

Prairie South Schools
BOARD OF EDUCATION

DATE: November 17, 2020
1:00 p.m. to 2:30 p.m.
Central Office, 1075 9th Avenue NW
Moose Jaw

ORGANIZATIONAL MEETING AGENDA

- 1. Opening Remarks**
Director of Education
- 2. Declaration of Office**
All Trustees
- 3. Call for Nomination of Chair**
Director of Education
- 4. Call for Nomination of Vice-Chair**
- 5. Motion to Destroy Ballots**
- 6. Decision and Discussion Items**
 - 6.1.** Trustee Competencies and Interests Self-Evaluation
 - 6.2.** Board Remuneration Rates – Annual
 - 6.3.** Board Annual Work Plan – Schedule of Meetings
 - 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.** SSBA AGM – Accredited Delegates for Ballots
 - 6.9.** Board Spokesperson
 - 6.10.** Expense Rates – Mileage
 - 6.11.** Expense Rates – Meal Reimbursement
 - 6.12.** Expense Rates – Parking
 - 6.13.** Expense Rates – Accommodation
 - 6.14.** Cheque Signing Authority
 - 6.15.** Operating Line of Credit
- 7. Information Items**
 - 7.1.** Auditor Appointment
 - 7.2.** Board Solicitor
 - 7.3.** Board Architect
 - 7.4.** Board Committee Appointments
- 8. Adjournment**

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.1
Topic:	Trustee Self-Assessment – Governance Competencies		
Intent:	<input type="checkbox"/> Decision	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> 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:
Tony Baldwin	November 17, 2020	Self-Assessment Instrument

Recommendation:

That individual trustees complete the self-assessment and provide the results to the Board Chair by November 17, 2020 so that committee representation may be determined.

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. <u>Little</u> 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
2. <u>Moderate</u> 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
3. <u>Significant</u> 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

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	Froese	Hagan	Johnson	Jukes	Young
Administration / Governance										
Teaching										
Labour Relations / Human Resources										
Facilities / Infrastructure										
Financial / Accounting										
Advocacy / Communications										
Information Technology										
Strategic Planning										
Risk Management										

1	<u>Little</u> 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
2	<u>Moderate</u> 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
3	<u>Significant</u> 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

Meeting Date:	November 17, 2020	Agenda Item #:	06.2
Topic:	Board Remuneration Rates - Annual		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>Historical remuneration amounts are:</p> <ul style="list-style-type: none"> • Member: 2015/2016, 2016/2017, 2018/2019, 2019/2020: \$1,325 per month; 2017/18: \$1,067 per month. • Vice-Chair: 2015/2016, 2016/2017, 2018/2019, 2019/2020: \$1,399 per month; 2017/18: \$1,131 per month. • Chair: 2015/2016, 2016/2017, 2018/2019, 2019/2020: \$1,472 per month; 2017/18: \$1,194 per month.
Current Status:	<p>During 2020/2021 budget planning trustee remuneration was budgeted for as follows:</p> <ul style="list-style-type: none"> • Member: \$1,325 per month • Vice-Chair: \$1,399 per month • Chair: \$1,472 per month
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	<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
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 fiscal year, trustee remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division shall be:

- o Member: \$1,325 per month
- o Vice-Chair: \$1,399 per month
- o Chair: \$1,472 per month

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.3
Topic:	Board Annual Work Plan – Schedule of Meetings		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> 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 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	
Legal Implications:	Public meetings are required in accordance with <i>The Education Act, 1995, S80</i> and <i>The School Division Administration Regulations, 2017, S15</i> .
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	<ul style="list-style-type: none"> Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2020-2021

Recommendation:

That the Board confirm the schedule of meetings for the remainder of the 2020-2021 school year as listed on the attachment.

