

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, November 29, 2021, commencing at 10:00 a.m.

Present for the meeting were Board Members: Bernie Howe; Chairperson; Kate Kading, Vice Chairperson; Dawne Badrock; Angela Bothner; Ken Crush; Adin Dereniwski; Kimberly Greyeyes; Bonnie Hope; Pam Wieler (left at 1:35 p.m.); Christa-Ann Willems (left at 12:40 p.m.; joined at 12:52 p.m.); 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 (joined at 10:15 a.m.); Brenda Erickson, Communication Manager; and Nadine Meister, Assistant to the Director.

Guests in attendance: Sherry Todosichuk, Controller (joined at 11:58 a.m.; left at 12:19 p.m.); Teresa Korol, Facilities Planner (joined at 12:50 p.m.; left at 1:13 p.m.); and Jon Yellowlees, HR Superintendent (joined at 1:13 p.m.; left at 1:23 p.m.).

Darryl Bazylak called the meeting to order at 10:03 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

1. That the Organizational Meeting agenda be adopted as presented.

Organizational
Meeting
Agenda
Dereniwski

Carried.

Tracey Young joined the meeting at 10:15 a.m.

2. As per Section 9.10.2 of Board Policy BO-9 Code of Conduct, Darryl Bazylak requested Board members disclose their involvement with other organizations, vendors or any associations that might be reasonably seen as being a conflict.

Conflict of
Interest

Five Trustees reported relatives employed by the Board. Two Trustees reported a familial relationship.

Carried.

3. Darryl Bazylak called for nominations for Chairperson. Christa-Ann Willems nominated Bernie Howe. Bonnie Hope nominated Kimberly Greyeyes. After third call, Kate Kading moved nominations cease.

Chairperson

Voting took place via Microsoft Forms and Bernie Howe was declared elected as Chairperson.

Carried.

Bernie Howe assumed the role of Chair.

4. Bernie Howe called for nominations for Vice Chairperson. Angela Bothner nominated Kate Kading. Dawne Badrock nominated Adin Dereniwski but Dereniwski declined. Kimberly Greyeyes nominated Ken Crush but Crush declined. Dawne Badrock nominated Grace Wudrick but Wudrick declined.

Vice
Chairperson

Kate Kading was elected Vice-Chair by acclamation.

Carried.

Due to the expanded role of the Finance Committee meeting with the Division's auditors, it was suggested that the committee's name be changed to "Audit and Finance Committee".

As well, Board Policy BO-7 Committee of the Board needs to be revised to reflect the change to the Governance Committee's Terms of Reference as approved by the Board on January 18, 2021.

5. THAT the Board revise BO-7 Committees of the Board to reflect Finance Committee name change to Audit and Finance Committee.

BO-7 Revision
Crush

Carried.

6. THAT the Board revise BO-7 Committees of the Board to reflect revisions made to Governance Committee Terms of Reference approved on January 18, 2021.

BO-7 Revision
Crush

Carried.

7. THAT the Board approve the following slate of committees for 2021/22:

Committees
Badrock

Board Committees (BO-6 and BO-7)		
Audit & Finance Committee Dawne Badrock Kimberly Greyeyes Bonnie Hope Bernie Howe	Governance Committee Kimberly Greyeyes Bonnie Hope Kate Kading Christa-Ann Willems	AD HOC COMMITTEE: Blaine Lake School Project Kimberly Greyeyes Pam Wieler
Bargaining Committee Angela Bothner Ken Crush Grace Wudrick	Human Resources Committee Ken Crush Kate Kading Pam Wieler	Superintendent and Coordinator Hiring Committee (BO-6) Chair or Vice Chair Pam Wieler
Discipline Committee Chair or Vice Chair Trustee from Subdivision Adin Dereniwski Grace Wudrick	Learning Committee Ken Crush Adin Dereniwski Christa-Ann Willems	Strategic Planning Committee Dawne Badrock Angela Bothner Ken Crush Kimberly Greyeyes Bonnie Hope
		Staff Recognition Committee Adin Dereniwski Kate Kading Pam Wieler Grace Wudrick
External Committees (by invitation)	Staff Committees (member(s) to be invited by Director of Education)	Prairie Spirit Schools Foundation (3-year term)
Central Valley Athletic Conference (CVAC) Representative to Saskatchewan High Schools Athletics Association (SHSAA) Pam Wieler	Transportation Review Committee Dawne Badrock Kate Kading	Bonnie Hope (2021-23) Pam Wieler (2020-22)
Public Section Representative Angela Bothner		

Carried.

The Finance Committee recommends maintaining current Board indemnity rates for the upcoming year.

8. THAT the Board set indemnity rates as per BO-8 – Board and Committee Expenses for 2021/22 (this reflects no increase).

BO-8 Indemnity
Rates
Dereniwski

Carried.

The Board discussed canceling the December 6, 2021, meeting to avoid Board meetings three weeks in a row.

The Board also agreed to move the Board's Winter Workshop from January 21-22 to January 28-29, 2022, due to a scheduling conflict in the Director's calendar.

9. THAT the Board cancel the Board meeting scheduled for Monday, December 6, 2021.

Meeting
Cancellation
Willems

Carried.

10. THAT the Board ratify the remaining 2021/22 meeting dates as follows:

December 13, 2021	March 14, 2022	May 2, 2022
January 10, 2022	March 28, 2022	May 16, 2022
February 7, 2022	April 11, 2022	June 13, 2022
February 28, 2022	April 25, 2022	June 27, 2022

2021/22
Meeting Dates
Crush

Carried.

