Prairie South Schools

BOARD OF EDUCATION

September 2, 2025

1:30 p.m.
Central Office, 1075 9th 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.** Trustee Code of Conduct

8. Adjournment

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.1
Topic:	**Trustee Self-Assessment – Governance Competencies**		
Intent:	☐ Decision ☒ Discussion ☐ Information		

Background:	In 2015, the Provincial Auditor of Saskatchewan (PAS) recommended that trustees complete an annual self assessment of competencies and interests.
Current Status:	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.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	The Board of Education has determined which competencies are appropriate for the purpose of the self-assessment.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	August 18, 2025	• Self-Assessment Instrument

Discussion Only:

No motion required. Individual trustees complete the self-assessment and provide the results to the Board Chair at the Board Meeting on September 2, 2025.

1075 9th Avenue North West, Moose Jaw, SK S6H 1V7 **P** 306.694.1200 1.877.434.1200 **F** 306.694.4955 **prairiesouth.ca**

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. **Little** Interest or Experience	Trustee would prefer to lead in other areas. Trustee has limited educational background and limited board or employment experience in this area
2. **Moderate** Interest or Experience	Trustee has interest consistent with learning and leading at the Board planning level. Trustee has modest educational experience or board or employment experience
3. **Significant** 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 or 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.

Committees: Business, Infrastructure, and Governance; Human Resources; Partnerships and Teambuilding; Student Outcomes; Transportation

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

1	**Little** Interest or Experience	Trustee would prefer to lead in other areas. Trustee has limited educational background and limited board or employment experience in this area
2	**Moderate** Interest or Experience	Trustee has interest consistent with learning and leading at the Board planning level. Trustee has modest educational experience or board or employment experience
3	**Significant** 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 or board or employment experience

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.2
Topic:	**Board Annual Work Plan – Schedule of Meetings**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	On an annual basis, the Board of Education determines a meeting schedule for public meetings and Committee of the Whole Planning and Inservice sessions.
Current Status:	Currently, the Board of Education meets monthly on the first Tuesday and on other days as required.
Pros and Cons:	
Financial Implications:	The recommended schedule of meetings will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	
Legal Implications:	Public meetings are required in accordance with *The Education Act, 1995*, S80 and *The School Division Administration Regulations, 2017*, S15.
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	August 18, 2025	• Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2025-2026

Recommendation:

That the Board confirm the schedule of meetings for the 2025-2026 school year as presented.

Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2025-2026

September 2025	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **September 2** • Organizational Board Meeting, 1:30 pm, **September 2** • Regular Meeting, immediately following Organizational Meeting until 4:00 pm, **September 2** • Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, **September 23**
October 2025	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **October 7** • Regular Meeting, 1:30 pm – 4:00 pm, **October 7** • Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, **October 28**
November 2025	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **November 4** • Regular Meeting, 1:30 pm – 4:00 pm, **November 4** • *SSBA Fall Assembly November 16-18* • Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **November 25** • Special Board Meeting, to review Audited Financial Report and Annual Report, 1:30 – 4:00 pm **November 25**
December 2025	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **December 2** • Regular Meeting, 1:30 pm – 4:00 pm, **December 2**
January 2026	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **January 6** • Regular Meeting, 1:30 pm – 4:00 pm, **January 6** • Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, **January 27**
February 2026	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **February 10** • Regular Meeting, 1:30 pm – 4:00 pm, **February 10** • Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, **February 24**
March 2026	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **March 3** • Regular Meeting, 1:30 pm – 4:00 pm, **March 3** • Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, **March 24**
April 2026	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **April 14** • Regular Meeting, 1:30 pm – 4:00 pm, **April 14** • *SSBA Spring Assembly April 15-17* • Committee of the Whole Planning Meeting *(Director and Board Evaluation)*, 10:30 am – 4:00 pm, **April 28** • Committee of the Whole Planning Meeting, 10:30 am – 4:00 pm, **April 29**
May 2026	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **May 12** • Regular Meeting, 1:30 pm – 4:00 pm, **May 12** • Committee of the Whole Planning Meeting (AP Renewal in pm), 10:30 am – 4:00 pm, **May 26**
June 2026	• Committee of the Whole Planning Meeting, 10:30 am – 12:30 pm, **June 2** • Regular Meeting, 1:30 pm – 4:00 pm, **June 2**

