

Minutes of the Regular Meeting of the Board of Education of Prairie Spirit School Division No. 206 held in the Prairie Spirit School Division Office, on Monday, April 28, 2025, commencing at 10:00 a.m.

Present for the meeting were Board Members: Kate Kading, Chairperson; Kimberly MacLean, Vice Chairperson; Adin Dereniwski; Cindy Friesen; Wendy Friesen; Kimberly Greyeyes (left at 11:05 a.m.; joined at 11:25 a.m.; left at 2:15 p.m.); Bernie Martineau; Shelby Poggemiller; Michael Richards; Emily Summach; and Christa-Ann Willems (left at 2:26 p.m.).

Also in attendance: Tracey Young, Director of Education; Bob Bayles, Deputy Director of Business Services, CFO, CHRO; Brenda Erickson, Communication Manager; and Erin Olexyn, Executive Assistant.

Guests in attendance: Teresa Korol, Superintendent of Business Services (joined at 10:28 a.m.; left at 12:05 p.m.); Fay Cassidy, HR Superintendent (joined at 11:34 a.m.; left at 12:05 p.m.; joined at 1:13 p.m.; left at 1:41 p.m.); Peggy Mattila-Bains, Learning Superintendent (joined at 12:44 p.m.; left at 1:14 p.m.); and Paul McTavish, Learning Superintendent (joined at 1:13 p.m.; left at 1:47 p.m.).

Kate Kading called the meeting to order at 10:03 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

1. THAT the agenda be adopted as presented.

Agenda
Dereniwski

Carried.

2. THAT the Board adopt the minutes of March 24, 2025, as presented.

Minutes
C. Friesen

Carried.

3. THAT the Board move into closed session at 10:05 a.m. for:

Closed Session
Willems

- Board Committee Reports
- Grant Update
- Award of Tender – Waldheim Minor Renovation Project
- LINC Bargaining Update
- Learning for Life Information

Carried.

Teresa Korol, Superintendent of Business Services, joined the meeting at 10:28 a.m.

Kimberly Greyeyes left the meeting at 11:05 a.m. and re-joined at 11:25 a.m.

Fay Cassidy, HR Superintendent, joined the meeting at 11:34 a.m.

The meeting adjourned for lunch at 12:05 p.m. Teresa Korol and Fay Cassidy left the meeting at 12:05 p.m.

The meeting reconvened in closed session at 12:34 p.m.

4. THAT the Board return from closed session at 12:41 p.m.

Closed Session
Poggemiller

Carried.

The following three motions arose from the closed session:

5. THAT the Board accept the Governance Committee's recommended revisions to the following Board policies and appendix and are attached to form part of these minutes:

Board Policy
Revisions 304,
309, 325, 403 &
Appendix G
Poggemiller

- 304 Role of the Board Trustee
- 309 Policy Making
- 325 Transportation
- 403 Board Signing Authority
- Appendix G – Declaration of Compliance and Understanding

Carried.

6. THAT the Board approve the Audit and Finance Committee's recommendations as follows:

Audit & Finance
Recommendations
- Policy 401 and
404, name
change, Terms of
Reference
Richards

- Adopt revised Board Policy 401 – Enterprise Risk Management as attached to form part of these minutes
- Adopt new Board Policy 404 – Investments as attached to form part of these minutes
- Change the committee name to "Finance and Risk Committee"
- Adopt the revised Terms of Reference.

Carried.

7. THAT the Board award the contract for the Waldheim Minor Capital Structural Project to Quorex Construction in the amount \$2,141.810.49.

Decision Report –
Award of Tender
for Waldheim
Project
W. Friesen and
Greyeyes

Carried.

Bob Bayles presented the Town of Hague Annexation Notice for the Board's information.

Peggy Mattila-Bains, Learning Superintendent, joined the meeting at 12:44 p.m.

Peggy Mattila-Bains presented the Strategic Plan Update: Goals Report – Capacity Building Team report for the Board's information.

Paul McTavish, Learning Superintendent, and Fay Cassidy joined the meeting at 1:13 p.m.

