

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, May 13, 2024 at 11:00 a.m. at the Chinook Education Centre.

PRESENT: Kimberly Pridmore
Ken Duncalfe
Rachael Eliason
Keri Hudec
Gwen Humphrey
Susan Mouland
Rachelle Patzer
Tim Ramage
Katelyn Toney

Mark Benesh – Director of Education
Kathy Robson – Deputy Director
Sharie Sloman – Chief Financial Officer
Joanne Booth – Communications Coordinator
Katie Andreas – Executive Assistant

REGRETS: Dianne Hahn

The meeting was called to order at 11:00 a.m. by Chair Kimberly Pridmore.

AGENDA 44/24 Eliason THAT the Agenda be approved as circulated and revised.

CARRIED

CLOSED 45/24 Ramage THAT the Chinook Board of Education recess the meeting to go into closed session to discuss personnel items and other confidential matters to be received by the board.

CARRIED

OPEN 46/24 Toney THAT the Chinook Board of Education rise and report.

CARRIED

REGULAR MEETING ----- May 13, 2024

MINUTES 47/24 Hudec THAT the minutes of the Regular meeting of April 8, 2024 be approved, as presented.

CARRIED

BOARD 48/24 Duncalfe THAT the Chinook Board of Education approve Board Policy
WORKPLAN 2 Appendix: Board Annual Workplan, as attached.

CARRIED

BOARD 49/24 Patzer THAT the Chinook Board of Education approve the 2024-2025
PLANNING Board Planning Calendar.
CALENDAR

CARRIED

CHINOOK 50/24 Moulard THAT the draft Chinook Level 2 Education plan be approved, as
LEVEL 2 attached.
PLAN

CARRIED

PMR 51/24 Humphrey THAT the Three Year PMR plan commencing September 1, 2025
PLAN be approved, as attached.

CARRIED

PMR 52/24 Eliason THAT the Three Year PMR plan commencing September 1, 2023
AMENDMENT be approved as amended with the addition of project #879.001
FR# 012801.

CARRIED

BOARD ANNUAL WORK PLAN

August

Regular Board Meeting Agenda Items

- Review and Approve Boards Division Goals and Priorities
- Review of 4th Quarter Financial Update
- Review Athletics Status Report

Events

- Teachers Convention

Budget Considerations

- Budget Work Plan, August 31 – (Estimate) Ministry approves Budget.

September

Regular Board Meeting Agenda Items

- Consider nomination of a program for the Premier's Award For Innovation
- Board to establish Budget parameters
- MLA Forum Planning
- Approve Board Development Plan
- Approve Board Advocacy Plan
- Review Strategic Plan and Draft Annual Report and provide direction.
- Review Learning & Well Being Accountability Report
- School Accountability Report (Opening Day Enrolments and September 30 Official Enrolments) and Staffing Adjustments
- Board to meet with auditors

Events/Action

- Public Boards Section Executive Meeting

Budget Considerations

- Budget Work Plan: Board reviews current year priorities and plans priorities for next year

October

Regular Board Meeting Agenda Items

- Approve plans for Organizational Meeting
- Approve Resolutions (if any) and appoint voting delegates for the Saskatchewan School Boards Association Annual Convention
- Approve transfer of funds to/from reserves
- Review School Improvement Plans/Facilities Accountability Results Report
- Review Facilities and Maintenance Accountability Report
- Review Directors Report of School Viability

Events/Action

- Public Boards Section Executive Meeting
- SSBA Members' Council

November

Regular Board Meeting Agenda Items

- Organizational Meeting: Elect Board Chair, Vice-Chair, Committee appointments, appointment of auditor, approve auditor's terms of engagement, dates of regular Board meetings for the year, set/affirm per diems and trustee honorariums and expenses
- Authorize borrowing resolution
- Review Transportation Accountability Report
- Review trends in the NES Cluster Status Report
- Approve Audited Financial Statements and Annual Report for submission to Ministry of Education
- Review Board Goals

Events/Action

- SCC Fall Forum
- Board Planning Retreat
- Hutterian Meeting
- SSBA Fall General Assembly

December

Regular Board Meeting Agenda Items

- Review audit report and management letter (ensure deficiencies from previous year have been remediated to the satisfaction of the auditor)
- Review Legal Update of any outstanding cases
- Review Student Services Status Report
- Director Implement recommendations included in the Audit Report

Events/Action

- Host staff Board Christmas Social

January

Regular Board Meeting Agenda Items

- Review initial projected enrollment for next year
- Review Technology Report
- Review Financial Report to November 30 (Quarterly Reporting)
- Review Provincial Education Plan Update
- Approval of Budget work plan

Events/Action

- Finance Committee of the Whole

February

Regular Board Meeting Agenda Items

- Review draft school year calendar (2 years)
- Review Trends in the Central Cluster Status Report
- Board approval of budget assumptions

Events/Action

- Public Boards Section Executive Meeting
- SSBA Members' Council

Budget Considerations

- Budget Work Plan
 - February 15 – Initial school staffing circulated to schools
 - February 15 – Priorities Communicated to the Community
 - February 15 – Priorities Communicated to the Division

March

Regular Board Meeting Agenda Items

- Approve school year calendar
- Review Hutterian Status Report
- Review and provide direction on draft Budget
- Review board goals

Events/Action

- Board Planning Retreat
- SCC Spring Forum
- Facilities Committee of the Whole

April

Regular Board Meeting Agenda Items

- Review Financial Accountability Report to Feb 28th (Quarterly Reporting)
- Review HR Accountability Report
- Review Update on Operating Budget Development
- Review trends in the West Cluster Status Report

Events/Action

- Public Boards Section Executive Meeting
- SSBA Spring General Meeting
- Transportation Committee of the Whole
- Finance Committee of the Whole

May

Regular Board Meeting Agenda Items

- Review Hiring update
- Approve Chinook Level 2 Education Plan
- Review and approve Board Annual Work Plan and Meeting Calendar

Events/Action

- Present Long Service Awards
- Finance Committee of the Whole

June

Regular Board Meeting Agenda Items

- Review Financial Accountability Report to May 31 (Quarterly reporting)
- Review Enrolment Projections that are sent to the Ministry
- Review Board Goals for approval in August
- Approve the operating budget for submission to the Ministry of Education
- Approve Schedule of Fees
- Conduct and approve Director annual evaluation
- Participate in a board self-evaluation and approve a positive path forward

Events/Action

- Public Boards Section General Meeting
- Attend achievement nights and graduation ceremonies to present awards as determined.
- Determine the common extra-curricular transportation rate to be charged throughout the Division to facilitate equitable access to extracurricular opportunities for all schools.
- Host CEC Staff and Board BBQ

Ongoing

- Receive monthly HR report for informational purposes
- Attend meetings as determined by the Board.
- Attend School Community Council meetings as scheduled and upon invitation.
- Attend Standing Committee meetings as assigned.
- Approve compensation for out of scope staff – no date determined.
- Consider new developments and directions from the Ministry of Education.
- Engage in individual trustee development approved by the Board.
- Engage in celebration/recognition of students, staff, and community.
- Receive Union Negotiations Update provide terms of reference and approve memoranda of agreements.
- Approval of out of country field trips.
- Approve/review out of scope compensation
- Approve Board revisions to Annual Work Plan

Reference: Sections 61, 63, 85, 87, 277, 278, 279, 280, 281, 282, 283, 285, 286, 288, 289, 292
Education Act

Approved: October 26, 2021
Revised: August 22, 2022, November 7, 2022, May 2023, August 21, 2023; May 13, 2024