

**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 15, 2024, commencing at 10:00 a.m.**

**Present for the meeting were Board Members:** Bernie Howe, Chairperson; Kate Kading, Vice Chairperson; Dawne Badrock; Ken Crush; Adin Dereniwski; Kimberly Greyeyes (left at 12:03 p.m.; joined at 12:49 p.m.; left at 1:36 p.m.); Kimberly MacLean; Pam Wieler; Christa-Ann Willems; and Grace Wudrick.

**Also in attendance:** Tracey Young, Director of Education (left at 10:07 a.m.; joined at 10:24 a.m.); Bob Bayles, Deputy Director of Division Services, CFO, CHRO (joined at 11:07 a.m.); Brenda Erickson, Communication Manager (joined at 11:07 a.m.); and Nadine Meister, Assistant to the Director (left at 10:07 a.m.; joined at 11:07 a.m.).

**Guests in attendance:** Paul McTavish, Learning Superintendent (joined at 12:33 p.m.; left at 1:10 p.m.); Kent Muench, Learning Superintendent (joined at 1:12 p.m.; left at 1:59 p.m.); and Fay Cassidy, HR Superintendent (joined at 2:02 p.m.; left at 2:05 p.m.).

**Absent:** Angela Bothner.

Bernie Howe 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  
Willems

**Carried.**

2. THAT an excused absence be granted to Angela Bothner for today's meeting.

Excused  
Absence  
Crush

**Carried.**

3. THAT the Board adopt the minutes of March 18, 2024, as presented.

Minutes  
Dereniwski

**Carried.**

4. THAT the Board move into closed session at 10:07 a.m. for the following items:

Closed Session  
Badrock

- Director Evaluation Review Summary
- Teacher Job Action
- LINC Negotiations
- SCC Spring Assembly Update
- Board Committee Reports
- Prairie Spirit Schools Foundation Update

**Carried.**

Tracey Young and Nadine Meister left the meeting at 10:07 a.m.

Tracey Young joined the meeting at 10:24 a.m.

Bob Bayles, Brenda Erickson, and Nadine Meister joined the meeting at 11:07 a.m.

5. THAT the Board return from closed session at 11:35 a.m. Closed Session  
Willems

**Carried.**

The following three (3) motions arose from the closed session.

6. THAT the Board adopt the revised Audit and Finance Committee Terms of Reference as recommended. Finance Terms  
of Reference  
MacLean

**Carried.**

7. THAT the Board appoint MNP as the external auditor for the fiscal years ending August 31, 2024, August 31, 2025, and August 31, 2026. External  
Auditor  
MacLean

**Carried.**

8. THAT the Board accept the Director Evaluation Review Summary for the period August 2023 to March 2024. Director  
Evaluation  
Review  
Summary  
Crush

**Carried.**

Bob Bayles presented the decision report requesting approval for an increase to the Division's travel rate.

According to Section 1(c) of Board Policy Appendix D – Schedule of Compensation and Expense Allowances, the Board will review the Division travel rate if the rate differential is greater than 5% of the Public Service Commission's fixed rate. Effective April 1, the Public Service Commission rate increased to \$0.5496/km, which means the Division's travel rate should be between \$0.52 and \$0.58/km.

9. THAT the Board approve increasing the Division travel rate from \$0.55/km to \$0.58/km effective May 1, 2024. Division Travel  
Rate  
Wieler

**Recorded vote:**

**For (9):** Crush, Dereniwski, Greyeyes, Howe, Kading, McLean, Wieler, Willems, Wudrick

**Against (1):** Badrock

**Carried.**

The meeting adjourned for lunch at 12:03 p.m. Kimberly Greyeyes left the meeting at 12:03 p.m.

The meeting was reconvened at 12:33 p.m. Paul McTavish, Learning Superintendent, joined the meeting at 12:33 p.m.

