

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, March 16, 2020, commencing at 11:00 a.m.

Present for the meeting were Board Members: Sam Dyck, Chairperson (joined via teleconference at 11:00 a.m.); Ken Crush, Vice Chairperson; Dawne Badrock; Kimberly Greyeyes; Bernie Howe (joined via teleconference at 11:00 a.m.); George Janzen; Trina Miller and Pam Wieler.

Also in attendance: Lori Jeschke, Director of Education; Bob Bayles, Deputy Director of People and Finance, CFO; Noel Roche, Deputy Director of Education; Brenda Erickson, Communication Manager; and Nadine Meister, Assistant to the Director.

Absent: Bonnie Hope.

Ken Crush acted as Chairperson as Sam Dyck was participating via teleconference due to illness.

Ken Crush called the meeting to order at 11:17 a.m.

1. THAT the agenda be adopted as presented.

Agenda
Badrock

Carried.

2. THAT the Board grant an excused absence to Bonnie Hope for today's meeting.

Excused
Absence
Wieler

Carried.

3. THAT the Minutes of February 24, 2020, be adopted as presented.

Minutes
Wieler

Carried.

Noel Roche presented the Quarterly Transportation Report highlighting focus areas including driver training, technology integration, inventory control and route cancellations.

4. THAT the Board accept the Quarterly Transportation Report as at February 29, 2020, as presented by Administration.

Quarterly
Transportation
Report
Janzen

Carried.

Lori Jeschke presented the decision report requesting approval to revise Section 2.2 of Board Policy OL-2 Financial Condition. Specifically, Administration is requesting Board approval to increase the dollar limit for expenditures on emergency items from \$250,000 annually to \$500,000 annually. Given these unprecedented times we are in, this will allow Administration greater flexibility to respond to emergent items in a timely and

efficient manner. Administration will provide the Board with an expenditure report after the fact.

5. THAT the Board approve the revision to Section 2.2 of Board Policy OL-2 Financial Condition to increase the expenditures on emergency items in excess of \$250,000 annually to \$500,000 annually.

OL-2 Policy
Revision
Wieler

Carried.

Bob Bayles presented the Accounts Receivable Report as at February 29, 2020.

6. THAT the Board accept the Accounts Receivable Report as at February 29, 2020, as presented by Administration.

Accounts
Receivable
Report
Miller

Carried.

Bob Bayles presented the Quarterly Financial Report as at February 29, 2020. On December 5, 2019, the Ministry released the update for the grant calculation based on September 30 actual enrolment. In addition, because the provincial actual enrolment were slightly more than projections, the formula was adjusted to distribute the resource allocated to education for enrolment shifts. This resulted in a slight overall decrease to the Division despite our actual enrolments being higher than projections. Most of the increase in students is home-based student enrolment.

7. THAT the Board accept the Quarterly Financial Report as at February 29, 2020, as presented by Administration.

Quarterly
Financial
Report
Badrock

Carried.

Administration and the Board agreed to decrease the number of their representatives attending administrator interviews from three (3) to one (1) during these unprecedented times.

8. THAT the meeting be adjourned at 12:50 p.m. The next meeting to be held on Monday, April 20, 2020, at 11:00 a.m., at the Prairie Spirit School Division Office, in Warman.

Adjournment
Crush

Carried.

Chairperson

Secretary to the Board

Policy Name: Financial Condition

Number: OL-2

Policy Type: Operational Limits

Date Approved: June 16, 2014

Date Revised: March 16, 2020

General Operational Constraint: The Director will not cause or allow any practice, activity or decision that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

2. The Director will not allow the Division to be placed in a position of undue financial risk or deviate materially from the Board's Strategic Plan.
 - 2.1. The Director will not allow funds to be spent beyond the annual budget.
 - 2.2. The Director will not allow expenditures on emergency items in excess of ~~\$250~~500,000 annually without Board approval.
 - 2.3. The Director will not allow staff to borrow funds on behalf of the Division beyond their individual corporate credit limit.
 - 2.4. The Director will not allow payables or receivables to accumulate in an untimely manner.
 - 2.4.1. The Director will not allow the Board to be uninformed about outstanding accounts of \$100,000 or more on a monthly basis.
 - 2.5. The Director will not fail to notify the Board when actual results in a financial category deviate from budget by more than \$50,000 or 10%, whichever is greater.
 - 2.6. The Director will not allow government ordered payments or filings to be overdue or inaccurately filed.
 - 2.7. The Director will not fail to ensure all cheques are signed by two authorized officers.
 - 2.7.1. Signing authorities for payments:
 - 2.7.1.1. \$10,000 or less will be the Chair or Vice Chair of the Board and Chief Financial Officer (electronically).
 - 2.7.1.2. More than \$10,000 will be the Chair or Vice Chair of the Board (electronically) and personally signed by the Chief Financial Officer.
 - 2.8. The Director will not fail to include in quarterly financial reports:
 - 2.8.1. Balance sheet and income and expense statements to the end of the current period;
 - 2.8.2. Budget vs. actual year-to-date figures; and

- 2.8.3. A brief narrative explaining any variance between budget and actual figures that exceeds the lesser of 10% of the budget figure or \$50,000.