

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

**Present for the meeting were Board Members:** Kate Kading, Chairperson; Kimberly MacLean, Vice Chairperson; Adin Dereniwski; Cindy Friesen (left at 12:02 p.m.; joined at 1:00p.m.); Wendy Friesen; Kimberly Greyeyes (left at 12:08 p.m.; joined 1:00 p.m.); Bernie Martineau; Shelby Poggemiller (left at 10:58 a.m.); Michael Richards (left at 11:16 a.m.; joined at 11:45 a.m.); Emily Summach; and Christa-Ann Willems.

**Also in attendance:** Tracey Young, Director of Education; Dean Broughton, Deputy Director of Education; Bob Bayles, Deputy Director of Business Services, CFO, CHRO; Erin Olexyn, Assistant to the Director.

**Guests in attendance:** Teresa Korol, Superintendent of Business Services (joined at 11:25 a.m.; left at 12:19 p.m.); Mitch Luiten, Learning Superintendent (joined at 1:01 p.m.; left at 1:56 p.m.), Jaren Vetter, Principal of Warman High School (joined at 1:14 p.m.; left at 1:34 p.m.); Wes Peters, Teacher at Warman High School (joined at 1:14 p.m.; left at 1:34 p.m.); Chris Mason, Principal of Lake Vista Public School (joined at 1:14 p.m.; left at 1:34 p.m.); and Lee-Anne Massey, Teacher at Lake Vista Public School (joined at 1:14 p.m.; left at 1:34 p.m.).

Kate Kading called the meeting to order at 10:09 a.m. and acknowledged that the meeting was being held on Treaty Six Territory.

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| 1. | THAT the Board adopt the Agenda as presented.   | <u>Agenda</u><br>MacLean<br><br><b>Carried</b>          |
| 2. | THAT the minutes of October 27, 2025, be adopted as presented.  | <u>Minutes</u><br>Dereniwski<br><br><b>Carried</b>      |
| 3. | THAT the Board move into closed session at 10:10 a.m. for the following item: <ul style="list-style-type: none"><li>• Committee Reports</li><li>• Project Manger for South Corman Park School</li></ul> | <u>Closed Session</u><br>Richards<br><br><b>Carried</b> |

Shelby Poggemiller left the meeting at 10:58 a.m.

Mike Richards left the meeting at 11:16 a.m.

Teresa Korol, Superintendent of Business Services, joined the meeting at 11:25 a.m.

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| 4. | THAT the Board return from closed session at 11:42 a.m. | <u>Closed Session</u><br>W. Friesen<br><br><b>Carried</b> |
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5. THAT the Board approve the Terms of Reference for the Finance and Risk Committee as presented and attached to form part of these minutes.

Terms of Reference  
Summach

**Carried**

Mike Richards joined the meeting at 11:45 a.m.

6. THAT the Board approve the Audited Financial Statements and reports for the year ended August 31, 2025, pending any minor changes after the Ministry of Education and Ministry of Finance format review and approval.

2024/25  
Audited Financials  
MacLean

**Carried**

7. THAT the Board award the contract for Project Management Services for the South Corman Park K-12 School to JPH Consulting in the amount of \$672,767.41 including GST and PST.

Project Management  
Martineau

**Carried.**

Teresa Korol presented the Facilities Semi-Annual Report for Fall 2025 for the Board information.

Cindy Friesen left the meeting at 12:02 p.m.

Kimberly Greyeyes left the meeting at 12:08 p.m.

The Board adjourned for lunch at 12:19 p.m. Teresa Korol left the meeting at 12:19 p.m.

The Board reconvened at 1:00 p.m.

Mitch Luiten, Learning Superintendent, joined the meeting at 1:01 p.m.

Mitch presented the Complexity Support Teacher Report for the Boards Information.

Jaren Vetter, Principal at Warman High School, Wes Peters, teacher at Warman High School, Chris Mason, Principal at Lake Vista Public School and Lee-Anne Massey, teacher at Lake Vista Public School joined at 1:14 p.m.

Jaren Vetter and Wes Peters presented the role of a Complexity Support Teacher at Warman High School for the Boards Information.

Chris Mason and Lee-Anne Massey presented the role of a Complexity Support Teacher at Lake Vista Public School for the Boards Information.

Jaren Vetter, Wes Peters, Chris Mason and Lee-Anne Massey left the meeting at 1:34 p.m.

Mitch Luiten left the meeting at 1:56 p.m.

Tracey Young presented the Annual Report for the year ended August 31, 2025, for the Boards Information and approval.

8. THAT the Board approve the 2024/25 Annual Report, pending any minor changes after the Ministry of Education and Ministry of Finance format review and approval.

Annual Report  
Richards

**Carried.**

Kate Kading presented Board Policy: Appendix L Annual Board Plan Framework recommending minor changes.

9. THAT the Board approves the recommendation to change Board Policy: Appendix L Annual Board Plan Framework and are attached to form part of these minutes.

Board Policy:  
Appendix L  
Dereniowski

**Carried.**

Tracey presented an update for the School Review Process for the Boards Information.

Bob Bayles presented the Accessibility Plan Advisory Report for Board information and approval.

10. THAT the Board approves the Accessibility Plan Advisory Report as presented by Administration.

Accessibility  
Report  
Willems

**Carried.**

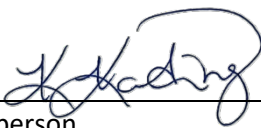
Kate Kading and Tracey Young presented their respective monthly reports for the Board's information.

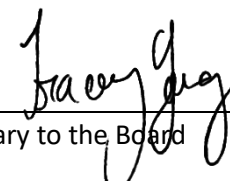
The Board reported on other activities and meetings attended since the last Board meeting.

11. THAT the meeting be adjourned at 2:42 p.m. The next meeting to be held on Monday, December 15, 2025, at 10:00 a.m.

Adjournment  
Greyeyes

**Carried.**

  
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Chairperson

  
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Secretary to the Board

## **Board Finance and Risk Committee - Terms of Reference**

### **Purpose:**

The purpose of the Board Finance and Risk 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 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
- Provide oversight regarding Board Policy 404 – Investments

### **Composition and Operations**

The membership of the committee shall be comprised of:

- The Board Chair and a minimum of two (2) to a maximum of three (3) other Board Members
- Director/designate

Appointment and operations of the committee members will be in accordance with Board Policy 307 – Committees of the Board and Appendix E – Board Committees, Terms of Reference, and Work Plan. 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 and Risk Committee will perform the following:

- Select a Chair
- Make decisions, as necessary, pursuant to Board Policy 307 and Appendix E
- 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 and Risk Committee annually and make recommendations to the Board, as required

## **Meetings**

The committee will meet on an “as needed” basis (a minimum of three (3) meetings) to accommodate the following:

- A budget planning process review in November;
- An annual review of Terms of Reference 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;
- An indemnity review in May/June; 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 Business Services, CFO, CHRO, and Superintendent of Business Services will provide staff support and the recording secretary to the Committee.