



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

**TUESDAY, NOVEMBER 26, 2019**

**W.B. Doyle Board Room**

**310 – 21<sup>st</sup> Street East - 7:00 p.m.**

Please Note: All public Board meetings are audio recorded

## **AGENDA**

- 1. Roll Call**
- 2. Land Acknowledgement**
- 3. Playing of O Canada**
- 4. Agenda**
  - 4.1. Adoption of Agenda**  
*Proposed Board Motion: Move approval of the agenda.*
  - 4.2. Declaration of Conflict of Interest**
- 5. Celebrating Excellence: Care & Share at King George School: Culture Project**
- 6. 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.
- 7. Reports from Administrative Staff**
  - 7.1. Strategic Plan Update: Arts Education**  
*Proposed Board Motion: That the Board receive the Strategic Plan Update: Arts Education*
  - 7.2. ★ Financial Results for the Period September 1, 2019 to October 31, 2019**  
*Proposed Board Motion (if removed from consent items): That the Board receive the financial results for the period September 1, 2019 to October 31, 2019 for information.*
- 8. Minutes**
  - 8.1. ★ Approval of Minutes – November 5, 2019**  
*Proposed Board Motion (if removed from consent items): That the Board approve the minutes of the Inaugural, Committee of the Whole, and Regular Board meetings held November 5, 2019.*

**9. Delegation**

**10. Business Arising from the Minutes**

**11. Unfinished Business**

**11.1. Items Arising from the Committee of the Whole**

**12. Correspondence**

**13. Reports of Committees and Trustees**

**14. New Business**

**14.1. Audited Financial Statements for September 1, 2018 to August 31, 2019**

*Proposed Board Motion: That the Board approve the Audited Financial Statements for the year ended August 31, 2019, pending minor changes made after the Ministry of Education and Ministry of Finance's format review and approval.*

**14.2. Proposals for Roofing Consultant Services**

*Proposed Board Motion: That the Board approve RMIS Engineering, Kindrachuk Agrey Architecture, and aodbt architecture interior design for roofing consultant services for a three-year period, starting December 1, 2019 and ending November 30, 2022, with the option to extend for two additional one-year terms. Total cost of roofing consultant services will not exceed a maximum of \$150,000 per consultant, per year.*

**15. Comments/Concerns/Questions from the Public**

(Maximum 5 minutes per speaker; 20 minutes total; must be related to a specific agenda item)

**16. Notices of Motion**

**17. Questions by Trustees**

**18. Adjournment**

*Proposed Board Motion: That the Board Adjourn to the call of the Chair or the Board meeting of Tuesday, December 10, 2019.*



MEETING DATE: NOVEMBER 26, 2019

TOPIC: CELEBRATING EXCELLENCE: CARE & SHARE AT KING GEORGE SCHOOL: CULTURE 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**

Academic excellence, character, engagement, and well-being of students are at the heart of Saskatoon Public Schools’ five-year strategic plan. The plan highlights our vision of each student being known, valued, and believed in. It emphasizes Saskatoon Public Schools' commitment to creating learning experiences that inspire all students to reach their potential and the importance of relationships, equity and accountability.

**CURRENT STATUS**

Saskatoon Public Schools (SPS) is fortunate to have generous and supportive partners in the community. Partners help SPS staff to enhance the educational experiences of students across the division. Community partners respond to requests in a variety of ways including volunteering their time and energy at school events and by raising and contributing funds to support programming.

Teachers, administrators, and community coordinators appreciate the assistance of partners from the business community that Care & Share helps to identify and match with schools. This collaboration allows schools to more effectively meet the needs of students.

Care & Share has helped to establish and sustain a long term and supportive relationship between Saskatoon B’Nai Brith and King George School. This partnership has resulted in the provision of many positive student experiences and supports. Staff and students from King George School will describe one exciting cultural project they are engaged in thanks to the partnership with Care & Share.

Presenting will be:

- Tammy Wuttunee, Principal, King George School;
- Stephanie Vause, Community Coordinator, King George School;
- Sandi Meldrum, Executive Director of Care & Share Saskatoon Inc.; and
- King George School students.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mr. Dave Derksen, Superintendent of Education	November 12, 2019	None



**MEETING DATE:** NOVEMBER 26, 2019

**TOPIC:** STRATEGIC PLAN UPDATE: ARTS EDUCATION

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

Saskatoon Public Schools will fulfill its commitment to ensure that we create learning experiences that inspire all students to reach their potential through relationships, equity, and accountability. These strategic actions are designed to ensure that every student is known, valued, and believed in, and supported to achieve the division’s student learning goals: academic excellence, character, engagement, and well-being.