Note: August Meeting at the call of the Chair

2025-05-21

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.3
Topic:	**Board Remuneration Rates - Annual**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	Historical remuneration amounts are: • Member: – 2022-2023: $1,389.50 per month; – 2023-2024: $1,431.17 per month; – 2024-2025: $1,474.08 per month. • Vice-Chair: – 2022-2023: $1466.75 per month; – 2023-2024: $1,510.75 per month; – 2024-2025: $1,556.08 per month. • Chair: – 2022-2023: $1544 per month; – 2023-2024: $1,590.33 per month; – 2024-2025: $1,638.00 per month.
Current Status:	During 2025-2026 budget planning, trustee remuneration was budgeted for as follows: • Member: $1,506.50 per month • Vice-Chair: $1,590.33 per month • Chair: $1,674.00 per month
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	*The School Division Administration Regulations, 2017* describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That for the 2025-2026 fiscal year, trustee remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division shall be:

- Member: $1,506.50 per month
- Vice-Chair: $1,590.33 per month
- Chair: $1,674.00 per month

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.4
Topic:	**Missed Meetings**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	All trustees on the Board of Education meet for regularly scheduled public Board Meetings and for regularly scheduled Committee of the Whole Planning Meetings.
Current Status:	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.
Pros and Cons:	
Financial Implications:	The recommended motion is consistent with current practice.
Governance/Policy Implications:	*The School Division Administration Regulations, 2017* describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education.
Legal Implications:	
Communications:	

Prepared By:	**Date:**	**Attachments:**
Ron Purdy	August 18, 2025	n/a

Recommendation:

That during the 2025-2026 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

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.5
Topic:	**Board Remuneration Rates – Out of Division**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	Current remuneration amounts are: • Member: $200 per day • Vice-Chair: $225 per day • Chair: $250 per day
Current Status:	During 2025-2026 budget planning, trustee remuneration was budgeted for as follows: • Member: $200 per day • Vice-Chair: $225 per day • Chair: $250 per day
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	*The School Division Administration Regulations, 2017* describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That for the 2025-2026 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:

- Member: $200 per day,
- Vice-Chair: $225 per day,
- Chair: $250 per day,

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

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.6
Topic:	**Board Remuneration Rates – Travel Time**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	Current remuneration amount is $.30 per kilometer.
Current Status:	During 2025-2026 budget planning trustee remuneration for travel time was budgeted for as follows: • $.30 per kilometer
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	*The School Division Administration Regulations, 2017* describes trustee remuneration in Sections 22, 23 and 25. Trustee remuneration must be set by resolution of the Board of Education
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That for the 2025-2026 fiscal year, trustee remuneration for travel time shall be set at $.30 per kilometer.

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.7
Topic:	**Annual Governance Professional Development Allotment**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	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.
Current Status:	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.
Pros and Cons:	
Financial Implications:	The recommended motion is consistent with current practice and will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	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

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.8
Topic:	**Mileage Expense Rate for 2025-2026**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	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 and the current mileage expense rate is $.53 per kilometre.
Current Status:	The current provincial rate is set at $0.5707 and is reviewed every 6 months. See attached list of provincial rates. We are proposing the mileage rate be set at $0.53 per kilometre for the 2025-2026 fiscal year.
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	• Provincial Rates

Recommendation:

That for the 2025-2026 fiscal year, the mileage expense rate be set at $0.53 per kilometre.

Section: PS 601-A
Travel Allowance – Appendix A

Last Revised: April 2025
Last Reviewed: April 2025
Next Review: September 2025

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, 2025**

Kilometre Rate

Ordinary	57.07¢/km
North of the 54th Parallel	61.45¢/km

Incidental Use for Private Vehicles 57.07¢/km

Meal Rates – **Rates Effective July 14, 2024**

In Province	Approved Meal Rate
Per Diem	$70.00 per day
Breakfast	$16.00
Dinner	$23.00
Supper	$31.00

Out-of-Province	Approved Meal Rates
Per Diem	$80.00 per day
Breakfast	$20.00
Dinner	$25.00
Supper	$35.00

Note: The meal rates include reimbursement for GST, PST, 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 the Federal Government's Appendix C – USA rates and Federal Government's Appendix D – all other countries) for in and out-of-scope employees traveling out of the country.