Peggy Mattila-Bains left the meeting at 1:14 p.m.

Paul McTavish and Fay Cassidy presented the Professional Growth, Supervision and Evaluation (PGSE) update for the Board's information.

Fay Cassidy left the meeting at 1:41 p.m.

Paul McTavish presented the decision report requesting approval of Option 1 as the 2025/26 school year calendar as per the staff vote.

8. THAT the Board approve Option 1 as the 2025/26 school year calendar as presented by Administration and attached to form part of these minutes.

2025/26 School
Year Calendar
C. Friesen

Carried.

Tracey Young presented the Suspensions information report for the Board's information.

In light of Emily Summach recently joining the Board as a result of the March 2025 Subdivision No. 3 By-Election, Board Committee memberships were reviewed and revised as follows.

9. THAT the Board appoint Emily Summach as a member of the Staff Recognition Committee and replace Bernie Martineau as Public Section representative effective immediately.

Board Committee
Representation -
Summach
Greyeyes

Carried.

Tracey Young presented the decision report requesting approval to move the May Board meeting from Tuesday, May 20, to Tuesday May 27.

10. THAT the Board approve the Board meeting date change from May 20, 2025, to Tuesday, May 27, 2025.

Board Meeting
Date Change
Dereniowski

Carried.

Kimberly Greyeyes left the meeting at 2:15 p.m.

Christa-Ann Willems left the meeting at 2:26 p.m.

Bob Bayles presented the Division Travel Rate information report for the Board's information.

Tracey provided a brief on the Teacher's Provincial Collective Bargaining Agreement (CBA).

Kate Kading and Tracey Young presented their respective monthly reports for the Board's information.

The Board reported on other activities and meetings attended since the last Board meeting.

11. THAT the meeting be adjourned at 2:33 p.m. The next meeting to be held on Tuesday, May 27, 2025, at 10:00 a.m.

Adjournment
MacLean

Carried.

Chairperson

Secretary to the Board



Policy Number and Name: 304 Role of Board Trustee

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date: TBD

Purpose:

The role of the Trustee is to contribute to the Board as it carries out its role to achieve the Division's mission, vision, values, and goals. When Trustees fully embrace their role, the Board's ability to fulfill its obligations is enhanced.

The decisions of the Board in a properly constituted meeting are those of the corporation. A Trustee who is given Board authority to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the Trustee are those of the Board, which is then responsible for them. A Trustee acting individually has only the authority and status of any other citizen of the Division. (See Appendix A - Services, Materials, and Equipment provided to Trustees.)

Policy:

Individual Trustees shall:

- 1) As a new Trustee, attend and participate in the new Trustee Orientation.
- 2) Become familiar with Division policies and procedures, meeting agendas, and reports to participate in Board business.
- 3) Become familiar with and adhere to the Trustee Code of Conduct and Conflict of Interest policies. Bring to the attention and report to the Board in ~~a closed session~~ the public board meeting any potential or perceived violation of the Code of Conduct or Conduct of Interest policies.
- 4) Prepare for and attend meetings of the Board; participate in and contribute to the decisions of the Board to provide the best solutions possible for the education of students within the Division.
- 4) If a Trustee desires a recorded vote, the Trustee can call for the recorded vote before, during or after debate but must be requested prior to the question being called.
- 6) Respectfully bring forward and advocate for local issues and concerns, as well as provide information to constituents about other resources or avenues available.
- 5) Keep the Board and the Director informed, in a timely manner, of all matters coming to their attention ~~that might affect the Division.~~
- 6) When requested, provide the Director with counsel and advice, giving the benefit of the Trustee's judgment, experience, and familiarity with the community. Provide the Director with information and insight based on their familiarity with the community.

Commented [NM1]: Right now declaration of conflict of interest occurs in the open portion of the meeting. Should I move it to a standing item in closed?