## CURRENT STATUS

Arts Education plays a valuable role in helping students to achieve their potential as learners in relation to the four student goal areas of academic excellence, character, engagement, and well-being.

Through the study of Arts Education, students in Saskatoon Public Schools explore and express ideas through the four disciplines of music, dance, drama, and visual art. Relationships remain at the heart of Arts Education classrooms, cultivating an inclusive learning environment that ensures every student is known, valued, and believed in. Ms. Kara Helms (Educational Consultant: Arts Education) and Mr. Paul Janzen (Superintendent of Education) will share highlights of k-12 Arts Education programs, partnerships, and professional development opportunities that demonstrate how Saskatoon Public Schools’ strategic plan is actualized through the arts.

PREPARED BY	DATE	ATTACHMENTS
Mr. Shane Skjerven, Deputy Director of Education Mr. Paul Janzen, Superintendent of Education Ms. Kara Helms, Educational Consultant: Arts Education and Gifted Education	November 13, 2019	None

## RECOMMENDATION

### Proposed Board Motion:

That the Board receive the *Strategic Plan Update: Arts Education*.



**MEETING DATE:** NOVEMBER 26, 2019  
**TOPIC:** FINANCIAL RESULTS FOR THE PERIOD SEPTEMBER 1, 2019  
TO OCTOBER 31, 2019

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

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 October 31, 2019 | Pages 1-3 |
| 2. Statement of Financial Activities to October 31, 2019      | Page 4    |
| 3. Cash Flow Requirements                                     | Page 5    |
| 4. Capital and PMR Project Status                             | 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.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer Mrs. Krista Wei, General Manager of Financial Services	November 14, 2019	Financial Results Memo

## RECOMMENDATION

### Proposed Board Motion (if removed from consent items):

That the Board receive the financial results for the period September 1, 2019 to October 31, 2019 for information.



## MEMORANDUM

**DATE:** November 14, 2019

**TO:** Board Trustees

**FROM:** Garry Benning, Chief Financial Officer  
Krista Wei, General Manager of Financial Services  
Jilleen Kaal, Senior Accountant

**RE: FINANCIAL RESULTS TO OCTOBER 31, 2019**

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See Schedule 1 and 2 for financial information as of October 31, 2019. The following is an explanation for the main revenues and expenditures:

### Revenues

- a) Property Taxes  
Property tax for Treaty Land Entitlement was fully recognized in 2018-19.
- b) Provincial Grants  
Provincial Grants relate primarily to operating grant revenue which is received equally on a monthly basis. \$38.2 million and 16% of the provincial grants have been recognized for the year, compared to \$38.0 million and 16% in the prior year.
- c) Tuition and Related Fees  
Tuition and related fees consist primarily of revenues from the international student program (ISP). \$0.3 million and 16% of budget has been realized as of October 31, 2019, compared to \$0.4 million and 21% of budget in the prior year. This account is expected to be under budget as revenues received from the Whitecap Dakota First Nation, which were budgeted as related fees, will be recorded as external services revenue to align with external services expenses.
- d) Complementary Services  
Complementary services relate primarily to prekindergarten funding, as well as alternative funding grants. \$2.0 million and 44% of budget has been realized so far in the current year. This compares to \$0.5 million and 12% of budget in 2018-19. The current year is expected to be higher than budgeted due to additional revenues received for specific programming.

e) External Services

External services consist of funding for associate and alliance schools, as well as cafeteria revenues. As of October 31, 2019, \$0.8 million and 15% of budget has been recognized. In 2018-19, \$2.0 million and 28% of budget had been realized for the comparable period. The prior year was higher in October related to the timing of Whitecap federal funding.

f) School Generated

School Generated revenue relates to student fees and grants at the school level. Revenues of \$2.0 million and 40% of budget has been realized in the current year. This is comparable to \$1.9 million and 37% in 2018-19.

g) Other

Other includes mainly investment and rental income. Other revenues of \$0.4 million and 27% of budget has been realized in the current year compared to \$0.1 million and 8% in the previous year. The current year is higher as rental revenue was not recognized in the prior year until the completion of the new rental system implementation.

