

*Prairie South Schools*  
**BOARD OF EDUCATION**

**September 5, 2023**

1:00 p.m.

Central Office, 1075 9<sup>th</sup> Avenue NW

Moose Jaw

**ORGANIZATIONAL MEETING AGENDA**

- 1. Opening Remarks**  
Director of Education
- 2. Adoption of the Agenda**
- 3. Call for Nomination of Chair**  
Director of Education
- 4. Call for Nomination of Vice-Chair**  
Chair
- 5. Motion to Destroy Ballots**
- 6. Decision and Discussion Items**
  - 6.1.** Trustee Self-Assessment – Governance Competencies
  - 6.2.** Board Annual Work Plan – Schedule of Meetings
  - 6.3.** Board Remuneration Rates – Annual
  - 6.4.** Missed Meetings
  - 6.5.** Board Remuneration Rates – Out-of-Division
  - 6.6.** Board Remuneration Rates – Travel Time
  - 6.7.** Annual Governance Professional Development Allotment
  - 6.8.** Expense Rates – Mileage
  - 6.9.** Expense Rates – Meal Reimbursement
  - 6.10.** Expense Rates – Parking
  - 6.11.** Expense Rates – Accommodation
  - 6.12.** Board Spokesperson
  - 6.13.** Cheque Signing Authority
  - 6.14.** Operating Line of Credit
- 7. Information Items**
  - 7.1.** Auditor Appointment
  - 7.2.** Board Solicitor
  - 7.3.** Board Architect
  - 7.4.** SSBA Code of Ethics and Board Policy 4 Conflict of Interest
- 8. Adjournment**

## AGENDA ITEM

|                      |   |                       |      |
|----------------------|---|-----------------------|------|
| <b>Meeting Date:</b> | September 5, 2023   | <b>Agenda Item #:</b> | 06.1 |
| <b>Topic:</b>        | <b>Trustee Self-Assessment – Governance Competencies</b>  |                       |      |
| <b>Intent:</b>       | <input type="checkbox"/> Decision <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information |                       |      |

|  |   |
|--|---|
| <b>Background:</b>                     | In 2015, the Provincial Auditor of Saskatchewan (PAS) recommended that trustees complete an annual self assessment of competencies and interests.   |
| <b>Current Status:</b>                 | In Prairie South, the annual self-assessment of Governance Skills and Competencies allows the Board Chair to assign trustees to committees of the Board in a purposeful way. In the event that the Board as a whole has limited experience or interest in one or more categories, additional professional development or inservice may be requested by the Board Chair to ensure that all competencies are addressed. |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> | The Board of Education has determined which competencies are appropriate for the purpose of the self-assessment.  |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Ryan Boughen        | August 21, 2023 | <ul style="list-style-type: none"> <li>Self-Assessment Instrument</li> </ul> |

### ***Discussion Only:***

No motion required. Individual trustees complete the self-assessment and provide the results to the Board Chair by September 5, 2023.

**Board of Education Knowledge and Competencies to Govern Process**

1. The Board will review annually the Trustee Knowledge and Competencies Matrix to determine which areas of knowledge and competency continue to be of importance to the Board, and to add and remove items as appropriate.

2. Trustees will self-evaluate their education and experience using the following rubric:

|   |   |
|---|---|
| 1. <b><u>Little</u></b><br>Interest or<br>Experience      | Trustee would prefer to lead in other areas. Trustee has limited educational background <u>and</u> limited board or employment experience in this area  |
| 2. <b><u>Moderate</u></b><br>Interest or<br>Experience    | Trustee has interest consistent with learning and leading at the Board planning level. Trustee has modest educational experience <u>or</u> board or employment experience                             |
| 3. <b><u>Significant</u></b><br>Interest or<br>Experience | Trustee has a keen interest in this area, and would like to engage in Committee and other work related to this. Trustee has extensive educational background <u>or</u> board or employment experience |

3. The Board Chair will use Trustee self-evaluation information as one component of the process to assign Trustees to Board Committees.
4. Trustees will use self-evaluation data to inform professional development activities during the subsequent year.

|                                    | Davidson | Bumbac | Pryor | Bachmann | Wilson | Boyle | Froese | Hagan | Jukes | Young |
|------------------------------------|----------|--------|-------|----------|--------|-------|--------|-------|-------|-------|
| Administration / Governance        |          |        |       |          |        |       |        |       |       |       |
| Teaching                           |          |        |       |          |        |       |        |       |       |       |
| Labour Relations / Human Resources |          |        |       |          |        |       |        |       |       |       |
| Facilities / Infrastructure        |          |        |       |          |        |       |        |       |       |       |
| Financial / Accounting             |          |        |       |          |        |       |        |       |       |       |
| Advocacy / Communications          |          |        |       |          |        |       |        |       |       |       |
| Information Technology             |          |        |       |          |        |       |        |       |       |       |
| Strategic Planning                 |          |        |       |          |        |       |        |       |       |       |
| Risk Management                    |          |        |       |          |        |       |        |       |       |       |

|          |  |   |
|----------|--|---|
| <b>1</b> | <b><u>Little</u></b> Interest or Experience      | Trustee would prefer to lead in other areas. Trustee has limited educational background <u>and</u> limited board or employment experience in this area  |
| <b>2</b> | <b><u>Moderate</u></b> Interest or Experience    | Trustee has interest consistent with learning and leading at the Board planning level. Trustee has modest educational experience <u>or</u> board or employment experience                             |
| <b>3</b> | <b><u>Significant</u></b> Interest or Experience | Trustee has a keen interest in this area, and would like to engage in Committee and other work related to this. Trustee has extensive educational background <u>or</u> board or employment experience |

