**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, September 21, 2026, commencing at 10:00 a.m.**

**Present for the meeting were Board Members:** Kate Kading, Chairperson; Kimberly MacLean, Vice Chairperson; Adin Dereniwski; Cindy Friesen; Wendy Friesen; Kimberly Greyeyes (left at 10:39 a.m.; joined at 10:54 a.m.); Bernie Martineau; Shelby Poggemiller; Michael Richards (left at 11:26 a.m.; joined at 11:36 a.m.; left at 11:54 a.m.; joined at 12:45 p.m.; left at 12:51 p.m.; joined at 12:55 p.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 and Brenda Erickson, Communications Manager.

**Guests in attendance:** Kent Muench, Superintendent of Technology and Transportation (joined at 11:07 a.m.; left at 11:24 a.m.); and Jocelyne Possberg, Transportation Manager (joined at 11:07 a.m.; left at 11:24 a.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.

The Board removed the Consent Agenda item, Warman High School Naming of Construction Shop Building and added it as item 10) n).

1. THAT the agenda be adopted as amended.

Agenda
Summach

***Carried.***

2. THAT the Consent Agenda be adopted as presented, including the following items:
   - Minutes of August 24, 2026
   - Appendix L. Annual Board Plan Framework

Consent Agenda
W. Friesen

***Carried.***

3. THAT the Board move into closed session at 10:18 a.m. for the following items:
   - Governance Committee Meeting Minutes of September 16, 2026
   - SSBA 2026 AGM Ballot Information
   - SSBA Bylaw Amendments
   - Board Self-Evaluation
   - Bus Garage Purchase Update

Closed Session
Richards

4. THAT the Board return from closed session at 10:39 a.m.

Closed Session
Dereniwski

***Carried.***

Kimberly Greyeyes left the meeting at 10:39 a.m.

The following motion arose from closed session:

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| 5. | THAT the Board accepts the Governance Committee's recommended revisions to Board Policy 305 Role of Board Chair and is attached to form part of these minutes.<br>***Carried.*** | Board Policy Revisions 305<br>MacLean |
| 6. | THAT the Board accepts the Governance Committee's recommended revisions to Board Policy 306 Role of Board Vice-Chair and is attached to form part of these minutes.<br>***Carried.*** | Board Policy Revisions 306<br>Poggemiller |
| 7. | THAT the Board accepts the Governance Committee's recommended revisions to Board Policy 314 Trustee Compensation and is attached to form part of these minutes.<br>***Carried.*** | Board Policy Revisions 314<br>Willems |
| 8. | THAT the Board accepts the Governance Committee's recommended revisions to Board Policy Appendix D. Schedule of Compensation and Expense Allowance and is attached to form part of these minutes.<br>***Carried.*** | Board Policy Appendix D.<br>Summach |
| 9. | THAT the Board accepts the Governance Committee's recommended revisions to Trustee Compensation and Indemnity Guidelines.<br>***Carried.*** | Trustee Guidelines<br>Richards |

The Board discussed the naming of Warman High School construction shop and noted the following:

- Offer for sponsorship came from the local business
- Grateful to Zak's Building Group for the contribution
- Relevant Administrative Procedure will be reviewed to include defined sponsorship terms.

Kimberly Greyeyes returned to the meeting at 10:54 a.m.

| | | |
|---|---|---|
| 10. | THAT the Board approves the request for the naming of Warman High School Construction Shop to: Zak's Build Lab.<br>***Carried.*** | WHS Construction Shop<br>Dereniwski |

Kent Muench, Superintendent of Technology and Transportation and Jocelyne Possberg, Transportation Manager, joined the meeting at 11:07 a.m.

Kent Muench and Jocelyne Possberg presented the Semi-Annual Transportation Report for the Board's information highlighting the staff and their hard work to keep the busing department running smoothly.

Kent Muench and Jocelyne Possberg left the meeting at 11:24 a.m.

Mike Richards left the meeting at 11:26 a.m.

The Board discussed the Ministry of Education's letter to stakeholders and will respond to the Ministry with recommended changes to the Education Act.

Mike Richards joined the meeting at 11:36 a.m.

Tracey Young shared that the Prairie Spirit Teachers' Association (PSTA) President has requested a liaison meeting for the PSTA and the Prairie Spirit Board of Education and the Director of Education.

Kate Kading shared the Saskatchewan School Boards Association position statement for review and noted no changes.

Mike Richards left the meeting at 11:54 a.m.

