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## MEMORANDUM

**Date:** January 2025  
**From:** Tracey Young, Director of Education  
**RE: SCHOOL BOARD BY-ELECTION FOR SUBDIVISION NO. 3**

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On behalf of Prairie Spirit School Division, I would like to thank you for your interest in a candidacy for the School Board By-Election for Subdivision No. 3 on March 19, 2025. We appreciate your interest in public education and public service. This package is designed to provide the information you need as you consider the expectations and responsibilities of a Board of Education Trustee.

Enclosed in this package you will find the following:

- [Nomination form – Form J for Subdivision No. 3](#)
- Saskatchewan School Boards Association (SSBA) [2024 School Board Elections information](#)
- Prairie Spirit School Division [subdivision map](#)
- Prairie Spirit School Division [Annual Report 2023/24](#), which includes the Division’s Audited Financial Statements for the year ended August 31, 2024
- [2024/25 School Division Budget Overview](#)
- [Prairie Spirit Board Policy Manual](#)

Please note the following important election dates:

- Tuesday, Jan. 28 to Wednesday, Feb. 12, 2025 ..... Call for Nominations
- Wednesday, February 12, 2025 ..... Deadline for Filing Nominations (by 4 pm)
- Thursday, February 13, 2025 ..... Withdrawal Date (by 4 pm)
- Tuesday, March 4, 2025 ..... First possible date for Advance Poll
- Saturday, March 15, 2025 ..... Last possible date for Advance Poll
- Wednesday, March 19, 2025 ..... Election Date

The Prairie Spirit Board of Education typically meets for regularly scheduled meetings during the day on the third or fourth Monday of each month. Meetings are held in person at Division Office, at 121 Collins Street, in Warman. Meetings begin at 9:30 a.m. and are typically adjourned by 3:00 p.m.

Regular Board meeting dates for the remainder of the 2024/25 school year are as follows:

March 24, 2025	May 20, 2025
April 28, 2025	June 16, 2025

Trustees are expected to review all meeting materials prior to the meetings. Board meeting materials are posted on the Board's SharePoint by Friday prior to the meeting on Monday. You may access current and past Board of Education minutes by going to the following link:

<https://www.spiritsd.ca/board/board-meetings/>.

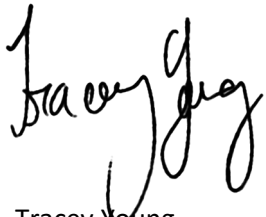
Trustees are also expected to participate in Board Committee work, which is scheduled independently from the regular Board meetings. There are five (5) Board Committees and they meet an average of three (3) times a year or as needed. These meetings are also scheduled during the day but are held virtually via Microsoft Teams.

Audit & Finance  
Governance

Human Resources  
Learning

Staff Recognition

If you require further information about the roles and responsibilities of a Board of Education Trustee, please call me at (306) 683-2902. Thank you again for your consideration of this opportunity.



Tracey Young  
Director of Education