

**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, August 19, 2024, commencing at 10:00 a.m.**

**Present for the meeting were Board Members:** Bernie Howe, Chairperson; Kate Kading, Vice Chairperson (joined at 10:28 a.m.); Dawne Badrock; Angela Bothner; Adin Dereniwski; Kimberly Greyeyes; Kimberly MacLean; Pam Wieler (left at 11:13 a.m.); Christa-Ann Willems; and Grace Wudrick.

**Also in attendance:** Tracey Young, Director of Education; Bob Bayles, Deputy Director of Division Services, CFO, CHRO; Dean Broughton, Deputy Director of Education; Brenda Erickson, Communication Manager; and Nadine Meister, Assistant to the Director.

**Guests in attendance:** Fay Cassidy, HR Superintendent (joined at 11:28 a.m.; left at 11:36 a.m.).

Bernie Howe called the meeting to order at 10:24 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

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| 1. | THAT the agenda be adopted as presented.  | <u>Agenda</u><br>MacLean        |
|    | <b>Carried.</b>   |                                 |
| 2. | THAT the Board adopt the minutes of June 17, 2024, as presented.  | <u>Minutes</u><br>Badrock       |
|    | <b>Carried.</b>   |                                 |
| 3. | THAT the Board move into closed session at 10:25 a.m. for the following items:  | <u>Closed Session</u><br>Wieler |
|    | <ul style="list-style-type: none"><li>• Board Committee Reports</li><li>• Board Self-Evaluation Discussion</li><li>• Full-Day Every Day Kindergarten Discussion</li><li>• Limiting Cell Phones in SK Classrooms</li><li>• Ministry Literacy Project</li><li>• Prairie Spirit Schools Foundation</li><li>• Information Report – South Corman Park School</li></ul> |                                 |

**Carried.**

Kate Kading joined the meeting at 10:28 a.m.

Pam Wieler left the meeting at 11:13 a.m.

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| 4. | THAT the Board return from closed session at 11:22 a.m. | <u>Closed Session</u><br>Bothner |
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**Carried.**

The following motion to make the following revisions to Appendix D – Schedule of Compensation and Expense Allowance, arose from the closed session.

- The Board approved the recommendation of the Audit & Finance Committee to increase the Travel Time rate from \$11/hr to \$20/hr effective September 1, 2024.
- On April 15, 2024, the Board passed a motion approving an increase to the Division Travel rate from \$0.55/km to \$0.58/km effective May 1, 2024.
- On November 11, 2023, the Board passed a motion approving an increase to the Base Meeting Preparation Allowance from \$100/month to \$200/month effective December 1, 2023.

5. THAT the Board approve revisions to Appendix D – Schedule of Compensation and Expense Allowance in the Board Policy Manual so that it reflects the new approved rates as noted above.

Appendix D  
Revisions  
Bothner

***Carried.***

Fay Cassidy, HR Superintendent, joined the meeting at 11:28 a.m. to present the Staffing Report as at June 30, 2024.

Fay Cassidy left the meeting at 11:36 a.m.

Bernie Howe presented the Decision Report requesting approval to leave Subdivision No. 3 vacant until school board elections on November 13, 2024. The vacancy is a result of the resignation of Ken Crush effective August 15, 2024.

Ken Crush served as Trustee for Subdivision No. 3 for 11 years and as Vice Chairperson from July 2018 to November 2020.

The Board thanks Ken Crush for his service and dedication to Prairie Spirit.

Subdivision No. 3 schools will be temporarily reassigned until the November 2024 general election as follows:

- Borden School – Angela Bothner; and
- Langhams schools – Christa-Ann Willems.

6. THAT the Board accept the resignation of Ken Crush, Trustee for Subdivision No. 3, effective August 15, 2024.

Crush  
Resignation  
Dereniowski

***Carried.***

7. THAT the Board approve the vacancy in Subdivision No. 3 until the November 2024 general election.

Subdivision No.  
3 Vacancy  
Willems

***Carried.***

The Board reviewed the following Board Policy Manual revisions:

- Board Policy 402 Financial Oversight – amendments approved at the June 17 Board meeting relating to Operational Reserves.
- Appendix L – Annual Board Plan Framework – include minor updates suggested throughout the past school year.

