

GREATER SASKATOON CATHOLIC BOARD OF EDUCATION

REGULAR MEETING OF THE BOARD

Monday, August 23, 2010 – 7:00 P.M.
Board Room

AGENDA

1. Call to Order - Chair Boyko
2. Opening Prayer - Trustee Carruthers
3. Adoption of the Agenda
4. Approval of the Minutes of the June 21, 2010 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 Opening Day Institute
 - 8.2 St. Mary Construction Tender
 - 8.3 Office and Classroom Supply Tender
 - 8.4 Physical Education Equipment Tender
 - 8.5 Full Day Every Day Kindergarten at Bishop Roborecki
 - 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
 - 10.5 Joint Operations Committee Report - Trustees Berscheid and Stus
 - 10.6 Catholic Faith Committee Report - Trustee Lambert
 - 10.7 Saskatchewan Catholic School Boards Association - Trustee Fortosky
 - 10.8 Greater Saskatoon Catholic Schools Foundation - Trustees Lambert and Risling
 - 10.9 Saskatchewan School Boards Association
- 11. Committee of the Whole
- 12. Closing Prayer -Trustee Carruthers
- 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 7:00 P.M. ON MONDAY, JUNE 21,
2010**

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

ALSO: Director of Education Hanson
Superintendent of Administrative Services Dr. Lloyd
Superintendent of Education McAuliffe (Secretary to the
Board)
Superintendents of Education Bitz, Boutin, Weninger
Assistant Superintendent of Education Coffin

The meeting was called to order by Chair Boyko at 7:10 p.m.

The opening prayer was led by Trustee Carriere.

ADOPTION OF AGENDA

Motion: Moved by Trustees Lambert and Boechler that the agenda be approved as amended.

CARRIED

APPROVAL OF MINUTES

Motion: Moved by Trustees Berscheid and Risling that the minutes of the Regular Meeting of the Board of May 31, 2010 be adopted as circulated.

CARRIED

CONSENT ITEMS

Motion: Moved by Trustees Boechler and Risling that the following consent agenda item be received and recommendations be approved as presented:

- . Summary Report Learning Activities Outside the Province January 1, 2010 to May 31, 2010

CARRIED

8. Discussion/Decision

8.2 Greater Saskatoon Catholic Schools Board of Education Year in Review - September 1, 2009 - August 31, 2010

Motion: Moved by Trustees Carriere and Stus that the Board of Education receive the report as amended.

Amendment: Trustee Fortosky was attending to other business of the Board on the June 14, 2010 Planning Meeting.

CARRIED

8.3 Operating and Capital Budget - Humboldt Collegiate Institute

Motion: Moved by Trustees Berscheid and Stus that the Board of Education approve the Humboldt Collegiate Institute Operating and Capital Budget for 2010 - 2011 as presented.

CARRIED

8.4 Operating Budget 2010 - 2011

Motion: Moved by Trustees Carruthers and Boechler that the the Board of Education approve the 2010-2011 Operating Budget.

CARRIED

Motion: Moved by Trustees Fortosky and Lambert that the Board of Education of the St. Paul's R.C.S.S.D. No. 20, in the Province of Saskatchewan, enacts as follows: In accordance with sections 288 and 288.1 of The Education Act, 1995 and section 73 of The Education Regulations, 1986: This bylaw serves to advise the Ministry of Education that the aforementioned school division will be exercising its constitutional right to levy education property tax and set education property tax mill rates, and in doing so the aforementioned school division hereby sets education property tax mill rates as follows: by adopting the provincial education property tax mill rates as set by the Lieutenant Governor in Council for the 2010 taxation year.

This bylaw comes into force and takes effect on the date of passage.

CARRIED

8.5 Board Policy Manual Amendments

Motion: Moved by Trustees Fortosky and Carruthers that the Board of Education amend Policy 3.0 - General Governance Commitment Policy as presented.

CARRIED

Motion: Moved by Trustees Risling and Berscheid that the Board of Education amend Policy 3.1 - Board of Education Job Description.

CARRIED

Motion: Moved by Trustees Fortosky and Boechler that the Board of Education amend Policy 3.4 - Board of Education Code of Conduct.

CARRIED

Motion: Moved by Trustees Fortosky and Lambert that the Board of Education amend Policy 4.0 - Director of Education's Role.

CARRIED

Motion: Moved by Trustees Risling and Stus that the Board of Education amend the Manual of Procedures Section IX - Attendance at Meetings.

