Region . Program Tour . SCSBA Resolutions . SCSBA Julian Paslawski Meritorious Service Award . SCSBA Nomination to Executive . Premier's Award for Innovation and Excellence in Education . Liaison with Saskatchewan Catholic School Boards Association
<p>October</p> <ul style="list-style-type: none"> . Financial Statements . Catholic School Community Councils . Enrolment Monitoring Report . Provincial SCSBA . SSBA Convention Resolutions . SSBA Voting Procedures . Auditor's Report . Public Accounts Statement . Liaison Chamber of Commerce . Improving Student Learning and Achievement Monitoring Report . Staff Monitoring Report 	<p>November</p> <ul style="list-style-type: none"> . Financial Statements . Annual Meeting of the Board . Organizational Meeting of the Board . Out of scope Salaries . Liaison with Catholic School Divisions/SSBA Convention . Annual Meeting of Electors . Continuous Improvement Framework Report . First Nations and Métis Education Partnership Planning
<p>December</p> <ul style="list-style-type: none"> . Financial Statements . Liaison Diocese/Eparchy . Out-of-Province Student Learning Activities Report . Celebrating Catholic Identity Monitoring Report . Annual Meeting of Electors Summary 	<p>January</p> <ul style="list-style-type: none"> . Financial Statements . Board Faith Formation Retreat . Academic Year Approval . Government MLAs . Liaison with Opposition MLAs . Liaison with government MLAs
<p>February</p> <ul style="list-style-type: none"> . Financial Statements . Liaison with Public Board . GCS Foundation Annual Meeting . Education Leave Priorities . Demographic Monitoring Report . Five Year Capital and Building Review . Promoting Stewardship Monitoring Report 	<p>March</p> <ul style="list-style-type: none"> . Financial Statements . Liaison City Council . Appointments to Foundation Board . Building Relationships and Partnerships Monitoring Report . Approval of Mill Rate
<p>April</p> <ul style="list-style-type: none"> . Financial Statements . Preliminary Budget . Catholic Education Day 	<p>May</p> <ul style="list-style-type: none"> . Financial Statements . Continuous Improvement Framework Plan . Facility Tour . Schedule Board Meetings July - June
<p>June</p> <ul style="list-style-type: none"> . Financial Statements . Final Budget . HCI Final Budget . CCSTA Convention . Out-of-Province Student Learning Activities Report 	<p>July</p>

DIRECTOR OF EDUCATION

1. In an attempt to align services to schools Religious Education Services has been assigned to Superintendent Greg Chatlain, within the Learning Services Division. Overall responsibility for Celebrating Catholic Identity remains with the Director of Education.
2. Trustees are reminded of the conference 'Catholic Education - A National Conversation' September 26 and 27 in Ottawa. If you are interested in attending please inform J. Stone at your earliest convenience. The remaining block of rooms will be released on Wednesday, September 3, 2008.
3. I attended a celebration luncheon for the Summer Youth Internship Program hosted by the Saskatoon and District Industry - Education Council. Several students from our high schools participated by working throughout the summer at local businesses. The division is grateful to the businesses for employing our students.
4. The school year is off to a good start. I have e-mailed copies of several of my opening addresses to trustees.
5. Five Ukrainian Exchange Students were hosted by students from Bethlehem Catholic High School and E.D. Feehan Catholic High School for three weeks during the summer. The group met with Mayor Atchison and Ministers Norris and Krawetz. Thank you to Coordinator L. Gabruch for her hard work in organizing the event.
6. The Minister of Education, K. Krawetz, has asked to meet with the Board of Education some time in October.