



Board of Education
Saskatoon School Division No. 13

Inaugural Meeting

TUESDAY, NOVEMBER 8, 2011











Board Room

310 – 21st Street East

12:00 noon

Please Note: All public Board meetings are audio recorded

Trustees:

-  Donna Banks
-  Robin Bellamy
-  Dan Danielson
-  Holly Kelleher
-  Vernon Linklater
-  Colleen MacPherson
-  Ray Morrison
-  Anna Ringstrom
-  Darrell Utley
-  Kevin Waugh

The purpose of the Inaugural Meeting is to accommodate the requirement 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.

Agenda

1. Call to Order

Chair – Mr. Garry Benning, Chief Financial Officer

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.

Section 1.4 states: "...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 the 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 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 will direct the returning officer to follow the tie vote procedure specified in Section 111(1) of The Local Government Election Act."

3. Comments of the Newly Elected Chair

4. Election of the Vice Chairs

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 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:

2010-2011	Colleen MacPherson Darrell Utley	First Six-Month Term Second Six-Month Term
2009-2010	Robin Bellamy Vernon Linklater	First Six-Month Term Second Six-Month Term
2008-2009	Darrell Utley Kevin Waugh	First Six-Month Term Second Six-Month Term

Nominations required:

Vice Chair _____ First Six-Month Term

Vice Chair _____ Second Six-Month Term

5. Minutes of the November 2, 2010 Inaugural Board Meeting

The minutes of the November 2, 2010 Inaugural Board meeting (Appendix A) were approved at the November 18, 2010 public Board meeting.

6. 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 Schools 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 2012.

b. Confirmation of Insurance Broker

Marsh Canada has served Saskatoon Public Schools 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 2012.

c. Confirmation of Cost Analyst

Mr. Ken Leier of KDL Consulting has served Saskatoon Public Schools for a number of years.

Recommended Motion: That the Board appoint Mr. Ken Leier of KDL Consulting as its Cost Analyst for 2012.

d. Confirmation of External Audit Services

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

7. 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 same 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.

8. 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 would be approved to take effect January 1, 2012, is attached as Appendix B.

Recommended Motion: That the form required by the bank for borrowing be approved for the 2012 calendar year.

9. 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. 1st _____; 2nd _____). 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, 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 Trustee 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 2010-2011. The Director or designated administrator(s) works with these committees in an advisory capacity.

- a) Board Pension Trustees Committee
Dan Danielson
Vernon Linklater
Colleen MacPherson (Chair)
- b) Board Discipline Committee
Robin Bellamy
Colleen MacPherson
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). Mr. Reynold Robertson, Board Solicitor also serves as a member of the Board Pension Trustees Committee.

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).

10. Board Representatives

Policy 8 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 organization or agencies. Board representatives shall be appointed to the following:

a. Saskatchewan School Boards Association Public Section

One member of the Board is entitled to serve on the Saskatchewan School Boards Association (SSBA) 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 2, 2010 Inaugural Meeting Trustee Kelleher was appointed the Executive Member At Large and Trustee Utley was appointed the Second Voting Member.

Two nominations are required for the SSBA Public Section, one for the Executive

Member At Large and one for the Second Voting Member.

b. Saskatchewan Assessment Management Agency

At the November 2, 2010 Inaugural Meeting Trustee Danielson 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 2, 2010 Inaugural Meeting, Trustees Ringstrom 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 Utley served as the Board's representative to the Saskatchewan High Schools Athletic Association for 2010. 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 2012.

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

e. Saskatoon Public Schools Foundation Inc.

At the November 2, 2010 Inaugural Meeting Trustees Banks 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 <i>Board Policy Handbook</i> provides for the Board Chair to be an Ex-Officio member of all committees of the Board.
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11. Disposal of Ballots

It has been the practice of the Board to pass a resolution requiring the 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.

MINUTES OF THE INAUGURAL MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 2, 2010 at 12:00 noon.

November 2,
2010

MEMBERS PRESENT: Ms. Donna Banks, Mr. Robin Bellamy, Mr. Dan Danielson, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Ray Morrison, Ms. Anna Ringstrom, Mr. Darrell Utley, Mr. Kevin Waugh

Election Of Board Chair: Mr. Garry Benning, Chief Financial Officer, called the meeting to order and read section 1.4 from Board Policy 6: Board Operations outlining the process for the election of Board Chair. Mr. Benning, called for nominations for the office of Board Chair.

Election Of
Board Chair

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

Mr. Danielson moved that nominations cease.

CARRIED (10)

Mr. Morrison accepted the nomination and was declared Chair of the Board of Education. Mr. Morrison provided comments as the newly elected Chairperson.

Election of Vice Chairs: Mr. Danielson nominated Ms. MacPherson to serve as Vice Chair of the Board of Education for the first six-month term.

Election Of
Vice Chair

Mr. Waugh nominated Mr. Utley to serve as the Vice Chair of the Board of Education for the second six-month term.

Mr. Bellamy moved that nominations cease.

CARRIED (10)

Ms. MacPherson and Mr. Utley accepted the nomination.

Ms. MacPherson was declared Vice Chair of the Board of Education for the first six-month term.

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

Minutes Of The November 3, 2009 Inaugural Board Meeting: Minutes of the November 3, 2009 Inaugural Board Meeting were approved at the November 17, 2009 Public Board meeting.

Minutes Of
The November
3, 2009
Inaugural
Board Meeting

Confirmation Of Professional Services:

• Board Solicitor – Mr. Linklater moved that the Board appoint Mr. Reynold Robertson of Robertson Stromberg to serve as its primary, but not exclusive, solicitor for 2011.

Confirmation Of
Professional
Services

CARRIED (10)

• Insurance Broker – Ms. Banks moved that the Board appoint Marsh Canada to serve as its insurance broker for 2011.

CARRIED (10)

• Cost Analyst - Mr. Bellamy moved that the Board appoint Mr. Ken Leier of KDL Consulting as its Cost Analyst for 2011.

CARRIED (10)

• Confirmation Of External Audit Services - KPMG was appointed auditors at the May 15, 2007 Board meeting. Their contract is to the fiscal year end 2012-2013.

Confirmation
Of External
Audit Services

Banking Authority: Mr. Danielson 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 (10)

Borrowing Authority: Ms. Kelleher moved that the form required by the bank for borrowing be approved for the 2011 calendar year.

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 2011 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 2011 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, 2011

CARRIED (10)

Committees Of The Board: Policy 6, Section 1.8, of the **Board Policy Handbook** indicates that selection of representatives to internal committees and external committees will be determined at the first Board meeting subsequent to the Inaugural Meeting. Therefore, representation to these committees will be found in the minutes of the Regular Board Meeting of November 2, 2010.

Committees
Of The
Board

Mr. Bellamy moved that the Board adjourn the Inaugural Meeting.

CARRIED (10)

The Inaugural Meeting adjourned at 12:10 p.m.

**SASKATCHEWAN
SCHOOL DIVISION BORROWING RESOLUTION**

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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 2012 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 2012 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, 2012.