Board of Education Work Plan – Board Meetings and Committee of the Whole Planning Meetings, 2020-2021

September 2020	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, September 1 Regular Meeting, Immediately Following Organizational Meeting, September 1 Committee of the Whole Planning Meeting, Director Performance Appraisal, 10:00 am – 4:00 pm, October 27
October 2020	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, October 6 Regular Meeting, 1:00 pm – 4:00 pm, October 6 Committee of the Whole Planning Meeting, Positive Path Forward, 10:00 am – 4:00 pm, October 27
November 2020	<ul style="list-style-type: none"> Organizational Meeting, 1:00 pm – 4:00 pm, November 17 Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, November 24 Special Meeting, 1:00 pm – 4:00 pm, November 24
December 2020	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, Positive Path Forward and Director Performance Appraisal Review, 10:00 am – 4:00 pm, December 1 Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, December 8 Regular Meeting, 1:00 pm – 4:00 pm, December 8 Committee of the Whole Planning Meeting, Governance Inservice, 10:00 am – 4:00 pm, December 15
January 2021	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, January 5 Regular Meeting, 1:00 pm – 4:00 pm, January 5 Committee of the Whole Planning Meeting, Director Succession Planning, 10:00 am – 4:00 pm, January 26
February 2021	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, February 2 Regular Meeting, 1:00 pm – 4:00 pm, February 2 Committee of the Whole Planning Meeting, Strategic Planning Review, 10:00 am – 4:00 pm, February 23
March 2021	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, March 2 Regular Meeting, 1:00 pm – 4:00 pm, March 2 Committee of the Whole Planning Meeting, Director Selection, 10:00 am – 4:00 pm, March 23
April 2021	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, April 6 Regular Meeting, 1:00 pm – 4:00 pm, April 6 Committee of the Whole Planning Meeting, Budget, 10:00 am – 4:00 pm, April 27 Committee of the Whole Planning Meeting, AP Renewal, 10:00 am – 4:00 pm, April 28
May 2021	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, May 4 Regular Meeting, 1:00 pm – 4:00 pm, May 4 Committee of the Whole Planning Meeting, Director Performance Appraisal / Positive Path Forward, 10:00 am – 4:00 pm, May 25
June 2021	<ul style="list-style-type: none"> Committee of the Whole Planning Meeting, 10:00 am – 12:00 pm, June 1 Regular Meeting, 1:00 pm – 4:00 pm, June 1

Note: August Meeting Placeholder - August 17th at the call of the Chair

Note: This document was approved by the Board of Education on November 17, 2020.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.4
Topic:	Missed Meetings		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	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.
Current Status:	Any trustee may miss up to one regular Board Meeting or Committee of the Whole planning and Inservice Session yearly without adjustment to remuneration. Missed meetings in excess of one day result in a reduction of \$150 for every half day meeting missed thereafter, whether a Board Meeting or a Committee of the Whole Planning and Inservice Session, 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:	<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.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 fiscal year, any trustee may miss up to one regular Board Meeting or Committee of the Whole Planning and Inservice Session yearly without adjustment to remuneration. Missed meetings in excess of one day shall result in a reduction in remuneration of \$150 for every half day meeting missed thereafter, whether a Board Meeting or a Committee of the Whole Planning and Inservice Session, with the exception of meetings that are rescheduled after Board approval of the yearly continuous agenda.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.5
Topic:	Board Remuneration Rates – Out of Division		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Current remuneration amounts are: <ul style="list-style-type: none"> • Member: \$200 per day. • Vice-Chair: \$225 per day. • Chair: \$250 per day.
Current Status:	During 2020/2021 budget planning trustee remuneration was budgeted for as follows: <ul style="list-style-type: none"> • 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 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	<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
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 fiscal year, trustee remuneration for attendance at out-of-division functions, meetings and other activities shall be as follows:

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

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.6
Topic:	Board Remuneration Rates – Travel Time		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	Current remuneration amount is \$.20 per kilometer.
Current Status:	During 2020/2021 budget planning trustee remuneration for travel time was budgeted for as follows: • \$.20 per kilometer
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	<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
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 fiscal year, trustee remuneration for travel time shall be set at \$.20 per kilometer.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.7
Topic:	Annual Governance Professional Development Allotment		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> 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 \$17,500. 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 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 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That an annual allotment for professional development for the Board of Education be provided in the amount of \$17,500. 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 and Board Chairs' Council (BCC) meetings. Mileage and travel costs will be calculated on the assumption that trustees depart from Moose Jaw or nearer.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.8
Topic:	SSBA AGM – Accredited Delegates for Ballots		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>The SSBA AGM is scheduled from November 25-27, 2020. At the October 6th meeting of the Board of Education, the following motion was tabled:</p> <p><i>“That the Board name the Chair and Vice-Chair as voting representatives at the SSBA AGM in November 2020 and direct administration to forward names of these trustees after the Board Organizational meeting on November 17th, 2020.”</i></p> <p style="text-align: right;">-Jukes</p>
Current Status:	<p>In response to COVID-19, the SSBA AGM will be held virtually in November, 2020. Current restrictions would allow the Board to gather at the 9th Avenue Office so that Prairie South trustees could participate together in the meeting.</p> <p>Voting processes at the SSBA AGM have been adjusted, and the SSBA is requesting information from Boards of Education regarding who will be casting votes. 2 representatives are allowed.</p> <p>Representatives are to be named by November 13th.</p>
Pros and Cons:	
Financial Implications:	All costs associated with attending and participating in the SSBA AGM are covered through the school division governance budget.
Governance/Policy Implications:	Prairie South is a member board of the SSBA, and the AGM represents an opportunity to collaborate and set direction with trustees and Boards from around the province.
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	<ul style="list-style-type: none"> 2020 AGM Ballot Information Forms

Recommendation: That the Board name the Chair and Vice-Chair as voting representatives at the SSBA AGM in November 2020 and direct administration to forward names of these trustees after the Board Organizational meeting on November 17th, 2020.

MEMORANDUM

September 28, 2020

TO: Chief Financial Officers for Boards of Education
CC: Board Chairs

FROM: Krista Lenius, Administrative Paralegal


RE: **2020 Annual General Meeting
Ballot Information Forms**

Please find attached a Ballot Information form that we ask you to complete and return to this office by November 13, 2020. We will be using Election Buddy for voting and would ask that your board select only 1-2 accredited delegates for voting this year. Each participant will need to provide an email address or mobile phone number connecting to a device (phone, tablet or computer) at which to receive the link and log-in information to participate in the voting. In addition to accessing the voting through the device, each participant will also need to be able to connect to a Zoom meeting, either through a different device or a different window on the same device. This information will enable us to prepare the electronic voting information for your board for the purposes of voting on bylaw amendments and resolutions at the annual general meeting to be held on November 26, 2020 during the Fall General Assembly.

A copy of Bylaw No. 11, which provides for allocation of votes, is also attached for your information.

NOTE: If a board member who is listed as a “voting” delegate for your board is unable to attend the general meeting, your board chair or other person authorized by your board can have that board member’s ballots allocated to another board member. To do this, please contact Krista Lenius at klenius@saskschoolboards.ca to make a change. It is important to do this prior to 4:30 p.m. on November 25, 2020, so that the AGM is not interrupted after it has begun.

Thank you for your assistance.



BALLOT INFORMATION
2020 Annual General Meeting Voting Delegates

FOR: Board of Education of Prairie South School Division No. 210

Pursuant to Bylaw No. 11, section 4:

The number of votes to which your Board is entitled 21

(Based on your December 2019 student count of 6,858.)

The board of education has determined that its votes will be cast by the following board members in the following numbers:

- | <u>Board members - Voting Delegates</u> | <u># of Votes</u> |
|--|--------------------------|
| 1. _____
(Board member – voting delegate) | _____ |
| _____ | |
| (email address/mobile phone number for Board member – voting delegate) | |
| 2. _____ | _____ |
| (Board member – voting delegate) | |
| _____ | |
| (email address/mobile phone number for Board member – voting delegate) | |

Signature of School Business Official

**PLEASE RETURN THIS FORM, TO THE ATTENTION OF
KRISTA LENIUS, TO THE SASKATCHEWAN SCHOOL BOARDS ASSOCIATION
BY EMAIL TO klenius@saskschoolboards.ca**

Thank you

For your information:

Ballot Voting

Association Bylaw No. 11 provides:

Bylaw No. 11: Delegates and Voting

1. School board members who register and pay the registration fee are delegates at the general meetings of the Association.
2. Every member shall inform the Association as to which of its delegates it has authorized to be accredited delegates to cast the votes of the member on questions for which a formal ballot is used, and the number of votes each accredited delegate is authorized to cast.
3. Formal ballots shall be used for:
 - (a) election of members to the Executive;
 - (b) adoption of the Association budget;
 - (c) votes on bylaw amendments and resolutions; and
 - (d) approval to the Executive to petition the Legislative Assembly for changes to the Act incorporating the Association.
4. The number of votes to which each board of education is entitled when a formal ballot is used shall be determined in accordance with the following table using the student count of the board of education as of September 30 for the most recent year as provide by the Ministry of Education:

<u>Student Count</u>	<u>Number of Votes</u>
1 to 2000 students	6
2001 to 3000 students	9
3001 to 4000 students	12
4001 to 5000 students	15
5001 to 6000 students	18
6001 to 7000 students	21
7001 to 8000 students	24
8001 to 10,000 students	30
10,001 to 15,000 students	45
15,001 students and over	51

5. Only accredited delegates in attendance at the time a vote is taken shall be entitled to vote.
6. Absentee voting shall not be allowed.
7. On matters where voting is by show of hands, such as motions on procedural matters, each delegate in attendance at the time the vote is taken shall be entitled to vote, and shall have one vote.
8. Delegates who are not accredited delegates may participate in General Assembly and general meeting discussions and debate.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.9
Topic:	Board Spokesperson		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> 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:
Tony Baldwin	November 17, 2020	

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:	November 17, 2020	Agenda Item #:	06.10
Topic:	Mileage Expense Rate for 2020-2021		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> 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. Current mileage expense rate is \$.44 per kilometer.
Current Status:	During 2020/2021 budget planning, school division mileage was budgeted for as follows: <ul style="list-style-type: none"> • \$.44 per kilometer
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 fiscal year, mileage expense be set at \$.44 per kilometer.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.11
Topic:	Meal Reimbursement Expense Rate for 2020-2021		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<p>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:</p> <ul style="list-style-type: none"> • Breakfast: \$10 • Lunch: \$15 • Supper: \$20
Current Status:	<p>During 2020/2021 budget planning, school division meal reimbursement rates were budgeted for as follows:</p> <ul style="list-style-type: none"> • Breakfast: \$10 • Lunch: \$15 • Supper: \$20
Pros and Cons:	
Financial Implications:	<p>The recommended motion will satisfy the needs of the 2020-2021 budget passed in June, 2020.</p>
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 fiscal year, meal reimbursement expense rates be set at:

- Breakfast: \$10
- Lunch: \$15
- Supper: \$20

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.12
Topic:	Parking Expense Rate for 2020-2021		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> 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: <ul style="list-style-type: none"> Daily: \$5 without receipt or actual reasonable costs with receipt
Current Status:	During 2020/2021 budget planning, school division parking reimbursement rate was budgeted for as follows: <ul style="list-style-type: none"> Daily: \$5 without receipt or actual reasonable costs with receipt
Pros and Cons:	
Financial Implications:	The recommended motion will satisfy the needs of the 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 fiscal year, the parking expense rate be set at:

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

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.13
Topic:	Accommodation Expense Rate for 2020-2021		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> Information

Background:	<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"> Actual reasonable costs supported by receipts or \$35 per night in a private residence outside of home location (no receipt required).
Current Status:	<p>During 2020/2021 budget planning, school division accommodation reimbursement rates were budgeted for as follows:</p> <ul style="list-style-type: none"> 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 2020-2021 budget passed in June, 2020.
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

That for the 2020/2021 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:	November 17, 2020	Agenda Item #:	06.14
Topic:	Cheque Signing Authority		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> 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 the Superintendent of Business and Operations.
Pros and Cons:	The recommended motion broadens the staff signing authority to allow the Director of Education to sign in the absence of the Superintendent of Business and Operations.
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	n/a

Recommendation:

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

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	06.15
Topic:	Borrowing Resolution - Operating Line of Credit		
Intent:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input type="checkbox"/> 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 Scotiabank.
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 for a disruption in revenue.
Legal Implications:	Authority for a borrowing resolution on the part of the Board of Education flows from <i>The Education Act, 1995</i> , Section 319.
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	<ul style="list-style-type: none"> Borrowing Resolution, Scotiabank

Recommendation:

That the Board reviews the information provided and authorizes the borrowing resolution as attached.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	07.1
Topic:	Auditor Appointment		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	From time to time, the school division tenders auditing services so that the yearly audit can be conducted smoothly.
Current Status:	At the May 5, 2020 meeting of the Board of Education, the Board accepted a proposal from Deloitte LLP for auditing services through the 2023-24 fiscal year.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	

Recommendation:

That the Board review the information provided.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	07.2
Topic:	Board Solicitor		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> 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:
Tony Baldwin	November 17, 2020	

Recommendation:

That the Board review the information provided.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	07.3
Topic:	Board Architect		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> 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:
Tony Baldwin	November 17, 2020	

Recommendation:

That the Board review the information provided.

