



**Board of Education
Saskatoon School Division No. 13
Meeting of the
Saskatoon Board of Education**

**TUESDAY, SEPTEMBER 26, 2017
W.B. Doyle Board Room
310 – 21st Street East
7:00 p.m.**

Please Note: All public Board meetings are audio recorded

AGENDA

1. **Roll Call**
2. **Playing of O Canada**
3. **Agenda**
 - a. Adoption of Agenda
 - b. Declaration of Conflict of Interest
4. **Celebrating Excellence: Pleasant Hill Community School Literacy Project**
5. **Consent Items**

The Chair will ask for a motion to receive the items, which are starred (★), and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request a star(s) be removed.

6. **Reports from Administrative Staff**
 - a. Board Priority Update: Collegiate Renewal
 - ★ b. New School Bundling Project Update
 - ★ c. Financial Results for the Period September 1, 2016 to July 31, 2017

7. **Minutes**
 - ★ a. Approval of Minutes – September 12, 2017
8. **Delegations**
9. **Business Arising from the Minutes**
10. **Unfinished Business**
 - a. Items Arising from the Committee of the Whole
11. **Correspondence**
12. **Reports of Committees and Trustees**
13. **New Business**

Decision

- a. Approval of New Policy - Board Policy 26: Purchasing

14. **Comments/Concerns/Questions from the Public**
(Maximum 5 minutes per speaker; 20 minutes total)
15. **Notices of Motion**
16. **Questions by Trustees**

**Next Regular Meeting:
At the call of the Chair or
Tuesday, October 24, 2017
7:00 p.m.**



MEETING DATE: **SEPTEMBER 26, 2017**

TOPIC: **CELEBRATING EXCELLENCE:
PLEASANT HILL COMMUNITY SCHOOL LITERACY PROJECT**

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Celebrating Excellence	

BACKGROUND

Strengthening Our Learning Community- Strategic Direction: Our Students’ Learning goal states: *“Our students will engage in relevant and challenging learning opportunities to enhance their academic, personal, and social/cultural growth.”* Our People goal states: *“Our people will be committed to a constructive educational culture that values people, excellence, and life-long learning.”* Our Community goal states: *“We seek to build with our community shared ownership and responsibility for the well-being and education of our children and youth.”* Our Organization goal states: *“Our organization will be principled, innovative, collaborative, accountable, and effective.”*

CURRENT STATUS

During the 2016-17 school year, students at Pleasant Hill Community School embarked on a project entitled ‘Writing on the Hill’. Mr. Lloyd Laliberte, Pleasant Hill Community School teacher, and Ms. Mary Harelkin Bishop, Saskatoon Public Schools’ literacy consultant, worked with students to create, write, and illustrate pages in their very own book.

Thanks to a generous grant from Dakota Dunes Community Development, students had their work published and students were able to take home their individual class book to share with family and friends.

Mr. Lloyd Laliberte, Ms. Mary Harelkin Bishop, and two students from Pleasant Hill Community School, will share their experiences and highlight how the project became a celebration for the entire school and community.

Ms. Lisa Hynes, Principal of Pleasant Hill Community School will also be in attendance.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mrs. Donnalee Weinmaster, Superintendent of Education	September 19, 2017	None



MEETING DATE: SEPTEMBER 26, 2017

TOPIC: BOARD PRIORITY UPDATE: COLLEGIATE RENEWAL

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

BACKGROUND

Entering its eleventh year, the overall goal of *Collegiate Renewal* reads as follows- *All collegiate students will be engaged in their learning so they graduate as competent, active participants in life-long learning and as responsible, caring, culturally responsive citizens in the community, nation, and world. In pursuit of this goal, we will focus intensively on the engagement, achievement and graduation rates of First Nation, Inuit and Metis students.*

CURRENT STATUS

In 2017-18, Collegiate Renewal will focus on increased credit attainment through:

- Outcomes-based assessment and instruction
- Instructional leadership
- Responsive actions of school-based data teams

The presentation will describe results for 2016-17 in credit attainment and graduation. It will also foreshadow the areas of focus for 2017-18. The plan for increased credit attainment will be described, including changes in practices of key professionals.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mr. Dave Derksen, Superintendent of Education Ms. Wendy James, Coordinator, Curriculum and Instruction 9-12, Collegiate Renewal Dr. Scott Tunison, Coordinator Research, Measurement and Assessment	September 20, 2017	None

RECOMMENDATION

Proposed Board Motion:

That the Board receive the Board Priority Update: Collegiate Renewal for information.



