

**Board Of Education**  
**Saskatoon School Division No. 13**

**I n a u g u r a l   M e e t i n g**

**TUESDAY, NOVEMBER 3, 2009**

**12:00 noon**

**Board Room**

**310 21<sup>st</sup> Street East**

**Trustees**

**Donna Banks**

**Robin Bellamy**

**Dan Danielson**

**Holly Kelleher**

**Vernon Linklater**

**Colleen MacPherson**

**Ray Morrison**

**Anna Ringstrom**

**Darrell Utley**

**Kevin Waugh**

The purposes of the **INAUGURAL MEETING** are to accommodate the requirements of Section 72 of **The Education Act** and Policy 6, Section 1, of the ***Board Policy Handbook***. It also serves as the Board's organizational meeting for the forthcoming year.

## A g e n d a

a n d

### A g e n d a   N o t e s

Board members may wish to refer to The Education Act, Sections 67 to 81 (Appendix A), and Board Policy 6: Board Operations (Appendix B) to gain a more comprehensive understanding of the procedures of the Inaugural Meeting.

**PART I:**                    **Chairperson: Mr. Garry Benning**

1.    **Call To Order**

2.    **Declaration Of Office**

The Chief Financial Officer shall read the return from the City Clerk certifying as to the election of new members and shall call for the Declaration Of Office (please see Appendix C). The Declaration Of Office will be read aloud at the meeting by each trustee and will be signed in the presence of the Notary Public.

2.    **Election Of Board Chair**

In accordance with Section 72 of The Education Act and Policy 6, Section 1.4, of the *Board Policy Handbook* the Board is required to elect the Board Chair at its Inaugural Meeting. Nominations for the Office of Chair may be made by any trustee, and need not be seconded. Voting is by ballot. The nominee who receives the majority of votes of the members present shall be declared elected and shall take office immediately.

**PART II:**                    **The Newly Elected Chairperson Takes The Chair**

1.    **Comments Of The Newly Elected Chairperson**

2.    **Election Of Vice Chairpersons**

The Vice Chairs for the year shall be elected at the Inaugural Meeting of the Board each year. A trustee shall be elected Vice Chair to take office immediately following the election and serve for six months; one other trustee shall be elected to serve for the subsequent six months or until the next Inaugural Meeting.

A list of the Vice Chairs for the last three years appears below for your information:

2008 – 2009	Darrell Utley Kevin Waugh	First Six-Month Term Second Six-Month Term
2007 – 2008	Tad Cherkewich Gerri Siemens Doreen Day-Wapass	First Four-Month Term Second Four-Month Term Third Four-Month Term
2006 – 2007	Kelly Kozak Shannon Underwood Robin Bellamy	First Four-Month Term Second Four-Month Term Third Four-Month Term

Nominations required:

Vice Chair	_____	First Six-Month Term
Vice Chair	_____	Second Six-Month Term

**4. Minutes Of November 18, 2008 Inaugural Board Meeting**

The minutes of the November 18, 2008 Inaugural Board Meeting (Appendix D) were approved at the December 9, 2008 public Board meeting.

5. **Confirmation Of Professional Services**

Policy 6, Section 1.7, of the *Board Policy Handbook* states that the Board appoints such professional service providers as are deemed necessary at its Inaugural Meeting.

(a) **Confirmation Of Board Solicitor**

Mr. Reynold Robertson of Robertson Stromberg has served the Saskatoon Public School Division for a number of years.

Recommended Motion:

That the Board appoint Mr. Reynold Robertson of Robertson Stromberg to serve as its primary, but not exclusive, solicitor for 2010.

(b) **Confirmation Of Insurance Broker**

Marsh Canada has served the Saskatoon Public School Division for a number of years. They are the insurance provider for the Saskatchewan School Boards Association.

Recommended Motion:

That the Board appoint Marsh Canada to serve as its insurance broker for 2010.

(c) **Confirmation Of Cost Analyst**

Mr. Ken Leier of KDL Consulting has served the Saskatoon Public School Division for a number of years.

Recommended Motion:

That the Board appoint Mr. Ken Leier of KDL Consulting as its Cost Analyst for 2010.

(d) **Confirmation Of External Audit Services**

At the May 15, 2007 Board meeting, KPMG was appointed as auditors for the Saskatoon Public School Division for the fiscal years 2007 – 2008 to 2012 – 2013; therefore no auditors will need to be appointed.

6. **Banking Authority**

The following approvals are required for banking purposes and to facilitate fiscal transactions:

- (a) Transfers of funds between bank accounts are primarily handled by electronic transmission. The Accounting Branch has been given the security access to enable transfer of funds. If transfers are effected by way of paper transmittals, that the Chief Financial Officer be authorized on his signature alone to transfer funds, as may be necessary, between any and all bank accounts in the name of the Saskatoon School Division No. 13 of Saskatchewan.
- (b) That the form required by the bank for signing authorities and temporary borrowing power be duly completed; the Chair or Vice Chair, together with the Chief Financial Officer, act as signing authorities for the Board.
- (c) That payroll cheques be issued on the signature of the Chief Financial Officer alone, provided that the Chair signs the cheque and voucher each month for the total paid from General Account into Payroll Account.

Recommended Motion:

That the requirements with regard to Banking Authority be approved as above and that they be effective until the next Inaugural Meeting.

7. **Borrowing Authority**

Policy 1, Section 8.4, of the *Board Policy Handbook* states that each year the Board must pass a resolution authorizing the Chair or Vice Chair and Chief Financial Officer to borrow funds to cover the expenditures of the Board pending receipt of taxes and grants. The specific resolution on School Division borrowing which should be approved to take effect January 1, 2010, is attached as Appendix E.

Recommended Motion:

That the form required by the bank for borrowing be approved for the 2010 calendar year.

**8. Committees Of The Board**

Policy 6, Section 1.8, of the *Board Policy Handbook* indicates that at its first Board meeting subsequent to the Inaugural Meeting each year the Board will select representatives to internal committees and external committees. Section 1.8.1 states that at the Inaugural Meeting trustees will review the committees / positions for which representation is needed. Each trustee will indicate, on paper, the committees / positions in which he / she is interested. Trustees may wish to indicate preference if interested in more than one committee (i.e. 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_). The Chair and Vice Chair will then review this information and will recommend candidates for each position. These decisions will be based on the involvement of as many trustees as possible in this work, keeping in mind which trustees have held these positions and which trustees have not yet held positions. If more trustees are interested in a position than can be accommodated for the year, the Chair and vice Chair may suggest voting by ballot.

Policy 7, Section 1, of the *Board Policy Handbook* indicates that at its Inaugural Meeting each year the Board shall name such standing committees as it deems necessary for the discharge of Board business. Specifically, the two standing committees named are:

- (a) the Board Pension Trustees Committee
- (b) the Board Discipline Committee

In addition to these, other appointments may be made. The following is a list of Board Committees and appointments for 2008 - 2009. The Director or designated administrator(s) works with these committees in an advisory capacity.

- (a) Board Pension Trustees Committee  
Tad Cherkewich  
Shannon Underwood (Chair)  
Dan Danielson
- (b) Board Discipline Committee  
Robin Bellamy  
Doreen Day-Wapass (Chair)  
Kevin Waugh

Three nominations are required for the Board Pension Trustees Committee, along with the appointment of the Chair for the Committee (by nomination and random draw if required).

Three nominations are required for the Board Discipline Committee, along with the appointment of the Chair for the Committee (by nomination and random draw if required).

## 9. Board Representatives

Policy 7 of the *Board Policy Handbook* indicates that at its Inaugural Meeting each year the Board shall give consideration to naming representatives to various external boards or committees in response to requests from external organizations or agencies. Board representatives shall be appointed to the following:

- (a) Public Boards Caucus, Saskatchewan School Boards Association
- (b) Saskatchewan Assessment Management Agency
- (c) Okicīyapi Educational Partnership  
(Saskatoon Tribal Council, Central Urban Métis Federation Incorporated (CUMFI), Saskatoon Public Schools)
- (d) Saskatchewan High School Athletics Association.
- (e) Saskatoon Public Schools Foundation Inc.

