



MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION

Living Sky School Division No. 202

On

Wednesday, October 10, 2018 at 4:00 p.m.

Central Office Board Room

North Battleford, SK

PRESENT

Trustees: *Pethick, Gartner, Link, Arsenault, Kowalchuk, Leask, Heintz, and Hiebert*. Also in attendance were: Director of Education, *Brenda Vickers*; and Chief Financial Officer, *Lonny Darroch*.

Absent: Trustees *Miller, and Wouters*.

CALL TO ORDER

Chairman *Pethick* called the meeting to order at 4:00 p.m.

AGENDA

Trustee *Heintz* moved the agenda be approved.

Carried

DECLARATION OF CONFLICT OF INTEREST

None.

MINUTES

Trustee *Hiebert* moved the Board approve the minutes of the Regular Meeting of September 26, 2018.

Carried

DELEGATIONS

- i. HR – Staffing & Enrolments – Jim Shevchuk, Superintendent of Learning
- ii. Transportation – Trevor Horton, Transportation Manager
- iii. Data – Doug Drover, Learning Consultant

BOARD ITEMS

- i. Continuous Agenda - reviewed
- ii. Communication re: Legalization of Cannabis – Shannon Lessard, Office Manager/Communications - reviewed
- iii. Procedure Changes for approval
 1. Buildings and Grounds Procedure 9.04: Community Use of School Facilities
 2. School Operations Procedure 4.28: Administering Medications and Medical Treatment to Students
 3. Form 4.28A: Administration of Medication Letter to Physician
 4. Form 4.28B: Administration of Prescribed Medical Procedure
- iv. New Procedures for Approval
 1. Human Resources Procedure 5.37: Employee Use of Drugs and Alcohol
 2. Form 5.37A – Statement of Acknowledgement, Employee Use of Drugs and Alcohol
 3. Form 5.37B – Prescription Drug Impairment Disclosure
 4. Procedure 4.49 – Student Use of Alcohol, Cannabis or Other Drugs
- v. SSBA 2019 Budget Overview

DIRECTOR OF EDUCATION REPORT

Director of Education, *Brenda Vickers* presented the non-confidential items of the Director's report as filed.

CHIEF FINANCIAL OFFICER REPORT

Chief Financial Officer, *Lonny Darroch* presented the non-confidential items of the Chief Financial Officer's report as filed.

ACCOUNTS

Trustee *Heintz* moved the Board approve payment of accounts as follows:

1.	Sept 21/18	#DD068617 (Direct Deposit)	\$	346.39
2.	Sept 25/18	#080984		339.60
3.	Sept 26/18	#PJ00226 (Online Payment)		11,901.55
4.	Sept 26/18	#PJ00227 (Online Payment)		1,092.21
5.	Sept 28/18	#003008 – 003011 (US Acct)		4,778.96
6.	Oct 1/18	#PJ00228 (Online Payment)		451,156.34
7.	Oct 1/18	#DD068618 – DD068719 (Direct Deposit)		256,838.59
8.	Oct 1/18	#080985 - 081050		99,297.56
9.	Oct 1/18	#DD068720		<u>12,484.50</u>
			\$	838,235.70

Trustee *Hiebert* moved the Board move to in camera session.

Trustee *Leask* moved the Board rise and report from in camera session.

CLOSED SESSION

- i. Confidential HR Staffing Report as of October 10, 2018
- ii. Board Survey Results

RESOLUTIONS

011-10/10/18 Trustee *Kowalchuk* moved the Board accept the HR Staffing & Enrolments Report as presented by *Jim Shevchuk*, Superintendent of Learning.

Carried

012-10/10/18 Trustee *Leask* moved the Board accept the Transportation Report as presented by *Trevor Horton*, Transportation Manager.

Carried

013-10/10/18 Trustee *Gartner* moved the Board approve the changes to the following; Building and Grounds Procedure 9.04 – Community Use of School Facilities, School Operations Procedure 4.28 – Administering Medications and Medical Treatment to Students, Form 4.28A – Administration of Medication Letter to Physician, and Form 4.28B – Administration of Prescribed Medical Procedure.

Carried

014-10/10/18 Trustee *Arsenault* moved the Board approve the following new procedures and forms; Human Resources Procedure 5.37 – Employee Use of Drugs and Alcohol, Form 5.37A – Statement of Acknowledgement, Employee Use of Drugs and Alcohol, Form 5.37B – Prescription Drug Impairment Disclosure, and Procedure 4.49 – Student Use of Alcohol, Cannabis or Other Drugs.

Carried

015-10/10/18 Trustee *Kowalchuk* moved the Board approve the Confidential HR Staffing Report as of October 10, 2018.

Carried

016-10/10/18 Trustee *Link* moved the Board receive the interim financial statement to the end of February, 2018, that was presented at the March 28, 2018 meeting

Carried

017-10/10/18 Trustee *Pethick* moved the Board award the contracted transportation contracts to First Student for a 7-year term, starting with the 2018-19 school year, that was presented at the March 28, 2018 meeting.

Carried

CORRESPONDENCE

- i. SELU 2017-18 Annual Report - distributed

ADJOURNMENT

Trustee *Arsenault* moved the meeting be adjourned at 8:44 pm

CHAIRMAN OF THE BOARD

CHIEF FINANCIAL OFFICER