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                                    | <b>Agenda Item #:</b>               | 06.2                                 |
| <b>Topic:</b>        | <b>Board Annual Work Plan – Schedule of Meetings</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision         | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | On an annual basis, the Board of Education determines a meeting schedule for public meetings and Committee of the Whole Planning and Inservice sessions.   |
| <b>Current Status:</b>                 | Currently, the Board of Education meets monthly on the first Tuesday and on other days as required.  |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         | The recommended schedule of meetings will satisfy the needs of the 2023-2024 budget.   |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             | Public meetings are required in accordance with <i>The Education Act, 1995, S80</i> and <i>The School Division Administration Regulations, 2017, S15</i> . |
| <b>Communications:</b>                 |  |

|                     |                 |   |
|---------------------|-----------------|---|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>   |
| Ryan Boughen        | August 21, 2023 | <ul style="list-style-type: none"> <li>Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2023-2024</li> </ul> |

### ***Recommendation:***

That the Board confirm the schedule of meetings for the remainder of the 2023-2024 school year as presented.

## Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2023-2024

|                       |   |
|-----------------------|---|
| <b>September 2023</b> | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, <b>September 5</b></li> <li>Organizational Meeting, 1:00 pm – 4:00 pm, <b>September 5</b></li> <li>Regular Meeting, Immediately Following Organizational Meeting, <b>September 5</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>September 26</b></li> </ul>  |
| <b>October 2023</b>   | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>October 3</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>October 3</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>October 24</b></li> <li><u>Tentative</u>: Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>October 25</b></li> </ul>  |
| <b>November 2023</b>  | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>November 7</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>November 7</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>November 21</b></li> <li>Special Meeting, 1:30 pm – 4:00 pm, <b>November 21</b></li> <li><u>Tentative</u>: Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>November 22</b></li> </ul> |
| <b>December 2023</b>  | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>December 5</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>December 5</b></li> </ul>  |
| <b>January 2024</b>   | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>January 9</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>January 9</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>January 23</b></li> </ul>  |
| <b>February 2024</b>  | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>February 6</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>February 6</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>February 27</b></li> </ul>   |
| <b>March 2024</b>     | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>March 5</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>March 5</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>March 19</b></li> </ul>  |
| <b>April 2024</b>     | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>April 9</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>April 9</b></li> <li>Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, <b>April 23</b></li> <li>Committee of the Whole Planning Meeting (Director Performance Appraisal in morning) 10:30 am – 4:00 pm, <b>April 24</b></li> </ul>   |
| <b>May 2024</b>       | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>May 7</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>May 7</b></li> <li>Committee of the Whole Planning Meeting (AP Renewal in afternoon) 10:30 am – 4:00 pm, <b>May 21</b></li> </ul>   |
| <b>June 2024</b>      | <ul style="list-style-type: none"> <li>Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, <b>June 4</b></li> <li>Regular Meeting, 1:30 pm – 4:00 pm, <b>June 4</b></li> </ul>  |

**Note: August Meeting Placeholder – August 13 or 20, 2024 at the call of the Chair**

# AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                            | <b>Agenda Item #:</b>               | 06.3                                 |
| <b>Topic:</b>        | <b>Board Remuneration Rates - Annual</b>     |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | <p>Historical remuneration amounts are:</p> <ul style="list-style-type: none"> <li>• Member: <ul style="list-style-type: none"> <li>– 2018-2021: \$1,325 per month;</li> <li>– 2021-2022: \$1,349 per month;</li> <li>– 2022-2023: \$1,389.50 per month.</li> </ul> </li> <li>• Vice-Chair: <ul style="list-style-type: none"> <li>– 2018-2021: \$1,399 per month;</li> <li>– 2021-2022: \$1,424 per month;</li> <li>– 2022-2023: \$1466.75 per month.</li> </ul> </li> <li>• Chair: <ul style="list-style-type: none"> <li>– 2018-2021: \$1,472 per month;</li> <li>– 2021-2022: \$1,499 per month;</li> <li>– 2022-2023: \$1544 per month.</li> </ul> </li> </ul> |
| <b>Current Status:</b>                 | <p>During 2023-2024 budget planning, trustee remuneration was budgeted for as follows:</p> <ul style="list-style-type: none"> <li>• Member: \$1,431.17 per month</li> <li>• Vice-Chair: \$1,510.75 per month</li> <li>• Chair: \$1,590.33 per month</li> </ul>  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         | The recommended motion will satisfy the needs of the 2023-2024 budget.  |
| <b>Governance/Policy Implications:</b> | <p><i>The School Division Administration Regulations, 2017</i> describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education</p>   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