Paul McTavish's presentation related to the strategic goal of enhancing staff confidence by recognizing and building skills and knowledge and, specifically, focused on the changing role of Strategic and Learning Facilitators.

Kimberly Greyeyes joined the meeting at 12:49 p.m.

Paul McTavish also presented the decision report requesting approval of a 2024/25 school year calendar.

Two calendar options were presented for a staff vote in March. 661 staff participated in the vote (498 PSTA staff; 163 non-PSTA staff) and 369 staff (55%) preferred Option A.

10. THAT the Board approve Option A as the 2024/25 school year calendar as presented by Administration and attached to form part of these minutes.

2024/25 School  
Year Calendar  
Wieler

***Carried.***

Paul McTavish left the meeting at 1:10 p.m.

Kent Muench, Learning Superintendent, joined the meeting at 1:12 p.m.

Kent Muench presented the Technology Annual Report relating to the strategic goals of advancing equitable student programming, enhancing learning supports for all students, as well as enhancing the effectiveness of operational services and infrastructure. Kent highlighted the important work ongoing to develop advanced network security and strengthen school utilization of technology to enhance learning outcomes.

Kimberly Greyeyes left the meeting at 1:36 p.m.

Kent Muench left the meeting at 1:59 p.m.

Fay Cassidy, HR Superintendent, joined the meeting at 2:02 p.m. to present the HR Staffing Report as at March 31, 2024.

Fay Cassidy left the meeting at 2:05 p.m.

11. THAT the meeting be adjourned at 2:26 p.m. The next meeting to be held on Tuesday, May 21, 2024, at 10:00 a.m.

Adjournment  
MacLean

***Carried.***

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Chairperson

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Secretary to the Board

**Board Audit and Finance Committee - Terms of Reference**

**Purpose:**

The purpose of the Board Audit and Finance 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

**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 Committee will perform the following:

- Select a chair
- 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 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 Services, CFO, CHRO, and Controller will provide staff support and the recording secretary to the Committee.

**AUGUST** 0/6

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 5: Civic Holiday  
August 23: First day for staff  
August 27: PSTA General Assembly  
August 26, 28-30: Prep time & School Op Day

**SEPTEMBER** 18/19

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 2: Labour Day  
September 3: First day of classes for students  
September 23: Prep Time/PD  
September 30: National Truth & Reconciliation Day

**OCTOBER** 21/22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 11: Prep Time  
October 14: Thanksgiving Day

**NOVEMBER** 19/20

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 8: Prep Time  
November 11: Remembrance Day  
November 12-13: Exams (block calendar)

**DECEMBER** 14/15

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December 2: Prep Time/PD  
December 23-31: School holidays  
December 25: Christmas Day  
December 26: Boxing Day

**JANUARY** 19/20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 1: New Year's Day  
January 2-3: School holidays  
January 24-30: Exams  
January 31: Prep Time

**FEBRUARY** 15/15

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 17: Family Day  
February 18-21: School holidays

**MARCH** 20/21

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 10: Prep Time/PD

**APRIL** 16/16

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April 11 & 14: Exams (block calendar)  
April 18: Good Friday  
April 21: Easter Monday  
April 22-25: School holidays

**MAY** 20/21

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May 9: Prep Time  
May 19: Victoria Day

**JUNE** 19/20

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June 20-26: Exams  
June 26: Last day of classes for students  
June 27: Prep Time; last day for teachers

**JULY**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July 1: Canada Day

Code	Description	Days	Block Schedule
	School year begins/ends for students		Q1 Sep 3 - Nov 13
	School year begins/ends for staff		Q2 Nov 14 - Feb 2
	Statutory Holidays (no classes)		Q3 Feb 3 - Apr 14
	School Holidays (no classes)		Q4 Apr 15 - Jun 26
	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		

**Instructional Days = 181** (91 days in Semester 1; 90 days in Semester 2)  
**Operational Days = 195** (102 days in Semester 1; 93 days in Semester 2)

# OPTION A