

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

INAUGURAL MEETING OF THE BOARD OF EDUCATION

TUESDAY, NOVEMBER 5, 2019

W.B. Doyle Board Room

310 – 21st Street East – 12:00 p.m.

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. Land Acknowledgement

3. 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.

4. Comments of the Newly Elected Chair

5. 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:

2018-2019	Kathleen Brannen Ross Tait	First Six-Month Term Second Six-Month Term
2017- 2018	Donna Banks Holly Kelleher	First Six-Month Term Second Six-Month Term
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

Nominations required:

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

6. Minutes of the October 30, 2018 Inaugural Board Meeting
Minutes of the October 30, 2018 Inaugural Board meeting (Appendix A) were approved at the November 27, 2018 public Board meeting.

7. 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
The current contract expired October 31, 2019. The Request for Proposal (RFP) for a contract for a board solicitor is underway. Administration expects that the results of the RFP award will be brought to the Board on November 26, 2019. **Therefore, no motion for board solicitor is required at this time.**

b. Confirmation of Insurance Broker
Marsh Canada has served Saskatoon Public Schools for several 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 2020.

c. Confirmation of Cost Analyst. A Request for Proposals for Cost Consultant Services was issued October 26, 2018. At the Regular Board meeting of December 11, 2018, a motion was passed to award the contract to KDL Consulting Limited for a three-year term starting January 1, 2019, with an option to renew for an additional two years, ending December 31, 2023. **Therefore, no motion for Cost Analyst services are required at this time.**

d. Confirmation of External Audit Services
The current contract will expire December 31, 2019. The Request for Proposal (RFP) for a contract for external audit services is underway. Administration expects that the results of the RFP award will be brought to the Board on December 10, 2019. **Therefore, no motion for audit services are required at this time.**

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.

8. 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, 2020, is attached as Appendix B.

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

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 standing committees named are:

- a) the Board Audit and Risk Committee
- b) the Board Governance Committee
- c) the Board Human Resources Committee
- d) 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 2018-2019. 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)
Cameron Scott
Suzanne Zwarych

b) Board Governance Committee

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

c) 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.

d) Board of Pension Trustees Committee

Kathleen Brannen (Chair)
Vernon Linklater
Colleen MacPherson

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 November 5, 2019.

10. Board Representatives

Policy 8 of the *Board Policy Handbook* indicates that at its Inaugural Meeting each year the Board shall consider 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 November 5, 2019.

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 October 30, 2018 Regular Board Meeting Trustee MacPherson 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. 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 Scott represented Saskatoon Public Schools in 2017-2018

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

iii. Saskatoon Public Schools Foundation Inc.

At the October 30, 2018 Regular Board 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.

iv. 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.

APPENDIX A

MINUTES OF THE INAUGURAL MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, October 30, 2018 at 12:00 noon.

October 30, 2018

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, Dr. Suzanne Zwarych

Election of Board Chair: Mr. Garry Benning, Chief Financial Officer, highlighted the procedure for 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*. He then called for nominations for the office of Board Chair.

Election of Board Chair

Mr. Scott joined the meeting at 12:02 p.m.

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

Mr. Linklater moved that nominations cease.

CARRIED (9)

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

Election of Vice Chairs: Ms. Bellamy nominated Ms. Brannen to serve as Vice Chair for the first six-month term.

Election of Vice Chairs

Ms. Kelleher moved that nominations cease.

CARRIED (9)

Ms. Brannen accepted the nomination and was declared Vice Chair for the first six-month term.

Ms. Banks nominated Mr. Tait to serve as Vice Chair for the second six-month term.

Dr. Zwarych moved that nominations cease.

CARRIED (9)

Mr. Tait was declared Vice Chair for the second six-month term.

Minutes of the October 24, 2017 Inaugural Board Meeting: Minutes of the October 24, 2017 Inaugural Board Meeting were approved at the November 28, 2017 regular Board meeting.

Minutes of October 24, 2017 Inaugural Board Meeting

Confirmation of Professional Services:

Confirmation of Professional Services

Board Solicitor – Ms. Scott moved that the Board extend the contract for legal services to Robertson Stromberg for the remaining one-year term.

Board Solicitor

CARRIED (9)

Insurance Broker – Ms. Banks moved that the Board appoint Marsh Canada to serve as its insurance broker for 2019.

Insurance Broke

CARRIED (9)

Confirmation of External Audit Services - Ms. Kelleher moved that the Board extend the contract for audit services to Deloitte LLP for the remaining one-year term.

Confirmation
of External
Audit Services

CARRIED (9)

Banking Authority: Dr. Zwarych 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 and chief financial officer signs the cheque and voucher each month for the total paid from General Account into Payroll Account.

CARRIED (9)

Borrowing Authority: Ms. Brannen 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 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 \$20,000,000 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 \$20,000,000 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, 2019.

CARRIED (9)

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 internal committees will be found in the minutes of the Regular Board Meeting of October 30, 2018.

Committees
of The
Board

Board Representatives:

Board
Representatives

Saskatchewan School Boards Association Public Section: Mr. Morrison moved that Ms. MacPherson serve as the Saskatchewan School Boards Association Public Section Executive member at large.

Saskatchewan
School Boards
Association
Public
Section

Ms. MacPherson accepted the nomination.

CARRIED (9)

Mr. Morrison moved that Ms. Banks serve as the second voting member of the Saskatchewan School Boards Association Public Section Executive.

Ms. Banks accepted the nomination.

CARRIED (9)

Okiciyapi Educational Partnership: Mr. Morrison moved that Ms. Kelleher and Dr. Zwarych be appointed to represent the Board on the Okiciyapi Education Partnership.

Okiciyapi
Educational
Partnership

Ms. Kelleher and Dr. Zwarych accepted the nomination.

CARRIED (9)

Saskatoon Public Schools Foundation Inc.: Mr. Morrison moved that Ms. Brannen be appointed as one of the Board representatives to serve on the Saskatoon Public Schools Foundation Inc.

Saskatoon
Public Schools
Foundation Inc.

Ms. Brannen accepted the nomination.

CARRIED (9)

Ms. Banks moved that Mr. Morrison be appointed as the second Board representative to serve on the Saskatoon Public Schools Foundation Inc.

Mr. Morrison accepted the nomination.

CARRIED (9)

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

Adjournment

CARRIED (9)

The Inaugural Meeting adjourned at 12:10 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 \$20,000,000 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 \$20,000,000 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, 2020.