The following information provides a description of the representation required for each committee:

### (a) Saskatchewan School Boards Association Public Section

One member of the Board is entitled to serve on the Saskatchewan School Boards Association Public Section Executive as a Member-At-Large or in the capacity of an elected table officer (Chair, Vice Chair or Secretary Treasurer). This member could be the Board Chair or another member elected by the Board. In addition, at general meetings each Board will have two voting members. Therefore, the Board should elect a Member-At-Large to the Public Section Executive who will exercise a vote at general meetings, as well as another Board member as the second voting member for general meetings. At the November 18, 2008 Inaugural Meeting Trustee Morrison was appointed the Executive Member-At-Large and Trustee Danielson was appointed the Second Voting Member.

Two nominations are required for the Saskatchewan School Boards Association Public Section, one for the Executive Member-At-Large and one for the Second Voting Member.

### (b) Saskatchewan Assessment Management Agency

At the November 18, 2008 Inaugural Meeting Trustee Morrison was appointed to represent the Board on the Saskatchewan Assessment Management Agency.

One nomination is required for the Saskatchewan Assessment Management Agency.

(c) Okicīyapi Educational Partnership

At the November 18, 2008 Inaugural Meeting, Trustees Kozak and Utley were appointed to the Okicīyapi Educational Partnership.

Two nominations are required for the Okicīyapi Educational Partnership.

(d) Saskatchewan High Schools Athletic Association

Trustee Waugh served as the Board's representative to the Saskatchewan High Schools Athletic Association for 2008. Representation alternates from year to year between the Saskatoon Board of Education and the Greater Saskatoon Catholic Board of Education; therefore a representative will need to be appointed for 2010.

One nomination is required for the Saskatchewan High Schools Athletic Association.

(e) Saskatoon Public Schools Foundation Inc.

At the November 18, 2008 Inaugural Meeting Trustees Cherkewich and Waugh were appointed to the Saskatoon Public Schools Foundation Inc.

Two nominations are required for the Saskatoon Public Schools Foundation Inc.

(f) School Community Council Assembly Meetings

Policy 7, Section 1.9, of the *Board Policy Handbook* currently reads as follows:

“Trustee attendance at the School Community Council Assembly meetings is encouraged. There are three meetings held each year.”

Note: Policy 4, Section 14, of the *Board Policy Handbook* provides for the Board Chair to be an Ex-Officio member of all committees of the Board.

**10. Disposal Of Ballots**

It has been the practice of the Board to pass a resolution requiring destruction of the ballots used during the Inaugural Meeting.

Recommended Motion:

That the Board approve the destruction of the ballots used during the Inaugural Meeting.

**Voters may also be registered as electors**

**66(1)** A voter is entitled to be registered as an elector of the school division in which the voter resides.

**(2) Repealed.** 2006, c.18, s.8.

1995, c.E-0.2, s.66; 2006, c.18, s.8.

**67 Repealed.** 1998, c.21, s.22.

**Disqualification**

**68(1)** A member of a board of education or the conseil scolaire shall vacate his or her office if any one of the following applies to him or her:

- (a) the member is convicted of an indictable offence;
- (b) the member is absent from three or more consecutive meetings of the board or the conseil scolaire without the authorization of the board or the conseil scolaire to do so;
- (c) the member ceases to be eligible for election as a member:
  - (i) pursuant to *The Local Government Election Act*, in the case of a member of a board of education; or
  - (ii) pursuant to this Act, in the case of a member of the conseil scolaire; or
- (d) in the case of a member of the conseil scolaire, the member no longer meets the criteria to be a candidate as set out in subsection 65(1) or (2).

**(2)** Where a member is required to vacate his or her office pursuant to subsection (1), the remaining members shall:

- (a) declare that office to be vacant; and
- (b) immediately inform the minister of the vacancy.

1995, c.E-0.2, s.68; 1998, c.21, s.24.

**Conflict of interest**

**69(1)** No member of a board of education and no member of the conseil scolaire shall:

- (a) be or become directly interested in any contract entered into by or on behalf of the board of education or the conseil scolaire of which he or she is a member;
- (b) participate directly in the profit or in any benefit or emolument arising from a contract entered into by or on behalf of the board of education or the conseil scolaire of which he or she is a member;

- (c) accept any office or place of emolument under the board of education or the conseil scolaire of which he or she is a member;
  - (d) perform any duty, transact any business or do anything whatever in any character or capacity for or in expectation of any fee, gain or reward for or on behalf of the board of education or the conseil scolaire of which he or she is a member.
- (2) A member of a board of education or the conseil scolaire who violates subsection (1):
- (a) is guilty of an offence and liable on summary conviction to a fine of not more than \$100 and, in default of payment, to imprisonment for a term of not more than 30 days; and
  - (b) shall vacate his or her office as a member of the board of education or the conseil scolaire.
- (3) Where a member of a board of education or the conseil scolaire is convicted of an offence pursuant to subsection (2), the remaining members shall:
- (a) declare that office to be vacant; and
  - (b) immediately inform the minister of the vacancy.
- (4) Nothing in this section shall extend to or disqualify as a member of a board of education or the conseil scolaire any person who:
- (a) purchases or becomes the holder of debentures issued by the board of education;
  - (b) enters into a contract with the board of education or the conseil scolaire for the sale to the board of education or the conseil scolaire of a school site;
  - (c) has received a sum not exceeding \$200 in any one year for labour authorized by and supplied to the board of education or the conseil scolaire;
  - (d) enters into a contract with the board of education or the conseil scolaire for the sale of utilities, services or merchandise in an amount or amounts that in total do not exceed \$500 in any one year;
  - (e) receives payment on account of or in lieu of the cost of transportation or other allowances payable to him or her as the parent or guardian of a pupil; or
  - (f) is a shareholder in or is employed by a company that has dealings or contracts with the board of education or the conseil scolaire for the supply of utilities, goods or services, but that person shall not vote as a member of the board or the conseil scolaire on any matter affecting that company.

(5) Notwithstanding subsection (1), a member of a board of education or the conseil scolaire may have an interest in a contract with the board of education or the conseil scolaire for goods and services where:

- (a) the goods and services are not readily obtainable from some other person in the school division or the francophone education area;
- (b) the price of goods and services to be obtained is reasonable; and
- (c) every member of the board of education or the conseil scolaire present and eligible to vote at a meeting of the board of education or the conseil scolaire votes in favour of the contract.
- (d) **Repealed.** 2000, c.10, s.10.

(6) Notwithstanding subsection (1) but subject to any terms and conditions that the board of education or the conseil scolaire considers proper, a board of education or the conseil scolaire may include any or all members of the board of education or the conseil scolaire in a benefit fund maintained for the benefit of its employees.

1995, c.E-0.2, s.69; 1998, c.21, s.25 and 128;  
2000, c.10, s.10; 2009, c.13, s.5.

**Ouster of member**

70(1) Five or more electors in a school division may apply *ex parte* to a judge of the Court of Queen's Bench for an order described in subsection (4) respecting a member of a board of education of that school division if the electors submit in their affidavits that the member:

- (a) is guilty of contravening section 69;
- (b) is guilty of gross neglect of duty;
- (c) has wilfully or negligently contravened this Act or the regulations; or
- (d) is unfit for any reason to act as a member of the board of education.

(2) Five or more voters in the division scolaire francophone may apply *ex parte* to a judge of the Court of Queen's Bench for an order described in subsection (4) respecting a member of the conseil scolaire if the voters submit in their affidavits that the member:

- (a) is guilty of contravening section 69;
- (b) is guilty of gross neglect of duty;
- (c) has wilfully or negligently contravened this Act or the regulations; or
- (d) is unfit for any reason to act as a member of the conseil scolaire.

(3) The electors or voters shall pay \$25 into court as security for costs when making their application.