CARRIED

Motion: Moved by Trustees Berscheid and Lambert that the Board of Education amend the Procedures for Board Member Remuneration and Expense.

CARRIED

8.6 Naming Willowgrove Catholic Elementary School

Motion: Moved by Trustees Risling and Stus that the new Catholic elementary school in Willowgrove be named Holy Family Catholic School. The school will be dedicated to Monsignor Morand.

CARRIED

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

CARRIED

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

CARRIED

ADJOURNMENT

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

CARRIED

Secretary

Chair



8.1 Opening Day Institute

Board Priority:

- Celebrating and Promoting Catholic Identity
- Improving Student Learning and Achievement
- Building Relationships and Partnerships
- Promoting Stewardship

Presented by: Director of Education B. Hanson

Background Information:

The Board of Education is reminded of the Opening Day Institute.

Please note that trustees will be introduced by Chair Boyko during her address beginning at 11:15 a.m. In addition trustees are asked to be present over the lunch break between 12:00 noon and 1:30 p.m. to assist in the distribution of the 'Reaching Out...to Transform the World' booklets to staff.

Recommendation:

That the Board of Education confirm their attendance at the Opening Day Institute.



8.2 St. Mary Construction Tender

Board Priority:

- Building Relationships and Partnerships
- Promoting Stewardship

Presented By: Superintendent D. Lloyd

Background Information

Tender Documents were prepared by Edwards, Edwards and McEwen Architects and advertised in the Star Phoenix on Saturday, July 17, 2010. Bidders were instructed to provide bids for the construction of a new Pre-K to Grade 8 Elementary School, including Community Functions, a new Daycare, Wellness Clinic and 2nd floor walking track and fitness area. The project is designed and will be constructed to LEED Silver Standard.

Tender opening took place at 2:00 p.m. on Wednesday, August 18, 2010 with four tenders received. This was a public opening. The companies submitting tenders were: Graham Construction, Wright Construction Western Inc., Bird Construction Company and PCL Construction Management Incorporated.

The tender results were as follows:

Base Bids ranged from a high of \$15,560,975 to a low of \$14,579,470.

The low bid was received from PCL Construction Management Inc..

Recommendation:

That subject to the approval of the Saskatchewan Ministry of Education, Facilities Branch, the Board of Education award the contract to construct the new St. Mary Community School to PCL Construction Management Incorporated at a total cost of \$14,579,470.00 plus GST.

8.3 Office and Classroom Supply Tender

Board Priority:

- Building Relationships and Partnerships
- Promoting Stewardship

Presented By: Superintendent D. Lloyd

Background Information:

A Request for Proposal (RFP) for supply of Office, Classroom and Paper Supplies was issued jointly with Saskatoon Public Schools on a contract basis for a term of 3 years. We estimate that schools and offices in our system will purchase approximately \$500,000 per year on this contract using budgeted funds from various supply budgets.

Proposals were issued to all major supply companies in the area. As well the RFP was advertised in the Star Phoenix and on both school division public web sites.

Proposals were opened at 3:00 p.m. on Thursday, May 27, 2010. Six companies responded. This was not a public opening.

Evaluation of Proposals:

Upon an initial screening three of the proposals did not include the mandatory requirements as specified in the Request for Proposal document. Sufficient information was not provided from these firms to fully evaluate their proposals.

The remaining firms provided full proposals:

- Grand & Toy
- HBI Office Plus
- Supreme Basics

A full evaluation of these three proposals was completed using the following evaluation criteria and points identified in the request for proposals:

1. Pricing: 30 points
 - Sample list of Items
 - Sustainable Pricing over contract term
2. Range of Services Offered: 30 points
 - Internet Ordering Capabilities
 - Electronic Invoicing

3. Ability to Provide Services: 10 points
 - Access to contract/dedicated staff
 - Experience working with schools
 - References
 - Returns policy
4. Turn Around Times: 15 points
 - Back Orders
 - Delivery time from point of order
5. Value Added Extras: 15 points
 - Other recommendations for Cost & Service
 - Efficiencies
 - Training & Support
 - Other
6. Total Value Added Extras: 15 points

A slightly different approach was used in evaluating pricing. As part of their proposal submission, Proponents were instructed to include a "Net" price list of all products being offered. Using the net pricing and using volumes taken from reports on yearly purchases by item we then priced a list of fifty-six items that were commonly used in our schools. We found pricing was extremely close with a little over 1% difference between the three overall on this sample list.