## Recommendation:

That for the 2023-2024 fiscal year, trustee remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division shall be:

- o Member: \$1,431.17 per month
- o Vice-Chair: \$1,510.75 per month
- o Chair: \$1,590.33 per month

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                            | <b>Agenda Item #:</b>               | 06.4                                 |
| <b>Topic:</b>        | <b>Missed Meetings</b>                       |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | All trustees on the Board of Education meet for regularly scheduled public meetings and for regularly scheduled Committee of the Whole Planning and Inservice sessions.   |
| <b>Current Status:</b>                 | Any trustee may miss up to four half day regular Board Meetings or Committee of the Whole Planning Meetings yearly without adjustment to remuneration. Missed meetings in excess of four half days result in a reduction of \$150 for every half day meeting missed thereafter, whether a Board Meeting or a Committee of the Whole Planning Meeting, with the exception of meetings that are rescheduled after Board approval of the yearly continuous agenda. |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         | The recommended motion is consistent with current practice.   |
| <b>Governance/Policy Implications:</b> | <i>The School Division Administration Regulations, 2017</i> describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education.   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

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| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

### ***Recommendation:***

That during the 2023-2024 fiscal year, any trustee may miss up to 4 (four) half days from regular Board Meetings or Committee of the Whole Planning Meetings yearly without adjustment to remuneration. Missed meetings in excess of 4 (four) half days shall result in a reduction in remuneration of \$150 for every half-day meeting missed thereafter, whether a Board Meeting or Committee of the Whole Planning Meeting, with the exception of meetings that are rescheduled after the Board approval of the yearly continuous agenda.



# AGENDA ITEM

|                      |   |                                     |                                      |
|----------------------|---|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                                 | <b>Agenda Item #:</b>               | 06.5                                 |
| <b>Topic:</b>        | <b>Board Remuneration Rates – Out of Division</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision      | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | Current remuneration amounts are: <ul style="list-style-type: none"> <li>• Member: \$200 per day.</li> <li>• Vice-Chair: \$225 per day.</li> <li>• Chair: \$250 per day.</li> </ul>  |
| <b>Current Status:</b>                 | During 2023-2024 budget planning trustee remuneration was budgeted for as follows: <ul style="list-style-type: none"> <li>• Member: \$200 per day.</li> <li>• Vice-Chair: \$225 per day.</li> <li>• Chair: \$250 per day.</li> </ul> |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         | The recommended motion will satisfy the needs of the 2023-2024 budget.   |
| <b>Governance/Policy Implications:</b> | <i>The School Division Administration Regulations, 2017</i> describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education                                       |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

## ***Recommendation:***

That for the 2023-2024 fiscal year, trustee remuneration for attendance at out-of-division functions, meetings and other activities not directly Prairie South Schools meetings, whether attended in person or virtually, shall be \$30/hour up to a maximum per day rate listed as follows:

- o Member: \$200 per day;
- o Vice-Chair: \$225 per day;
- o Chair: \$250 per day.

With a minimum charge of one hour for any meeting attended, unless already compensated by another organization.

## AGENDA ITEM

|                      |   |                                     |                                      |
|----------------------|---|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                             | <b>Agenda Item #:</b>               | 06.6                                 |
| <b>Topic:</b>        | <b>Board Remuneration Rates – Travel Time</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision  | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | Current remuneration amount is \$.30 per kilometer.  |
| <b>Current Status:</b>                 | During 2023-2024 budget planning trustee remuneration for travel time was budgeted for as follows:<br>• \$.30 per kilometer  |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         | The recommended motion will satisfy the needs of the 2023-2024 budget.   |
| <b>Governance/Policy Implications:</b> | <i>The School Division Administration Regulations, 2017</i> describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

### ***Recommendation:***

That for the 2023-2024 fiscal year, trustee remuneration for travel time shall be set at \$.30 per kilometer.

