

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

INAUGURAL MEETING OF THE BOARD OF EDUCATION

TUESDAY, NOVEMBER 7, 2023

W.B. Doyle Board Room

310 – 21st Street East – 12:00 p.m.

Please Note: All public board meetings are recorded

Trustees:

- Angela Arneson
- Donna Banks
- Charmaine Bellamy
- Kathleen Brannen
- Vernon Linklater
- Colleen MacPherson
- Michael Pidwerbeski
- Kim Stranden
- 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 –Daniel Burke, Chief Financial Officer

2. **Acknowledgement**

3. **Election of Board Chair**

In accordance with Part 4 Section 14.2 of *The School Division Administration Regulations* and Policy 6: Board Operations, Section 1.4, states 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:

2022-2023	Kim Stranden Suzanne Zwarych	First Six-Month Term Second Six-Month Term
2021-2022	Ross Tait Kim Stranden	First Six-Month Term Second Six-Month Term
2020-2021	Suzanne Zwarych Kathleen Brannen	First Six-Month Term Second Six-Month Term
2019-2020	Ray Morrison Donna Banks	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 November 8, 2022 Inaugural Board Meeting**

Minutes of the November 8, 2022 inaugural board meeting were approved at the November 22, 2022 public board meeting. [LINK](#)

7. **Confirmation of Professional Services**

Policy 6: Board Operations, Section 1.7 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 October 18, 2019. At the regular Board meeting of December 10, 2019, a motion was passed to award the contract to Robertson Stromberg LLP for a three-year term, with an option to extend for an additional two-year term. This option was exercised with an effective end date of December 11, 2024. **Therefore, no motion for board solicitor is required at this time.**

b. **Confirmation of Insurance Broker**

AON Reed Stenhouse Inc. was appointed the insurance broker for the Saskatchewan School Boards Association.

Recommended Motion: That the Board appoint AON Reed Stenhouse Inc. to serve as its insurance broker for 2023- 2024.

c. **Confirmation of External Audit Services**

A Request for Proposals for Audit Services was issued on November 29, 2019. At the regular board meeting of February 11, 2020, a motion was passed to award the contract to Deloitte LLP for a three-year term with an option to extend for two additional one-year terms. A Request for Proposals will be issued in the near future with a decision expected thereafter. **Therefore, no motion for audit services is required at this time.**

d. **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 register 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: Role of the Board, Section 9.4 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, 2024, is attached as Appendix A.

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

9. **Committees of the Board**

Policy 6: Board Operations, Section 1.8 indicates that the board will name representatives to internal and external committees. The process for selecting candidates will be determined by the board.

Section 1.8.1 states decisions for selection will be based on involving as many trustees as possible, keeping in mind which trustees have held these positions and which trustees have not yet held positions. Section 1.8.2 also indicates the chair and vice chair may suggest voting by ballot if more trustees are interested in a position than can be accommodated for the year.

Policy 7: Committees of the Board, Section 1 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. Board Audit and Risk Committee
- b. Board Governance Committee
- c. Board Human Resources Committee

In addition to these, other appointments may be made. The following is a list of board committees and appointments for 2023-2024. The director or designated administrator(s) works with all committees in an advisory capacity.

Three to five nominations are required for each committee. The chair of each committee will be appointed at the first meeting of the committee.

a. **Board Audit and Risk Committee**

The Board Audit and Risk Committee assists the board in performing its financial responsibilities, considering enterprise risk management in the establishment of the strategic direction for Saskatoon Public Schools, and investigating any activity of Saskatoon Public Schools if so, authorized by the board.

Recommended Motion: That Trustees _____, be appointed to the Board Audit and Risk Committee.

b. **Board Governance Committee**

The Board Governance Committee assists the board by providing advice on the process and structure used to govern the affairs of Saskatoon Public Schools for sound performance, accountability and integrity; preparing draft board policies for review, discussion and approval; reviewing and updating existing policies; developing board performance evaluations tools to guide the board in evaluating its governance practice and processes against established measures of good governance; and responding to other governance matters as requested by the board.

Recommended Motion: That Trustees _____, be appointed to the Board Audit and Risk Committee.

c. **Board Human Resources Committee**

The Board Human Resources Committee assists the board on matters pertaining to the selection, performance management and development of the director of education. The committee may also, from time to time, provide assistance or advice on other related matters as requested by the board.

Recommended Motion: That Trustees _____, be appointed to the Board Human Resources Committee.

10. **Board Representatives**

Policy 8: Board Representatives 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:

- 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. In 2022, Trustees MacPherson and Brannen were appointed to the SSBA Public Section.

Two nominations are required for the SSBA Public Section, one for the executive member at large and one for the second voting member.

Recommended Motion: That Trustee _____ be appointed the member at large to the SSBA Public Section, and Trustee _____ be appointed the second voting member to the SSBA Public Section.

- 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 Zwarych represented Saskatoon Public Schools in 2021-2022.

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

Recommended Motion: That Trustee _____ be appointed the representative to the Saskatchewan High School Athletic Association.

ii. **Saskatoon Public Schools Foundation Inc.**

In 2022-2023 Trustees MacPherson and Pidwerbeski were appointed to the Saskatoon Public Schools Foundation Inc.

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

Recommended Motion: That Trustees _____ and _____ be appointed to serve on the Saskatoon Public Schools Foundation Inc.

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, if necessary

Recommended Motion: That the board approve the destruction of the ballots used during the inaugural meeting.

12. **Adjournment**

Recommended Motion: That the board adjourn to the call of the chair or the committee of the whole meeting of November 21, 2023.

APPENDIX A

School Division Borrowing Resolution

SASKATCHEWAN SCHOOL DIVISION BORROWING RESOLUTION

Whereas pursuant to Section 319 of *The Education Act, 1995* states:

“319(1) Subject to subsection (2), a board of education or the conseil scolaire may, by resolution, authorize its chairperson and its chief financial officer to borrow, on behalf of the board of education or conseil scolaire, as the case may be, a sum of money that may be required to meet its current operating expenditures.

(2) A board of education or the conseil scolaire may act pursuant to subsection (1) only if it has obtained the consent of the minister 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, 2024.