

Minutes of the Regular Meeting of the Board of Education of Prairie Spirit School Division No. 206 held via video conference, on Monday, December 14, 2020, commencing at 9:00 a.m.

Present for the meeting were Board Members: Bernie Howe; Chairperson; Bonnie Hope, Vice Chairperson; Ken Crush; Dawne Badrock; Angela Bothner; Adin Dereniwski; Kimberly Greyeyes; Kate Kading (joined at 9:04 a.m.); Christa-Ann Willems; Pam Wieler (left at 12:00 p.m.; joined at 12:58 p.m.); and Grace Wudrick.

Also in attendance: Lori Jeschke, Director of Education; Bob Bayles, Deputy Director of Division Services, CFO, CHRO; Tracey Young, Deputy Director of Education (left at 12:57 p.m.; joined at 2:10 p.m.); Brenda Erickson, Communication Manager (left at 2:00 p.m.); and Nadine Meister, Assistant to the Director.

Guests in attendance: Jon Yellowlees, Human Resources Superintendent (joined at 10:14 a.m.; left at 10:55 a.m.); Peggy Mattila-Bains, Coordinator, and Paul McTavish, Coordinator (joined at 10:56 a.m.; left at 11:39 a.m.); and Sherry Todosichuk, Controller (joined at 1:11 p.m.; left at 2:15 p.m.).

Bernie Howe called the meeting to order at 9:00 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

All joined the meeting via video conference.

Kate Kading joined the meeting at 9:04 a.m.

1. THAT the agenda be adopted as presented.

Agenda
Wieler

Carried.

2. THAT the Minutes of November 30, 2020, be adopted as presented.

Minutes
Kading

Carried.

The Board reviewed business arising from previous meetings.

Tracey Young presented the Decision Report requesting Board support to implement Section 142(6) of *The Education Act, 1995*, as it pertains to transportation services for students in the GEMS area to Saskatoon schools.

The Board passed a motion at their meeting of May 19, 2020, stating that new families would no longer be able to access transportation services from the GEMS area to Saskatoon schools effective the 2020/21 school year.

Board approval of Section 142(6) implementation will result in this transportation service no longer being offered effective June 30, 2021.

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| 3. | THAT the Board supports the implementation of Section 142(6) of <i>The Education Act, 1995</i> , as it pertains to transportation services for students in the GEMS areas to Saskatoon schools effective June 30, 2021. | GEMS
Transportation
<u>Service</u>
Kading |
| | <i>Carried.</i> | |
| | Pam Wieler presented the Finance Committee minutes and resulting requests for approval of a revised Terms of Reference, recommendation for no increase to indemnity rates for 2020/21 and for permission for the Finance Committee to meet with the auditor pre- and post-audit and report to the Board. | |
| 4. | THAT the Board approve the revised Terms of Reference for the Finance Committee as presented and attached to form part of these minutes. | Finance
Committee
Terms of
<u>Reference</u>
Wieler |
| | <i>Carried.</i> | |
| 5. | THAT the Board approve no increase to indemnity rates for the 2020/21 fiscal year (no change to BO-8 Board and Committee Expenses). | BO-8 Board and
Committee
<u>Expenses</u>
Wieler |
| | <i>Carried.</i> | |
| 6. | THAT the Board approve the Finance Committee meeting with the auditors pre- and post-audit and then reporting to the Board. | Auditor
<u>Meetings</u>
Wieler |
| | <i>Carried.</i> | |
| | Jon Yellowlees joined the meeting at 10:14 a.m. to review the Staffing Report as at November 30, 2020, the Summary Report of Exit Survey Responses, and the Implementation Guide for the 2019-2023 Provincial Collective Bargaining Agreement. | |
| 7. | THAT the Board accept the Staffing Report as at November 30, 2020, as presented by Administration. | <u>Staffing Report</u>
Hope |
| | <i>Carried.</i> | |
| 8. | THAT the Board move into closed session at 10:29 a.m. to consider the LINC implementation mandate. | <u>Closed Session</u>
Crush |
| | <i>Carried.</i> | |
| 9. | THAT the Board return from closed session at 10:52 a.m. | <u>Closed Session</u>
Crush |
| | <i>Carried.</i> | |

10. THAT the Board approve the LINC implementation mandate as presented by Administration.

LINC
Implementation
Mandate
Wieler

Carried.