## AGENDA ITEM

|                      |   |                                     |                                      |
|----------------------|---|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023   | <b>Agenda Item #:</b>               | 06.7                                 |
| <b>Topic:</b>        | <b>Annual Governance Professional Development Allotment</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision                | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | Trustees may choose to attend a variety of professional development opportunities during the year. Some opportunities are entirely at the discretion of the individual trustee, with prior approval from the Board of Education, while others are associated with various committees that trustees may be assigned to from time to time.   |
| <b>Current Status:</b>                 | The current annual allotment for professional development for the Board of Education is \$45,000. The funds are distributed to cover all trustee professional development activity expenses, as approved by the Board, with the exception of Public Section Executive meetings, Saskatchewan High School Athletic Association (SHSAA) meetings, Saskatchewan School Boards Association Fall Assembly and AGM, and Board Chairs' Council meetings. Mileage and travel costs are calculated on the assumption that trustees depart from Moose Jaw or nearer. |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         | The recommended motion is consistent with current practice and will satisfy the needs of the 2023-2024 budget.   |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

### ***Recommendation:***

That an annual allowance for trustee professional development be set at \$4500 per trustee and that any unused portion may be carried forward to a maximum carry forward balance of one year's allocation. The funds are to be distributed to cover all trustee professional development activity expenses, as approved by the Board, with the exception of Public Section Executive meetings, Saskatchewan High School Athletic Association (SHSAA) meetings, Saskatchewan School Boards Association Fall Assembly and AGM, and Board Chairs' Council meetings. Mileage and travel costs will be calculated on the assumption that trustees depart from Moose Jaw or nearer.

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                            | <b>Agenda Item #:</b>               | 06.8                                 |
| <b>Topic:</b>        | <b>Mileage Expense Rate for 2023-2024</b>    |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The mileage expense rate is set annually by the Board of Education. Mileage expense may be claimed by trustees and staff members who use their personal vehicles during the course of their work responsibilities. From September 1, 2021 to March 31, 2022 the mileage rate was \$.44 per kilometre. On April 1, 2022 the rate increased to \$.50 per kilometre due to the significant increase to the price of fuel. The current mileage expense rate is \$.50 per kilometre. |
| <b>Current Status:</b>                 | During 2023-2024 budget planning, school division mileage was budgeted for as follows: <ul style="list-style-type: none"> <li>• \$.50 per kilometre</li> </ul>  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         | The recommended motion will satisfy the needs of the 2023-2024 budget.  |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Ron Purdy           | August 21, 2023 | <ul style="list-style-type: none"> <li>• Provincial Rates</li> </ul> |

### ***Recommendation:***

That for the 2023-2024 fiscal year, mileage expense rate be set at \$.50 per kilometre.

# Section: PS 601-A

## Travel Allowance – Appendix A

Last Revised: March 2023  
Last Reviewed: March 2023  
Next Review: October 2023

### **APPROVED TRAVEL AND MEAL RATES**

The below rates are applicable to employees covered by the Saskatchewan Government and General Employee's Union (SGEU) collective bargaining agreement, the Canadian Union of Public Employees (CUPE) Local 600 collective bargaining agreement, and to all out-of-scope employees unless otherwise noted.

#### **Private Vehicle Usage – Rates Effective April 1, 2023**

##### **Kilometre Rate**

|  |           |
|--|-----------|
| Ordinary                               | 54.82¢/km |
| North of the 54 <sup>th</sup> Parallel | 59.03¢/km |

##### **Incidental Use for Private Vehicles**

|                        |           |
|------------------------|-----------|
| Car                    | 54.82¢/km |
| Truck used for hauling | 58.21¢/km |

#### **Meal Rates – Rates Effective February 1, 2020**

| <b><u>In Province</u></b> | <b><u>Approved Meal Rate</u></b> |
|---------------------------|----------------------------------|
| Per Diem                  | \$51.00 per day                  |
| Breakfast                 | \$10.00                          |
| Dinner                    | \$18.00                          |
| Supper                    | \$23.00                          |

| <b><u>Out of Province</u></b> | <b><u>Approved Meal Rates</u></b> |
|-------------------------------|-----------------------------------|
| Per Diem                      | \$61.00 per day                   |
| Breakfast                     | \$13.00                           |
| Dinner                        | \$20.00                           |
| Supper                        | \$28.00                           |

Note: The meal rates include reimbursement for GST, gratuities and the overnight allowance.

**Out of Country Meal Rates** - Employees on government business outside of Canada are reimbursed in accordance with the Federal Government meal rates and meal gratuities (referred to as incidentals in [Federal Government's Appendix C – USA rates](#) and [Federal Government's Appendix D – all other countries](#)) for in and out-of-scope employees travelling out of country.

# AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                                    | <b>Agenda Item #:</b>               | 06.9                                 |
| <b>Topic:</b>        | <b>Meal Reimbursement Expense Rate for 2023-2024</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision         | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | The meal reimbursement expense rate is set annually by the Board of Education. Meal reimbursement expenses may be claimed by trustees and staff members when meal purchase is required and not otherwise covered. Current meal reimbursement expense rates are: <ul style="list-style-type: none"> <li>• Breakfast: \$10</li> <li>• Lunch: \$18</li> <li>• Supper: \$23</li> </ul> |
| <b>Current Status:</b>                 | During 2023-2024 budget planning, school division meal reimbursement rates were budgeted for as follows: <ul style="list-style-type: none"> <li>• Breakfast: \$10</li> <li>• Lunch: \$18</li> <li>• Supper: \$23</li> </ul>  |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         | The recommended motion will satisfy the needs of the 2023-2024 budget.   |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Ron Purdy           | August 21, 2023 | <ul style="list-style-type: none"> <li>• Provincial Rates</li> </ul> |