MEETING DATE: SEPTEMBER 26, 2017

TOPIC: NEW SCHOOL BUNDLING PROJECT UPDATE

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input checked="" type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

BACKGROUND

Trustees have requested that Administration provide regular updates for the New School Bundling Project.

CURRENT STATUS

The four new schools are now operational and have been open for students and staff since opening day on September 5, 2017.

A water pipe break in the early learning centre at the Evergreen joint-use school site caused some water-related damage in the daycare space and other areas of the Sylvia Fedoruk School. These issues have been/are being addressed with temporary relocation of staff and students. It is expected that the facility will be repaired to “as new” condition in the near future.

Other minor operational issues with the third party facility management team in charge of short and long term maintenance and operations activities at the schools continue to be addressed.

Some progress is expected on various legal agreements that need to be approved by the Board in the near future, including lease and joint-use agreements, and the joint operating agreement.

A meeting to discuss the designs for the senior playgrounds for the four schools is expected to be held in early October 2017. It is expected that a design will be finalized in late 2017 or early 2018, with tendering in late winter/early spring 2018 for construction in summer 2018. Fundraising for these playgrounds continues in each community with a target of \$150,000 (minimum) to be raised.

PREPARED BY	DATE	ATTACHMENTS
Mr. Stan Laba, Superintendent of Facilities	September 18, 2017	None

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board receive the New School Bundling Project update for information.



MEETING DATE: SEPTEMBER 26, 2017
TOPIC: FINANCIAL RESULTS FOR THE PERIOD SEPTEMBER 1, 2016 TO JULY 31, 2017

Table with 3 columns: FORUM, AGENDA ITEMS, INTENT. Includes rows for Board Meeting, Committee of the Whole, Correspondence, New Business, Reports from Administrative Staff, and Other.

BACKGROUND

The attached financial information shows the school division's year-to-date financial position.

CURRENT STATUS

Attached are the following documents:

- 1. Memorandum regarding Financial Results to July 31, 2017 Pages 1-3
2. Statement of Financial Activities to July 31, 2017 Page 4
3. Statement of Cash Flow Requirements Page 5
4. Capital Expenditures Page 6
5. Internally and Externally Restricted Surplus Page 7

Trustees with specific questions are asked to contact Mr. Garry Benning prior to the Board meeting.

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Lists Mr. Garry Benning and Ms. Deanna Scott as preparers, dated September 29, 2017, with Financial Results Memo as attachment.

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board receive the financial results for the period September 1, 2016 to July 31, 2017 for information.



MEMORANDUM

DATE: September 19, 2017

TO: Trustees/Administrative Council

FROM: Garry Benning, CFO/Deanna Scott, Budget and Audit Manager

RE: **FINANCIAL RESULTS TO JULY 31, 2017**

For the eleven months ending July 31, 2017, revenues and expenditures are within budget on a total basis. See Schedule 1 and 2 for more information. The following is an explanation for the main revenues and expenditures:

Revenues

a) Property Taxes

\$101.6 million and 92% of property tax revenue has been recognized as of June 31, 2017. This is based on the accrued estimate for the 2016-17 school year based on the current year budget. This compares to \$100.2 million and 82% in 2015-16. The actual property taxes for the year are expected to be higher than budget based on higher than budgeted property tax receipts. This will be adjusted at year end against the operating grant.

b) Provincial Grants

\$157.4 million and 85% of the provincial grants have been recognized for the year, compared to \$140.7 million and 74% in prior year. The grant for 2016-17 and the percentage realized varies from the prior year due to the timing of capital revenue related to the construction of new schools. The provincial grants will be adjusted at year end for the final P3 costs capital construction costs and by the adjustment in property tax for year end.

c) Tuition and Related Fees

Tuition and related fees consist of revenues from the international student program (ISP), as well as federal tuition for First Nations students. \$2.6 million and 104% of budget has been realized as of July 31, 2017, compared to \$2.9 million and 85% in 2015-16. Federal tuition is higher than budgeted leading to positive budget a variance in the current year.

d) Complementary Services

Complementary services relate primarily to prekindergarten funding, as well as alternative funding grants. \$2.8 million and 84% of budget has been realized so far in the current year. This compares to \$2.9 million and 85% of budget in 2015-16. Alternate funding revenues in this category can vary based on grants for alternate programs received during the year, leading to variances in the percentage of budget recognized. Pre-kindergarten funding is on budget for the current year.

e) External Services

External services consist of funding for associate and alliance schools, as well as cafeteria revenues and funding from charitable donations. As of July 31, 2017, \$6.7 million and 95% of budget has been recognized. In 2015-16, \$7.2 million and 97% of budget had been realized for the comparable period. Revenues are expected to be on budget for the year.

f) School Generated

School Generated revenue relates to student fees and grants at the school level. Revenues of \$4.9 million and 98% of budget has been realized in the current year. The collection of school generated funds is consistent with the prior year revenue of \$5.1 million and 102% of budget.

g) Other

Other includes mainly investment and rental income. Other revenues of \$1.2 million and 102% of budget have been realized in the current year. In 2015-16, \$1.2 million and 95% of budget were realized for the comparable period. The current year is higher on a percentile basis due to higher than budgeted rental revenue.

