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MEMORANDUM

Date: August 23, 2024
From: Tracey Young, Director of Education
RE: SCHOOL BOARD ELECTIONS 2024

On behalf of Prairie Spirit School Division, I would like to thank you for your interest in a candidacy for the School Board Elections on November 13, 2024. 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 Nos. 1-10 and Form A for Subdivision No. 11 – Muskeg Lake Cree Nation
- Saskatchewan School Boards Association (SSBA) [2024 School Board Elections information](#)
- Prairie Spirit School Division [subdivision map](#)
- Prairie Spirit School Division [Annual Report 2022/23](#), which includes the Division’s Audited Financial Statements for the year ended August 31, 2023
- [2024/25 School Division Budget Overview](#)
- [Prairie Spirit Board Policy Manual](#)

Please note the following important election dates:

- September 16 to October 9, 2024 Call for Nominations
- Wednesday, October 9, 2024 Deadline for Filing Nominations (by 4 pm)
- Thursday, October 10, 2024 Withdrawal Date (by 4 pm)
- Tuesday, October 29, 2024 First possible date for Advance Poll
- Saturday, November 9, 2024 Last possible date for Advance Poll
- Wednesday, November 13, 2024 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:

November 25, 2024	February 24, 2025	May 20, 2025
December 16, 2024	March 17, 2025	June 16, 2025
January 20, 2025	April 28, 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 eight (8) 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	Superintendent and
Bargaining	Human Resources	Coordinator Hiring (Ad Hoc)
Discipline	Learning	Staff Recognition (Ad Hoc)

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.