## ***Recommendation:***

That for the 2023-2024 fiscal year, meal reimbursement expense rates be set at:

- Breakfast: \$10
- Lunch: \$18
- Supper: \$23

# Section: PS 601-A

## Travel Allowance – Appendix A

Last Revised: March 2023  
Last Reviewed: March 2023  
Next Review: October 2023

### **APPROVED TRAVEL AND MEAL RATES**

The below rates are applicable to employees covered by the Saskatchewan Government and General Employee's Union (SGEU) collective bargaining agreement, the Canadian Union of Public Employees (CUPE) Local 600 collective bargaining agreement, and to all out-of-scope employees unless otherwise noted.

#### **Private Vehicle Usage – Rates Effective April 1, 2023**

##### **Kilometre Rate**

|  |           |
|--|-----------|
| Ordinary                               | 54.82¢/km |
| North of the 54 <sup>th</sup> Parallel | 59.03¢/km |

##### **Incidental Use for Private Vehicles**

|                        |           |
|------------------------|-----------|
| Car                    | 54.82¢/km |
| Truck used for hauling | 58.21¢/km |

#### **Meal Rates – Rates Effective February 1, 2020**

| <b><u>In Province</u></b> | <b><u>Approved Meal Rate</u></b> |
|---------------------------|----------------------------------|
| Per Diem                  | \$51.00 per day                  |
| Breakfast                 | \$10.00                          |
| Dinner                    | \$18.00                          |
| Supper                    | \$23.00                          |

| <b><u>Out of Province</u></b> | <b><u>Approved Meal Rates</u></b> |
|-------------------------------|-----------------------------------|
| Per Diem                      | \$61.00 per day                   |
| Breakfast                     | \$13.00                           |
| Dinner                        | \$20.00                           |
| Supper                        | \$28.00                           |

Note: The meal rates include reimbursement for GST, gratuities and the overnight allowance.

**Out of Country Meal Rates** - Employees on government business outside of Canada are reimbursed in accordance with the Federal Government meal rates and meal gratuities (referred to as incidentals in [Federal Government's Appendix C – USA rates](#) and [Federal Government's Appendix D – all other countries](#)) for in and out-of-scope employees travelling out of country.

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                            | <b>Agenda Item #:</b>               | 06.10                                |
| <b>Topic:</b>        | <b>Parking Expense Rate for 2023-2024</b>    |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The parking expense rate is set annually by the Board of Education. Parking expenses may be claimed by trustees and staff members when parking is required and not otherwise covered. Current parking expense rates are: <ul style="list-style-type: none"> <li>Daily: \$5 without receipt or actual reasonable costs with receipt</li> </ul> |
| <b>Current Status:</b>                 | During 2023-2024 budget planning, school division parking reimbursement rate was budgeted for as follows: <ul style="list-style-type: none"> <li>Daily: \$5 without receipt or actual reasonable costs with receipt</li> </ul>  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         | The recommended motion will satisfy the needs of the 2023-2024 budget.  |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

### ***Recommendation:***

That for the 2023-2024 fiscal year, the parking expense rate be set at:

- Daily: \$5 without receipt or actual reasonable costs with receipt.



# AGENDA ITEM

|                      |   |                                     |                                      |
|----------------------|---|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                               | <b>Agenda Item #:</b>               | 06.11                                |
| <b>Topic:</b>        | <b>Accommodation Expense Rate for 2023-2024</b> |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision    | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | <p>The accommodation expense rate is set annually by the Board of Education. Accommodation expenses may be claimed by trustees and staff members when accommodation is required and not otherwise covered. Current accommodation expense rate is:</p> <ul style="list-style-type: none"> <li>Actual reasonable costs supported by receipts or \$35 per night in a private residence outside of home location (no receipt required).</li> </ul> |
| <b>Current Status:</b>                 | <p>During 2023-2024 budget planning, school division accommodation reimbursement rates were budgeted for as follows:</p> <ul style="list-style-type: none"> <li>Actual reasonable costs supported by receipts or \$35 per night in a private residence outside of home location (no receipt required).</li> </ul>  |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         | The recommended motion will satisfy the needs of the 2023-2024 budget.   |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

## ***Recommendation:***

That for the 2023-2024 fiscal year, the accommodation expense rate be set at:

- Actual reasonable costs supported by receipts or \$35 per night in a private residence outside of home location (no receipt required).

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                            | <b>Agenda Item #:</b>               | 06.12                                |
| <b>Topic:</b>        | <b>Board Spokesperson</b>                    |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | From time to time, the school division requires a spokesperson related to media or other inquiries.  |
| <b>Current Status:</b>                 | Currently, Board communications are managed as follows: The Board Chair communicates on behalf of the Board with the media and public on governance issues and the Director of Education communicates on behalf of the Board with the media and public on administrative issues. |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         |  |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ryan Boughen        | August 21, 2023 | n/a                 |

### ***Recommendation:***

That the Board direct the management of communications as follows: The Board Chair communicates on behalf of the Board with the media and public on governance issues and the Director of Education communicates on behalf of the Board with the media and public on administrative issues.