**Expenditures**

a) Governance

Expenses related to governance total \$0.1 million and 20% of budget as of October 31, 2019, compared to \$0.1 million and 10% in the prior year. The current year is higher due to the timing of membership fees.

b) Administration

Administrative costs are \$1.0 million and 16% of budget as of October 31, 2019. This is lower than 2018-19 levels of \$1.1 million and 19% of budget and is expected to be on budget.

c) Instruction

Instruction expenses total \$34.4 million and 17% of budget as of October 31, 2019. This is comparable to \$33.0 million and 17% in the prior year.

d) Plant

Plant expenses are currently at \$5.6 million and 12% of budget. This is comparable with 2018-19 levels of \$5.6 million and 13% of budget. A significant portion of these budgeted costs are related to preventative maintenance and renewal projects which typically occur in the summer months.

e) School Generated Expense

These expenses currently total \$0.8 million and 15% of budget. This is comparable to 2018-19 levels of \$0.7 million and 14% of budget. The timing of these expenditures vary from year-to-year but correspond with School Generated revenues.

f) Transportation

Transportation expenditures amount to \$0.8 million and 12% of budget as of October 31, 2019. This is comparable to the prior year of \$0.9 million and 13% of budget.

g) Tuition and Related Fees

These expenses relate primarily to disbursements to homebased students. Tuition expenses total \$0.04 million and 10% of budget. The current year is slightly higher than the prior year as there were payments made to other organizations for students attending their facilities.

h) Complementary Services

Complementary services expenditures relate primarily to prekindergarten and alternative funding grants. Expenses are currently \$0.9 million and 20% of budget. This is higher than 2018-19 levels of \$0.6 million and 15% but is expected to align with higher than budgeted complementary services revenues.

i) External Services

External services include expenses related to the associate schools, cafeterias, donations, Whitecap and the foundation. These amount to \$0.8 million as of October 31, 2019 and 13% of budget. This is comparable to 2018-19 levels of 0.8 million and 12%.

j) Interest/Allowances

Interest expenditures are currently \$0.05 million and 14% of budget. This is comparable to 2018-19 levels which were \$0.04 million and 16% of budget.

**Capital Expenditures**

The attached schedule (Schedule 3) provides information regarding the unaudited financial status as of October 31, 2019 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 Month Ended October 31, 2019**

	2019-20		2018-19	
	Consolidated Actual	Percentage of Consolidated Budget	Consolidated Actual	Percentage of Consolidated Budget
<u>Revenues</u>				
Property taxes	\$ 0	0%	\$ 200,845	
Provincial grants	38,183,489	16%	38,002,024	16%
Tuition and related fees	327,346	16%	370,885	21%
Complementary services	1,962,614	44%	510,852	12%
External services	802,936	15%	1,962,290	28%
School-generated	1,978,449	40%	1,856,845	37%
Other	417,260	27%	108,248	8%
<b>Total Revenues</b>	<b>43,672,095</b>	<b>17%</b>	<b>43,011,989</b>	<b>17%</b>
<u>Expenses</u>				
Governance	143,827	20%	66,556	10%
Administration	997,317	16%	1,143,187	19%
Instruction	34,371,654	17%	32,945,529	17%
Plant	5,553,574	12%	5,548,625	13%
School-generated	767,137	15%	707,204	14%
Transportation	809,068	12%	852,821	13%
Tuition and related fees	39,522	10%	-	0%
Complementary services	855,080	20%	636,758	15%
External services	844,590	13%	847,471	12%
Interest/allowances	52,827	14%	44,860	16%
<b>Total Expenses</b>	<b>44,434,593</b>	<b>16%</b>	<b>42,793,011</b>	<b>16%</b>
<b>Surplus/(deficit)</b>	<b>(762,499)</b>		<b>218,978</b>	

**Schedule 2**

**Saskatoon Public Schools  
Cash Flow Requirements  
For the Month Ended October 31, 2019**

	<b>Actual 2019-20</b>	<b>Annual Budget 2019-20</b>
Surplus/(deficit)	(762,499)	(15,882,012)
CASH REQUIREMENTS:		
Tangible capital assets:		
Purchases	(463,500)	(6,545,750)
Long term debt:		
Repayments	(256,251)	(1,537,505)
Debt issued		4,300,000
Non-cash items included in surplus/deficit:		
Amortization expense	2,588,333	15,530,000
Employee Future Benefits expenses	-	366,750
Pension Plan Adjustment	-	-
NET EXCESS (REQUESTED) CASH	1,106,084	(3,768,517)