- ~~7)~~9) Accurately communicate the decisions of the Board and refrain from sharing any personal opinions that may give the impression that such a statement reflects the majority decision of the Board when it does not.
- ~~8)~~10) When delegated responsibility, exercise such authority within the defined limits in a responsible and effective way.
- ~~9)~~11) Refer governance queries, issues, and problems not covered by Board policy to the Board for discussion and decision.
- ~~10)~~12) Refer operational matters to the Director (see Recommended Communication Process). ~~For example, upon receiving a concern from a parent or community member about school operations, refer the parent or community member back to the school and inform the Director of this action.~~
- ~~11)~~13) Participate in Board/Trustee professional development sessions and share materials and ideas gained with fellow Trustees at the next available opportunity.
- ~~12)~~14) Contribute to and support a positive learning and working culture both within the Board and Division.
- ~~13)~~15) Attend events and meetings Division or school functions based on availability and as deemed appropriate by the Board.
- 16) Participate in Board committees as required.
- ~~14)~~17) May sit on external committees, agencies, and organizations (see Board Policy 308 – Board Representation on External Organizations and Agencies).



Policy Number and Name: 309 Policy Making

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Board is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate.

Policy:

To meet its responsibility, the Board shall establish and maintain written policies that express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board, the Director, staff, students, electors, and other agencies. Board policies constitute the will of the Board in overseeing how the Division will operate. Board policy differs from operational policy that provides direction on the administrative operations and procedures of the Division under the direction of the Director.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with *The Education Act, 1995*, and Education Regulations and other provincial and federal legislation. Further, the Board believes that the development and review of policies are enhanced when the process allows for the meaningful involvement of staff and other interested groups and persons.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and to provide the opportunity for the Director to exercise professional training and experience in the administration of the Division.

The Board shall adhere to the following stages in its approach to policy making:

- 1) Planning - The Board, in cooperation with the Director, shall assess the need for a policy and identify the critical attributes of each policy to be developed.

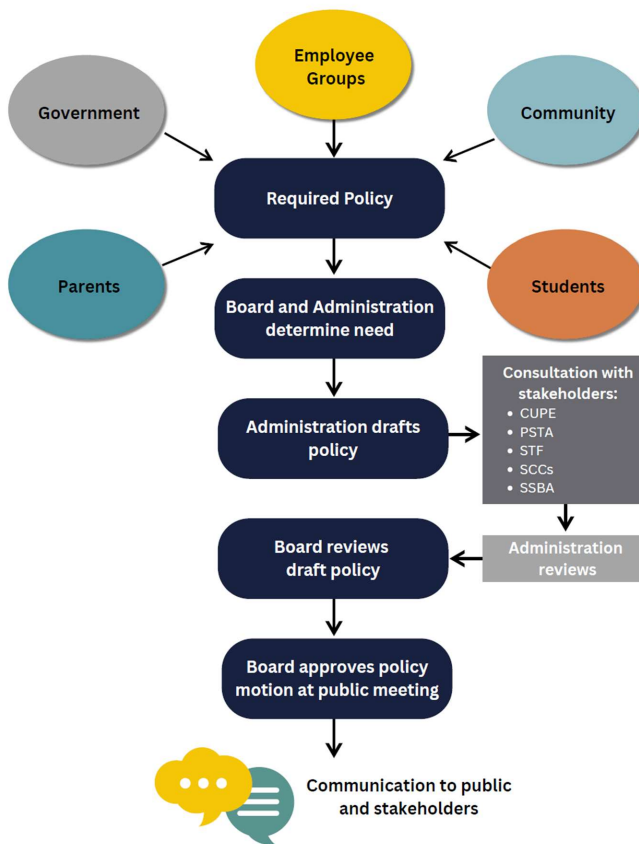
~~a) Parent groups, teachers, administrators, school community councils, student councils, Trustees, and others interested in the educational system are invited to submit suggestions or recommendations regarding new or existing policy at any time. Such suggestions or recommendations shall be submitted in writing to the Director and include a brief statement of purpose or rationale.~~

- 2) Development - The Board may develop the policy itself or delegate the responsibility for its development to the Director.