- (4) The electors or voters may apply for an order that:
- (a) grants leave to serve a notice of motion directed to the member of the board of education or the conseil scolaire; and
  - (b) requires that member to show cause why the member should not be removed from office.
- (5) The judge may direct the manner in which a notice of motion is to be served and may fix the time when and place where the notice of motion is returnable.
- (6) If on the return of the notice of motion mentioned in subsection (5) the judge on affidavit or oral evidence finds that the member is unfit to act as a member of the board of education or conseil scolaire for any of the reasons set out in subsection (1) or (2), the judge shall make an order ousting the member from office.
- (7) The judge may make any order as to costs that is appropriate in the circumstances.
- (8) No person is eligible for election as a member of any board of education or conseil scolaire for a period of three years from the date of his or her ouster from office pursuant to this section.

1995, c.E-0.2, s.70; 1998, c.21, s.26.

**Declaration of office by members**

- 71(1) Every person who is elected a member of a board of education or the conseil scolaire shall make a declaration before a commissioner for oaths in the prescribed form.
- (2) The commissioner for oaths before whom the declaration of office is made shall endorse on or attach to the declaration a certificate in the prescribed form.
- (3) Every member of a board of education or the conseil scolaire shall:
- (a) swear or affirm the declaration mentioned in subsection (1) before commencing his or her duties as a member of the board of education or the conseil scolaire; and
  - (b) deliver the declaration and certificate required by this section to the board of education or the conseil scolaire at the first meeting of the board of education or the conseil scolaire.
- (4) The board of education or the conseil scolaire shall:
- (a) enter the fact of the delivery of the declaration and the certificate in the minutes of the meeting; and
  - (b) retain the declaration and certificate on file.

1995, c.E-0.2, s.71; 1998, c.21, s.27 and 128;  
2009, c.13, s.6.

## MEETINGS OF BOARDS OF EDUCATION AND CONSEIL SCOLAIRE

**Organizational meeting**

72(1) A board of education shall hold an organizational meeting:

- (a) in the case of a newly established school division, on the date and at the time and place fixed for that purpose pursuant to an order mentioned in section 42; and
- (b) in every following year before November 30.

(2) At each organizational meeting, the board of education shall select a chairperson, and a vice-chairperson to act in the absence of the chairperson.

(3) The conseil scolaire shall hold an organizational meeting not later than seven days from the day designated in the minister's order as the day on which the members of the conseil scolaire elected at the first election assume office and every following year before November 30.

(4) At each organizational meeting, the conseil scolaire shall select:

- (a) a président; and
- (b) a vice-président to act in the absence of the président.

1995, c.E-0.2, s.72; 1998, c.21, s.28.

**Other meetings**

73(1) A board of education shall meet at least six times in each year at the times fixed by a resolution of the board and at any other time at the call of the chairperson or any three members of the board.

(2) A conseil scolaire shall meet at least six times in each year at the times fixed by resolution of the conseil scolaire and at any other time at the call of the président or any three members of the conseil scolaire.

1995, c.E-0.2, s.73.

**Notice of meetings**

74(1) Where a board of education or the conseil scolaire at any meeting at which all the members are present decides by resolution to hold regular meetings on or at predetermined dates, times and places, no further or other notice of those meetings is necessary.

(2) All other meetings of the board of education or the conseil scolaire shall be called by giving members:

- (a) at least six clear days' notice by registered mail;
- (b) written notice delivered in person at least three days before the meeting;
- (c) written notice left with an adult person at a member's place of residence at least three days before the meeting; or
- (d) written notice in an electronic form that complies with section 9 of *The Electronic Information and Documents Act, 2000* at least three days before the meeting.

- (3) Notwithstanding subsections (1) and (2), the board of education or the conseil scolaire may, by unanimous consent, waive notice and hold a meeting at any time.
- (4) The consent mentioned in subsection (3) must:
- (a) be subscribed to in writing by each member of the board of education or the conseil scolaire prior to the commencement of the meeting; and
  - (b) be recorded in the minutes of the meeting.

1995, c.E-0.2, s.74; 1998, c.21, s.128; 2006, c.18, s.9.

#### Quorum

- 75(1) A majority of the members of a board of education constitute a quorum for the purposes of conducting a meeting of the board of education.
- (2) A majority of the members of the conseil scolaire constitute a quorum for the purposes of conducting a meeting of the conseil scolaire.

1995, c.E-0.2, s.75; 1998, c.21, s.128.

#### Exercise of powers, validity of proceedings

- 76(1) Except as otherwise provided in this Act, every board of education and the conseil scolaire may perform the duties imposed and exercise the powers conferred on it by this Act, either by resolution or bylaw, but no act or proceeding of a board of education or the conseil scolaire that is adopted at a meeting at which a quorum of the board of education or the conseil scolaire is not present is valid or binding.
- (2) Where the number of members of a board of education has been reduced to less than a quorum, no business of the school division shall be transacted by the remaining members until the vacancies have been filled pursuant to *The Local Government Election Act*.
- (3) Where the number of members of the conseil scolaire has been reduced to less than a quorum, no business of the conseil scolaire shall be transacted by the remaining members until the vacancies have been filled pursuant to this Act and the regulations.

1998, c.21, s.29.

#### Motions

- 77(1) All questions shall be submitted to a board of education on the motion of the chairperson or any other member.
- (2) All questions shall be submitted to the conseil scolaire on the motion of the président or any other member.
- (3) No seconder is required for the questions mentioned in subsections (1) and (2).

1998, c.21, s.29.

**Voting**

**78(1)** At all meetings of a board of education, questions are to be decided by a majority of votes.

(2) The chairperson has the right to vote, but, in the case of an equality of votes, the question is deemed to be decided in the negative.

(3) At all meetings of the conseil scolaire, questions are to be decided by a majority of votes.

(4) The président has the right to vote, but, in the case of an equality of votes, the question is deemed to be decided in the negative.

1995, c.E-0.2, s.78; 1998, c.21, s.128.

**Acting chairperson or président**

**79(1)** In the absence of the chairperson and the vice-chairperson from a meeting of a board of education, the members present shall elect one of their number to act as chairperson of the meeting.

(2) In the absence of the président and the vice-président from the meeting of the conseil scolaire, the members present shall elect one of their number to act as président of the meeting.

1995, c.E-0.2, s.79; 1998, c.21, s.128.

**Meetings open to public**

**80(1)** Every meeting of a board of education or the conseil scolaire shall be open to the public, but a person may be excluded for improper conduct.

(2) Notwithstanding subsection (1) but subject to subsection (3), a board of education or the conseil scolaire may determine, by resolution, that any matter should be dealt with in closed session and, on the making of that resolution, the board of education or the conseil scolaire may deal with that matter in closed session.

(3) A board of education or the conseil scolaire may conduct a vote on any matter only in a meeting that is open to the public.

(4) A person who is considered by the board of education or the conseil scolaire to be guilty of improper conduct at the meeting may be excluded from the meeting.

1995, c.E-0.2, s.80; 1998, c.21, s.30.

**Alternate meeting procedures**

**80.1(1)** Notwithstanding subsection 80(1), the conseil scolaire or a board of education may hold a meeting using any electronic means that may be prescribed in the regulations and according to the procedures that may be prescribed in the regulations.

(2) Where a meeting is held pursuant to subsection (1), the conseil scolaire or board of education shall record and maintain a detailed written record of the proceedings.

(3) If a meeting is held pursuant to subsection (1), there must be a means of communication at the conseil scolaire or board of education office to which the public has access during the meeting and which allows members of the public to follow any discussion and votes that occur at the meeting.

(4) For the purposes of this Act and the regulations, the detailed written record of the proceedings of the meeting mentioned in subsection (2) is deemed to be the minutes of that meeting.

1998, c.21, s.31; 2009, c.13, s.7.

**Payment for attendance at meetings**

**81(1)** Subject to subsection (5), each member of a board of education is to be paid any remuneration that may be fixed by the board of education for attendance at meetings of the board of education.

(2) Subject to subsection (5), each member of a joint board is to be paid any remuneration that may be fixed by the joint board for attendance at meetings of the joint board.