8. THAT the Board approve revisions to Board Policy 402 Financial Oversight as recommended by Administration.

Policy 402  
Revisions  
Kading

***Carried.***

9. THAT the Board approve revisions to Appendix L – Annual Board Plan Framework as recommended by Administration.

Appendix L  
Revisions  
Badrock

***Carried.***

10. THAT the meeting be adjourned at 12:20 p.m. The next meeting to be held on Monday, September 16, 2024, at 10:00 a.m.

Adjournment  
MacLean

***Carried.***

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Chairperson

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Secretary to the Board

**Appendix Name:** D. Schedule of Compensation and Expense Allowance

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** September 1, 2024

- 1) Trustees shall be reimbursed expenses for all Board and committee meetings attended, as well as any meeting attended at the direction of the Board based on the following guidelines:
  - a) A Trustee attending a Board meeting shall be reimbursed at the following rates:
    - i) \$285/Board meeting for Board Chair:
    - ii) \$257.50/Board meeting for Board Vice Chair; and
    - iii) \$230/Board meeting for Trustees.
  - b) A Trustee attending any official Board activity or committee meeting shall be reimbursed per individual meeting at the following rates:
    - i) Board Chair
      - (1) Up to and including four (4) hours - \$142.50
      - (2) Over four (4) hours and up to and including eight (8) hours - \$285.00
      - (3) Over eight (8) hours and up to and including twelve (12) hours - \$427.50
    - ii) Board Vice Chair
      - (1) Up to and including four (4) hours - \$128.75
      - (2) Over four (4) hours and up to and including eight (8) hours - \$257.50
      - (3) Over eight (8) hours and up to and including twelve (12) hours - \$386.25
    - iii) Trustees
      - (1) Up to and including four (4) hours - \$115.00
      - (2) Over four (4) hours and up to and including eight (8) hours - \$230.00
      - (3) Over eight (8) hours and up to and including twelve (12) hours - \$345.00
  - c) Expenses shall be reimbursed as follows:

- i) Travel allowance shall be paid at a rate of \$0.5~~85~~ per kilometre. The rate will remain in effect unless the rate is greater than or less than a factor of 5% of the Public Service Commission rates that are published October 1st and April 1st.
- ii) The Board will review the rate at its next meeting following the publishing of the Public Service Commission rates if the rate differential is greater than 5% of the current fixed rate.
- iii) Out of pocket expenses must be supported by receipts unless expense is \$20 or less with reason stated.
- d) Travel time shall be reimbursed at a rate of \$~~11~~20/hour.
- e) Base meeting preparation allowance for each Trustee shall be paid at a rate of \$~~24~~00/month from August to June of each year.
- f) Base annual allowance of \$5,000 shall be paid to the Board Chair over a ten-month period from September to June.
- g) The Board values the contribution of Trustees who serve on the Board. This section provides guidance in recognizing the service provided to the Division by non-returning Trustees. This does not apply to Trustees who are removed from office under *The Education Act, 1995*.
- i) Trustees who will not be returning to the Board:
  - (1) Will be invited to an appreciation meal for the Trustee with the Board from the previous term and senior staff.
  - (2) May select an item from the Division's Service Recognition Award Catalogue:
    - (a) Less than full term – any one item from the five (5) to twenty (20) year categories;  
or
    - (b) Full term or more – any one item from any category within the catalogue.

**Policy Number and Name:** 402 Financial Oversight

**Policy Section:** 400 Fiscal Stewardship and Risk Management

**Effective Date:** November 23, 2023

**Revised Date:** August 13, 2024

**Purpose:**

The Board is accountable for the overall fiscal health and sustainability of the Division. In fulfilling this oversight, the Board will work closely with the Director of Education and Chief Financial Officer to ensure effective financial practices are in place for the Division.

**Policy:**

The Board's role in ensuring financial oversight is as follows:

- 1) Annually approve budget and ensure resources are allocated to achieve desired results.
  - a) The Board will aim to retain the following operational reserves balances:
    - i) An unrestricted surplus between 0.5% and 2% of the annual operating revenue.
    - ii) Internally restricted reserves between 1% and 10% of the annual operating revenue, excluding operative reserves designated for capital projects and school-generated funds.
    - iii) No limit on externally restricted reserve balances as those categories are managed by way of an agreement between the Board and another organization.
    - iv) If a Board retains operational reserve levels that exceed recommended levels, a plan would be approved by the Board to spend those additional dollars in the future.
- ~~1~~2) Annually approve the three-year Preventative and Maintenance Renewal (PMR) plan and amendments, and the five-year capital plan, review the facilities master plan and ensure the plans are submitted to the Ministry of Education by the date due.
- ~~2~~3) Provide budget information to the Ministry of Education by June 30.
- ~~3~~4) Authorize, by resolution, the borrowing of required monies to cover necessary expenditures while waiting for the proceeds of taxes or other revenue.
- ~~4~~5) Approve a submission to the Ministry of Education for PMR plan and major capital applications and the awarding of all capital projects in excess of \$1,000,000 and the debt financing of capital projects.
- ~~5~~6) Approve the awarding of contracts in excess of \$500,000 if not included in the annual budget approved by the Board.
- ~~6~~7) Approve the submission of emergency funding requests to the Ministry of Education.

