



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

Inaugural Meeting

**TUESDAY, October 24, 2017
Board Room
310 – 21st Street East
12:00 noon**

Please Note: All public Board meetings are audio recorded

Trustees:

-  Donna Banks
-  Charmaine Bellamy
-  Kathleen Brannen
-  Holly Kelleher
-  Vernon Linklater
-  Colleen MacPherson
-  Ray Morrison
-  Cameron Scott
-  Ross Tait
-  Suzanne Zwarych

The purpose of the Inaugural Meeting is to accommodate the requirement of Part 4 of *The School Division Administration Regulations* 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 Part 4 Section 14.2 of *The School Division Administration Regulations* 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 141(1) of The Local Government Election Act."*

The newly elected Board chair takes the chair

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 four years appears below for your information:

2016-2017	Holly Kelleher Colleen MacPherson	First Six-Month Term Second Six-Month Term
2015-2016	Colleen MacPherson Vernon Linklater	First Six-Month Term Second Six-Month Term
2014-2015	Kathleen Brannen Donna Banks	First Six-Month Term Second Six-Month Term
2013-2014	Bronwyn Eyre Darrell Utley	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 1, 2016 Inaugural Board Meeting
Minutes of the November 1, 2016 Inaugural Board meeting (Appendix A) were approved at the December 6, 2016 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

A Request for Proposals for Legal Services was issued in October 2014. At the Regular Board Meeting of November 4, 2014 a motion was passed to award the contract for legal services to Robertson Stromberg for a three-year year period, with an option to extend for two additional one-year terms. The Board Governance Committee, at their meeting of October 3, 2017, approved Administration's request to extend this contract for the first one-year term.

Recommended Motion: That the Board extend the contract for legal services for the first one-year term.

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 2018

c. Confirmation of Cost Analyst

The current contract has expired. The process for a contract for the cost analyst is under review. **Therefore, no motion for cost analyst services is required at this time.**

d. Confirmation of External Audit Services

A Request for Proposals for External Audit services was issued in October 2014. At the Regular Board Meeting of November 4, 2014, a motion was passed to award the contract for audit services to Deloitte LLP for a three-year period, with an option to renew for an additional two one-year terms. The Board Governance Committee, at their meeting of October 3, 2017, approved Administration's request to extend this contract for the first one-year term.

Recommended Motion: That the Board extend the contract for audit services for the first one-year term.

e. Banking Authority

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

i. 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 affected 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.

- ii. 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.
- iii. That payroll cheques be issued on the signature of the chief financial officer alone, provided that both the chair and chief financial officer 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 9.4 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, 2018, is attached as Appendix B.

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

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 standing committees named are:

- a) the Board Audit and Risk Committee
- b) the Board Discipline Committee
- c) the Board Governance Committee
- d) the Board Human Resources Committee
- e) representatives to the board of Pension Trustees

In addition to these, other appointments may be made. The following is a list of Board committees and appointments for 2016-2017. The director or designated administrator(s) works with all committees in an advisory capacity.

a) Board Audit and Risk Committee

Donna Banks
Kathleen Brannen
Holly Kelleher (Chair)
Ray Morrison
Suzanne Zwarych

b) Board Discipline Committee

Donna Banks
Vernon Linklater
Colleen MacPherson
Cameron Scott
Suzanne Zwarych

c) Board Governance Committee

Donna Banks
Charmaine Bellamy
Colleen MacPherson
Cameron Scott (Chair)
Ross Tait

d) Board Human Resources Committee

Donna Banks (Chair)
Charmaine Bellamy
Colleen MacPherson
Cameron Scott
Ross Tait

Five nominations are required for each committee (by nomination and random draw if required). The Chair of each committee will be appointed at the first meeting of the committee.

e) Board of Pension Trustees Committee

Kathleen Brannen
Vernon Linklater
Colleen MacPherson (Chair)

The pension governance structure changed in 2016. The Board appointed trustees to sit on the pension committee for a four-year period at its regular meeting of November 29, 2016.

Trustees are asked to re-confirm their membership on the Board of Pension Trustees Committee.

Confirmation of committee representatives will be determined at the Regular Board meeting of October 24, 2017.