(3) Subject to subsection (5), each member of the conseil scolaire is to be paid any remuneration that may be fixed by the conseil scolaire for attendance at meetings of the conseil scolaire.

(4) Each board of education, joint board or conseil scolaire shall fix an amount by which the remuneration of a member is to be reduced in cases where the member is absent from a meeting without the prior consent of the board of education, joint board or conseil scolaire.

(5) All payments to a member of a board of education, a joint board or the conseil scolaire pursuant to this section and section 82 must be made in accordance with the bylaws of the board of education, joint board or conseil scolaire concerning the conditions pursuant to which allowances are authorized and the amounts of those allowances.

1995, c.E-0.2, s.81; 1998, c.21, s.32.

**Payment for performance of authorized business of board of education**

**82(1)** A board of education or joint board may pay to any of its members for attending to any business of the board entrusted to a member by the board of education or joint board:

- (a) a reasonable daily remuneration; and
- (b) a reasonable daily allowance or reimbursement for travel, food, lodging and any other out-of-pocket expenses incurred by the member while necessarily absent from his or her place of residence on any business of the school division.

(2) The board of education or joint board shall fix the amounts mentioned in subsection (1).

**POLICY 6**

---

**BOARD OPERATIONS**

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. The Board has adopted policies regulating its proceedings so that the business of the Board can be conducted in an orderly and efficient manner.

The purpose of Board meetings is to ascertain group opinion and through motions and resolutions to focus Board action on specific issues. Respectful behavior preserves the inherent dignity of everyone; therefore it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of trustees, staff and members of the public. The organization of the Board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect.

Cellular telephones will not be used at Board or committee meetings unless the Board approves such use in exceptional circumstances.

**1. Inaugural Meeting of the Board**

- 1.1 The Inaugural Meeting of the Board in each calendar year shall be held in the Board Room, Board Offices, not later than November 30 in accordance with Section 72 of the *Education Act*, Province of Saskatchewan.
- 1.2 The Chief Financial Officer shall call the meeting to order.
- 1.3 In an election year, the Chief Financial Officer shall read the return from the City Clerk certifying as to the election of new members, if any, and shall call for and receive the certificate of their declaration of office, in accordance with Section 71 of the *Education Act*, Province of Saskatchewan.
- 1.4 The Chief Financial Officer shall proceed to conduct the election of the Board Chair. Nominations shall be made by the Board members for the office of Chair and need not be seconded. A vote upon the nominees shall be taken by ballot. The nominee who receives the majority of votes of the members present shall therefore be declared elected and shall take office immediately. In the event of a tie vote the Board will move in to Committee of the Whole. Following discussions in Committee of the Whole the Board will conduct a maximum of another two votes by secret ballot. If a tie still remains the Board direct the returning officer to follow the tie vote procedure specified in Section 111(1) of the *Local Government Election Act*.

- 1.5 Immediately following the election of the Chair, the Board shall elect a Vice-Chair to take office immediately following the election and serve for six months. One other trustee shall be elected to serve for the subsequent six months or until the next Inaugural Meeting.
- 1.6 The Board shall then proceed with the agenda as prepared by the Director of Education.
- 1.7 At its Inaugural Meeting each year, the Board shall appoint such professional service providers as are deemed necessary to safeguard the long term interests of the Board. Service providers considered in this context may include insurance brokers, auditors, architects, solicitor, etc.
- 1.8 At the first Board meeting subsequent to the Inaugural Meeting each year, the Board will select representatives to internal committees and external committees. The process to be used for selecting candidates involves:
  - 1.8.1 At the Inaugural Meeting, trustees will review the committees/positions for which trustee representation is needed.
  - 1.8.2 Each trustee will indicate (on paper) the committees/positions in which he/she is interested. Trustees may wish to indicate preference if interested in more than one committee (i.e. 1<sup>st</sup> \_\_\_\_\_, 2<sup>nd</sup> \_\_\_\_\_).
  - 1.8.3 The Chair and Vice Chair will then review this information, and recommend candidates for each position. These decisions will be based on involving as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions.
  - 1.8.4 The Chair and Vice Chair may suggest voting by ballot if more trustees are interested in a position that can be accommodated for the year.

## 2. Meetings of the Board

- 2.1 Unless otherwise arranged by appropriate Board action, the Board shall meet as often as necessary in open session in the Board Room of the Saskatoon Board of Education on whatever day and at such times as the Board may determine. Notwithstanding, in the public interest, the Board establishes an annual calendar. The Board is committed to conducting as much of its business as possible in open session, whether in regular or in special meeting.
- 2.2 In preparation for each regular Board meeting, the Director of Education in consultation with the Board Chair shall prepare and deliver to Board members at least three days in advance of the meeting an agenda and a file of related materials which will be used in the meeting. If in exceptional circumstances, information for the Board meeting is unavailable at time of print, material will be forwarded to Board members as soon as possible.

- 2.3 Special meetings of the Board shall be called by the Chair at any time on his/her own initiative or at the request of the Director of Education, or upon receipt of a written request signed by any three members of the Board who shall state explicitly the reason therefore in accordance with Section 73(1) of the *Education Act*. Subject to 2.4 below, if a special meeting of the Board is to be held, the Director of Education shall give at least six clear days notice to each member by registered mail, certified mail or special delivery; or deliver a written notice to each member in person at least three days before the meeting; or leave the notice with an adult person at each member's place of residence at least three days before the meeting. The notice shall set forth the business to be transacted or to be considered and no other business shall be considered unless all the members of the Board are present and unless there is unanimous agreement that the agenda previously arranged shall be changed.
- 2.4 The Board may, by unanimous consent, in accordance with Section 74 (3) (4) of the *Education Act*, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the Board prior to the commencement of the meeting and shall be recorded in the minutes of the meeting in the form required by that section.
- 2.5 No act, proceeding, or policy of the Board shall be deemed valid unless adopted by a regular or special meeting at which a quorum of the Board is present. A "quorum of the Board" shall be defined as six members.
- 2.6 All regular and special meetings of the Board shall be open to the public.

### **3. Committee of the Whole Board (In Camera) Sessions**

- 3.1 The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations in particular. The Board believes this trust is preserved through the conduct of Board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in closed meetings.
- 3.2 As a general practice Committee of the Whole sessions shall be held on the day of each Regular Board meeting. The Board may meet at any time in Committee of the Whole for any of the reasons outlined in 3.7 below.
- 3.3 Whenever the Board goes into Committee of the Whole, the Chair of the Board shall leave the chair and the Vice-Chair shall take his/her place. In the event that the Vice-Chair is absent, the members present shall elect one of their number to act as Chair of the meeting.
- 3.4 The usual rules of procedure shall be observed in meetings of Committee of the Whole. Nonetheless:
- 3.4.1 Board members and administration shall be on a first-name basis.

- 3.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
  - 3.4.3 Trustees shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
  - 3.4.4 Trustees shall be allowed to respond to other's comments at the discretion of the Chair although all comments shall be addressed to the Chair.
  - 3.4.5 The Vice Chair shall be empowered to enforce the same rules as apply to public Board meetings if he or she deems it is in the best interest of the meeting being conducted.
- 3.5 The Chief Financial Officer, or designate, shall keep a record of directions to administration and items which the Committee has agreed should be placed on the next or subsequent Board meeting agendas.
- 3.6 At the conclusion of a session of the Committee of the Whole, a member shall move that the Committee rise and report to the open Board meeting and subsequently, that the session adjourns.
- 3.7 During any meeting of the Board, the Board shall go into a Committee of the Whole session at the request of a trustee to discuss a matter that is normally reserved for closed session as outlined in point 3.8. Immediately following such a Committee of the Whole session, a trustee shall move that the Board rise from Committee and report to the open meeting of the Board. Any action taken by the Board shall be voted upon in a meeting open to the public.
- 3.8 The following matters shall normally be reserved for closed sessions of the Committee of the Whole:
- 3.8.1 Personal or confidential matters relating to staff, students or finances;
  - 3.8.2 Legal opinions respecting the Board and its activities;
  - 3.8.3 The purchase, lease or sale of property prior to discussion in open session;
  - 3.8.4 Items of a sensitive or exploratory nature which either the Director or the Board wish to discuss with each other, with the ultimate view to providing guidance or information on issues which may or may not become public later.
- 3.9 Board members and other persons attending Committee of the Whole sessions are honour bound not to disclose the details of discussion at such sessions.