- ~~7)~~8) Approve unanticipated expenditures of over \$500,000, which cannot be covered within the current budget.
- ~~8)~~9) Appoint an auditor and meet with the Auditor annually to review the audit findings.
- ~~9)~~10) Receive the audit report and the management letter and ensure legislative requirements are met.
- ~~10)~~11) Monitor fiscal management of the Division with quarterly financial reports.
- ~~11)~~12) Approve the mandate for employee compensation negotiations and budget.
- ~~12)~~13) Ratify memoranda of agreement with bargaining units.

**Appendix Name:** L. Annual Board Plan Framework

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:**

MONTH	STRATEGIC DIRECTION	FISCAL STEWARDSHIP	GOVERNANCE EFFECTIVENESS	STAKEHOLDER/DIRECTOR RELATIONS
<b>August</b>			<ul style="list-style-type: none"> <li>Review Director of Education Policy</li> <li>Other policy review</li> </ul>	
<b>September</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Semi-Annual Transportation Report</li> <li>Approve Quarterly Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>Nominations of Trustees (if required)</li> <li>Plan for fall workshop and orientation for new Trustees (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Prepare SSBA resolution submission and review SSBA Bylaw revisions prior to October deadline for SSBA AGM (if required)</li> <li>Plan for PSTA Liaison meeting</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>		<ul style="list-style-type: none"> <li>Conduct Board self-evaluation</li> <li>Fall Board workshop (hold in November during year of elections)</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Director performance review (Director Relations)</li> <li>Submit SSBA resolution (if required)</li> <li>Bus driver Appreciation Day</li> <li>Education Week</li> <li>SCC Fall Assembly</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Semi-Annual Facilities Report</li> <li>Approve Audited Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>School Board elections (if required)</li> <li>Organizational meeting</li> <li>Board orientation</li> <li>Review of Governance policies</li> </ul>	<ul style="list-style-type: none"> <li>SSBA Fall General Assembly and Public Section General Meeting</li> <li>Review and approve submission of Annual Report to the Ministry</li> <li>Annual resolution for the Prairie Spirit Schools Foundation</li> </ul>



MONTH	STRATEGIC DIRECTION	FISCAL STEWARDSHIP	GOVERNANCE EFFECTIVENESS	STAKEHOLDER/DIRECTOR RELATIONS
<b>December</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li><u>Approve Quarterly Financial Report</u></li> </ul>		<ul style="list-style-type: none"> <li>Service awards</li> <li>Staff Christmas treats</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>		<ul style="list-style-type: none"> <li>Winter workshop</li> <li>Policy review</li> </ul>	
<b>February</b>	<ul style="list-style-type: none"> <li><u>Strategic Plan Goal Monthly Report</u></li> <li><u>Human Resources Annual Report</u></li> </ul>	<ul style="list-style-type: none"> <li>Approve Semi-Annual Transportation Report</li> </ul>		<ul style="list-style-type: none"> <li>Plan for meetings with Minister of Education, MLAs</li> <li>Plan for PTSA Liaison spring/summer meeting</li> <li>Teacher and Staff Appreciation Week</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li><u>Strategic Plan Goal Monthly Report</u></li> <li><u>Technology Annual Report</u></li> </ul>	<ul style="list-style-type: none"> <li>Risk assessment annual review</li> <li>Approve Quarterly Financial report</li> <li><u>Provincial budget day</u></li> <li><u>Budget impact review following provincial budget</u></li> </ul>		<ul style="list-style-type: none"> <li><u>National Congress on Rural Education</u></li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Appoint Auditor (every 3-5 years)</li> <li><u>Budget impact review following provincial budget</u></li> </ul>		<ul style="list-style-type: none"> <li>Negotiate Director of Education contract (Director Relations)</li> <li>Meeting with Minister of Education</li> <li><u>SSBA Spring General Assembly</u></li> <li><u>SCC Spring Assembly</u></li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Budget review</li> <li>Approve Semi-Annual Facilities Report</li> </ul>		<ul style="list-style-type: none"> <li>Finalize Director of Education contract (Director Relations)</li> <li><u>SCC Spring Assembly</u></li> </ul>

MONTH	STRATEGIC DIRECTION	FISCAL STEWARDSHIP	GOVERNANCE EFFECTIVENESS	STAKEHOLDER/DIRECTOR RELATIONS
June	<ul style="list-style-type: none"> <li>• <del>Strategic Plan Goal Monthly Report</del></li> </ul>	<ul style="list-style-type: none"> <li>• Approve Quarterly Financial Report</li> <li>• Approve final budget</li> </ul>	<ul style="list-style-type: none"> <li>• Review Board policies</li> <li>• Review and approve Board Planning Cycle, including setting Board meeting dates and times</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor SCC Annual Reports</li> <li>• Public Section General Meeting</li> </ul>
July				<ul style="list-style-type: none"> <li>• No regular Board meetings</li> <li>• Canadian School Boards Association (CSBA) Congress</li> </ul>