

**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, February 24, 2025, commencing at 10:00 a.m.**

**Present for the meeting were Board Members:** Kate Kading, Chairperson; Kimberly MacLean, Vice Chairperson; Adin Dereniwski (joined at 10:15 a.m.; left at 10:47 a.m.; rejoined at 11:47 a.m.); Cindy Friesen; Wendy Friesen; Kimberly Greyeyes; Bernie Martineau; Shelby Poggemiller; and Michael Richards (left at 1:55 p.m.; joined at 1:58 p.m.).

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

**Guests in attendance:** Teresa Korol, Superintendent of Business Services (joined at 10:00 a.m.; left at 11:23 a.m.; joined at 1:49 p.m.; left at 2:04 p.m.); Fay Cassidy, HR Superintendent, and Jarid Brown, Employee Relations Manager (both joined at 1:18 p.m.; both left at 1:37 p.m.); Kent Muench, Learning Superintendent, and Jocelyne Possberg, Transportation Manager (both joined at 1:37 p.m.; both left at 1:52 p.m.).

**Absent:** Christa-Ann Willems.

Kate Kading called the meeting to order at 10:00 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

Teresa Korol, Superintendent of Business Services, joined the meeting at 10:00 a.m.

- |    |   |                                    |
|----|---|------------------------------------|
| 1. | THAT the agenda be adopted as presented.  | <u>Agenda</u><br>Friesen C         |
|    | <b>Carried.</b>   |                                    |
| 2. | THAT the Board adopt the minutes of January 20, 2025, as presented.   | <u>Minutes</u><br>MacLean          |
|    | <b>Carried.</b>   |                                    |
| 3. | THAT the Board move into closed session at 10:03 a.m. for: <ul style="list-style-type: none"><li>• Information Report on School-Based Budgets</li><li>• Information Report on Jordan’s Principle</li><li>• Information Report on Universal Washrooms and Change Rooms</li><li>• Report on French Immersion Programming for High School</li><li>• Enrolment update</li><li>• Information Report on the 2025/26 School Year Calendar Development</li><li>• Report on Financial Understandings</li><li>• Board Committee Reports</li></ul> | <u>Closed Session</u><br>Friesen W |
|    | <b>Carried.</b>   |                                    |

Adin Dereniwski joined at 10:15 a.m., left at 10:47 a.m., and rejoined at 11:47 a.m.

Teresa Korol left the meeting at 11:23 a.m.

Adjourned for lunch at 12:10 p.m.

The meeting reconvened in closed session at 12:46 p.m.

4. THAT the Board return from closed session at 1:18 p.m.

Closed Session  
Dereniwski

**Carried.**

Fay Cassidy, HR Superintendent, and Jarid Brown, Employee Relations Manager, joined the meeting at 1:18 p.m.

The following two motions arose from the closed session:

5. THAT the Board approve the Terms of Reference for the Governance Committee as presented and attached to form part of these minutes.

Governance  
Committee  
T of R  
Richards

**Carried.**

As the Governance Committee begins the three-year schedule of reviewing all Board policies, the recommended policy revisions to date were brought forward for the Board's consideration and approval. The Board opted to maintain the Staff Recognition committee as a Board Ad Hoc Committee rather than a Board Standing Committee.

6. THAT the Board approve the policy revisions, with the exception of moving the Staff Recognition Committee from Ad Hoc to Standing, as recommended by the Governance Committee to the following Board policies and appendices noted below and attached to form part of these minutes:

Board Policy  
Revisions  
Friesen W

- 303 Annual Planning Cycle
- 307 Board Committees
- 308 Representation on External Organizations and Agencies
- 312 Board Development and Orientation
- 313 Board Self-Evaluation
- 314 Trustee Compensation
- 317 Regular Meeting
- Appendix A Services, Materials, and Equipment provided to Trustees
- Appendix E Board Committees, Terms of Reference and Work Plan
- Appendix H Annual Declaration of Potential Conflict of Interest
- Appendix I Electronic Meetings
- Appendix L Annual Board Plan Framework

**Carried.**

Kate Kading and Tracey Young presented their respective reports for the Board's information.

Bob Bayles presented the information report regarding an update on the upcoming By-Election for Subdivision No. 3.

Fay Cassidy presented the Staffing Report as at January 31, 2025, for the Board's information.

Fay Cassidy and Jarid Brown presented the Human Resources Annual Report highlighting ongoing work in the areas of recruitment and staffing, bargaining and labour management, supporting staff wellness, employee development and efficiencies.

Fay Cassidy and Jarid Brown left the meeting at 1:37 p.m.

Kent Muench, Learning Superintendent, and Jocelyne Possberg, Transportation Manager, joined the meeting at 1:37 p.m.

Kent Muench and Jocelyne Possberg reviewed the Semi-Annual Transportation Report for the Board's information.

