

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 2, 2010

12:00 noon

Board Room

310 21st 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
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A g e n d a N o t e s

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

1. **Call To Order**

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:

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
2007 – 2008	Tad Cherkewich Gerri Siemens Doreen Day-Wapass	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 3, 2009, Inaugural Board Meeting

The minutes of the November 3, 2009 Inaugural Board Meeting (Appendix A) were approved at the November 17, 2009 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 2011.

(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 2011.

(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 2011.

(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, 2011, is attached as Appendix B.

Recommended Motion:

That the form required by the bank for borrowing be approved for the 2011 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. 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 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 2009 - 2010. 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
- (b) Board Discipline Committee
Donna Banks
Robin Bellamy
Colleen MacPherson

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 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 organizations or agencies. Board representatives shall be appointed to the following:

- (a) Public Section, 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 3, 2009 Inaugural Meeting Trustee Kelleher was appointed the Executive Member-At-Large and Trustee Morrison 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 3, 2009 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) Okiciyapi Educational Partnership

At the November 3, 2009 Inaugural Meeting, Trustees Ringstrom and Utley were appointed to the Okiciyapi Educational Partnership.

Two nominations are required for the Okiciyapi 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 not need to be appointed for 2011.

(e) Saskatoon Public Schools Foundation Inc.

At the November 3, 2009 Inaugural Meeting Trustees Linklater 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.

MINUTES OF THE INAUGURAL MEETING:	of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 3, 2009 at 12:00 noon.	November 3, 2009
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	
Clerk certifying the election of Board members.	Mr. Garry Benning, Chief Financial Officer, read the return from the City	Declaration Of Office
and Endorsement as required by <u>The Education Act</u> .	Mrs. Estelle Allington, Notary Public, administered the Declaration of Office	
for nominations for the office of Board Chair.	<u>Election of Board Chair:</u> Mr. Garry Benning, Chief Financial Officer, called	Election Of Board Chair
Education.	Mr. Bellamy nominated Mr. Morrison to serve as Chair of the Board of	
	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.	
	<u>Election of Vice Chairs:</u> Mr. Waugh nominated Mr. Bellamy to serve as Vice Chair of the Board of Education for the first six-month term.	Election Of Vice Chair
	Mr. Danielson nominated Mr. Linklater to serve as the Vice Chair of the Board of Education for the second six-month term.	
	Mr. Utley moved that nominations cease.	
	CARRIED (10)	
	Mr. Bellamy and Mr. Linklater accepted the nomination.	
the first six-month term.	Mr. Bellamy was declared Vice Chair of the Board of Education for	
the second six-month term.	Mr. Linklater was declared Vice Chair of the Board of Education for	
of the November 18, 2008 Inaugural Board Meeting were approved at the December 9, 2008 Public Board meeting.	<u>Minutes Of The November 18, 2008 Inaugural Board Meeting:</u> Minutes	
	Minutes Of The November 18, 2008 Inaugural Board Meeting	
	<u>Confirmation Of Professional Services:</u>	
Mr. Reynold Robertson of Robertson Stromberg to serve as its primary, but not exclusive, solicitor for 2010.	• <u>Board Solicitor</u> – Ms. Banks moved that the Board appoint	
	CARRIED (10)	
	Marsh Canada to serve as its insurance broker for 2010.	
	• <u>Insurance Broker</u> – Mr. Utley moved that the Board appoint	
	CARRIED (10)	

• Cost Analyst - Ms. Kelleher moved that the Board appoint Mr. Ken Leier of KDL Consulting as its Cost Analyst for 2010.

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: Ms. Ringstrom 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: Mr. Utley moved that the form required by the bank for borrowing be approved for the 2010 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 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

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 3, 2009.

Committees
Of The
Board

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

CARRIED (10)

The Inaugural Meeting adjourned at 12:20 p.m.

Secretary of the School Division

Board Chair

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 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.