#### 4. Planning and Development Meetings

- 4.1 The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its operations in particular. The Board believes this trust is preserved through the conduct of Board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive and exploratory matters in closed meetings.
- 4.2 As a general practice Planning and Development sessions shall be held as required
- 4.3 At Planning and Development meetings, the Chair of the Board shall leave the chair and the Vice-Chair shall take his/her place. In the event that the Vice-Chair is absent, the members present shall elect one of their number to act as Chair of the meeting.
- 4.4 The usual rules of procedure for committee of the whole shall be observed in Planning and Development meetings. Nonetheless:
  - 4.4.1 Board members and administration shall be on a first-name basis.
  - 4.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
  - 4.4.3 Board members shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
  - 4.4.4 Board members shall be allowed to respond to other's comments at the discretion of the Chair although all comments shall be addressed to the Chair.
  - 4.4.5 The Vice Chair shall be empowered to enforce the same rules as apply to public Board meetings if he or she deems it is in the best interest of the meeting being conducted.
- 4.5 Board members and other persons attending Planning and Development sessions are honour bound not to disclose the details of discussion at such sessions.

#### 5. Agenda for Public Meetings

- 5.1 The agenda shall be prepared by the Director of Education in consultation with the Board Chair and shall be delivered to Board members at least three full days in advance of regular Board meetings, together with such letters, reports, and information as Board members may require to deal effectively with items therein.
- 5.2 A Board member may have an item placed on the agenda by:

- 5.2.1 Making direct request to the Director of Education before the agenda is sent to the Board members;
  - 5.2.2 Presenting a notice of motion, which will place the item on the agenda for the next Board meeting;
  - 5.2.3 Securing Board approval at the beginning of any Board meeting for the inclusion of the item on the agenda of that meeting.
- 5.3 The order of business at regular meetings shall normally be as follows:
- Roll Call
  - Playing of O'Canada
  - Adoption of Agenda
  - Comments/Concerns/Questions from the Public (must be related to a specific agenda item)
  - Approval of Minutes of Last Meeting
  - Delegations
  - External Reports/Presentations
  - Business Arising from the Minutes
  - Unfinished Business
  - Correspondence
  - Reports of Committees and Trustees
  - New Business
  - Reports from Administrative Staff
  - Notices of Motion
  - Questions by Trustees
  - Questions from the Public
- 5.3.1 During Comments/Concerns from the Public, trustees should not engage in a discussion as the matter referred to will be dealt with at the appropriate time in the agenda.
- 5.3.2 Reports of Committees and Trustees are to be submitted in writing so that trustees may read them in advance of the meeting thereby negating the necessity of a verbal report. Trustees may ask a question for clarification of the report writer.
- 5.4 The list of agenda items shall be posted in the Board office, in a place readily accessible to the general public. Any elector may inspect the agenda and request a copy.

## 6. Minutes

- 6.1 The Minutes shall record:
- 6.1.1 A brief summary of the circumstances which gave rise to the matter being placed before the Board; and
  - 6.1.2 All resolutions, including the Board's disposition of same, placed before the Board.
- 6.2 The Minutes shall:

- 6.2.1 Be recorded by the Chief Financial Officer or designate in a minute book and in a form approved by the Board; and
  - 6.2.2 Be reviewed by the Director prior to submission to the Board for approval; and
  - 6.2.3 Be considered an unofficial record of proceedings until such time as adopted by resolution of the Board; and
  - 6.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.
- 6.3 The Chief Financial Officer shall:
- 6.3.1 Distribute copies of the minutes to the Board members, to the Director of Education, and to such other persons as the Board may designate, as soon after the meeting as convenient, and shall present the minutes for approval at the next Board meeting.

## **7. Motions**

Motions do not require a seconder.

### **7.1 Notice of Motion**

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

7.1.1 A member of the Board may present in writing a notice of motion at any regular or special meeting of the Board.

7.1.2 At the next regular meeting of the Board, this member shall present the motion and speak in support of it.

### **7.2 Discussion on Motions**

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

### **7.3 Speaking to the Motion**

Every speaker must first be recognized by the Chair and shall speak to the Chair.

A trustee may speak to a motion only once, without permission of the Chair, unless replying to a question, in which case the trustee may speak a second time, except that the mover of a motion may speak a second time and thereby close the debate on the question. This limitation shall not apply in committee meetings.

Trustees shall refer to Board members as "Trustee \_\_\_\_\_" and shall refer to administrators by title.

Trustees may interrupt other Board members only by proper use of a "Point of Order" or "Question of Privilege."

#### 7.3.1 A "Point Of Order"

A member may interrupt the speaker on a "point of order" if the member feels improper language has been used; if the member feels irrelevant argument is being used; or if the member feels a rule of procedure has been broken.

The "point of order" must be stated definitely and conclusively.

The Chair of the Board decides, without debate, whether the "point is well taken" although he or she may ask for opinions first.

#### 7.3.2 A "Question of Privilege"

A member may interrupt the speaker on "a question of privilege" if he/she feels the member's reputation, or that of his/her organization, is endangered.

The procedure is the same as for a "point of order".

#### 7.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

#### 7.5 Recorded Vote

All votes shall be by a recorded show of hands.

A tie vote shall be declared lost.

#### 7.6 Entitled Votes

All members, including the Chair, are entitled to vote on all questions and motions, except in the case of a conflict of interest, as defined by Section 69 of the *Education Act*.

While all members are encouraged to vote on all questions and motions, except in the case of a conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote.

#### 7.7 Debate

Board meetings shall be conducted according to the parliamentary procedures found in *Robert's Rules of Order Revised* (the New Robert's Rules of Order 2<sup>nd</sup> Edition) with the *Education Act*, 1995 taking precedence. Meeting procedures shall also be governed by special rules of order set out by the Board in the *Board Policy Handbook*.

Rules shall encourage open and free debate on issues and discourage wandering from issues, personal attacks, and/or reference to personalities. Trustees will strive to respect the opinions of other Board

members. The Chair must guard against any Board member(s) monopolizing the debate on any issue.

A motion to lay a question on the table (e.g. tabling motion) shall not be subject to debate, but the question may be debated when it is lifted from the table.

Unless authorized by a majority of members present, the Chair shall not keep the Board in session for more than three continuous hours (e.g. 10:00 p.m.).

## **8. Delegations**

- 8.1 The Board believes it has the responsibility to encourage residents of the Division to bring matters of concern regarding the education of students and the operation of the Division to regular meetings of the Board. Representation and delegations from any individual or group may be received on any subject pertinent to the business of the Board.
- 8.2 All delegations wishing to appear before the Board shall be required to give notice thereof, in writing, to the Director of Education at least seven full days before the meeting at which they are to be heard; and further, in giving such notice, the delegations shall state the nature of the subject matter they intend to bring before the Board.
- 8.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at an in-camera session of the Board.
- 8.4 All delegations are required to submit their presentation in writing for inclusion in the Board agenda package. As the submission will be read by Board members, delegations are to provide an overview of the key points in their written submission during their verbal presentation as there is only 15 minutes allocated for the presentation and trustee questions for clarification.
- 8.5 Trustees may ask questions for clarification of the delegation if there is time remaining in the 15 minutes allocated to the delegation. The Chair of the Board shall ensure that the delegation's presentation and trustee questions for clarification cease at the 15-minute limit; any unfinished business shall be submitted in writing to the appropriate party.
- 8.6 Should follow-up be required as a result of the delegation's presentation, the Board will provide direction to the appropriate party.
- 8.7 In an emergency, the Director of Education, with the approval of the Chair of the Board, shall have authority to waive the requirement of seven days' notice, provided there is time before the meeting to acquaint the Board members with the purpose of the delegation.