Teresa Korol joined the meeting at 1:49 p.m.

Kent Muench and Jocelyne Possberg left the meeting at 1:52 p.m.

Teresa Korol presented the decision report requesting approval of two community requests to serve alcohol at events to be held at Rosthern Community School.

7. THAT the Board approve the request from Rosthern Lions Club to serve alcohol at their fundraising event to be held on April 26, 2025, at Rosthern Community School; and

Community Use  
of RCS  
Kading

THAT the Board approve the request from the Rosthern SK Community Support Group to serve alcohol at their fundraising event to be held on March 28, 2025, at Rosthern Community School.

***Carried.***

Michael Richards declared a conflict of interest related to the next agenda item and recused himself from the meeting at 1:55 p.m.

Teresa Korol presented the decision report requesting approval for a \$49,000 loan to Delisle Elementary School Community Council (SCC) for new playground equipment. The school

currently has \$263,000 committed in fundraising to this project, however, \$49,000 of the funds donated are over a five-year period. The SCC is committed to repayment of the loan over the next five years.

8. THAT the Board approve the loan to Delisle Elementary SCC in the amount of \$49,000 for playground equipment.

Delisle EI SCC  
Loan  
Poggemiller

**Carried.**

Michael Richards rejoined the meeting at 1:58 p.m.

Teresa Korol presented the decision report requesting approval to submit the Preventative Maintenance & Renewal (PMR) Amendment Form to the Ministry of Education to include:

- Hague Elementary School and Hague High School Facility Study - \$40,000; and
- Lord Asquith School and Perdue School Facility Study - \$40,000.

9. THAT the Board approve the submission of the PMR Amendment Form to the Ministry of Education as presented by Administration.

PMR  
Amendment  
Form  
Richards

**Carried.**

Teresa Korol presented the 2024/25 Relocatable Classroom Program Update for the Board's information.

Teresa Korol left the meeting at 2:04 p.m.

Bob Bayles presented the Accounts Receivable Report as at February 19, 2025.

10. THAT the Board approve the Accounts Receivable Report as at February 19, 2025, as presented by Administration.

Accounts  
Receivable  
Report  
MacLean

**Carried.**

The Board reported on other activities and meetings attended since the last Board meeting.

11. THAT the meeting be adjourned at 2:13 p.m. The next meeting to be held on Monday, March 24, 2025, at 10:00 a.m.

Adjournment  
Poggemiller

***Carried.***

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Chairperson

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Secretary to the Board

## **Board Governance Committee - Terms of Reference**

### **Purpose:**

The purpose of the Board Governance Committee is to assist the Board in ensuring appropriate accountability through Board policy review.

This committee will specifically:

- Lead Board policy review
- Lead advocacy efforts

### **Composition and Operations**

The membership of the committee shall be comprised of:

- No more than three (3) Board members plus Board Chair or Vice Chair, with the Board Chair or Vice Chair as Chair of this committee
- Director/designate

Appointment and operations of the committee members will be in accordance with Board Policy 307 – Board Committees. The work of the committee shall commence with Committee Chair, one (1) Trustee and Director/designate in attendance.

### **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 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 Governance Committee will perform the following:

- Make decisions, as necessary, pursuant to Board Policy 307
- 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 Governance Committee annually and make recommendations to the Board, as required

### **Meetings**

The committee will meet on an “as needed” basis.

### **Staff Support**

The Director of Education will provide staff support and the recording secretary to the Committee.

**Policy Number and Name:** 303 Board Annual Planning Cycle

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Purpose:**

To fulfill the Board accountabilities in alignment with the governance style and Board policy, the Board will establish and follow an annual planning cycle that ensures it provides regular direction to the Division.

**Policy:**

- 1) The Board employs the following Annual Board Plan Framework to ensure their accountabilities, as outlined in Board Policy 302 – Accountabilities of the Board, are addressed in their deliberations throughout the year (Appendix L – Annual Board Plan Framework):
  - Strategic Direction
  - Fiscal Stewardship
  - Governance Effectiveness
  - Stakeholder/Director Relations



**Policy Number and Name:** 307 Board Committees

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Purpose:**

The Board may establish committees to assist with its governance work. Committees may be standing or ad hoc in nature.

**Policy:**

At its annual Organizational Meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees and terms of reference for each. Each committee will report to the Board after each meeting and will self-evaluate annually.