## AGENDA ITEM

|                      |  |                                     |                                      |
|----------------------|--|-------------------------------------|--------------------------------------|
| <b>Meeting Date:</b> | September 5, 2023                            | <b>Agenda Item #:</b>               | 6.13                                 |
| <b>Topic:</b>        | <b>Cheque Signing Authority</b>              |                                     |                                      |
| <b>Intent:</b>       | <input checked="" type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The school division is required to name cheque signing authorities annually.  |
| <b>Current Status:</b>                 | Current signing authorities for the Board of Education are one of the Board Chair or the Board Vice-Chair and one of the Superintendent of Business or the Director of Education. |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

### ***Recommendation:***

That for the 2023-2024 school year the cheque signing authorities for the Board of Education be one of the Board Chair or Board Vice-Chair and one of the Superintendent of Business or the Director of Education.

## AGENDA ITEM

|                      |  |                                     |   |
|----------------------|--|-------------------------------------|---|
| <b>Meeting Date:</b> | September 5, 2023                                      | <b>Agenda Item #:</b>               | 06.14   |
| <b>Topic:</b>        | <b>Borrowing Resolution - Operating Line of Credit</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision                      | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | The school division maintains an operating line of credit in the event that a disruption of revenue requires funds to be allocated from a different source.   |
| <b>Current Status:</b>                 | The current operating line of credit is \$15,000,000 through Bank of Montreal. The current agreement expires January 31, 2028.  |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> | Maintaining an operating line of credit is a risk management strategy. While the operating line of credit has not been accessed for several years, having it in place ensures the smooth operation of the school division in the event for a disruption in revenue. |
| <b>Legal Implications:</b>             | Authority for a borrowing resolution on the part of the Board of Education flows from <i>The Education Act, 1995</i> , Section 319.   |
| <b>Communications:</b>                 |   |

|                     |                 |  |
|---------------------|-----------------|--|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>  |
| Ron Purdy           | August 21, 2023 | <ul style="list-style-type: none"> <li>To be distributed at meeting: Borrowing Resolution, Bank of Montreal</li> </ul> |

### ***Recommendation:***

That the Board review the information and pass the borrowing resolution motion as attached.

## **BORROWING RESOLUTION – SASKATCHEWAN SCHOOL DIVISION**

WHEREAS in Saskatchewan, the Board of Education of a School Division may by resolution authorize its Chairman and Chief Financial Officer to borrow such sums of money as may be required to meet the current operating expenditures of the Board;

AND WHEREAS in Saskatchewan, the Board of Education of a School Division may by resolution authorize its Chairperson and Chief Financial Officer to borrow on the security of legislative grants [and capital grants] payable to the Division;

AND WHEREAS the said Division Board may require up to the sum of Fifteen million dollars (\$15,000,000) to meet the expenditures of such Division Board until the proceeds of legislative grants [and any capital grants] payable to the said School Division are available.

NOW THEREFORE BE IT RESOLVED, -

1. That the Chairperson and Chief Financial Officer of the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, be and they are hereby authorized to borrow from the Bank of Montreal up to the sum of fifteen Million dollars (\$15,000,000), to meet the expenditures of the said School Division until the proceeds of legislative grants [and any capital grants] payable to the said School Division are available, and to pay or agree to pay interest on the moneys borrowed, either in advance or at maturity, and in either case after maturity, at the rate of Prime Minus 0.50 **per centum per annum**.
2. That the said loan shall be a first charge upon the legislative grants [and capital grants] for the current year.
3. That the Chairperson and Chief Financial Officer of the said Board be and they are hereby authorized to execute under the corporate seal of the Division Board, and deliver to the said Bank as security for the said advance and interest thereon, the assignment appended hereto, of the legislative grants [and capital grants] payable or to become payable to the Division.

4. That the said Bank shall not be restricted to the said legislative grants [and capital grants] for the repayment of the said loan.
5. That the said loan may be secured by the promissory note or notes of the said Chairperson and Chief Financial Officer, given on behalf of the said Board, and the said Chairperson and Chief Financial Officer are hereby authorized and empowered to execute and give such promissory note or notes on behalf of the said Board as may be required by the said Bank.

PASSED this 5<sup>th</sup> day of September, 2023.



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Giselle Wilson  
Chairperson

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Ron Purdy  
Chief Financial Officer

I hereby certify that the foregoing is a true and correct copy of a resolution duly passed by the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, at a duly and regularly constituted meeting of the said Board held on the 5<sup>th</sup> day of September, 2023, as entered in the Minutes of the said Board, and that such resolution is in full force and effect.

GIVEN under my hand and the seal of the said Division Board this 5<sup>th</sup> day of September, 2023.