Expenditures

a) Governance

Expenses related to governance total \$1.4 million and 130% of budget as of July 31, 2017. This is compared to 2015-16 which had expenses of \$0.9 million and 108% of budget. Expenses are higher than budgeted due to membership fees being higher than anticipated in the current year.

b) Administration

Administrative costs are \$6.1 million and 92% of budget as of July 31, 2017. This is slightly higher than 2015-16 levels of \$6.0 million and 87% of budget. The expenses are expected to be within budget for year end.

c) Instruction

Instruction expenses total \$188.6 million and 98% of budget as of July 31, 2017, compared to \$180.0 million and 97% in prior year. Instruction costs are higher on a total basis due to budgeted staffing increase and salary adjustment in the current year, but are consistent with budget on a percentage basis year over year.

d) Plant

Plant expenses are currently at \$29.9 million and 84% of budget. This is comparable with 2015-16 levels of \$29.3 million and 83% of budget.

e) School Generated Expense

These expenses currently total \$4.7 million and 94% of budget. This is lower than 2015-16 which was \$5.2 million and 104% of budget. The timing of these expenditures vary from year-to-year but the account is expected to be close to budget for year end, matched with the corresponding revenues.

f) Transportation

Transportation expenditures amount to \$7.5 million and 97% of budget as of July 31, 2017. This compares to \$6.8 million and 93% of budget in the prior year. The budget for transportation has increased year over year due to increasing contract prices; therefore the actual costs are higher than the prior year. The costs are higher as a percentage of budget due to fuel prices being closer to budget estimates in the current year. Transportation is expected to remain slightly under budget for year end.

g) Tuition and Related Fees

These expenses relate primarily to disbursements to home-based students. These expenses currently total \$0.3 million and 102% of budget as the payments have been distributed as of July 31, 2017. This is comparable to 2015-16 costs which were \$0.3 million and 115% of budget for the same period.

h) Complementary Services

Complementary services expenditures relate primarily to prekindergarten and alternative funding grants. Expenses are currently \$3.0 million and 93% of budget. This is comparable to 2015-16 levels of \$3.4 million and 95% of budget as of the same time period.

i) External Services

External services include expenses related to the associate and alliance schools, cafeterias, charitable donations, and the foundation. These amount to \$7.2 million as of July 31, 2017 and 99% of budget. This is higher than 2015-16 levels of \$5.8 million and 84% of budget and is due to the timing of the donation expenditures in 2016-17. The account is expected to be on budget for year end and aligned with the corresponding revenues.

j) Interest/Allowances

Interest expenditures are currently \$0.3 million and 89% of budget. This is comparable to 2015-16 levels which were \$0.5 million and 87% of budget. Although the amount is higher in the prior year the percentages are comparable on a percentage basis as budgeted interest expenditures are lower in 2016-17.

Capital Expenditures

The attached schedule (Schedule 3) provides information regarding the unaudited financial status as of July 31, 2017 for capital projects which are considered in progress or have had financial activity during the year. This includes the inception to date costs and budget.

Internally and Externally Restricted Surplus

There are no significant changes to the restricted surplus accounts other than budgeted allocations and allocations from funds outside the operating fund. See Schedule 4 for more information.