In evaluating the service component of the requirement we scored Grand & Toy, our existing supplier, the highest of the three. Grand & Toy scored significantly higher on their existing internet ordering and electronic invoicing systems.

At the completion of the evaluation total points out of a possible 100 were awarded as follows:

- Grand & Toy - 98.2;
- Supreme Basics - 89.6;
- HBI Office Plus - 71

Based on the criteria above, Grand & Toy offered the best overall package of Range of Services, Value Added Services, Ability to Provide Services, Turn Around Times and Pricing. Over the term of this contract we will meet with Regina Public, Regina Catholic and Saskatoon Public Schools to align the end of our contracts and to work toward a common supply contract.

Recommendation:

That the Board of Education ratify the contract award for the supply of Office and Classroom Supplies to Grand & Toy for a three-year term.

8.4 Physical Education Equipment Tender

Board Priority:

- Building Relationships and Partnerships
- Promoting Stewardship

Presented By: Superintendent D. Lloyd

Background Information:

On Tuesday, April 27, 2010, Greater Saskatoon Catholic Schools and Saskatoon Public Schools (the Group) jointly requested tenders for the supply of Physical Education equipment and supplies for a three year period. Five companies were invited to submit proposals. The tender was advertised on both web sites and as a result, three additional companies asked for the tender documents. Companies were asked to propose a discounted pricing structure based on their catalogue. Schools would then order "as and when required" from the catalogues of successful suppliers throughout the life of the contract.

Proposals were opened at 3:00 p.m. on Thursday, May 20, 2010, all eight companies responded. After evaluating the eight proposals it was determined that only six companies met all the criteria identified. This was not a public opening.

Proposal Evaluation Criteria:

1. Pricing: To establish good competitive pricing on a range of Physical Education equipment and supplies. To have the ability to quickly access the current price of items required to allow for quick ordering and budget planning.
2. Availability: To establish a reliable supply of Physical Education equipment and supplies to ensure quick delivery. The successful supplier must have sufficient inventories and the ability to supply
3. Efficiencies: To establish an efficient system that will allow the schools to place their own orders to the successful vendor on an "as and when required" basis.

Proposal Evaluation:

1. Customer Service: The Group requires regular contact from a representative of the successful company to handle returns, defects, backorders, new product information and suggestions on how supply can be improved.
2. Quality and Ranger of Product: The Group wants to be able to depend on the supply of a large range of good quality product required by our elementary and secondary schools.
3. Invoicing and Payment: We currently employ an electronic invoice payment process. One of our suppliers supplies invoice information via e-mail in spreadsheet format including the specific G/L account numbers specified by each school when they order materials.

In evaluating these proposals we set a number of criteria with points assigned to the importance of each of the criteria as follows:

1. Pricing	30 pts.
2. Ability to provide product	20 pts.
3. Order Efficiency	25 pts.
4. Customer Service	5 pts.
5. Quality of Product	10 pts.
6. Value Added Services	10 pts.
	100 pts.

Conclusion:

AI Anderson offered the best overall package of pricing, delivery, customer service, ordering process, reporting and quality but was not able to supply all of our physical education needs. Team Skyline was second assigned points and can supply the balance of the items required such as football equipment.

Recommendation:

That the Board of Education ratify the contract for the supply of Physical Education equipment and supplies to both AI Anderson's Source for Sports and Team Skyline for a three year term.



8.5 Full Day Every Day Kindergarten at Bishop Roborecki

Board Priority:

- Improving Student Learning and Achievement

Presented by: Superintendents J. Weninger and G. Martell

Background Information:

Current research demonstrates the value of early learning in educational, social, economic and justice outcomes, especially with vulnerable children. At this point in time there are a total of seven elementary schools within Greater Saskatoon Catholic Schools that offer full-day, every day kindergarten. Executive Council has determined that children attending Bishop Roborecki School would benefit from this unique opportunity.

Bishop Roborecki is a designated community school serving a diverse community. It offers a Reggio Emilia inspired pre-kindergarten program which is fully subscribed. In order to better meet the continuum of services and ensure that students are supported for success, Executive Council recommends the implementation of full-day, every day kindergarten starting in the fall of 2010.

As there are a total of 34 kindergarten children registered for kindergarten as of June 30, 2010 there will be an additional full-time professional staff required as well as learning materials and furniture for the additional classroom at an approximate cost of \$8,000.00.