### Schedule 3

**Saskatoon Public Schools**  
**Capital and PMR Project Status**  
**Includes Capital Projects (all) and PMR Projects (budgets ≥ \$150,000)**  
**As of October 31, 2019**

Project Name	Actual	Budget	Variance
<b>PMR Projects</b>			
Brunskill ROOF REPL #7A,14	155,536 *	167,100	11,564
Evan Hardy ROOF REPL #3,14	173,629 *	213,700	40,071
Greystone Heights ROOF REPL #2	217,079 *	248,800	31,721
Pleasant Hill ROOF REPL #8	153,061 *	173,300	20,239
Walter Murray ROOF REPL #10ACD	405,553 *	471,500	65,947
Willowgrove ROOF REPL #1,3-6,7,10	70,352 *	60,300	(10,052)
John G. Egnatoff ROOF REPL #1ABC,8,14	312,781 *	367,300	54,519
Forest Grove ROOF REPL #3A-D	395,350 *	815,000	419,650
Hugh Carins WINDOW REPL	18,689 *	300,000	281,311
Marion Graham SMALL GYM UPDATES	196,897 *	250,000	53,103
Holliston ROOF REPL #5	38,800 *	160,500	121,700
Confederation Park ROOF REPL #109011	230,170 *	347,800	117,630
Aden Bowman ROOF REPL #10	339,544 *	381,100	41,556
City Park PAINTING	131,726 *	169,780	38,054
Lester B. Pearson PAINTING	133,477 *	156,400	22,923
Prince Philip ROOF REPL #7-8	164,996 *	199,900	34,904
Wildwood ROOF REPL #2	146,883 *	163,800	16,917
John Dolan ROOF REPL #5,12	189,465 *	242,000	52,535
<b>Total PMR Projects</b>	<b>3,473,989</b>	<b>4,888,280</b>	<b>1,414,291</b>
<b>Portables</b>			
Lakeridge/Forest Grove	370,364 *	500,000	129,636
Alvin Buckwold	106,357 *	360,000	253,643
Willowgrove	532,508 *	720,000	187,492
<b>Total Portables</b>	<b>1,009,229</b>	<b>1,580,000</b>	<b>570,771</b>

\* Includes multiple years (actual cost = total project spend to date)

**Schedule 4**

**Saskatoon Public Schools  
Internally and Externally Restricted Surplus  
As of October 31, 2019**

<b>Internally Restricted</b>	<b>Opening Balance</b>	<b>Additions/Transfers</b>	<b>As of October 31, 2019</b>
<i>Civic Elections</i>	-	-	-
<i>School Generated Funds</i>	2,598,878	1,211,312	3,810,190
<i>Facility Rental Reserve</i>	291,953	15,000	306,953
<i>System Application Reserve</i>	-	-	-
<i>Governance Reserve</i>	43,000	-	43,000
<i>Facility Operating Reserve</i>	332,201	-	332,201
<i>Curriculum Renewal Reserve</i>	100,000	-	100,000
<i>Technology Renewal Reserve</i>	2,975,000	-	2,975,000
<i>Mount Royal Facility Partnership Reserve</i>	169,486	-	169,486
<i>Staff Professional Development Reserve</i>	-	-	-
<i>Secondary Security Camera</i>	50,000	-	50,000
<i>School Carry Forwards</i>	1,205,666	-	1,205,666
<i>Alternative Funds</i>	506,920	1,057,366	1,564,286
<i>Whitecap</i>	22,772	-	22,772
<b>Total Internally Restricted</b>	<b>8,295,876</b>	<b>2,283,678</b>	<b>10,579,554</b>
<b>Externally Restricted</b>			
<i>Donations</i>	545,253	13,353	558,606
<i>Foundation</i>	1,094,643	-	1,094,643
<b>Total Externally Restricted</b>	<b>1,639,896</b>	<b>13,353</b>	<b>1,653,249</b>



**MEETING DATE:** NOVEMBER 26, 2019  
**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 November 5, 2019 Inaugural, Committee of the Whole, and Regular Board meetings .

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	November 14, 2019	- Minutes

## RECOMMENDATION

### **Proposed Board Motion (if removed from consent items):**

That the Board approve the minutes of the Inaugural, Committee of the Whole, and Regular Board meetings held November 5, 2019.