Schedule 1

Saskatoon Public Schools

Consolidated Statement of Financial Activities

For the Eleven Months Ended July 31, 2017

	2016-17		2015-16	
	Consolidated Actual	Percentage of Consolidated Budget	Consolidated Actual	Percentage of Consolidated Budget
<u>Revenues</u>				
Property taxes	\$ 101,612,500	92%	\$ 100,236,203	92%
Provincial grants	157,415,021	85%	140,690,325	74%
Tuition and related fees	2,614,642	104%	2,878,069	85%
Complementary services	2,816,360	84%	2,898,719	85%
External services	6,725,242	95%	7,158,580	105%
School-generated	4,990,919	101%	5,056,773	102%
Other	1,203,868	102%	1,200,893	95%
Total Revenues	277,378,553	88%	260,119,562	82%
<u>Expenses</u>				
Governance	1,372,924	130%	864,194	102%
Administration	6,126,974	92%	5,971,394	87%
Instruction	188,639,392	98%	179,584,601	97%
Plant	29,892,786	84%	29,250,388	83%
School-generated	4,666,094	94%	5,176,160	104%
Transportation	7,537,764	97%	6,793,475	93%
Tuition and related fees	287,840	102%	325,496	115%
Complementary services	3,094,393	93%	3,368,469	95%
External services	7,240,502	99%	5,782,350	84%
Interest/allowances	360,819	89%	531,480	87%
Total Expenses	249,219,490	96%	237,648,008	94%
Surplus/(deficit)	28,159,063		22,471,554	

Schedule 2

Saskatoon Public Schools

Cash Flow Requirements

For the Eleven Months Ended July 31, 2017

	Actual 2016-17	Annual Budget 2016-17
Surplus/(deficit)	28,159,063	53,947,523
CASH REQUIREMENTS:		
Tangible capital assets:		
Purchases	(6,472,620)	(8,192,447)
Joint Use School Project	(48,806,225)	(62,704,000)
Long term debt:		
Repayments	(2,758,260)	(3,009,011)
Debt issued		
Non-cash items included in surplus/deficit:		
Amortization expense	11,990,000	13,080,000
Employee Future Benefits expenses	-	290,000
Pension Plan Adjustment	-	
NET EXCESS (REQUESTED) CASH	(17,888,042)	(6,587,935)

* note negative cash flow in the current period is offset by positive cash flow in July and August

Schedule 3

Capital Projects Status

As of July 31, 2017

Project Name	Actual	Budget	Variance
Roofing Projects			
2016/17 PMR Projects			
	-		-
Alvin Buck #1,1a,5,10,14 - Covertite Roofing and Sheet Metal	387,768	479,000	91,232
Confederation Pk - #4 & 7	421,181	537,000	115,819
LB Pearson #5 & 10	141,119	199,000	57,881
Prince Philip #6 - Covertite Roofing and Sheet Metal	175,966	212,000	36,034
River Heights #2 & 7	303,869	330,000	26,131
Roland Mich #6 - Covertite Roofing and Sheet Metal	158,222	225,000	66,778
Vincent Massy #9	249,975	267,000	17,025
Bedford Road Control System	213,360	210,000	(3,360)
Royal West Control System	83,705	85,000	1,295
WMCI #8 & 10 - Covertite Roofing and Sheet Metal	188,698	256,000	67,302
Evan Hardy #16	9,270	330,000	320,730
Marion Graham #4	70,011	271,919	201,909
Total Roofing	2,403,144	3,401,919	998,775
Portables			
Henry Kelsey - 2	499,754	537,000	37,246
Dundonald - 2	399,126	350,000	(49,126)
Forest Grove - 3	1,109,827	1,250,000	140,173
Alvin Buckwold - 2	769,050	700,000	(69,050)
Henry Kelsey - 2	778,152	700,000	(78,152)
Centennial - 4	1,171,726	1,300,000	128,274
Willowgrove - 2	574,002	650,000	75,998
Henry Kelsey - 1	416,193	325,000	(91,193)
Total Portables	5,717,830	5,812,000	94,170
Pre-K, Early Learning, Childcare			
Caroline Robins - Early Learning Centre	636,327	649,998	13,671
Royal West Childcare	148,038	149,000	962
Total Pre-K, Early Learning, Childcare	784,365	798,998	14,633
Special Projects			
			-
Willowgrove	21,097,325	21,141,303	43,978
City Park Repurposing - Phase 1	2,649,888	2,568,179	(81,709)
Vehicles	182,433	128,765	(53,668)
Total Special Projects	23,929,646	23,838,247	(91,399)

Schedule 4

Saskatoon Public Schools
Internally and Externally Restricted Surplus
As of July 31, 2017