Saskatchewan

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.9
Topic:	**Meal Reimbursement Expense Rate for 2025-2026**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	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: • Breakfast: $16 • Lunch: $23 • Supper: $31
Current Status:	Provincial rates are attached and we are proposing that our meal reimbursement rates for the of the 2025-2026 be set as follows: • Breakfast: $16 • Lunch: $23 • Supper: $31
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	• Provincial Rates

Recommendation:

That for the 2025-2026 fiscal year, the meal reimbursement expense rates be set at:

- Breakfast: $16
- Lunch: $23
- Supper: $31

Section: PS 601-A
Travel Allowance – Appendix A

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, 2025

Kilometre Rate

Ordinary	57.07¢/km
North of the 54th Parallel	61.45¢/km

Incidental Use for Private Vehicles 57.07¢/km

Meal Rates – Rates Effective July 14, 2024

In Province	Approved Meal Rate
Per Diem	$70.00 per day
Breakfast	$16.00
Dinner	$23.00
Supper	$31.00

Out-of-Province	Approved Meal Rates
Per Diem	$80.00 per day
Breakfast	$20.00
Dinner	$25.00
Supper	$35.00

Note: The meal rates include reimbursement for GST, PST, 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 the Federal Government's Appendix C – USA rates and Federal Government's Appendix D – all other countries) for in and out-of-scope employees traveling out of the country.

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.10
Topic:	**Parking Expense Rate for 2025-2026**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	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: • Daily: $5 without receipt or actual reasonable costs with receipt
Current Status:	During 2025-2026 budget planning, school division parking reimbursement rate was budgeted for as follows: • Daily: $5 without receipt or actual reasonable costs with receipt
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That for the 2025-2026 fiscal year, the parking expense rate be set at:

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

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.11
Topic:	**Accommodation Expense Rate for 2025-2026**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	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: • Actual reasonable costs supported by receipts or $35 per night in a private residence outside of home location (no receipt required).
Current Status:	During 2025-2026 budget planning, school division accommodation reimbursement rates were budgeted for as follows: • Actual reasonable costs supported by receipts or $35 per night in a private residence outside of home location (no receipt required).
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2025-2026 budget.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	**Date:**	**Attachments:**
Ron Purdy	August 18, 2025	n/a

Recommendation:

That for the 2025-2026 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

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.12
Topic:	**Board Spokesperson**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	From time to time, the school division requires a spokesperson related to media or other inquiries.
Current Status:	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.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	August 18, 2025	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

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.13
Topic:	**Cheque Signing Authority**		
Intent:	☒ Decision ☐ Discussion ☐ Information		

Background:	The school division is required to name cheque signing authorities annually.
Current Status:	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.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That for the 2025-2026 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

Meeting Date:	September 2, 2025	**Agenda Item #:**	6.14
Topic:	**Borrowing Resolution - Operating Line of Credit**		
Intent:	☐ Decision ☐ Discussion ☒ Information		

Background:	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.
Current Status:	The current operating line of credit is $15,000,000 through Bank of Montreal. The current agreement expires January 31, 2028. A resolution from the bank was passed last year and is attached for reference. The bank has said that for this year we only need to make a motion to extend that resolution for another year.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	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 of a disruption in revenue.
Legal Implications:	Authority for a borrowing resolution on the part of the Board of Education flows from *The Education Act, 1995*, Section 319.
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	• Borrowing Resolution, Bank of Montreal

Recommendation:

That the Board extend the prior borrowing resolution motion, which is attached, for another year.

BMO Bank of Montreal

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 5th day of September, 2023.

Giselle Wilson
Chairperson

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 5th 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 5th day of September, 2023.

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 5th 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 5th day of September, 2023.

BOARD OF EDUCATION OF THE PRAIRIE SOUTH SCHOOL DIVISION NO. 210 OF SASKATCHEWAN

Corporate Seal

Chairperson

Chief Financial Officer

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	7.1
Topic:	**Auditor Appointment**		
Intent:	☐ Decision ☐ Discussion ☒ Information		

Background:	From time to time, the school division tenders auditing services so that the yearly audit can be conducted smoothly.
Current Status:	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.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That the Board review the information provided.

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	7.2
Topic:	**Board Solicitor**		
Intent:	☐ Decision	☐ Discussion	☒ Information

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

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That the Board review the information provided.

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	7.3
Topic:	**Board Architect**		
Intent:	☐ Decision ☐ Discussion ☒ Information		

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

Prepared By:	Date:	Attachments:
Ron Purdy	August 18, 2025	n/a

Recommendation:

That the Board review the information provided.

AGENDA ITEM

Meeting Date:	September 2, 2025	**Agenda Item #:**	7.4
Topic:	**Trustee Code of Conduct**		
Intent:	☐ Decision ☐ Discussion ☒ Information		

Background:	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.
Current Status:	Board Policy 4 is included for the Board to review.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Ryan Boughen	August 18, 2025	• Board Policy 4 – Trustee Code of Conduct

Recommendation:

That the Board review the information provided.

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 of 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