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

Confirmation of committee representatives will be determined at the Regular Board meeting of October 24, 2017.

i. 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 1, 2016 Inaugural Meeting Trustee Kelleher was appointed the executive member at large and Trustee Banks 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.

ii. Okiciyapi Educational Partnership

At the November 1, 2016 Inaugural Meeting, Trustees Bellamy and Kelleher were appointed to the Okiciyapi Educational Partnership.

Two nominations are required for the Okiciyapi Educational Partnership.

iii. Saskatchewan High Schools Athletic Association

Representation alternates from year to year between the Saskatoon Board of Education and the Greater Saskatoon Catholic Board of Education. Trustee Linklater represented Saskatoon Public Schools in 2015-2016.

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

iv. Saskatoon Public Schools Foundation Inc.

At the November 1, 2016 Inaugural Meeting Trustees Brannen and Morrison were appointed to the Saskatoon Public Schools Foundation Inc.

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

v. 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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10. 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 1, 2016 at 12:00 noon.

November 1,
2016

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

Ms. Deanna Scott, Acting Chief Financial Officer, called the meeting to order and read the return from the Returning Officer, City of Saskatoon, certifying the election of Board members.

Declaration
of Office

Ms. Estelle Allington, Notary Public, administered the Declaration of Office and Endorsement as required by The Education Act.

Election of Board Chair: Ms. Deanna Scott, Acting Chief Financial Officer, highlighted the procedure for Election of Board Chair in accordance with Section 72 of The Education Act and Board Policy 6: Board Operations, Section 1.4. She then 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.

Ms. Kelleher 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. Linklater nominated Ms. MacPherson to serve as Vice Chair of the Board of Education. Ms. MacPherson nominated Ms. Kelleher to serve as Vice Chair of the Board of Education.

Election of
Vice Chairs

Ms. Banks moved that nominations cease.

CARRIED (10)

Both Ms. Kelleher and Ms. MacPherson accepted the nomination.

Ms. Kelleher will serve as Vice-Chair for the first six-month term.

Ms. MacPherson will serve as Vice-Chair for the second six-month term.

Minutes of the November 24, 2015 Inaugural Board Meeting:
Minutes of the November 24, 2015 Inaugural Board Meeting were approved at the December 8, 2015 regular Board meeting.

Minutes of
November
24, 2015
Inaugural
Board Meeting

Confirmation of Professional Services:

- Board Solicitor – Robertson Stromberg was awarded the contract for legal services for a three-year period, with an option to extend for two additional one-year terms at the November 4, 2014 regular Board meeting.

Confirmation
of Professional
Services

• Insurance Broker – Ms. Brannen moved that the Board appoint Marsh Canada to serve as its insurance broker for 2017.

CARRIED (10)

• Cost Analyst - KDL Consulting Ltd. was awarded the contract for cost consulting and related services for a three-year term at the regular Board meeting of May 20, 2014.

• Confirmation of External Audit Services - Deloitte LLP was awarded the contract for external audit services for a three-year period with an option to renew for an additional two-year period at the regular Board meeting of November 4, 2014.

Confirmation of External Audit Services

Banking Authority: Ms. Kelleher 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 affected 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 both the chair signs the cheque and voucher each month for the total paid from General Account into Payroll Account.

CARRIED (10)

Borrowing Authority: Ms. Banks moved that the form required by the bank for borrowing be approved.

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 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,

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 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 and shall be a first charge upon the uniform tax levy for the fiscal 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 chief financial officer given on behalf of the said Board and the said chair or

giving particulars of the loan as provided by S.319(2) of The Education Act, 1995

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 November 1, 2016.

CARRIED (10)

Committees of the Board: Policy 6, Section 1.8, of **Board Policy** 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 1, 2016.

Committees
of The
Board

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

CARRIED (10)

The Inaugural Meeting adjourned at 12:22 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 Chief Financial Officer to borrow:

- 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:

1. That the Board Chair or vice chair and chief financial officer on behalf of the Board are hereby authorized to borrow from institutions approved under the laws of Canada, up to \$35,000,000 to meet the expenditures of the said School Division until the proceeds of taxes and operating grants payable to the said School Division 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 and interest shall be repayable and shall be a first charge upon the uniform tax levy for the fiscal 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 chief financial officer 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, 2018.