1) General Requirements

- a) Committee Chairs will be determined by the Committee, except for the Governance Committee, which will be determined by the Board at the Organizational Meeting.
- b) No Trustee shall be Chair of more than one standing committee.
- c) Trustee representation for the standing committees will be determined at the Organizational Meeting.
- d) The Board Chair acts as an ex-officio (non-voting) member of all committees appointed by the Board.
- e) The Committee Chair will provide a verbal report at the Public Board meeting and the minutes will be included in the closed session of the meeting.
- f) The Director or a delegated staff member shall be present at all committee meetings. The Director may assign staff to support the work of the committee. Committees shall not exercise authority over the Director or staff. Since the Director is accountable to the whole Board, any direction to the Director must come from the Board.
- g) Board committees may speak or act for the Board only when formally given such authority for specific and time-limited purposes. Committee expectations and authority are stated in this policy to ensure there is no conflict with the authority delegated to the Director.
- h) Members of any standing may only meet to conduct the work of the committee at a formal meeting of the committee and at which the Director or a staff representative are present.

2) Standing Committees

- a) Standing committees are established to assist the Board with work of an ongoing or recurring nature.
- b) Committee work will be presented to the Board by minutes/written report for decision, discussion, or information.

3) Ad Hoc Committees

- a) Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.
- b) Each ad hoc committee, at the conclusion of its work, shall present a report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.
- c) The Director or designate may attend meetings of ad hoc committees at the Director's discretion.

4) Board Committees and Terms of Reference for each Board committee are outlined in the Appendix E – Board Committees, Terms of Reference, and Work Plan.

*References:*

*The Education Act, 1995, Sections 85, 87*

*The School Division Administration Regulations, 2017, Parts 4, 8*

**Policy Number and Name:** 308 Board Representation on External Organizations and Agencies

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Purpose:**

Trustees may sit on external committees, agencies, and organizations to represent the voice of the Division in matters that impact the education system and align with the Board mandate and the strategic direction of the Division.

**Policy:**

The Board will consider naming representatives to various external committees, agencies, and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible partnerships between the Division and other organizations. The Board shall consider the merits of membership in other organizations annually.

The following guidelines shall apply to such representation:

- 1) Where appropriate, the Trustee shall reflect the current formal position of the Board.
- 2) On other issues of significant importance, the Trustee shall consult with the Board to determine the formal view of the Board.
- 3) The Board expects that important issues shall be brought to its attention. Therefore, if an issue has policy implications it shall be verbally reported at meetings of the Board and may be supplemented by a written report, along with all other reports that may be written and included with the meeting agenda.
- 4) All expenses of this activity shall be covered in accordance with compensation guidelines approved annually at the Organizational Meeting of the Board.
- 5) The Director may assign staff to support work of the representative and shall determine the roles, responsibilities, and reporting requirements of the assigned staff.
- 6) The Board will determine the Board representatives as listed in Appendix F annually at the Organizational Meeting.
- 7) When Trustees are selected for any external committee (i.e., SSBA), they must inform the Board.

**References:**

*The Education Act, 1995, Sections 85, 87*

*The School Division Administration Regulations, 2017, Parts 4, 8*

**Policy Number and Name:** 312 Board Development and Orientation

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Purpose:**

The Board is responsible to ensure the Trustees and collective Board have the knowledge and skills to fulfill their duties effectively. It is an accountability of the Board to provide orientation of new Trustees and ongoing development of the Board.

**Policy:**

1) Board Development

The Board shall:

- a) Ensure following the Board Self-Evaluation conducted annually, an organizational growth and development plan is developed as a result of this assessment and the outcomes identified and addressed in the following year.
- b) Determine knowledge and competencies necessary for effective governance and ensure gaps in knowledge and competencies are addressed.
- c) Compile yearly plan for Board development and integrate it into the annual Board Planning Cycle.
- d) Consider Saskatchewan School Boards Association (SSBA) and Canadian School Boards Association (CSBA) resources.

2) New Trustee Orientation Process

- a) To ensure continuity and facilitate smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans. The Board believes an orientation program is necessary for effective Trusteeship.

The Board shall ensure:

- i) The Vice Chair, in consultation with the Director, will facilitate the Division's orientation program for newly elected Trustees.
- ii) New Trustees are to attend the orientation session(s).
- iii) Incumbent Trustees are encouraged to help newly elected Trustees become informed about the history, functions, policies, procedures, and issues.



- iv) The Division will provide financial support for Trustees to attend Saskatchewan School Boards Association sponsored orientation seminars.
- b) The Division will offer an orientation program for all newly elected Trustees that provides information on:
  - i) Board governance model and accountabilities;
  - ii) Role of the Trustee, the Board, and the Director;
  - iii) Delegation of authority to the Director and related accountability mechanisms including Director evaluation process criteria and timelines;
  - iv) Organizational structures and procedures of the Division, and governance tools used by the Board;
  - v) The Board Policy Manual, agendas, and minutes;
  - vi) Existing Division strategic plan, *My Prairie Spirit Classroom*, initiatives, annual reports, budgets, financial statements, and long-range plans;
  - vii) Division programs and services;
  - viii) The Board's function as an appeal body;
  - ix) Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
  - x) Confidentiality in matters discussed within closed session.
- 3) Board of Education Chair/Vice Chair Succession
  - a) Ensure the Division has sufficient Board of Education capacity, including familiarity with the Board policy, committees, issues, and processes, to enable an internal interim successor for the Chair and Vice Chair to continue competent leadership of the Board in the event of absence or a sudden loss.