a) Draft proposals may be developed in consultation with advisory committees, school community councils, employee groups, administrative staff and outside agencies and consultants.

b) When appropriate, the Board or Director shall seek legal advice on the intent or wording of a policy.

c) The Board may seek additional input into proposed changes in policy or drafts.



b) ~~Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the Principal to the Director.~~

e) ~~Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.~~

d) ~~The Director or designate shall be responsible to assign a member of the administrative staff to prepare a proposal.~~

~~e) The Director shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will have the Director initiate the development process. Once a final draft has been completed, feedback will be sought with stakeholders impacted by the change. Timeline for stakeholder feedback is recommended to be thirty (30) days.~~

~~f) The final draft of the policy or amendments shall be presented to the Board for its consideration and approval.~~

~~g)d) Only those policies that are adopted and recorded in the minutes constitute the official policies of the Board.~~

2)3) Implementation - The Board is responsible for the implementation of policies governing its own processes. The Board and Director share the responsibility for implementation of policies relating to the Board-Director relationship. The Director is responsible for the implementation of the administrative and operational policies.

~~a) In approving policy, the Board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.~~

b)a) The Director is responsible for communicating Board policies and administrative procedures within the Division; for monitoring policies and procedures on an ongoing basis; for reporting the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.

c)b) The Director must develop administrative procedures as specified in the Policy – Delegation of Authority and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.

3)4) Evaluation - The Board, in cooperation with the Director, shall review adherence to each policy in a timely manner to determine compliance, currency, and if it is meeting its intended purpose.

a) The Board may provide direction to the Director to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Director's discretion.

b) The Board shall review each policy during its term as part of its self-evaluation.

References:

The Education Act, 1995, Sections 85, 87

The School Division Administration Regulations, 2017, Part 8



Policy Number and Name: 325 Transportation

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Board provides guidance on how the Division 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 educational and education-related activities.

Policy:

- 1) Student transportation will be guided by the following:
 - a) Student wellbeing
 - b) Student safety
 - c) Fiscal responsibility (within budget)
- 2) Specifically,
 - a) Safety shall be the overriding consideration in transporting students.
 - b) The Board shall provide transportation only within the designated area for their school.
 - c) The Board does not provide transportation to students who reside outside of transportation boundaries unless approved in collaboration with the Learning Superintendent responsible for Transportation and the Transportation Manager.
 - d) The Board will determine by motion the attendance areas and transportation boundaries for each school.
 - e) The Transportation Committee (with Board representation) will retain authority for hearing transportation appeals relating to boundary change requests and out of attendance area requests. The Board will retain authority for hearing all other transportation appeals.

~~f) The Board will review and approve new transportation initiatives as they arise.~~

Commented [NM2]: Can section (f) be removed?

Table until next meeting.

References:

The Education Act, 1995, Sections 85-87, 142, 151, 171, 178(15), 194-197, 321, 354-356
The Education Regulations, 2015, 22, 44, 56, 82
The School Division Administration Regulations, 2017, 50, 55, 61
The Traffic Safety Act
The Driver Licensing and Suspension Regulations, 2006



The School Bus Operating Regulations, 1987

The Seat-Belt Exemption Regulations, 2014

The Vehicle Classification and Registration Regulations

The Vehicle Equipment Regulations, 1987

The Vehicle Inspection Regulations, 2013

See Student Transportation Legislation and Best Practices, Ministry of Education, 2017



Policy Number and Name: 403 Board Signing Authority

Policy Section: 400 Fiscal Stewardship and Risk Management

Effective Date: November 23, 2023

Revised Date:

Purpose:

As part of the Board's fiscal stewardship, the Board has signing authority for items outlined in this policy.

Policy:

The Board delegates signing authority as follows:

- 1) For all non-employment contracts, agreements, and commitments over \$500,000, excluding those which are subject to review by the Infrastructure Branch of the Ministry of Education, one of the Chair, Vice Chair in the absence of the Chair, or the Director of Education with one of the Chief Financial Officer or ~~Controller~~Superintendent of Business Services.
- 2) For all employment contracts, the Director or as delegated by the Director.
- 3) For cheque payment transactions, one of the Chair, the Vice Chair in the absence of the Chair, or the Director with one of the Chief Financial Officer or ~~Controller~~Superintendent of Business Services.