Dean Broughton shared Prairie Spirit School Division's online webpages that parents can access for information and support for kindergarten to grade nine math and literacy.

The Board recessed for lunch at 12:06 p.m.

The Board reconvened at 12:35 p.m.

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

Mike Richards joined the meeting at 12:45 p.m.

Mike Richards left the meeting at 12:51 p.m.

Mike Richards joined the meeting at 12:55 p.m.

The Board requested the agenda item, ShareWord distribution of Bibles to students, be tabled until next Board meeting.

11. THAT the above noted agenda item be tabled until October 19, 2026.

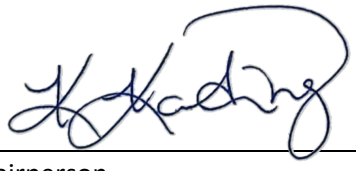
Tabled Agenda Item
W. Friesen

***Carried.***

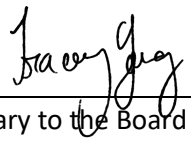
The Board reported on other activities and meetings attended since the last Board meeting.

12. THAT the meeting be adjourned at 1:55 p.m. The next meeting to be held on Monday, October 19, 2026, at 10:00 a.m. — Adjournment — Dereniwski

***Carried.***



Chairperson



Secretary to the Board

PRAIRIE SPIRIT
SCHOOL DIVISION

**Policy Number and Name:** 305 Role of Board Chair

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023 **Revised Date:** September 15, 2026

**Purpose:**

The Board Chair provides overall leadership to the Board, and guides, supports, and holds Trustees accountable to act in accordance with the Governance style and policies.

**Policy:**

The Board Chair shall:

1) Be elected at the Organizational Meeting of the Board each year and hold office until the next Organizational Meeting and shall be eligible for re-election.

2) Preside over all regular and special meetings of the Board and shall have the duties and authority usually associated with that office in the conduct of meetings.

3) Have the duties and powers conferred by the Act, Province of Saskatchewan, and such other responsibilities as may be required by formal action of the Board.

4) Ensure that the Board operates in accordance with its own policies and procedures.

5) Prior to each Board meeting, confer with the Vice Chair and Director to identify and approve the items to be included on the agenda, the order of these items, and become thoroughly familiar with them.

6) Perform the following duties during Board meetings:

    a) Ensure that all issues before the Board are well stated and clearly expressed.

    b) Ensure that each Trustee has a full and fair opportunity to be heard and understood by the other members of the Board in order that collective opinion can be developed, and a corporate decision reached.

    c) Direct the discussion by Trustees to the topic being considered by the Board.

    d) Extend hospitality to trustees, officials of the Board, the press, and members of the public.

7) Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the Board and where those are silent, the most recent version of *Robert's Rules of Order*.

8) Act as the chief spokesperson for the Board except for those instances where the Board has delegated this role to another individual or group.

9) Act as a signing officer for the Division.

10) ~~Must~~ Be a member of ~~on~~ the Board Finance and Risk Committee.

11) The Board Chair or Vice-Chair shall act as Chair of Board Governance Committee~~.~~

12) Represent the Board at official meetings inside and outside of the Division. In the event that either the Chair or the Vice Chair is not able to be in attendance at a Board or community sponsored function, the Chair shall endeavor to ensure that a Trustee is in attendance to represent the Board.

~~12.~~13) Will ensure they understand their role and board governance and shall seek learning opportunities to expand their skills and knowledge.

~~13.~~14) Keep the Trustees and the Director informed on all matters that might affect the educational opportunities in the Division.

~~14.~~15) Act as an ex-officio (non-voting) member of all committees appointed by the Board.

~~15.~~16) Act as a voting member of any committee specifically appointed to by Board resolution.

~~16.~~17) Ensure that the Board engages in regular assessments of its effectiveness as a Board.

~~17.~~18) Address inappropriate behaviour on the part of a Trustee.

~~18.~~19) Review and approve the Director's monthly expense claim, vacation entitlement report, and sick leave report in accordance with the Director's contract provisions.

~~19.~~20) Review and approve the Vice Chair's monthly expense claim and submit their own expense claim to the Vice Chair for review and approval in accordance with Board policy.

~~20.~~21) Receive any harassment complaint that involves the Director of Education.

*References:*

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

PRAIRIE SPIRIT
SCHOOL DIVISION

**Policy Number and Name:** 306 Role of Board Vice Chair

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023 **Revised Date:** September 15, 2026

**Purpose:**

The Board Vice Chair supports the Chair in providing leadership and guidance to the Board and acts on behalf of the Chair when the situation arises.