<u>Internally Restricted</u>	Opening Balance	Additions/Transfers	As of July 31, 2017
<i>Civic Elections</i>	195,319	(195,319)	-
<i>School Generated Funds</i>	2,300,207	324,825	2,625,032
<i>Facility Rental Reserve</i>	246,953	15,000	261,953
<i>System Application Reserve</i>	1,125,000		1,125,000
<i>Trustee Education Allowance</i>	43,000		43,000
<i>Facility Operating Reserve</i>	332,201		332,201
<i>Specialized School Equipment Reserve</i>	1,000,000		1,000,000
<i>Curriculum Renewal Reserve</i>	1,460,000		1,460,000
<i>Technology Renewal Reserve</i>	1,250,000	600,000	1,850,000
<i>Mount Royal Facility Partnership Reserve</i>	169,486		169,486
<i>Staff Professional Development Reserve</i>	800,000		800,000
<i>Secondary Security Camera</i>	50,000		50,000
<i>School Carry Forwards</i>	1,262,244		1,262,244
<i>Alternative Funds</i>	165,859	(32,713)	133,146
<i>Whitecap</i>	20,289		20,289
Total Internally Restricted	10,420,558	711,793	11,132,351
<u>Externally Restricted</u>			
<i>Donations</i>	401,608	288,206	689,814
<i>Foundation</i>	1,124,333		1,124,333
Total Externally Restricted	1,525,941	288,206	1,814,147



SASKATOON BOARD OF EDUCATION

7a

MEETING DATE: SEPTEMBER 26, 2017
TOPIC: APPROVAL OF MINUTES

FORUM	AGENDA ITEMS	INTENT
<input checked="" type="checkbox"/> Board Meeting	<input type="checkbox"/> Correspondence	<input type="checkbox"/> Information
<input type="checkbox"/> Committee of the Whole	<input type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input checked="" type="checkbox"/> Other: Approval of Minutes	

BACKGROUND

CURRENT STATUS

Attached are the minutes from the September 12, 2017 Committee of the Whole and Regular Board meetings.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	September 19, 2017	- September 12, 2017 Minutes

RECOMMENDATION

Proposed Board Motion (if removed from consent items):

That the Board approve the minutes of the Committee of the Whole and Regular Board meetings held September 12, 2017.

UNAPPROVED

MINUTES OF A MEETING:

of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, September 12, 2017 at 3:00 p.m.

September 12,
2017

MEMBERS PRESENT:

Ms. Donna Banks, Ms. Charmaine Bellamy, Ms. Kathleen Brannen,
Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson,
Mr. Ray Morrison, Mr. Cameron Scott, Mr. Ross Tait, Dr. Suzanne Zwarych

Mr. Scott joined the meeting at 4:30 p.m.

Mr. Morrison joined the meeting at 4:45 p.m.

Following discussions in Committee of the Whole, Mr. Scott moved that the Board rise and report.

CARRIED (10)

The meeting adjourned at 6:07 p.m.

Secretary of the School Division

Board Chair

UNAPPROVED

MINUTES OF A MEETING: of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, September 12, 2017 at 7:00 p.m. September 12, 2017

MEMBERS PRESENT: Mr. Ray Morrison (Chair), Ms. Donna Banks, Ms. Charmaine Bellamy, Ms. Kathleen Brannen, Ms. Holly Kelleher, Mr. Vernon Linklater, Ms. Colleen MacPherson, Mr. Cameron Scott, Mr. Ross Tait, Dr. Suzanne Zwarych

Mr. Morrison called the meeting to order and asked for a moment of silence for the tragic death of one of our students at École Dundonald School and for the loss of all other students throughout the years.

Agenda: Mr. Morrison proposed amendments to the agenda: moving item 6b) Opening of New Schools: Chief Whitecap School; Colette Bourgonje School; Ernest Lindner School; Sylvia Fedoruk School and 13a) Secure Destruction of Records to the consent items. Board members unanimously agreed.

Mr. Scott moved approval of the agenda, as amended.

CARRIED (10)

No declarations of conflict of interest were stated.

Celebrating Excellence: Summer School 2017:

Mr. Dean Newton, Superintendent of Education, introduced Mr. Bob Saunders, Principal of the summer school program, who provided the Board with a brief history of the summer school program and highlighted the 2017 summer session. Ms. Ana Kalashnikova, a student at the program, spoke to the Board of her experiences with summer school.

Celebrating
Excellence:
Summer School
2017

Consent Items: Ms. Kelleher moved the following consent agenda

items be approved as presented.

Consent Items

- ★ 6b) Opening of New Schools: Chief Whitecap School; Colette Bourgonje School; Ernest Lindner School, Sylvia Fedoruk School
That the Board receive the Opening of New Schools for information.
- ★ 6d) Facilities for Learning Update
- ★ 6e) Pre-Authorization of Tenders over \$100,000 During Summer 2017
That the Board approve the 2016-2017 fiscal year transfer of \$0.4 million from Unrestricted Accumulated Surplus to Internally Restricted Surplus designated for tangible capital asset expenditures for the City Park Phase II Repurposing Project; \$0.2 million related to previously budgeted classroom renovations and \$0.2 million related to the revised budget estimates for the project.
- ★ 6f) Financial Results for period September 1, 2016 to June 30, 2017
That the Board receive the financial results for the period September 1, 2016 to June 30, 2017 for information.
- ★ 7a) Minutes – Approval of June 20, 2017 Board meetings
That the Board approve the minutes of the Committee of the Whole and Regular Board meetings held June 20, 2017.
- ★ 7b) Minutes – Approval of June 6, 2017 Audit and Risk Committee
That the Board approve the minutes of the Board Audit and Risk Committee of June 6, 2017.