AGENDA ITEM

Meeting Date:	November 17, 2020	Agenda Item #:	07.4
Topic:	Board Committee Appointments		
Intent:	<input type="checkbox"/> Decision	<input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information

Background:	The Board Chair assigns trustees to committees on an annual basis.
Current Status:	A list of Board Committees for 2020-2021 is attached.
Pros and Cons:	
Financial Implications:	
Governance/Policy Implications:	
Legal Implications:	
Communications:	Notification of committee appointments will be made once those appointments are completed.

Prepared By:	Date:	Attachments:
Tony Baldwin	November 17, 2020	• 2020-2021 Board Committees

Recommendation:

That the Board review the information provided.

20/21 Committee	Mandate, Accountability Reports, Members, and Staff Support
Business, Infrastructure and Governance	<p>Mandate: To examine issues related to business, public accountability, stewardship, the advancement of public education including effective utilization of human resources, finance, transportation, and facilities.</p> <p>Annual Project: Future Opportunities for the Prairie South Virtual School.</p> <p>AR: Facilities (December), 1st Quarter Business (January), Transportation (February), 2nd Quarter Business (April), 3rd Quarter Business (June)</p> <p>Trustees: TBD; Staff: Tony, Steve, Sr. Admin Team as Required</p>
Student Outcomes	<p>Mandate: To examine issues related to increasing student literacy and achievement, promoting academic achievement for all students while closing achievement gaps and enhancing student outcomes.</p> <p>Annual Project: Prekindergarten; The Prairie South Classroom Composition Committee.</p> <p>AR: Student Achievement I (October), School and Division Improvement (November), Early Learning (March), Student Achievement II (June)</p> <p>Trustees: TBD; Staff: Tony, Derrick, Diana, Sr. Admin Team as Required</p>
Innovation	<p>Mandate: To examine issues related to innovative practices and environments to allow students to maximize their potential regardless of socioeconomic status, gender, cultural or linguistic background, geographic location, personal circumstances or ability.</p> <p>Annual Project: Oversight and Participation in Innovation Projects Approved in Spring, 2020.</p> <p>AR: n/a</p> <p>Trustees: TBD; Staff: Tony, Ryan, Sr. Admin Team as Required</p>
Partnerships and Teambuilding	<p>Mandate: To examine issues related to advocacy and networking and enhanced relationships with all stakeholders.</p> <p>Annual Project: Staff Satisfaction and Engagement; Renewal of Advocacy Activities</p> <p>AR: Human Resources (January)</p> <p>Trustees: TBD; Staff: Tony, Amanda, Lori, Sr. Admin Team as Required</p>
Committee of the Whole	<p>Mandate: To provide a forum for trustees to engage in planning sessions related to issues such as, but not restricted to, finance, facilities, special projects and the Education Sector Strategic Plan.</p> <p>Trustees: All Trustees; Staff: Tony, Sr. Admin Team as Required</p>
Executive Committee	<p>Mandate: As assigned by the Board of Education</p> <p>Trustees: Chair and Vice-Chair; Staff: Tony; Sr. Admin Team as Required</p>
Transportation Committees	<p>Mandate: BP 17 Issues (ad hoc)</p> <p>Trustees: 5 Rural or 5 Urban; Staff: Tony, Steve, Heather</p>

Additional Committees with Governance Membership

Saskatchewan High Schools Athletic Association (1 trustee):

Public Section (1 trustee):

Board Chairs' Council (1 trustee):

School Community Councils

Coronach

Bengough

Rockglen

Mankota

Glentworth

Kincaid

Lafleche

Gravelbourg

Chaplin

Craik

Eyebrow

Central Butte

Mortlach

Caronport

Avonlea

Rouleau

Lindale

Assiniboia 7th

Assiniboia Elementary

ACHS

Mossbank

Central

Peacock

Riverview

Sunningdale

Empire

William Grayson

Westmount

Palliser Heights

King George

Prince Arthur