Appendix Name: G. Declaration of Compliance and Understanding

Policy Section: Appendices

Effective Date: November 23, 2023

Revised Date:

I, being a Trustee of Prairie Spirit School Division No. 206, have received and read a copy of the following Board policies and administrative procedures:

Commented [NM3]: Add links to all policies and procedures noted here

Board Policies:

[310 – Board Code of Conduct](#)

[311 – Trustee Conflict of Interest](#)

[501 – Delegation of Authority](#)

Administrative Procedures:

[AP-505 Harassment Prevention](#)

[AP-511 Employee Responsible Use of {Technology}](#)

[AP-512 Violence Prevention](#)

[AP-514 Medical Cannabis use and Other Prescribed Medication Use](#)

[AP-515 Recreational Substance Use](#)

I understand the provisions provided and my responsibilities as stated in each policy and procedure.

For Prairie Spirit School Division Trustee:

- 1) I hereby affirm that there will be no unlawful conduct relating to my duties. I hereby affirm that failure to comply with these may result in Board action.
- 2) I am aware that my name, ~~phone number,~~ [Prairie Spirit](#) email address and photograph will be listed in the public Prairie Spirit Board Directory and that this data may be used to populate other protected Prairie Spirit databases in the future. This information is governed by AP-511 Employee Responsible Use.
- 3) The Board's communication expectation is that Trustees will check and respond to e-mail at least once every two (2) working days.

Date: _____

Signature: _____

Printed Name: _____

Section 400: Fiscal Stewardship and Risk Management

Policy Number and Name: 401 Enterprise Risk Management (ERM)

Policy Section: 400 Fiscal Stewardship and Risk Management

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Division is committed to ensuring that risk management practices are embedded into key processes and operations to drive consistent, effective, and accountable actions, and decision making in management practices and Board governance. The purpose of the Enterprise Risk Management (ERM) is to establish ERM roles and responsibilities as well as the strategy of the Division to manage its risks.

Policy:

- 1) The Board has ultimate responsibility for risk.
- 2) The Board [authorizes the Finance and Risk Committee \[or Audit & Finance Committee\] will to](#) provide governance oversight of the Division's ERM program, as well as its risks and responses to them. This responsibility is demonstrated through review of at least the following items:
 - a) The Division's ERM framework (initially with updates as required).
 - b) Management's risk appetite/tolerance levels, if formally developed (annually)
 - c) Management's risk register and risk assessment results for the Division's top enterprise-wide risks (annually).
 - d) Ensure identified risks have mitigation strategies in place for the Division.

Reference:

Saskatchewan School Boards Association (SSBA), Enterprise Risk Management User Guide 2017

Section 400: Fiscal Stewardship and Risk Management

Policy Number and Name: 404 Investments

Policy Section: 400 Fiscal Stewardship and Risk Management

Effective Date: TBD

Revised Date:

Purpose:

To provide for the creation and management of various funds held by the Division. This policy supersedes any and all prior actions regarding investment policies. For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the Board authorizes and directs that the following funds be created and held as separate investment pools.

1) Investment Guidelines

a) Allowable Investments

- i) The Chief Financial Officer and Superintendent of Business Services, if authorized by the Finance and Risk Committee, may invest proceeds in the Operating Fund as follows:

- (1) Canadian Chartered Bank securities including Bankers' Acceptances, Guaranteed Investment Certificates, Bearer Discount Notes, Interest bearing Chequing account and Term Deposits (up to 100%).

b) Maturities

- i) The Division will determine specific dates upon which securities will mature based on its projected cash flow requirements. To the extent possible, the Division will stagger or ladder the portfolio's maturity schedule to minimize exposure to interest rate movement. In any event, the Finance and Risk Committee has determined that the Chief Financial Officer and Superintendent of Business Services, will adhere to the following limits:

- (1) No maturities will be longer than 365 days.