UNAPPROVED

★ 11a) Correspondence

That the Board receive the correspondence as listed.

★ 13a) Secure Destruction of Records

That the Board approve the secure destruction of 57 boxes of paper records from the finance department relating to supplier invoices, cheques, journal entries, Quickbook records, bank statements, grant analyses, and donation documents from 2007-08, 2008-09 and 2009-10 using the secure destruction services under contract with Crown Enterprises.

CARRIED (10)

Reports from Administrative Staff:

School Opening Update: Mr. Barry MacDougall, Director of Education, provided an update on school opening activities.

School Opening Update

Dr. Zwarych moved that the Board receive the School Opening Update for information.

CARRIED (10)

Board Priority Update: Literacy for Life: Mr. Shane Skjerven, Deputy Director of Education, introduced Ms. Lisa Fleming, Superintendent of Education, Mrs. Mary-Jo Devine, Coordinator: Literacy for Life and Curriculum and Instruction K-8, and Dr. Scott Tunison, Coordinator: Research and Measurement. The group updated the Board on the Literacy for Life reading results from 2016-2017 and provided key elements of the Literacy for Life strategic plan for 2017-2018.

Ms. Brannen moved that the Board receive the Board Priority Update: Literacy for Life for information.

CARRIED (10)

Unfinished Business:

Audit Service Plan for the Fiscal Year Ended August 31, 2017:
Ms. Kelleher moved that the Board approve the Audit Service Plan for the fiscal year ending August 31, 2017.

Audit Service Plan for the Fiscal Year Ended August 31, 2017

CARRIED (10)

Remuneration Reduction for Trustees: Ms. Bellamy moved that the Board approve a 3.5% reduction to the base remuneration for Trustees effective September 1, 2017.

Remuneration Reduction for Trustees

CARRIED (10)

Reports of Committees and Trustees:

• Trustee Kelleher reported on her attendance at the Audit and Risk Committee meeting on September 5, 2017 and school visits to City Park and North Park Wilson schools.

• Trustee Linklater reported on his attendance at pancake breakfast celebrations at Caswell and Princess Alexandra schools. He also reported on his participation at the FASD annual walk, a meeting of the Pension Committee on September 12, 2017, and the Trustee group photo session at Chief Whitecap School.

• Trustee Banks reported on end of June activities such as Tommy Douglas Collegiate graduation and long service awards and Fairhaven School Grade 8 farewell activities. She also reported on school visits to Ward 3 schools, the school community council meeting at Confederation Park School on September 11, 2017 and the grand opening celebration of Sylvia Fedoruk School.

UNAPPROVED

activities the end of June.

- Trustee Scott reported on his attendance at Ward 4 farewell

opening activities in Ward 5.

- Trustee MacPherson reported on her attendance at school

Foundation meetings.

- Trustee Brannen reported on her attendance at Saskatoon Public Schools

the grand opening celebration of Sylvia Fedoruk School.

- Trustee Tait reported on his school visit to Chief Whitecap School and

celebration of Sylvia Fedoruk School, pancake breakfast events in Ward 8, and the mug and muffin event at Evan Hardy Collegiate.

- Trustee Zwarych reported on her attendance at the grand opening

School Boards Association conference and the screening and panel discussion of the documentary film 'Birth of a Family' in August. She also reported on her attendance at the community open house at Colette Bourgonje School.

- Trustee Bellamy reported on her attendance in July at the Canadian

video and his involvement in the search for an Executive Director for the Saskatoon Public Schools Foundation. He also reported on attending the media tour at Ernest Lindner School, Sylvia Fedoruk School open house, Sylvia Fedoruk School grand opening celebration and school opening celebration events in Ward 10.

- Board Chair Morrison reported on feedback from the school opening

Mr. Tait moved that the Board adjourn to the call of the Chair or the Board meeting of Tuesday, September 26, 2017.

CARRIED (10)

The meeting adjourned at 8:04 p.m.