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Ron Purdy  
Chief Financial Officer

## **ASSIGNMENT – LEGISLATIVE [AND CAPITAL] GRANTS**

WHEREAS the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, has by resolution passed at a meeting of the said Board held on the 5<sup>th</sup> day of September, 2023, authorized its Chairman and Chief Financial Officer to borrow from Bank of Montreal, up to the sum of Fifteen million dollars (\$15,000,000) (the “Loan”).

AND WHEREAS by the said resolution the said Board authorized its Chairman and Chief Financial Officer to execute this assignment under the seal of the Division Board and to deliver same to the said Bank as security for the said advance and interest thereon.

NOW, THEREFORE, the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, in consideration and as security for all advances made or to be made by Bank of Montreal to the Board under the Loan, hereby assigns, transfers, and sets over unto Bank of Montreal all legislative grants [and capital grants] payable or to become payable to the Division of the current year.

IN WITNESS WHEREOF the corporate seal of the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, is hereunto affixed attested by the signatures of its Chairman and Chief Financial Officer in that behalf this 5<sup>th</sup> day of September, 2023.



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Chairperson

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Chief Financial Officer

## AGENDA ITEM

|                      |                                   |                                     |   |
|----------------------|-----------------------------------|-------------------------------------|---|
| <b>Meeting Date:</b> | September 5, 2023                 | <b>Agenda Item #:</b>               | 07.1  |
| <b>Topic:</b>        | <b>Auditor Appointment</b>        |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | From time to time, the school division tenders auditing services so that the yearly audit can be conducted smoothly.  |
| <b>Current Status:</b>                 | The Request for Proposal (RFP) for audit services was awarded to Myers Norris Penny (MNP) in March of 2023 and reported to the Board at the April 3, 2023 meeting of the Board of Education. The award is for five fiscal years starting with 2022-23 and continuing through to fiscal 2026-27. |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

***Recommendation:***

That the Board review the information provided.



# AGENDA ITEM

|                      |                                   |                                     |   |
|----------------------|-----------------------------------|-------------------------------------|---|
| <b>Meeting Date:</b> | September 5, 2023                 | <b>Agenda Item #:</b>               | 07.2  |
| <b>Topic:</b>        | <b>Board Solicitor</b>            |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | From time to time, the school division requires legal services beyond what is available through the Saskatchewan Schools Boards' Association. |
| <b>Current Status:</b>                 | The legal firm of record for Prairie South is McKercher LLP. No motion is required unless the Board wishes to change solicitors.              |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

## ***Recommendation:***

That the Board review the information provided.

## AGENDA ITEM

|                      |                                   |                                     |   |
|----------------------|-----------------------------------|-------------------------------------|---|
| <b>Meeting Date:</b> | September 5, 2023                 | <b>Agenda Item #:</b>               | 07.3  |
| <b>Topic:</b>        | <b>Board Architect</b>            |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |   |
|--|---|
| <b>Background:</b>                     | From time to time, the school division requires architectural services.   |
| <b>Current Status:</b>                 | The architect of record for Prairie South is 1080 Architecture, Planning and Interiors. No motion is required unless the Board wishes to change architects. |
| <b>Pros and Cons:</b>                  |   |
| <b>Financial Implications:</b>         |   |
| <b>Governance/Policy Implications:</b> |   |
| <b>Legal Implications:</b>             |   |
| <b>Communications:</b>                 |   |

|                     |                 |                     |
|---------------------|-----------------|---------------------|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b> |
| Ron Purdy           | August 21, 2023 | n/a                 |

***Recommendation:***

That the Board review the information provided.

## AGENDA ITEM

|                      |   |                                     |   |
|----------------------|---|-------------------------------------|---|
| <b>Meeting Date:</b> | September 5, 2023   | <b>Agenda Item #:</b>               | 07.4  |
| <b>Topic:</b>        | <b>SSBA Code of Ethics and Board Policy 4 – Trustee Code of Conduct</b> |                                     |   |
| <b>Intent:</b>       | <input type="checkbox"/> Decision                                       | <input type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Information |

|  |  |
|--|--|
| <b>Background:</b>                     | The Board commits itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum and demonstrating respect when acting as members of the Board. |
| <b>Current Status:</b>                 | Copies of the SSBA Code of Ethics and Board Policy 4 are included for the Board to review.   |
| <b>Pros and Cons:</b>                  |  |
| <b>Financial Implications:</b>         |  |
| <b>Governance/Policy Implications:</b> |  |
| <b>Legal Implications:</b>             |  |
| <b>Communications:</b>                 |  |

|                     |                 |   |
|---------------------|-----------------|---|
| <b>Prepared By:</b> | <b>Date:</b>    | <b>Attachments:</b>   |
| Ryan Boughen        | August 21, 2023 | <ul style="list-style-type: none"> <li>SSBA Code of Ethics</li> <li>Board Policy 4 – Trustee Code of Conduct</li> </ul> |

***Recommendation:***

That the Board review the information provided.