*References:*

*The Education Act, 1995, Sections 71, 85, 87*  
*The Local Government Election Act, 2015*

**Policy Number and Name:** 313 Board Self-Evaluation

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Purpose:**

The Board will endeavor to evaluate their effectiveness on an annual basis and commit to continuous Board improvement and development reflective of the findings of the evaluation.

**Policy:**

- 1) The Board may engage a third party to assist with the annual Board self-evaluation process.
- 2) The principles upon which the Board self-evaluation is based are as follows:
  - a) A learning organization or a professional learning community is focused on the improvement of practice.
  - b) A pre-determined process for evaluation strengthens the governance functions, builds credibility for the Board, and fosters an excellent Board-Director relationship.
  - c) An evidence-based approach provides objectivity to supplement the subjectivity implicit in any evaluation.
- 3) The components of the Board self-evaluation are:
  - a) Review of Board Role Performance
  - b) Review of Board Chair Performance
  - c) Monitoring Board-Director Relations
  - d) Monitoring Interpersonal Working Relationships
  - e) Monitoring Board Community Engagement
  - f) Review of Annual Work Plan Completion
  - g) Review of Board Motions
  - h) Review of Board Governance Policies
  - i) Creating a Positive Path Forward

**Policy Number and Name:** 314 Trustee Compensation

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Purpose:**

The Board believes that the role of the Trustee is one of service to the community. The Board acknowledges that personal expense is incurred in serving the community. The Board strives to ensure that compensation levels reflect a capacity to enable all electors to seek a position on the Board.

**Policy:**

- 1) The Board remunerates Trustees in accordance with the Schedule of Compensation and Expense Allowances (Appendix D). Compensation shall be reviewed annually and approved by the Board. The schedule is to provide for payment such that payments are timely and understood clearly by the public.

The schedule of compensation and expense allowance recognizes:

- a) Honoraria;
  - b) Professional development;
  - c) Travel, accommodation, and expense allowances for Board-related business;
  - d) Attendance at seminars, conventions, Trustee development, linkage meetings, and as requested to serve on special committees as approved by the Board.
- 2) Recognition to honour outgoing Trustees will be provided as outlined in Section 1 (h) of the Schedule of Compensation and Expense Allowances (Appendix D).

**Policy Number and Name:** 317 Regular Meeting

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Purpose:**

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. The Board has adopted policies regulating its proceedings so that the business of the Board can be conducted in an orderly and efficient manner.

The purpose of Board meetings is to ascertain group opinion and through motions and resolutions to focus Board action on specific issues. Respectful behaviour preserves the inherent dignity of everyone; therefore, it is important that Board meetings be conducted in an environment that is productive, orderly, and respectful of Trustees, staff, and members of the public. The organization of the Board meeting will effectively enable Trustees and others in attendance to participate in an atmosphere of mutual respect. Board meetings will be conducted in person to the extent possible. In unique or special circumstances, at the discretion of the Chair, the Board can conduct its meetings electronically. Electronic meetings will be held in compliance with *The Electronic Meeting Procedures Regulations*, Chapter E-0.2 Reg 6.

**Policy:**

- 1) All regular Board meetings shall start with a Treaty 6 Land Acknowledgement.
- 2) Regular Board meeting date and times shall be established in the annual Board Planning Cycle. The Board shall review and approve the Board Planning Cycle including its annual schedule of meetings prior to May 15 of each year for the period of August 1 to July 31.
  - a) Regular public meetings will ordinarily be held at the Division Office beginning at 10:00 a.m. on the third Monday of every month.
  - b) Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule if it is deemed necessary.
- 3) All Trustees will notify the Board Chair or Director of Education if unable to attend a meeting.
- 4) No act, proceeding, or policy of the Board shall be deemed valid unless adopted by a regular or special meeting at which a quorum of the Board is present. A "quorum of the Board" shall be defined as a majority of the members of the Board of Education as referenced in section 17(1) of *The School Division Administration Regulations*.
- 5) All Trustees who are absent from three (3) consecutive regular meetings without consent of the Board must vacate their office.
  - a) Obtain authorization by resolution of the Board to do so; or

- b) Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence. Failure to attend may result in disqualification from the Board.
- 6) If both the Chair and Vice Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its Trustees an acting Chair and Vice Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair and Vice Chair during the Chair's and Vice Chair's inability to act or absence.
- 7) Regular meetings of the Board will not be held without the Director of Education and/or designate(s) in attendance, unless the Director of Education's contract is being discussed, the Board is dealing with a Trustee or Director of Education disciplinary issue, or the Board is meeting with the auditor.
- 8) Agenda for Regular Meetings
- a) The Board believes that a properly prepared agenda creates a meeting atmosphere that includes orderly procedure and encourages free discussion, problem identification, problem solving, and the generation of ideas.
- b) The Board Chair, with the support of the Vice Chair and Director of Education, is responsible for establishing the agenda for Board meetings in consultation with the Director in accordance with legislation and Board policy.
- c) Agendas shall include all the data and background, information, rationale, and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.
- i) The order of business at a regular meeting shall generally be as follows:

<b>Order of Board Business</b>	<b>Lead</b>	<b>Action</b>
i) Acknowledgement of Treaty 6 Territory	Chair/All	Declaration
ii) Adoption of Agenda	Chair	Decision
iii) Conflict of Interest Declaration	Chair/All	Declaration
iv) Grant Excused Absence	Chair	Decision
v) Adoption of Minutes	All	Decision
vi) Business Arising from Previous Minutes	All	
vii) Closed Session		
viii) Action Items		
<ul style="list-style-type: none"> <li>• Action items arising from Closed Session</li> </ul>		



ix) New Business (including all items that fall under the Board’s Accountabilities:

- Strategic Direction
- Governance Effectiveness and Processes
- Fiscal and Risk Stewardships
- Director Relationship and Management
- Stakeholder Relationships
- Board Involvement in Administrative Matters

x) Pride and Joy Round Table	All	Declaration
xi) Information Items		
xii) Future Meetings, Agendas, Trustee Inquiry and Notices of Motion		
xiii) Adjournment	Chair	Decision

d) Agenda items will be supported by copies of letters, reports, contracts, and other materials as are pertinent to the business, which will come before the Board and will be of value to the Board in the performance of its duties. Each discussion/decision item will include a clear recommendation.

e) Agenda items may be placed on the agenda in one (1) of the following ways:

- i) By having the item included in the Board Annual Work Plan.
- ii) By notifying the Board Chair prior to the regular meeting.
- iii) By notice of motion at the previous meeting of the Board.
- iv) As a request from a committee of the Board.

f) Although the Board seeks to minimize items being added without proper notice, issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to, and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

g) Materials for Board meetings will be distributed to each Trustee and the Director or designate a minimum of three (3) days in advance of the meeting. The Director or designate is responsible for distribution and posting.

h) The Board will follow the order of business set by the agenda unless the order is altered, or new items are added by agreement of the Board.

9) Minutes for Regular or Special Meetings

- a) The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions. The minutes shall record:
  - i) Date, time, and place of meeting
  - ii) Type of meeting
  - iii) Name of presiding officer
  - iv) Names of those Trustees and senior administration in attendance
  - v) Approval of preceding minutes
  - vi) All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full
  - vii) Names of Trustees making the motion
  - viii) Points of order and appeals
  - ix) Appointments
  - x) Attached reports of committees
  - xi) Recording of the vote on a motion (when requested prior to the vote)
  - xii) Trustee declaration of conflict of interest pursuant to *The Education Act, 1995*
- b) The minutes shall:
  - i) Be prepared as directed by the Director;
  - ii) Be reviewed by the Director prior to submission to the Board;
  - iii) Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board;
  - iv) Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- c) The Director shall ensure, upon acceptance by the Board, that appropriate signatures are provided.
- d) The Director shall establish a codification system identifying resolutions determined by the Board which will:
  - i) Provide for ready identification as to the meeting at which it was considered.

- ii) Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings.
- iii) Establish and maintain a file of all Board minutes.
- e) As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board expects the Director of Education to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- f) The approved minutes of a regular or special meeting shall be posted to the website as soon as possible following approval. The Director is responsible to distribute and post the approved minutes.
- g) Each standing or special committee will appoint a recording secretary to take and distribute the record of the proceedings, which will be presented for approval at their next meeting.
- h) All committees of the Board, unless otherwise directed, shall prepare, and submit written or verbal reports of meetings to the Board. All recommendations for action will be brought forward via the decision template.

#### 10) Motions

Motions do not require a seconder.

##### a) Notice of Motion

- i) The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all Trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

##### b) Discussion on Motions

- i) The custom of addressing comments to the Board Chair is to be followed by all persons in attendance.
- ii) A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion. Motions may be submitted by any Trustee, including the Board Chair.

##### c) Speaking to the Motion

- i) The mover of a motion may speak first, and every Trustee shall have an opportunity to speak to the motion before any Trustee is allowed to speak a second time.