Secretary of the School Division

Board Chair



MEETING DATE: SEPTEMBER 26, 2017
TOPIC: APPROVAL OF NEW BOARD POLICY
- POLICY 26: PURCHASING

Table with 3 columns: FORUM, AGENDA ITEMS, INTENT. Includes rows for Board Meeting and Committee of the Whole with checkboxes for various agenda items like Correspondence, New Business, Reports from Administrative Staff, and Other.

BACKGROUND

One of the recommendations from the Office of the Provincial Auditors' Goods and Services Procurement Audit in 2014 was to develop a policy relating to the procurement of goods and services.

CURRENT STATUS

Policy 26 - Purchasing has been drafted and reviewed by both the Board's Audit and Risk Committee and Governance Committee. Administration is now seeking final approval from the Board.

Policy 9 - Policy Making, section 8 states:

- 8. Reading of Policies
8.1 Every new policy or substantive change to an existing policy of the Board shall have three distinct separate readings before the policy is finally passed.
8.2 Not more than two readings of a policy shall be given at any one meeting unless trustees present at the meeting unanimously agree to give the policy a third reading.
8.3 The first reading of a policy shall be in full. The Board may waive this procedure if policies have been in the possession of trustees prior to the meeting. If each Board member has in his/her possession, a written or printed copy of the policy, the second or third reading may be by title and description only.

With unanimous support from the Board, the need for a distinct separate reading of the policy could be waived and voted on in one meeting.

Table with 3 columns: PREPARED BY, DATE, ATTACHMENTS. Row 1: Mr. Garry Benning, Chief Financial Officer; September 19, 2017; - Policy 26: Purchasing; - Policy 6: Policy Making

RECOMMENDATION

Proposed Board Motion:

That the Board waive the third reading and approve Policy 26: Purchasing.

POLICY 26 – PURCHASING

As a publicly-funded organization, The Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, herein after called Saskatoon Public Schools, is responsible for ensuring monitoring and control of the of purchasing of goods and services. Saskatoon Public Schools is committed to achieving the best value for money and maintaining a consistent, fair and transparent process for vendors, while remaining in full compliance with legislation.

The procurement of goods and services by Saskatoon Public Schools will be conducted in accordance with the following principles:

- a) Best overall value for money spent, which includes the following criteria: improved efficiencies and effectiveness, mitigation of risk, and total cost of the transaction.
- b) Business transactions are completed in an open, transparent, and fair process.
- c) Representatives of Saskatoon Public Schools will maintain the highest level of professional ethics.

The initial purchase price will not be the only factor when determining procurement decisions. A point system may be used that considers other relevant criteria to ensure the overall best value to Saskatoon Public Schools. Purchasing activities shall be consistent with Saskatoon Public Schools' mission, vision, values and strategic priorities. This policy applies to all Board members and employees of Saskatoon Public Schools who engage in purchasing transactions.

Specifically,

1. All acquisitions of goods or services must be properly authorized as detailed in Administrative Procedure 515 (Purchasing).
2. Purchasing services is responsible for the management of all procurement services unless otherwise delegated within Administrative Procedure 515.
3. A purchase order is required for the purchase of all goods and services, with the exception of those goods and services listed within Administrative Procedure 515.
4. No person will commit Saskatoon Public Schools to agreements, licenses, contracts, leases or other legally enforceable obligations unless authorized to do so. Any employee making a purchase or commitment in Saskatoon Public Schools' name without following proper process may be subject to disciplinary action, up to and including termination of employment.

5. Saskatoon Public Schools' purchasing processes, forms and services shall not be used by Board members or employees for personal purchases.
6. Competitive bids, in accordance with the thresholds and requirements stated within Administrative Procedure 515, are required for the purchase of goods and services. Open, fair and transparent competitive bid processes provide evidence of due diligence and ensure the best value and compliance with legislative requirements.
7. Competitive bid exceptions or sole/single source may be exercised by Saskatoon Public Schools and approved if there are organizational strategic priorities or essential or material reasons for awarding a contract without soliciting competitive bids. All sole/single source justification must be documented with appropriate rationale that would support a transparent award process. These purchases must be authorized by the Chief Financial Officer and the Purchasing Manager. If the amount of the sole/single source contract is greater than \$100,000 it must be reported and approved by the Board.
8. As a publicly funded organization Saskatoon Public Schools is considered a member of the MASH sector (Municipalities, Academic, Schools and Hospitals) and as such is subject to the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA). In order to ensure compliance with these agreements, all procurement must follow the standards as set out in the NWPTA and CFTA.
9. The Audit and Risk Committee will be informed by Administration of any significant procurement compliance concerns, in a timely manner.
10. A list of anticipated significant request for proposals will be prepared by Administration to the Board prior to the start of the new fiscal year.
11. Purchasing will make purchases in compliance with legislation and statutory regulations.
12. Policy 3 - Code of Ethics, governs Saskatoon Public Schools. Board members and employees must disclose any financial or personal interest, direct or indirect, in a prospective vendor to the Chief Financial Officer or the Manager of Purchasing, and where deemed appropriate to withdraw from the decision making. Business gifts shall not be offered or accepted, except as part of a protocol.