## 9. Trustee Remuneration

### 9.1 Indemnities

As a member of the Board, expenses are incurred associated with the many responsibilities vested in the position. Individuals, who give of themselves as Board members, should not be subject to financial burden while carrying out their authorized duties on behalf of the constituency of the school division. It is the intent of this policy to offset, in a small way, some of the financial costs borne by individual members of the Board.

#### 9.1.1 Board Delegate

Trustees shall report in writing on meetings or events where trustees have been assigned by the Board or Chair of the Board to attend as a representative of the Board.

- Includes membership on external committees, and/or special community meetings.

#### 9.1.2 Board-Community Relations

Trustees shall file with the Chief Financial Officer, a regular report on events or activities in which they are involved by virtue of their status as Board members.

- Events include but are not limited to school visits, graduations, dinners, Parent Council meetings, special school functions and other, Board related activities.
- Activities include but are not limited to meetings and communication with educational stakeholders, the media and other entities.

#### 9.1.3 Remuneration Guidelines

- Indemnities amounts are established by the Board. Annual indemnity adjustments at the start of the new budget year shall be tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA).
- The amounts above shall include the monthly travel allowance.
- These amounts shall be paid out in 12 equal monthly installments.

## 9.2 Allowances

### 9.2.1 Professional Development and Community Events

Trustees may claim for attendance at conventions, seminars, conferences, workshops, subscriptions, and community or Board related events, of a non partisan nature, that enable them to keep abreast of developments in education.

Trustees' maximum yearly education and community events allowance is capped at a pre-determined amount. Written reports following attendance at conventions, seminars, conferences, are to be filed with the Board with the submission of an expense claim or reconciliation. Quarterly financial reports about this account are to be made to the Board by administration. Annual adjustments at the start of the new budget year shall be tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA). Professional Development and Community Events allotment can be accumulated and capped up to a two-year period, but must be expended within the Board's mandate.

In exceptional circumstances trustees may request an advance on expenses associated with attendance at Professional Development and Community events during the term of the existing Board. Advances are not to be used for personal purposes under any circumstances. Advances should be used or repaid at the end of each business trip or within one month. Receipts must be submitted to reconcile the advanced amount.

### 9.2.3 Travel, Vehicle and Parking Expense

Kilometer rates and meal allowances for out-of-city travel shall be at provincial rates.

Annual adjustments to in-city travel allowance shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA).

### 9.2.4 Standard Office Equipment

Trustees will be equipped with standard office equipment during their three-year term of office to assist in division communications and to enable trustees to fulfill their duties.

The following equipment and services may be loaned or leased or paid for trustees during their three-year term of office at Board expense: computer workstation, and multifunction fax, copier, scanner.

Installing or maintaining any hardware or executable software not owned or licensed by the Division requires authorization by the Board. Any modifications to Board provided office equipment must be removable without damaging the integrity of the equipment. Costs for repairs due to such modifications may be assessed. The use of all computer hardware and software shall comply with the Divisions acceptable use policy.

Trustees experiencing problems with their school division computers may access Information Systems technical support, as described on the trustee portal.

Trustees may purchase Board provided office equipment at fair market value at the end of their term of office.

An outgoing trustee shall return the Board provided office equipment within seven days following an election or for a re-elected trustee, on replacement of the equipment.

The Board Secretary will keep a record on file of equipment loaned or leased to a trustee.

#### 9.2.5 Trustee Office Expenses

The following other expenses will be paid for trustees during their three year term: a portion or all of the cost of internet access and cellular telephone charges, web page, parking swipe card, business cards, office supplies, cards (greeting, sympathy etc.) Day timer, fax lines and associated Board related long distance charges. Trustee Office Expense allowance are capped at a predetermined amount. Annual adjustments shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA). The Board Chair will be allocated an additional predetermined amount for Office Expenses

The Board will reimburse expenses with the submission of original receipts only.

The annual adjustment to this account is to be tied to Cost of Living Adjustment (COLA) at the start of the new budget year.

## 10. Recognition of Trustee Service

- Less than one term: certificate and letter
- One or more terms (in whole or in part): certificate, letter and memento of appreciation approved by the Board

Trustees shall be given the option of redirecting a cash equivalent gift.

The Board will recognize trustees who die while still in office as follows:

- Memorial announcement in local paper (two issues).
- Board one-time contribution to an educational scholarship made in consultation with the trustee's family (\$1,000 per term or portion thereof).

The Board will recognize former trustees on the occasion of their death as follows:

- Board contribution to an educational scholarship made in consultation with the trustee's family (\$100 per term or portion thereof).

## 11. Board Member Conflict of Interest

- 11.1 Members of the Board are governed by the provisions of Section 69(1) of the *Education Act* concerning matters of conflict of interest.

## 12. Board Self-Evaluation

- 12.1 The annual Board self-evaluation process will complement the Director evaluation process described in the document entitled *Director Evaluation Process, Criteria and Timelines*.

- 12.2 The purpose of the Board self-evaluation is to answer the following questions:

12.2.1 How well have we fulfilled each of our defined roles as a Board this past year?

12.2.2 How do we perceive our interpersonal working relationships?

12.2.3 How well do we receive input and how well do we communicate?

12.2.4 How well have we adhered to our annual work plan?

12.2.5 How would we rate our Board-Director relations?

12.2.6 How well have we adhered to our governance policies?

12.2.7 What have we accomplished this past year? How do we know?

- 12.3 The principles upon which the Board self-evaluation is based are as follows:

- 12.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
  - 12.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
  - 12.3.3 An evidence-based approach provides objectivity.
- 12.4 The components of the Board self-evaluation are:
- 12.4.1 Review of Board Role Performance
  - 12.4.2 Monitoring Interpersonal Working Relationships
  - 12.4.3 Monitoring Board Representation/Communication
  - 12.4.4 Review of Annual Work Plan Completion
  - 12.4.5 Monitoring Board-Superintendent Relations
  - 12.4.6 Review of Board Motions
  - 12.4.7 Review of Board Governance Policies
  - 12.4.8 Creating a Positive Path Forward

Reference: Section 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 80.1, 81, 82, 84, Education Act  
Section 111(1) Local Government Election Act  
85(a)(b)(c), Education Act

**DECLARATION OF OFFICE**  
**(Section 71(1))**

I, <>, do hereby accept the office of member of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, to which I have been elected, and I will, to the best of my ability, honestly and faithfully discharge the duties devolving on me as such member.

Dated at Saskatoon in the Province of Saskatchewan, this 3rd day of November 2009.

\_\_\_\_\_  
<>,  
Member of the Board

---

**ENDORSEMENT CERTIFICATE BY NOTARY PUBLIC**

I, Estelle Allington, of Saskatoon in the Province of Saskatchewan do hereby certify that <> a person elected as a member of the Board of Education of the Saskatoon School Division No. 13, has this day made before me the required declaration of office.

Dated at Saskatoon in the Province of Saskatchewan, this 3rd day of November 2009.

\_\_\_\_\_  
Estelle Allington  
A Notary Public in and for Saskatchewan  
My commission expires on September 30, 2014

**MINUTES OF THE INAUGURAL MEETING:**

of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 18, 2008 at 12:00 noon

November 18, 2008

**MEMBERS PRESENT:**

Mr. Robin Bellamy, Mr. Tad Cherkewich, Mr. Dan Danielson, Ms. Doreen Day-Wapass, Mr. Ray Morrison, Ms. Gerri Siemens, Mrs. Shannon Underwood, Mr. Darrell Utley, Mr. Kevin Waugh

Ms. Kelly Kozak sent her regrets.

Mr. Garry Benning, Superintendent of Finance and Administration, called the meeting to order and outlined the procedures for Election of Board Chair.

Call To Order

Election Of Board Chair: Mr. Garry Benning, Superintendent of Finance and Administration, called for nominations for the office of Board Chair.

Election Of Board Chair

Mr. Utley nominated Mr. Morrison to serve as Chair of the Board of Education.