Recommendation:

That the Board of Education approve the extension of the full-day, every day kindergarten program to Bishop Roborecki in the fall of 2010.



8.6 Review Continuous Agenda of the Board

Board Priority:

- Promoting Stewardship

Presented by: Chair D. Boyko 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 attached continuous agenda.

CONTINUOUS AGENDA OF THE BOARD - PROPOSED AUGUST 23, 2010

<p>August</p> <ul style="list-style-type: none"> . Financial Statements . Board/Director Review . Continuous Agenda of the Board . Auditor Plan 	<p>September</p> <ul style="list-style-type: none"> . Financial Statements . Liaison Health Region . 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 . Continuous Improvement Framework Final Plan . Liaison with City Council from Saskatoon
<p>October</p> <ul style="list-style-type: none"> . Financial Statements . Liaison with Catholic School Community Councils . SSBA Convention Resolutions . SSBA Voting Procedures . Liaison Chamber of Commerce . Staff Monitoring Report . Catholic Faith Committee - Review Terms of Reference . Enrolment Monitoring Report . Saskatchewan Catholic School Boards Association Convention 	<p>November</p> <ul style="list-style-type: none"> . Financial Statements . Organizational Meeting of the Board . Liaison with Catholic School Divisions . Improving Student Learning and Achievement Monitoring Report . Continuous Improvement Framework Report . First Nations and Métis Education Partnership Planning . Budget Consultation Format . Annual Schedule of Board Meetings . Five Year Capital and Building Program . Saskatchewan School Boards Association Convention
<p>December</p> <ul style="list-style-type: none"> . Financial Statements . Liaison Diocese/Eparchy . Out-of-Province Student Learning Activities Report . Celebrating and Promoting Catholic Identity Monitoring Report . Auditor's Report . Public Accounts Statement 	<p>January</p> <ul style="list-style-type: none"> . Financial Statements . Board Faith Formation Retreat . Academic Year Approval . Liaison with Opposition MLAs . Liaison with Government MLAs . Program Tour . Liaison with Catholic School Community Councils
<p>February</p> <ul style="list-style-type: none"> . Financial Statements . Liaison with Public Board . GSCS Foundation Annual Meeting . Education Leave Priorities . Promoting Stewardship Monitoring Report . Annual Meeting of Electors . Annual Meeting of Electors Summary 	<p>March</p> <ul style="list-style-type: none"> . Financial Statements . Appointments to Foundation Board . Building Relationships and Partnerships Monitoring Report
<p>April</p> <ul style="list-style-type: none"> . Financial Statements . Catholic Education Day . School Reviews (School Closures/Grade Discontinuance) 	<p>May</p> <ul style="list-style-type: none"> . Financial Statements . Facility Tour . Liaison with Catholic School Community Councils . Preliminary Budget
<p>June</p> <ul style="list-style-type: none"> . Financial Statements . Final Budget . HCI Final Budget . Out-of-Province Student Learning Activities Report . Approval of Mill Rate . Out of Scope Salaries . SHSAA Annual Policy Conference . CCSTA Convention 	<p>July</p> <ul style="list-style-type: none"> . Canadian School Boards Association Convention

DIRECTOR OF EDUCATION REPORT

1. Welcome back! It is with excitement and anticipation that I look forward to the 2010 - 2011 school year.
2. School-based and Board Office-based administrators from the division will be meeting on Tuesday, August 24 in order to plan for the upcoming school year.
3. It was a privilege to attend the Summer Youth Internship Program celebration luncheon on August 12, 2010 at Walter Murray Collegiate. Thank you to the many business owners and companies in and around Saskatoon who provide an opportunity for our students to work over the summer and gain apprenticeship hours. A note of gratitude also to the Saskatoon Construction Association, the Saskatchewan Construction Safety Association and the Saskatchewan Apprenticeship and Trades Certificate Commission for their support of our youth. A special thanks to Lana Bauer who is serving as Chair of the Industry Education Council.
4. The Board of Education hosted a luncheon for the Ukrainian Exchange students, their principals and our Ukrainian students on August 18, 2010. Thanks to Coordinator Laurianne Gabruch for organizing this event. Thanks also to Trustees Risling and Stus who attended to welcome the students on behalf of the Board.
5. Greater Saskatoon Catholic Schools will be honouring staff who have served the division for 25 and 30 years at the Long Service Awards luncheon on August 26. We are grateful for the dedication of our staff and look forward to acknowledging their faithful service.