Approved:

POLICY 9– POLICY MAKING

The Board is responsible for the development of policies in keeping with the requirements of government legislation and the values of the electorate. In order to meet its responsibility, the Board shall establish and maintain written policies which express its philosophical beliefs in support of public education and provide effective direction and guidelines for the action of the Board, the Director, staff, students, electors and other agencies. Board policies constitute the will of the Board in determining how the Division will be operated.

The Board shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide public education and compliance with the Education Act and other provincial legislation.

Board policies shall provide an appropriate balance between the responsibility of the Board to develop the broad guidelines to guide the Division and to provide the opportunity for the Director to exercise professional training and experience in the administration of the Division.

The Board shall adhere to the following stages in its approach to policy making:

Planning

The Board, in cooperation with the Director, shall assess the need for a policy, as a result of its own monitoring activities or on the suggestion of others, and identify the critical attributes of each policy to be developed.

Development

The Board may develop the policy itself or could delegate the responsibility for development to the Director.

Implementation

The Board is responsible for the implementation of policies governing its own processes. The Board and Director share the responsibility for implementation of policies relating to the Board-Director relationship. The Director is responsible for the implementation of all other policies.

Evaluation

The Board, in cooperation with the Director, shall evaluate each policy in a timely manner in order to determine whether or not it is meeting its intended purpose.

Specifically,

1. Parent groups, teachers, administrators, school community councils, student councils, trustees and others interested in the educational system, are invited to submit suggestions or

recommendations in regard to new or existing policy at any time. Such suggestions or recommendations shall be submitted in writing to the Director and include a brief statement of purpose or rationale.

2. Normally, requests for new policy or amendments to existing policy originating from schools will be directed through the Principal to the Director.
3. Policy development or revision may also be initiated by the results of a public consultation, survey, needs assessment, or policy evaluation.
4. The Director, or designate, shall be responsible to assign a member of the administrative staff to prepare a proposal.
5. The Director shall present the proposal to the Board for initial consideration. Should the Board determine the need for policy development or revision, the Board will direct the Director to initiate the development process.
6. The Board may also request the Director to change an administrative procedure to a draft Board policy. In so doing, the Board will provide rationale.
7. Draft policy, reports and recommendations shall be placed on the agenda of a regular Board meeting.
8. Reading of Policies
 - 8.1 Every new policy or substantive change to an existing policy of the Board shall have three distinct separate readings before the policy is finally passed.
 - 8.2 Not more than two readings of a policy shall be given at any one meeting unless trustees present at the meeting unanimously agree to give the policy a third reading.
 - 8.3 The first reading of a policy shall be in full. The Board may waive this procedure if policies have been in the possession of trustees prior to the meeting. If each Board member has in his/her possession, a written or printed copy of the policy, the second or third reading may be by title and description only.
9. Reading of Policies
Proposal is presented for information. Clarification and direction for addition information is given. Proposed policy is tabled to an appropriate ensuing meeting date.
10. After First Reading of new policy, and substantive change to existing policy, draft policy may be circulated to appropriate Board employees, school community councils, and interested groups for reaction. Minor revisions will be dealt with at a single reading.
11. In approving policy, the Board will always work from the broadest, most general statement of policy, and will proceed to develop progressively more specific policies until it is satisfied that it has achieved the degrees of definition necessary in the policy area under consideration.
12. The Director is responsible for communicating Board policies and administrative procedures within the Division; for monitoring policies and procedures on an ongoing basis; for reporting

the outcomes of policy decisions to the Board; and for making recommendations to the Board for revision.

13. The Director must develop administrative procedures as specified in Policy 11 and may develop such other procedures as deemed necessary for the effective operation of the Division; these must be in accordance with Board policies.
14. The Board may direct the Director to change a Board policy to an administrative procedure. As with other administrative procedures, these procedures may then be modified at the Director's discretion.
15. The Board shall review each policy during its term as part of its self-evaluation.

Legal Reference: Section 103, *The Education Act*

Date Last Revised: September 20, 2016