## **SASKATCHEWAN SCHOOL BOARDS ASSOCIATION**

### **Code of Ethics**

1. I will be motivated by an earnest desire to serve my school division to the best of my ability to meet the educational needs of all students.
2. I will recognize that the expenditure of school funds is a public trust, and I will endeavour to see that the funds are expended efficiently, in the best interests of the students.
3. I will not use my position for personal advantage or to the advantage of any other individual apart from the total interest of the school division, and I will resist outside pressure to so use my position.
4. I will act with integrity, and do everything possible to maintain the dignity of the office of a school board member.
5. I will carry out my duties objectively, and I will consider all information and opinions presented to the board in making my decisions, without bias.
6. I will work with other board members in a spirit of respect, openness, co-operation and proper decorum, in spite of differences of opinion that arise during debate.
7. I will accept that authority rests with the board and that I have no individual authority outside the board, and I will abide by the majority decisions of the board once they are made, but I shall be free to repeat the opinion that I upheld when the decision was made.
8. I will express any contrary opinion respectfully and honestly, and without making disparaging remarks, in or outside board meetings, about other board members or their opinions.
9. I will communicate, and conduct my relationship with staff, the community, other school boards and the media in a manner that focuses on facts.
10. I will not divulge confidential information, which I obtain in my capacity as a board member, and I will not discuss those matters outside the meetings of the board or the board's committees.
11. I will endeavour to participate in trustee development opportunities to enhance my ability to fulfil my obligations as a school board member.
12. I will not conduct myself in a manner which is intended to be to the detriment of another school board.
13. I will support the value of public education, and will endeavour to participate, and encourage my board to participate, in activities that support or promote public education in Saskatchewan.

## Policy 4

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### TRUSTEE CODE OF CONDUCT

The Board commits itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum, and demonstrating respect when acting as members of the Board.

Specifically, trustees shall:

1. Serve Prairie South School Division to the best of their abilities, and shall be accountable for making decisions in an effort to meet the educational needs of all students. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards. It also supersedes the personal interest of any member of the Board acting as a consumer of the Prairie South School Board of Education services.
2. Devote time, thought and study to the duties of a trustee so that they may render effective and creditable service.
3. Work with their fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
4. Express any contrary opinion respectfully and honestly, and without making disparaging remarks.
5. Work to communicate accurately to the electorate all the facts about our schools.
6. Ensure the Division is fiscally secure and its assets are well maintained.
7. Respect and maintain the confidentiality of in-camera information.
8. Avoid conflict of interest with respect to their trusteeship responsibilities:
  - 8.1. There shall be no conduct of private business or personal services between any member of the Board and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "insider" information;
  - 8.2. When the Board is to decide upon an issue about which a member has declared an avoidable conflict of interest, that member shall absent him/herself without comment from not only the vote, but also from the deliberation;
  - 8.3. Trustees shall not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a trustee desire employment in the organization, (s)he shall first resign;
  - 8.4. Trustees shall disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict; and
  - 8.5. Trustees shall not accept a pecuniary benefit or gift which exceeds \$100 in value from any person, group or vendor having an association with the Board and shall disclose, to the board, all gifts that have been offered.

In addition;

9. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in policies of the Board.
10. Trustees absent from the Division for a period of 1 month or more shall, for emergency contact purposes, ensure that the office of the Director of Education is made aware of their whereabouts.
11. Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Policy 4, Appendix A.

Reference: *The Education Act, 1995*, Section 85  
*The School Division Administration Regulations, 2017*, Sections 11, 12, 13

October 2, 2018

## **TRUSTEE CODE OF CONDUCT SANCTIONS**

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. Failure of a trustee to conduct him/herself in compliance with this policy may result in the Board instituting sanctions.
2. In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
3. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
  - 3.1 The Board Chair shall request that the Director of Education for the Prairie South School Board of Education (as head of the Prairie South School Board of Education under The Local Authority Freedom of Information and Protection of Privacy Act), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
  - 3.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Director of Education.
  - 3.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
  - 3.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
  - 3.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.

4. For a violation of all other sections of the Code of Conduct corrective measures may include:
- An aggrieved trustee going to the offending trustee to seek resolution if the matter is between those trustees;
  - The Chair and Vice-Chair meeting with the offending trustee to seek resolution, having the matter discussed in an in-camera session of the board to seek resolution;
  - The board authorizing the Chair to send a letter of clarification or direction to the trustee:
- 1.1 If the matter is not resolved through such means or if the Board deems the offence to be of such magnitude to warrant, the Board Chair shall write a letter of censure marked "Personal and Confidential" to the trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at a closed meeting of the Board. A majority of trustees at a public meeting of the Board shall immediately approve this decision. A motion to remove the trustee in question from one, or more, of all Board appointments also may be presented.

Reference: *The Education Act, 1995*, Section 85  
*The School Division Administration Regulations, 2017*, Sections 11, 12, 13

October 2, 2018