- ii) The Chair will normally speak just prior to the last speaker who will be the mover of the motion.
  - iii) As a general guide, a Trustee should not speak longer than a few minutes on any motion, at the discretion of the Board Chair. The Board Chair has the responsibility to direct discussion as needed when such a discussion becomes repetitive, digresses from the topic at hand, becomes inflammatory, or where discussion takes place prior to the acceptance of a motion.
  - iv) No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.
  - v) Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information for the purpose of the discussion.
  - vi) Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time. Discussion and voting on motions and amendments takes place in reverse order of their proposal.
  - vii) Motions or amendments may be withdrawn only with the unanimous consent of the Trustees present.
  - viii) Should a Trustee arrive at the meeting after a motion has been made and prior to taking a vote, the Trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.
- d) Reading of the Motion
- i) A Trustee may require the motion under discussion to be read at any time during the debate, except when a Trustee is speaking.
- e) Entitled Votes
- i) All Trustees, including the Board Chair, are entitled to vote on all motions, except in the case of a conflict of interest, as defined by Section 11 of *The School Division Administration Regulations*.
  - ii) While all Trustees are encouraged to vote on all motions, except in the case of conflict of interest, a Trustee has the right to abstain from voting. An abstention shall not be considered a vote for or against.
- f) Recorded Vote
- i) A recorded vote may be requested by a Trustee before a vote is taken. The minutes shall record the names of all Trustees and whether each Trustee voted for or against the matter or abstained.

g) Required Votes

- i) Each question shall be decided by a majority of the votes of those Trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.
- ii) A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice Chair, which is by secret ballot.

11) Debate

- a) Board meetings shall be conducted according to the parliamentary procedures found in *Robert's Rules of Order Revised* (the version currently utilized by the Saskatchewan School Boards Association) with *The Education Act, 1995*, and *The School Division Administration Regulations*, taking precedence. Meeting procedures shall also be governed by special rules of order set out by the Board in the Board Policy Manual.
- b) Rules shall encourage open and free debate on issues and discourage wandering from issues, personal attacks, and/or reference to personalities. Trustees will strive to respect the opinions of other Trustees. The Chair must guard against any Trustee(s) monopolizing the debate on any issue.
- c) If this reference is inadequate, procedure may be determined by motion supported by the majority of Trustees in attendance.

12) Board Meeting Delegations

In the interest of improving the education provided in Division schools, the Board may make provision for delegations to make a presentation at a Board meeting. Anyone may request an audience with the Board at any time provided:

- a) They give notice, in writing, to the Board Chair at least seven (7) full days before the meeting at which they are to be heard. The Director of Education and Chair have the authority to waive the time requirement.
- b) When scheduling an appointment, delegations should:
  - i) State the nature of the subject that they intend to bring before the Board,
  - ii) Provide a written submission, including desired outcome, prior to the presentation,
  - iii) Identify the spokesperson for the group,
  - iv) Provide an estimate of the number of people who will be in attendance,
  - v) Be prepared to speak to as opposed to reading the submission.

- c) Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
- d) The Board reserves the right to invite delegations to appear before the Board.
- e) At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
- f) Normally delegations will be given a maximum of ten (10) minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
- g) In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual Trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any Trustee voice their opinion thereon; nor shall they, by any statement, commit the Board to any specific course of action. Board preparation and debriefing can occur in closed session prior to presentation and afterwards.
- h) Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual Trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the Trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
- i) Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

### 13) Audio/Video Recordings

- a) Anyone wanting to use recording devices at a public Board meeting shall seek permission of the Board Chair or designate.

### 14) Electronic Meetings

- a) The Board shall accommodate an electronic meeting for a Trustee who is unable to be physically present at a Board or Committee meeting. The Trustee will be deemed present (Appendix I – Electronic Meetings).

## Appendices

**Appendix Name:** A. Services, Materials, and Equipment provided to Trustees

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

Trustees shall be provided with the following services, materials, and equipment while in office:

- 1) Access to the following:
  - a) Current versions of *The Education Act*, *The Education Regulations*, *The School Division Administration Regulations*, and related documents, such as Provincial Education Plan (PEP).
  - b) Division's Strategic Plan.
  - c) Board Policy Manual and Administrative Procedures Manual.
  - d) SSBA Governance Handbook for School Board Members, including descriptions of Indigenous Constituency and Central Constituency as they pertain to the Division
  - e) All Collective Agreements.
  - f) Current Division reports, templates, and resource binders.
  - g) Current version of *Robert's Rules of Order* utilized by the Board.
  - h) School year and meeting calendars.
  - i) School Community Council officials on school websites.
  - j) The Inspiring Success Policy Framework: An Education Sector Indigenous Education Responsibility Framework
  - k) Saskatchewan School Boards Association (SSBA), Public Section of Saskatchewan, and Canadian School Board Association membership services.
- 2) Communications/Public Relations:
  - a) Notification of significant media events and reminders of special meetings.
  - b) Speaker's notes/talking points as required or when requested.
  - c) Individual and Board photographs.
  - d) Online copies of school newsletters.

3) Administrative/Secretarial Services:

- a) Conference registration, travel, and accommodation arrangements.
- b) Information Technology service support.
- c) Trustee business cards.