**Policy:**

The Vice Chair shall:

1) Be elected at the Organizational Meeting of the Board each year and hold office until the next Organizational Meeting and shall be eligible for re-election.

2) Act on behalf of the Chair, in the latter's absence or at the Chair's request, and shall have all the duties and responsibilities of the Board Chair.

3) Assist the Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.

4) Support the Chair in preparation for and facilitation of Board meetings.

~~5) Facilitates new Trustee orientation following the civic election and implements the orientation in consultation with the Board.~~

~~6)~~5) Review and sign off on expense claims of the Chair and Trustees.

~~7)~~6) Assists and supports the Chair in addressing inappropriate behavior on the part of the Trustees.

~~8)~~7) Must ~~sit~~ serve on the Board Human Resource Committee.

~~9)~~8) The Board Chair or Vice-Chair ~~must~~ shall serve as Chair of Board Governance Committee.

~~10)~~9) Carry out the Code of Conduct processes outlined in the Code of Conduct policy in cases where the matter involves the Chair.

~~11)~~10) Act as the signing officer of the Division in absence of the Chair as per the Board Policy 403 - Signing Authority.

~~12)~~11) Be assigned other duties and responsibilities by the Board or Board Chair.

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

PRAIRIE SPIRIT
SCHOOL DIVISION

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

**Policy Section:** 300 Board Governance

**Effective Date:** November 23, 2023 **Revised Date:** September 15, 2026

**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~~ Indemnity;

   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).

PRAIRIE SPIRIT
SCHOOL DIVISION

**Appendix Name:** D. Schedule of Compensation and Expense Allowance

**Policy Section:** Appendices

**Effective Date:** November 23, 2023 **Revised Date:** September 15, 2026

1) Trustees shall be reimbursed expenses for all Board and committee meetings attended, as well as any meeting attended at the direction of the Board based on the following guidelines:

   a) A Trustee attending a Board meeting shall be reimbursed at the following rates:

      i) $310.00/Board meeting for Board Chair:

      ii) $280.00/Board meeting for Board Vice Chair; and

      iii) $250.00/Board meeting for Trustees.

   b) A Trustee attending any official Board activity or committee meeting shall be reimbursed per individual meeting at the following rates:

      i) Board Chair

         (1) Up to and including four (4) hours - $155.00

         (2) Over four (4) hours and up to and including eight (8) hours - $310.00

         (3) Over eight (8) hours and up to and including twelve (12) hours - $465.00

      ii) Board Vice Chair

         (1) Up to and including four (4) hours - $140.00

         (2) Over four (4) hours and up to and including eight (8) hours - $280.00

         (3) Over eight (8) hours and up to and including twelve (12) hours - $420.00

      iii) Trustees

         (1) Up to and including four (4) hours - $125.00

         (2) Over four (4) hours and up to and including eight (8) hours - $250.00

         (3) Over eight (8) hours and up to and including twelve (12) hours - $375.00

   c) Expenses shall be reimbursed as follows:

      i) Travel allowance shall be paid at a rate of $0.58 per kilometre. The rate will remain in effect unless the rate is greater than or less than a factor of 5% of the Public Service Commission rates that are published October 1st and April 1st.

ii) The Board will review the rate at its next meeting following the publishing of the Public Service Commission rates if the rate differential is greater than 5% of the current fixed rate.

iii) Out of pocket expenses must be supported by receipts unless expense is $20 or less with reason stated.

d) Travel time shall be reimbursed at a rate of $20/hour.

e) Base meeting preparation allowance for each Trustee shall be paid at a rate of $200/month from August to June of each year.

f) Base annual allowance of ~~$5,000~~ $7,500 shall be paid to the Board Chair over a ten-month period from September to June.

~~f)~~g) Base annual allowance of $2,500 shall be paid to the Board Vice-Chair over a ten-month period from September to June.

~~g)~~h) The Board values the contribution of Trustees who serve on the Board. This section provides guidance in recognizing the service provided to the Division by non-returning Trustees. This does not apply to Trustees who are removed from office under *The Education Act, 1995*.

i) Trustees who will not be returning to the Board:

(1) Will be invited to an appreciation meal for the Trustee with the Board from the previous term and senior staff.

(2) May select an item from the Division's Service Recognition Award Catalogue:

(a) Less than full term – any one item from the five (5) to twenty (20) year categories;

or

(b) Full term or more – any one item from any category within the catalogue.