Jon Yellowlees left the meeting at 10:55 a.m.

Peggy Mattila-Bains, Coordinator, and Paul McTavish, Coordinator, joined the meeting at 10:56 a.m.

McTavish shared video highlighting teacher experiences when a school enters Level 3 or 4 of the Safe Schools Plan.

Mattila-Bains shared the [Home Learning Supports](#) website compiled by staff cataloguing a wide variety of supports for both staff and students. Mattila-Bains acknowledged the Technology team and their excellent support of this website.

McTavish and Mattila-Bains left the meeting at 11:39 a.m.

Lori Jeschke presented the decision report requesting approval to reappoint Bonnie Hope to the Prairie Spirit Schools Foundation (PSSF) Board. The PSSF Bylaws state that the Division must have a minimum of two representatives on the Board for three-year terms. Bonnie Hope's three-year term ends December 31, 2020. Pam Wieler's appointment ends December 31, 2022.

11. THAT the Board appoint Bonnie Hope to the Board of Directors of the Prairie Spirit School Foundation for a three-year term effective January 1, 2021.

PSSF Board
Bothner

Carried.

Bonnie Hope presented the Annual Resolution of the Prairie Spirit Schools Foundation in lieu of an annual general meeting.

12. THAT the Board, as the Sole Member, approves the annual resolution of the Prairie Spirit Schools Foundation Corp. (the Corporation) as presented, pursuant to the provision of *The Non-Profit Corporations Act, 1995 (Saskatchewan)*.

PSSF Annual
Resolution
Wieler

Carried.

Tracey Young presented the Quarterly Transportation Report.

13. THAT the Board accepts the Quarterly Transportation Report as presented by Administration.

Quarterly
Transportation
Report
Dereniowski

Carried.

The meeting adjourned for lunch at 12:00 p.m. Pam Wieler left the meeting.

The meeting reconvened at 12:30 p.m.

Tracey Young left the meeting at 12:57 p.m. Pam Wieler joined the meeting at 12:58 p.m.

Sherry Todosichuk, Controller, joined the meeting at 1:11 p.m.

Todosichuk presented a line-by-line walkthrough of the 2019/20 Financial Statement Results for the Board.

14. THAT the Board accepts the 2019/20 Financial Statement Results as presented by Administration.

2019/20
Financial
Statement
Results
Willems

Carried.

Brenda Erickson left at 2:00 p.m. Tracey Young joined the meeting at 2:10 p.m. Sherry Todosichuk left the meeting at 2:15 p.m.

Lori Jeschke presented the decision report requesting approval of the 2019/20 Annual Report.

15. THAT the Board approve the 2019/20 Annual Report pending minor changes after Ministry of Education and Finance format review and approval.

2019/20 Annual
Report
Crush

Carried.

16. THAT the meeting be adjourned at 2:40 p.m. The next meeting to be held on Monday, January 18, 2021, at 9:00 a.m., via video conference.

Adjournment
Badrock

Carried.

Chairperson

Secretary to the Board

Board Finance Committee - Terms of Reference

Purpose:

The purpose of the Board 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 and with the Provincial 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 BO-7 – Committees of the Board. 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 Finance Committee will perform the following:

- Select a chair
- Make decisions, as necessary, pursuant to BO-7
- 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 Finance Committee annually and make recommendations to the Board, as required

Meetings

The committee will meet on an "as needed" basis to accommodate the following:

- An indemnity review in August/September;
- A budget planning process review 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; 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.