

Minutes of the Regular Meeting of the Board of Education of Prairie Spirit School Division No. 206 held in the Prairie Spirit Division Office, on Monday, August 16, 2021, commencing at 10:00 a.m.

Present for the meeting were Board Members: Bernie Howe; Chairperson; Bonnie Hope, Vice Chairperson; Dawne Badrock; Angela Bothner; Ken Crush; Adin Dereniwski; Kate Kading; Pam Wieler; and Grace Wudrick.

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

Absent: Kimberly Greyeyes; and Christa-Ann Willems.

Bernie Howe called the meeting to order at 10:04 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

1. THAT the agenda be adopted as amended.

Agenda
Badrock

Carried.

2. THAT the Minutes of June 21, 2021, be adopted as presented.

Minutes
Dereniwski

Carried.

3. THAT the Board grant an excused absences to Kimberly Greyeyes for today's meeting.

Excused
Absence
Wieler

Carried.

4. THAT the Board grant an excused absence to Christa-Ann Willems for today's meeting.

Excused
Absence
Bothner

Carried.

Bernie Howe presented the Board Chair Report. Darryl Bazylak presented his Director's Report, including a pandemic update.

5. THAT the Board accept the reports under the Governance Agenda as presented.

Governance
Agenda Reports
Wieler

Carried.

Darryl Bazylak presented the decision report requesting approval for the disposal of non-public records from the following areas:

- Director of Education's Office
- Assistant to the Director's Office
- Chief Financial Officer's Office
- Human Resources
- Learning Support Services

6. THAT the Board approve the disposal of the non-public records as identified in the attached inventory lists.

Disposal of
Non-Public
Records
Kading

Carried.

Darryl Bazylak presented the decision report requesting the Board identify a preferred platform for Board meetings. After some discussion, the item was tabled until the next meeting in order to allow for the Director to obtain additional information regarding the possibility of holding a meeting utilizing two platforms (i.e., in-person and virtual).

7. THAT the Board move into closed session at 10:52 a.m. to receive the Personnel Update.

Closed Session
Wieler

Carried.

8. THAT the Board return from closed session at 11:12 a.m.

Closed Session
Wieler

Carried.

Darryl Bazylak presented the information report regarding the process for the development of a new Division strategic plan. After some dialogue, the Board agreed to establish an ad hoc committee to begin the work on this process. Several Trustees indicated an interest in being on this committee: Dawne Badrock, Angela Bothner, Ken Crush, Bonnie Hope & Pam Wieler.

The Board agreed that both Kimberly Greyeyes and Christa-Ann Willems should be contacted to see if they have an interest. Pam Wieler offered that she would step down if either Kimberly or Christa-Ann were interested to keep the committee membership manageable.

9. THAT the Board establish a Strategic Plan Development Committee consisting of: Dawne Badrock; Angela Bothner; Ken Crush; Bonnie Hope; and Pam Wieler.

Strategic Plan
Development
Committee
Wudrick

Carried.

10. THAT the meeting be adjourned at 11:58 a.m. The next meeting to be held on Tuesday, September 7, 2021, at 10:00 a.m.

Adjournment
Kading

Carried.

Chairperson

Secretary to the Board



Disposal of Division Office Files

[illegible]

Return completed form to:

Nadine Meister, Assistant to the Director

nadine.meister@spiritsd.ca

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SUBMIT



Disposal of Division Office Files

Area	File Description	Date	Signature (File Owner)	Witness (Office Manager)
<i>For example, Director's Office</i>	<i>Director notes</i>	<i>2017-2021</i>	<i>Lori Jeschke</i>	<i>Nadine Meister</i>
CFO	Misc. highly confidential notes	2020-2021	Bob Bayles	

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Disposal of Division Office Files

Area	File Description	Date	Signature (File Owner)	Witness (Office Manager)
<i>For example, Director's Office</i>	<i>Director notes 2017-2021 (1 box)</i>	<i>28 JUN 2021</i>	<i>Lori Jeschke</i>	<i>Nadine Meister</i>
HR Superintendent's Office	Interview notes	June 30, 2021	<i>Sen Yellawless</i>	Placed in Shred pile
HR Superintendent's Office	Intern Notes	June 30, 2021	<i>Sen Yellawless</i>	Placed in Shred pile
HR Superintendent's Office	ESSP Notes	June 30, 2021	<i>Sen Yellawless</i>	Placed in Shred pile
HR Superintendent's Office	Curriculum Planning Documents	June 30, 2021	<i>Sen Yellawless</i>	Placed in Shred pile
HR Superintendent's Office	Career and Work Team planning documents	June 30, 2021	<i>Sen Yellawless</i>	Placed in Shred pile

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<i>For example, Director's Office</i>	<i>Director notes</i>	<i>2017-2021</i>	<i>Lori Teschke</i>	<i>Nadine Meister</i>
Assistant to the Director	Enrolment Summaries	2005-2011	<i>Nadine Meister</i>	
Assistant to the Director	Miscellaneous working files & notes	2019-2020	<i>Nadine Meister</i>	
Assistant to the Director	Administrator Leadership Team (ALT) meeting notes	2006-2007	<i>Nadine Meister</i>	
Assistant to the Director	Ballot Box Contents x 10	2020	<i>Nadine Meister</i>	

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Disposal of Division Office Files

Area	File Description	Date	Signature (File Owner)	Witness (Office Manager)
<i>For example, Director's Office</i>	<i>Director notes 2017-2021 (1 box)</i>	<i>28 JUN 2021</i>	<i>Lori Jeschke</i>	<i>Nadine Meister</i>
Learning Support Services	OT notes 2020-21 (1 box)	June 28 2021	Aaron Bates	

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PRAIRIE SPIRIT
SCHOOL DIVISION

Disposal of Division Office Files

Area	File Description	Date	Signature (File Owner)	Witness (Office Manager)
<i>For example, Director's Office</i>	<i>Director notes 2017-2021 (1 box)</i>	<i>28 JUN 2021</i>	<i>Lori Teschke</i>	<i>Nadine Meister</i>
Office #235	SLP Notes, Reports (1 box)	28 Jun 2021	<i>Julia Mutch</i>	
Learning Support Services				

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Disposal of Division Office Files

Area	File Description	Date	Signature (File Owner)	Witness (Office Manager)
<i>For example, Director's Office</i>	<i>Director notes 2017-2021 (1 box)</i>	<i>28 JUN 2021</i>	<i>Lori Jeschke</i>	<i>Nadine Meister</i>
Learning Support Services	1995 Student div files	August 2021	Joanne Sawatzky	

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nadine.meister@spiritsd.ca
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Disposal of Division Office Files

Area	File Description	Date	Signature (File Owner)	Witness (Office Manager)
<i>For example, Director's Office</i>	<i>Director notes 2017-2021 (1 box)</i>	<i>28 JUN 2021</i>	<i>Lori Jeschke</i>	<i>Nadine Meister</i>
Learning Support Services	OT/SLP notes, EYE results	Jun 28/21	Alana Wiebe	

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Disposal of Division Office Files

Please reference [Records Retention and Disposal Guide](#) prior to scheduling files to be disposed of.

Area	File Description (specify # of boxes)	Date
<i>For example, Director's Office</i>	<i>Director notes (1 box)</i>	<i>2017-2021</i>
HR	HR working files (2 boxes)	2020/21

Total # of boxes: 2

Jeannie Coutts

Signature of File Owner

Witness (Office Manager)

August 9, 2021

Date

Date

Return completed form to:

Nadine Meister, Assistant to the Director (Office Manager)

nadine.meister@spiritsd.ca

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Disposal of Division Office Files

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