Mr. Danielson moved nominations cease.

CARRIED (8)

Mr. Morrison was declared Chair of the Board of Education.

Mrs. Underwood joined the meeting at 12:10 p.m.

Changes To Board Policy Handbook:

Changes To Board Policy Handbook

Policy 1: Role of The Board: Mr. Bellamy moved the following:

That Policy 1.2.6 – The current statement: "Provide for two way communication between the Board and the Citizens' Advisory Council and between the Board and the recognized parent councils of individual schools." be replaced by the statement: "Provide two-way communications between the Board and the School Community Council Assembly (SCCA) and the School Community Councils of individual schools."

and

That Policy 1.8.7 – The current statement: "Approve unanticipated expenditures of over \$25,000 which cannot be covered within the current budget." be replaced by the statement: "Approve unanticipated expenditures over \$100,000, which cannot be covered within the current budget."

CARRIED (9)

Policy 5: Role of the Vice-Chair: Mr. Waugh moved that Policy 5.1 – The current statement: "The Vice-Chairs for the year shall be elected at the Inaugural Meeting of the Board each year. A trustee shall be elected Vice-Chair to take office immediately following the election and serve for four months and two other trustees shall be elected Vice-Chair to serve subsequent four-month periods until the next Inaugural Meeting." be replaced by the statement: "Vice-Chairs for the year shall be elected at the Inaugural meeting of the Board each year. A trustee shall be elected Vice-Chair to take office immediately following the election and serve for six-months. One other trustee shall be elected to serve for the subsequent six months or until the next inaugural meeting."

CARRIED (9)

Policy 6: Board Operations: Mr. Danielson moved the following:

That Policy 6.1.5 – The current statement: "Immediately following the election of the Chair, the Board shall elect a Vice-Chair to take office immediately and serve for four months and another two Vice-Chairs to serve until the next Inaugural Meeting." be replaced by the statement: "Immediately following the election of the Chair, the Board shall elect a Vice-Chair to take office immediately following the election and serve for six months. One other trustee shall be elected to serve for the subsequent six months or until the next Inaugural Meeting."

and

That Policy 6.1.8 – An addition to Policy 6. The following statement be added: "At its Inaugural Meeting each year, the Board will name representatives to internal committees and external committees or boards. The process for selecting candidates will be by nomination. If the number of candidates who accept nominations is greater than positions available, then the process for selecting will be completed by a random draw."

and

That Policy 6.9.2.1 – Trustee Education and Community Events be given a new title as follows: "Trustee Professional Development and Community Events." This new title should replace the previous title throughout the section.

and

That the annual amount allocated for Professional Development and Community Events be initially set at \$4,500.00 per trustee, including a per diem of \$175.00 per day within the \$4,500.00 allotment to be claimed at trustees' discretion. This amount shall be adjusted as per Policy 6, article 9.1.3. The Professional Development and Community Events allotment can be accumulated and capped up to a two-year period, but must be expended within the Board's mandate.

and

That the differential provided to the Board Chair over that of a Trustee be initially set at \$600.00 per month. This shall be adjusted as per Policy 6, article 9.1.3.

CARRIED (9)

Policy 7: Committees of the Board: Mrs. Underwood moved the following:

That Policy 7.1.9. – The current statement: "Trustee attendance at the Citizens' Advisory Council meetings will be on a rotational basis. Each trustee would be designated to attend one of the subsequent meetings; with the requirement that there be trustee representation at each Citizens' Advisory Council meeting. At the invitation of the Citizens' Advisory Council, all trustees will attend one meeting during the year." be replaced by the statement: "Trustee attendance at the School Council General Assembly meetings is encouraged for all trustees. There are three meetings held each year."

and

That Policy 7.1.10.1 – The current statement: "North Central Branch Council Representative – Saskatchewan School Boards Association" be replaced by the statement: "Public Boards Caucus, Saskatchewan School Boards Association".

and

That Policy 7.1.10.3. – The current statement: "Saskatoon Tribal Council Saskatoon Public Schools Partnership Educational Council" be replaced by the statement: "Okiclyapi Education Partnership".

and

That Policy 7.1.10.5 – A New Item Be Added: "Saskatoon Public Schools Foundation Corp."

CARRIED (9)

Policy 8: Board Representatives: Mr. Utley moved the following:

That the following statement be added to Policy 8: "If such an external organization/agency request came to the Board at some point in time between inaugural meetings, the Board would follow a similar selection process as specified in Policy 6.1.8. This appointment would be made official by Board motion."

and

"That Policy 8.1 – Replace the "North Central Branch, Saskatchewan School Boards Association" with the title "Public Boards Caucus, Saskatchewan School Boards Association".

and

"That Policy 8.3 – Remove the following committee title "Saskatoon District Chamber of Commerce Knowledge Industry Committee".

CARRIED (9)

Policy 9: Policy Making: Mr. Cherkewich moved the following amendments be made to Policy 9:

"That Policy 9.15 – The current statement: "The Board shall review each policy annually as part of its self evaluation." be replaced by the statement: "The Board shall review each policy during the term as part of its self evaluation."

CARRIED (9)

Proposed Board Motion: Mr. Danielson moved that wherever the title "Superintendent of Finance and Administration" appears in Board Policy, it be replaced with "Chief Financial Officer".

CARRIED (9)

Election Of Vice-Chair: Ms. Siemens nominated Mr. Utley to serve as Vice-Chair for the first six-month term.

Election Of Vice-Chair

Mrs. Underwood moved nominations cease.

CARRIED (9)

Mr. Utley was declared Vice-Chair of the Board of Education for the first six-month term.

Mr. Cherkewich nominated Mr. Waugh to serve as Vice-Chair for the second six-month term.

Mr. Bellamy moved nominations cease.

CARRIED (9)

Mr. Waugh was declared Vice-Chair of the Board of Education for the second six-month term.

Minutes Of November 13, 2007 Inaugural Board Meeting: Mr. Bellamy moved approval of the minutes of the November 13, 2007 Inaugural Board Meeting (which were approved at the December 11, 2007 public Board meeting).

Minutes Of November 13, 2007

CARRIED (9)

Confirmation Of Professional Services:

Confirmation Of Professional Services

• Board Solicitor: Mr. Danielson moved that the Board appoint Mr. Reynold Robertson of Robertson Stromberg to serve as its primary, but not exclusive, solicitor for 2009.

Board Solicitor

CARRIED (9)

• Insurance Broker: Mr. Waugh moved that the Board appoint Marsh Canada to serve as its insurance broker for 2009.

Insurance Broker

CARRIED (9)

• Cost Analyst: Mr. Bellamy moved that the Board appoint Mr. Ken Leier of KDL Consulting as its Cost Analyst for 2009.

Cost Consultant

CARRIED (9)

Confirmation Of External Audit Services: KPMG was appointed auditors at the May 15, 2007 Board meeting for the fiscal years 2007-2008 to 2012-2013.

Confirmation  
Of External  
Audit  
Services

Banking Authority: Mr. Cherkewich moved that the requirements with regard to Banking Authority be approved as follows and that they be effective until the next Inaugural Meeting:

Banking  
Authority

- (a) Transfers of funds between bank accounts are primarily handled by electronic transmission. The Accounting Branch has been given the security access to enable transfer of funds. If transfers are effected by way of paper transmittals, that the Chief Financial Officer be authorized on his signature alone to transfer funds, as may be necessary, between any and all bank accounts in the name of the Saskatoon School Division No. 13 of Saskatchewan.
- (b) That the form required by the bank for signing authorities and temporary borrowing power be duly completed; the Chair or Vice Chair, together with the Chief Financial Officer, act as signing authorities for the Board.
- (c) That payroll cheques be issued on the signature of the Chief Financial Officer alone, provided that the Chair signs the cheque and voucher each month for the total paid from General Account into Payroll Account.

CARRIED (9)

Borrowing Authority: Mrs. Underwood moved that the form required by the bank for borrowing be approved for the 2009 calendar year.