4) Equipment:

- a) A Division approved and supported laptop computer or device with appropriate software and access. The equipment shall be returned to the Board upon completion of the term in office.

**Appendix Name:** E. Board Committees, Terms of Reference, and Work Plan

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

1) Board Committees

<b>a) Standing Committees</b>	<b>Meetings per year</b>	<b>Trustee Representation</b>	<b>Staff Representation</b>
Audit and Finance Committee	5	3	Director of Education CFO Superintendent of Business Services
Governance Committee	As required	3 including Chair or Vice Chair	Director of Education
Learning Committee	As required	3	Director of Education

<b>b) Ad Hoc Committees</b>	<b>Meetings per year</b>	<b>Trustee Representation</b>	<b>Staff Representation</b>
Staff Recognition Committee	As required	3	n/a

2) Administrative Committees with Board Representation

<b>a) Standing Committees</b>	<b>Meetings per year</b>	<b>Trustee Representation</b>	<b>Staff Representation</b>
Bargaining Committee	Determined by HR Superintendent	3	HR Superintendent
Human Resource Committee	Determined by HR Superintendent	3	HR Superintendent
Transportation Review Committee	Determined by Learning Superintendent or Transportation Manager	2 (Trustee for subdivision in question may be invited to attend a meeting)	Learning Superintendent responsible for Transportation Transportation Manager

<b>b) Ad Hoc Committees</b>	<b>Meetings per year</b>	<b>Trustee Representation</b>	<b>Staff Representation</b>
Discipline Committee	As required	3	Director of Education
Superintendent and Coordinator Hiring Committee (see 3(d) in Board Policy 324 – Board Involvement in Personnel Matters)	Determined by HR Superintendent	Chair or Vice Chair and Trustee	Director of Education Deputy Director of Education HR Superintendent
New School Building Projects	Determined by staff	1 - 2	CFO



**Appendix Name:** H. Annual Declaration of Potential Conflict of Interest

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

**Annual Declaration of Potentially Conflicting Interests**

Annually, each Trustee of the Board shall confirm in writing that they have read and understood the Board’s Code of Conduct and Conflict of Interest policies as per Appendix C and shall disclose any outside interests or activities that may pose a conflict of interest.

Currently, I am a Trustee, member, committee member, officer, substantial shareholder/owner/investor, or an employee of the following organizations or community groups:

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I am not now, nor have not at any time in the past twelve (12) months, been involved, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with the Division that could result in personal benefit to me and/or my family.

I am not now, nor have not at any time in the past twelve (12) months, been a recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with the Division. Any exceptions to the above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have in the persons or organizations having transactions with the Division.

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I \_\_\_\_\_ have read, understood, and will comply with the Conflict of Interest Policy as set out by the Board. I will act in the best interest of the institution/organization and avoid any situations that could result in real or perceived conflict of interest.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Reference:*

*SSBA Board Governance Handbook Supplemental Contents 2016*

**Appendix Name:** I. Electronic Meetings

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

The Board has created policy to guide the use of electronics for the holding of meetings of the Board and/or Committees of the Board. All provisions in the legislation with regard to closed session meetings and conflict of interest will apply to electronic meetings of the Board and/or its Committee meetings.

The Board recognizes the necessity of providing Trustees with the ability to participate in all meetings that require representative attendance and participation. Electronic meetings are recognized as being a legitimate means of conducting business of the Board and may provide for a more efficient use of time and resources.

**Process:**

- 1) The Board shall provide the electronic device for Trustees to participate in the meeting of the Board or its Committee(s).
- 2) Electronic participation in Board or Committee meetings shall comply with the Act and Regulations.
- 3) A Trustee who participates in a meeting by electronic means shall be considered present at the meeting.
- 4) All rules pertaining to in-person member, Board, or Committee meetings apply equally to electronic meetings (e.g., notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.).
- 5) All meeting participants must ensure they maintain complete privacy in their off-site meeting space. This will ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting (e.g., the use of headphones or ear buds).
- 6) At no time will meeting participants record any portion of the meeting without prior consent of the Board. The only exception to this is any recording made by the Assistant to the Director or approved designate for the purpose of minute taking. Any such recording must be destroyed once the official minutes of the meeting have been approved.
- 7) The chat function in electronic meetings will be used as an assistive tool at the discretion of the Board and will not be copied and saved by meeting participants or included as part of the official meeting minutes.
- 8) Those participating in an electronic meeting shall notify the Chair and/or Vice Chair of any departure from the meeting before absenting themselves to ensure quorum is maintained.
- 9) When voting at electronic meetings is called for, opposition to the motion is called first. The Chair will then announce the number of votes cast in favour or against the motion and whether the motion is carried.

- a) When the technology does not allow for those votes requiring a secret ballot, a confidential email should be in place between meeting participants and the scrutineer to facilitate secret votes.
- 10) To avoid as much disruption as possible and to support seamless dialogue and debate, all participants will keep their electronic devices on mute unless speaking.