11. THAT the Board appoint Diane Kendall as Attendance Officer for the Division.

Attendance
Officer
Wudrick

Carried.

12. THAT the Board appoint Tracey Young as Acting Director of Education in the absence of the Director of Education.

Acting Director
Crush

Carried.

Kate Kading requested an addition to the agenda under Decision Items – Recommendation from the Staff Appreciation Committee.

13. THAT the agenda be adopted as amended.

Agenda
Dereniowski

Carried.

14. THAT the Minutes of November 8, 2021, be adopted as presented.

Minutes
Crush

Carried.

Bernie Howe presented the Board Chair's Report. Darryl Bazylak presented the Director's Report.

15. THAT the Board accept both the Board Chair's Report and the Director's Report as presented.

Board Chair and
Director's
Report
Kading

Carried.

16. THAT the Board move into closed session at 11:38 a.m. to receive the Personnel Update and Information Report – Minister of Education Letter and SSBA Response.

Closed Session
Bothner

Carried.

17. THAT the Board return from closed session at 11:48 a.m.

Closed Session
Wudrick

Carried.

Sherry Todosichuk, Controller, joined the meeting at 11:58 a.m.

Bob Bayles presented the recommendation of the Finance Committee to approve the Audited Financial Statements for the year ended August 31, 2021.

The Finance Committee met with the auditors on November 26, 2021, to review the financial statements and reports in detail with representatives from both MNP and the Office of the Provincial Auditor.

18. THAT the Board approve the Audited Financial Statements and reports for the year ended August 31, 2021, pending any minor changes after the Ministry of Education and Finance format review and approval.

2020/21
Audited
Financial
Statements
Kading

Carried.

Sherry Todosichuk left the meeting at 12:19 p.m. The meeting adjourned for lunch at 12:19 p.m.

The meeting reconvened at 12:35 p.m.

Brenda Erickson presented the 2020/21 Annual Report for approval.

19. THAT the Board approve the 2020/21 Annual Report pending any minor changes after the Ministry of Education and Finance format review and approval.

2020/21 Annual
Report
Hope

Carried.

Darryl Bazylak presented the decision report requesting approval to fill the vacancy on the Osler School Community Council by appointing Stacey Klassen.

20. THAT the Board approve the appointment of Stacey Klassen to the Osler School Community Council effective November 29, 2021.

Osler SCC
Willems

Carried.

Kate Kading presented the recommendation from the Staff Appreciation Committee that administration purchase cider packets and package them up for distribution by Trustees to all Prairie Spirit locations prior to the Christmas break. Working with a budget of \$900, any funds remaining after the cider purchase is to be donated to the Division Office Christmas Angel Project on behalf of staff.

The committee will review the annual process of staff appreciation by the Board.

Christa-Ann Willems left the meeting at 12:40 p.m.

21. THAT the Board approve the purchase of cider packets for a staff Christmas gift with any remaining funds to be donated to the Christmas Angel Project.

Staff Christmas
Gift
Wieler

Carried.

Teresa Korol, Facilities Planner, joined the meeting at 12:50 p.m.
Christa-Ann Willems joined the meeting at 12:52 p.m.

Teresa Korol presented the Semi-Annual Facilities Report highlighting Facility Condition Index, regular and preventative maintenance and major capital projects as required by the Provincial Auditor.

22. THAT the Board accept the Semi-Annual Facilities Report as presented by Administration.

Semi-Annual
Facilities Report
Wieler

Carried.

Teresa Korol left the meeting at 1:13 p.m. Jon Yellowlees, HR Superintendent, joined the meeting at 1:13 p.m.

Jon Yellowlees presented the Staffing Report as at October 31, 2021. The Board expressed appreciation for staff in their implementation of AP-520 COVID-19 Vaccination for Employees, Trustees and Other Individuals.

23. THAT the Board accept the Staffing Report as at October 31, 2021, as presented by Administration.

Staffing Report
Kading

Carried.

Jon Yellowlees left the meeting at 1:23 p.m.

Bob Bayles presented the Accounts Receivable Report as at October 31, 2021.

24. THAT the Board accept the Accounts Receivable Report as at October 31, 2021, as presented by Administration

Accounts
Receivable
Report
Dereniowski

Carried.

Bob Bayles presented the Monthly Financial Report as at October 31, 2021.

25. THAT the Board accept the Monthly Financial Report as at October 31, 2021.

Monthly
Financial
Report
Bothner

Carried.

The Board reviewed the Board committee minutes. Bernie Howe presented the remaining recommendations from the Finance Committee:

- Revise Terms of Reference by adding “An annual review of Terms of Reference” as third bullet under “Meetings”; and
- Appoint MNP as auditor for the years ending August 31, 2022, and August 31, 2023.

26. THAT the Board revise the Finance Committee Terms of Reference by adding “An annual review of Terms of Reference” as third bullet under “Meetings”.

Finance
Committee
Terms of
Reference
Hope

Carried.

27. THAT the Board appoint MNP LLP as auditor for the years ending August 31, 2022, and August 31, 2023.

Auditor
Appointment
Hope

Carried.

Pam Wieler left the meeting at 1:35 p.m.

28. THAT the meeting be adjourned at 1:36 p.m. The next meeting to be held on Monday, December 13, 2021, at 10:00 a.m.

Adjournment
Badrock

Carried.

Chairperson

Secretary to the Board