Borrowing  
Authority

#### SASKATCHEWAN

#### SCHOOL DIVISION BORROWING RESOLUTION

Whereas pursuant to Section 319 of The Education Act, 1995 the Board of Education of a school division may by resolution authorize its Chair or Vice Chair and Treasurer to borrow:

- The amount of the borrowing must be sufficient to cover the aggregate borrowing for the current year.
- a) any sum of money that may be required for necessary expenditures of the board of education pending receipt of the proceeds of taxes and other revenue;
  - and;
  - b) any sum of money that the board of education considers necessary to provide for its current expenditures on the security of operating grants payable to the school division pursuant to Section 310, where borrowing pursuant to clause (a) is insufficient to do so.

Now, therefore, be it resolved by the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, (hereinafter referred to as "the Board") as follows:

- In order to claim the security of legislative grants, the Board and the Bank must notify the Minister of Finance and Department of Education of the fact, giving particulars of the loan as provided by S.319(2)
- 1. That the Board or chair or vice chair and treasurer on behalf of the Board be and they are hereby authorized to borrow from Institutions approved under the laws of Canada, up to \$35,000,000.00 to meet the expenditures of the said School Division until the proceeds of taxes and operating grants payable to the said School Division for 2009 are available and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at the time of borrowing.
  - 2. The said sum of \$35,000,000.00 and interest shall be repayable within 2009 and shall be a first charge upon the uniform tax levy for the year in which the loan was made and in addition shall be secured by operating grants which may be payable to the School Division at any time.
  - 3. That the said loan may be secured by the promissory note or an operating loan agreement of the said chair or vice chair and treasurer given on behalf of the said Board and the said chair or vice chair and treasurer are hereby authorized and empowered to execute and give such promissory note or an operating loan agreement on behalf of the said Board as may be required by the said Bank.

4. That this resolution shall take effect on January 1, 2009.

CARRIED (9)

Committees Of The Board:

• Board Pension Committee:

Pension Trustees Committee.

Mr. Morrison nominated Mrs. Underwood to serve on the Board

Pension Trustees Committee.

Mr. Bellamy nominated Mr. Cherkewich to serve on the Board

Pension Trustees Committee.

Ms. Day-Wapass nominated Ms. Siemens to serve on the Board

Pension Trustees Committee.

Ms. Siemens declined the nomination.

Mr. Bellamy nominated Mr. Danielson to serve on the Board

Mr. Cherkewich moved nominations cease.

CARRIED (9)

Mr. Cherkewich moved that Mrs. Underwood serve as Chair  
of the Board Pension Trustees Committee.

CARRIED (9)

Board Pension Committee  
Shannon Underwood (Chair)  
Tad Cherkewich  
Dan Danielson

• Board Discipline Committee:

Discipline Committee.

Mr. Bellamy nominated Ms. Day-Wapass to serve on the Board

Committee.

Ms. Siemens nominated Mr. Bellamy to serve on the Board Discipline

Discipline Committee.

Ms. Day-Wapass nominated Mr. Waugh to serve on the Board

Mr. Cherkewich moved nominations cease.

CARRIED (9)

Board Discipline Committee.

Mr. Bellamy moved that Ms. Day-Wapass serve as Chair of the

CARRIED (9)

Board Discipline Committee:  
Doreen Day-Wapass (Chair)  
Robin Bellamy  
Kevin Waugh

Committees  
Of The  
Board

Board  
Pension  
Committee

Board  
Discipline  
Committee

Board Representation: The following board representation is required:

Board  
Representation

• Public Boards Caucus: Mr. Bellamy recommended Mr. Danielson be appointed to serve on the Public Boards Caucus.  
Mr. Waugh recommended Mr. Morrison be appointed to serve on the Public Boards Caucus.

Public Boards  
Caucus

Public Board Caucus Representatives

Mr. Dan Danielson  
Mr. Ray Morrison

• Saskatchewan Assessment Management Agency:  
Mr. Cherkewich recommended Mr. Morrison serve as the representative on the Saskatchewan Assessment Management Agency.

Saskatchewan  
Assessment  
Management  
Agency

Saskatchewan Assessment Management Agency Representative

Mr. Ray Morrison

• Okiclyapi Educational Partnership:  
Mr. Cherkewich recommended Mr. Utley serve on the Okiclyapi Educational Partnership.  
Mr. Danlerson recommended Mrs. Underwood serve on the Okiclyapi Educational Partnership.  
Mrs. Underwood recommended Ms. Day-Wapass serve on the Okiclyapi Educational Partnership.  
Mr. Waugh recommended Ms. Kozak serve on the Okiclyapi Educational Partnership.

Okiclyapi  
Educational  
Partnership

A random draw was held and Trustees Kozak and Utley were chosen to serve on the Okiclyapi Educational Partnership.

Okiclyapi Educational Partnership

Kelly Kozak  
Darrell Utley

• Saskatchewan High Schools Athletic Association:  
Representatives alternate from year to year between the Saskatoon Board of Education and the Greater Saskatoon Catholic Board of Education; therefore, a representative will not need to be appointed for 2009.

Saskatchewan  
High Schools  
Athletic  
Association

• Saskatoon Public Schools Foundation Corp.:  
Mr. Danielson recommended Mr. Cherkewich serve on the Saskatoon Public Schools Foundation Corp.  
Mr. Utley recommended Mr. Waugh serve on the Saskatoon Public Schools Foundation Corp.  
Ms. Siemens recommended Ms. Day-Wapass serve on the Saskatoon Public Schools Foundation Corp.

Saskatoon  
Public  
Schools  
Foundation  
Corp.

A random draw was held and Trustees Cherkewich and Waugh were chosen to serve on the Saskatoon Public Schools Foundation Corp.

Saskatoon Public Schools Foundation Corp.

Tad Cherkewich  
Kevin Waugh

Disposal of Ballots: Mr. Bellamy moved that the Board approve the destruction of the ballots used during the Inaugural Meeting.


CARRIED (9)

Ms. Danielson moved that the Board adjourn the Inaugural Meeting.

CARRIED (9)

The Inaugural Meeting adjourned at 12:35 p.m.

  
Secretary of the School Division

  
Board Chair

**SASKATCHEWAN****SCHOOL DIVISION BORROWING RESOLUTION**

Whereas pursuant to Section 319 of The Education Act, 1995 the Board of Education of a school division may by resolution authorize its Chair or Vice Chair and Treasurer to borrow:

The amount of the borrowing resolution must be sufficient to cover the aggregate borrowing for the current year.

- a) any sum of money that may be required for necessary expenditures of the board of education pending receipt of the proceeds of taxes and other revenue; and;
- b) any sum of money that the board of education considers necessary to provide for its current expenditures on the security of operating grants payable to the school division pursuant to Section 310, where borrowing pursuant to clause (a) is insufficient to do so.

Now, therefore, be it resolved by the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, (hereinafter referred to as "the Board") as follows:

In order to claim the security of legislative grants, the Board and the Bank must notify the Minister of Finance and Department of Education of the fact, giving particulars of the loan as provided by S.319(2) of The Education Act, 1995

1. That the Board or chair or vice chair and treasurer on behalf of the Board be and they are hereby authorized to borrow from institutions approved under the laws of Canada, up to \$35,000,000.00 to meet the expenditures of the said School Division until the proceeds of taxes and operating grants payable to the said School Division for 2010 are available and to pay or agree to pay interest on the monies borrowed either in advance or at maturity, at such rates as may be agreed upon at the time of borrowing
2. The said sum of \$35,000,000.00 and interest shall be repayable within 2010 and shall be a first charge upon the uniform tax levy for the year in which the loan was made and in addition shall be secured by operating grants which may be payable to the School Division at any time.
3. That the said loan may be secured by the promissory note or an operating loan agreement of the said chair or vice chair and treasurer given on behalf of the said Board and the said chair or vice chair and treasurer are hereby authorized and empowered to execute and give such promissory note or an operating loan agreement on behalf of the said Board as may be required by the said Bank.
4. That this resolution shall take effect on January 1, 2010.