*Reference:*

*Adapted from Regina Catholic School Board Policy*

**Appendix Name:** L. Annual Board Plan Framework

**Policy Section:** Appendices

**Effective Date:** November 23, 2023

**Revised Date:** February 24, 2025

<b>MONTH</b>	<b>STRATEGIC DIRECTION</b>	<b>FISCAL STEWARDSHIP</b>	<b>GOVERNANCE EFFECTIVENESS</b>	<b>STAKEHOLDER/DIRECTOR RELATIONS</b>
<b>August</b>			<ul style="list-style-type: none"> <li>Review Director of Education Policy</li> </ul>	
<b>September</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Semi-Annual Transportation Report</li> <li>Approve Quarterly Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>Nominations of Trustees (in an election year)</li> <li>Plan for annual fall workshop and orientation for new Trustees in an election (if required)</li> <li>Board policy review</li> </ul>	<ul style="list-style-type: none"> <li>Prepare SSBA resolution submission and review SSBA Bylaw revisions prior to October deadline for SSBA AGM (if required)</li> <li>Plan for PSTA Liaison meeting</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>		<ul style="list-style-type: none"> <li>Conduct Board self-evaluation</li> <li>Fall Board workshop (hold in November during year of elections)</li> <li>Board policy review</li> </ul>	<ul style="list-style-type: none"> <li>Submit SSBA resolution (if required)</li> <li>Bus driver Appreciation Day</li> <li>Education Week</li> <li>SCC Fall Assembly</li> <li>Receive summary report of SCC Annual Reports</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> <li>Review and approve submission of Annual Report to the Ministry</li> </ul>	<ul style="list-style-type: none"> <li>Approve Semi-Annual Facilities Report</li> <li>Approve Audited Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>School Board elections (in an election year)</li> <li>Organizational meeting</li> <li>Board orientation</li> <li>Board policy review</li> </ul>	<ul style="list-style-type: none"> <li>SSBA Fall General Assembly and Public Section General Meeting</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>Approve Quarterly Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>Board policy review</li> </ul>	<ul style="list-style-type: none"> <li>Service awards</li> <li>Staff Christmas treats</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>Strategic Plan Goal Monthly Report</li> </ul>		<ul style="list-style-type: none"> <li>Winter workshop</li> <li>Board policy review</li> </ul>	



<b>MONTH</b>	<b>STRATEGIC DIRECTION</b>	<b>FISCAL STEWARDSHIP</b>	<b>GOVERNANCE EFFECTIVENESS</b>	<b>STAKEHOLDER/DIRECTOR RELATIONS</b>
<b>February</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> <li>• Human Resources Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Approve Semi-Annual Transportation Report</li> </ul>	<ul style="list-style-type: none"> <li>• Board policy review</li> </ul>	<ul style="list-style-type: none"> <li>• Plan for meetings with Minister of Education, MLAs</li> <li>• Plan for PSTA Liaison spring/summer meeting</li> <li>• Teacher and Staff Appreciation Week</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> <li>• Technology Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessment annual review</li> <li>• Approve Quarterly Financial report</li> <li>• Provincial budget day</li> <li>• Budget impact review following provincial budget</li> </ul>	<ul style="list-style-type: none"> <li>• Board policy review</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Appoint Auditor (every 3-5 years)</li> </ul>	<ul style="list-style-type: none"> <li>• Board policy review</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiate Director of Education contract (Director Relations)</li> <li>• Meeting with Minister of Education</li> <li>• SSBA Spring General Assembly</li> <li>• SCC Spring Assembly</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Strategic Plan Goal Monthly Report</li> </ul>	<ul style="list-style-type: none"> <li>• Budget review</li> <li>• Approve Semi-Annual Facilities Report</li> </ul>	<ul style="list-style-type: none"> <li>• Board policy review</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Director performance review (Director Relations)</li> <li>• Finalize Director of Education contract (Director Relations)</li> </ul>
<b>June</b>		<ul style="list-style-type: none"> <li>• Approve Quarterly Financial Report</li> <li>• Approve final budget</li> </ul>	<ul style="list-style-type: none"> <li>• Board policy review</li> <li>• Review and approve Board Planning Cycle, including setting Board meeting dates and times</li> </ul>	<ul style="list-style-type: none"> <li>• Public Section General Meeting</li> </ul>



<b>MONTH</b>	<b>STRATEGIC DIRECTION</b>	<b>FISCAL STEWARDSHIP</b>	<b>GOVERNANCE EFFECTIVENESS</b>	<b>STAKEHOLDER/DIRECTOR RELATIONS</b>
<b>July</b>				<ul style="list-style-type: none"><li>• No regular Board meetings</li><li>• Canadian School Boards Association (CSBA) Congress</li></ul>