Board ~~Audit and Finance~~ and Risk Committee - Terms of Reference

Purpose:

The purpose of the Board ~~Audit and Finance~~ and Risk Committee is to assist the Board in fulfilling its oversight responsibilities.

In addition to emergent issues, this committee will specifically:

- Meet annually with the Board-appointed auditor to review the annual financial audit plan
- Provide oversight for enterprise risk management for the school division
- Review Trustee indemnity
- Provide oversight for budget planning
- Provide oversight regarding Board Policy 404 – Investments

Composition and Operations

The membership of the committee shall be comprised of:

- The Board Chair and two (2) other Board Members
- Director/designate

Appointment and operations of the committee members will be in accordance with Board Policy 307 – Committees of the Board and Appendix E – Board Committees, Terms of Reference, and Work Plan. The work of the committee shall commence with a quorum including Committee Chair, one (1) Trustee who is a member of the committee and Director/designate.

Accountability to the Board

Except in emergent situations, the Committee has no authority to direct administration or to commit Prairie Spirit School Division, unless specifically authorized by the Board through Board motion. In the event of an emergent situation requiring immediate action, the committee shall report to the Board as a whole at the next regular meeting.

The committee shall keep a record of its meetings and the Chair shall provide written reports to the Board on all activities at the next Board meeting.

Duties and Responsibilities

Subject to the powers and duties of the Board, the Board ~~Audit and Finance~~ and Risk Committee will perform the following:

- Select a Cchair
- Make decisions, as necessary, pursuant to Board Policy 307 and Appendix E
- Report on decisions and/or provide recommendations at the next board meeting for the Board's consideration
- Review the terms of reference for the Board ~~Audit and Finance~~ and Risk Committee annually and make recommendations to the Board, as required

Meetings

The committee will meet on an “as needed” basis (a minimum of three (3) meetings) to accommodate the following:

- A budget planning process review in November;
- An annual review of Terms of Reference in November;
- A post-audit meeting in November/December – following the completion of the audited financial statements and prior to the deadline for audited financial statements to be submitted to the Ministry;
- A risk assessment annual review in March;
- An indemnity review in May/June; and
- A pre-audit meeting in May/June – will need to take place prior to the auditor presentation to the Board.

Staff Support

The Deputy Director of ~~Division-Business~~ Services, CFO, CHRO, and ~~Controller-Superintendent of~~ Business Services will provide staff support and the recording secretary to the Committee.

AUGUST 0/5

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31						

August 4: Civic Holiday

SEPTEMBER 19/20

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September 1: Labour Day

September 30: National Truth & Reconciliation Day

OCTOBER 21/22

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October 13: Thanksgiving Day

NOVEMBER 18/19

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November 11: Remembrance Day

DECEMBER 14/15

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December 25: Christmas Day

December 26: Boxing Day

JANUARY 19/20

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January 1: New Year's Day

FEBRUARY 15/15

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February 16: Family Day

MARCH 21/22

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APRIL 16/16

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April 3: Good Friday

April 6: Easter Monday

MAY 19/20

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May 18: Victoria Day

JUNE 18/20

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28	29	30				

Code	Description	Days
	School year begins/ends for students	
	School year begins/ends for staff	
	Statutory Holidays (no classes)	
	School Holidays (no classes)	
	Preparation Time (no classes)	11.0
	PSTA General Assembly (no classes)	1.0
	Professional Development (no classes)	1.5
	School Op Day - school can choose date by must be prior to Sept 1	0.5
	Summative Evidence Collection (Exams) for schools on semestered calendars	
	Summative Evidence Collection (Exams) for schools on block calendars	

Block Schedule

- Q1 Sep 2 - Nov 7
- Q2 Nov 10 - Jan 30
- Q3 Feb 2 - Apr 21
- Q4 Apr 22 - Jun 26

Instructional Days = 180 (91 days in Semester 1; 89 days in Semester 2)

Operational Days = 194 (101 days in Semester 1; 93 days in Semester 2)