# UNAPPROVED

MINUTES OF THE INAUGURAL MEETING: of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, November 5, 2019 at 12:00 noon. November 5, 2019

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. Garry Benning, Chief Financial Officer and Secretary Treasurer of the School Division, called the meeting to order, read the roll call into the minutes, and acknowledged the meeting was being held on Treaty Six territory and traditional homeland of the Métis people. Call to Order and Land Acknowledgement

Election of Board Chair: Mr. Benning, 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. Brannen nominated Ms. MacPherson to serve as Chair of the Board of Education.

Mr. Morrison moved that nominations cease.

CARRIED (9)

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

Mr. Scott joined the meeting at 12:06 p.m.

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

Ms. Kelleher moved that nominations cease.

CARRIED (10)

Mr. Morrison accepted the nomination and was declared Vice Chair for the first six-month term.

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

Dr. Zwarych moved that nominations cease.

CARRIED (10)

Ms. Banks was declared Vice Chair for the second six-month term.

Minutes of the October 30, 2018 Inaugural Board Meeting: Minutes of the October 30, 2018 Inaugural Board Meeting were approved at the November 27, 2018 Regular Board meeting. Minutes of October 30, 2018 Inaugural Board Meeting

Confirmation of Professional Services:

Confirmation  
of Professional  
Services

Insurance Broker – Ms. Kelleher moved that the Board appoint Marsh Canada to serve as its insurance broker for 2020.

Insurance Broker

CARRIED (10)

Banking Authority: Ms. Brannen 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 (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 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.

CARRIED (10)

Committees of the Board: Policy 6, Section 1.8, of *The Board Policy Handbook* indicates that selection of representatives to internal committees and external committees will be determined at the first Board meeting subsequent to the Inaugural Meeting. Therefore, representation to internal committees will be found in the minutes of the Regular Board Meeting of November 5, 2019.

Committees  
of The  
Board

Board Representatives: Board representation to external committees will be found in the minutes of the Regular Board Meeting of November 5, 2019.

Board  
Representatives

Adjournment: Mr. Morrison moved that the Board adjourn the Inaugural Meeting.

Adjournment

CARRIED (10)

The Inaugural Meeting adjourned at 12:10 p.m.

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Secretary of the School Division

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Board Chair



# UNAPPROVED

MINUTES OF A MEETING:

of the Board of Education of the Saskatoon School Division No. 13 of Saskatchewan, held on Tuesday, October 8, 2019 at 3:00 p.m.

November 5, 2019

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 4:09 p.m.

Following discussions in Committee of the Whole, Ms. Kelleher moved that the Board rise and report.

CARRIED (10)

The meeting adjourned at 5:57 p.m.

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Secretary of the School Division

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Board Chair

# UNAPPROVED

MINUTES OF A MEETING: of the Board of Education of the Saskatchewan School Division No. 13 of Saskatchewan, held on Tuesday, November 5, 2019 at 7:00 p.m. November 5, 2019

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

Ms. Colleen MacPherson, Board Chair, called the meeting to order, read the roll call into the minutes, and acknowledged the meeting was being held on Treaty Six territory and traditional homeland of the Métis people.

Agenda: Mr. Scott moved approval of the agenda.

Agenda

CARRIED (10)

Celebrating Excellence: Wildwood School Fundraising for the Food Bank: Ms. Charlene Scrimshaw, Superintendent of Education, introduced Principal Candace Ahmed, of Wildwood School, who introduced grades 7 and 8 students involved in the partnership between Wildwood parent teacher association, Wildwood School, and Spring Creek Gardens. This partnership provides fresh produce to Wildwood area families and the Saskatoon Food Bank.

Celebrating Excellence: Wildwood School Fundraising for the Food Bank

Consent Items: Dr. Zwarych moved that the following consent agenda items be approved as presented.

Consent Items

Student Transportation Report: That the Board receive the Student Transportation Report for information.

Student Transportation Report

CARRIED (10)

Financial Results for the Period September 1, 2019 to September 30, 2019: That the Board receive the financial results for the period September 1, 2019 to September 30, 2019 for information.

Financial Results for the Period September 1, 2019 to September 30, 2019

CARRIED (10)

Approval of Minutes – September 17, 2019 and October 8, 2019: That the Board approve the minutes of the Committee of the Whole and Regular Board meetings held September 17, 2019 and October 8, 2019.

Approval of Minutes

CARRIED (10)

## Reports From Administrative Staff:

Strategic Plan Update: Move to Grow: Mr. Shane Skjerven, Deputy Director of Education, introduced Mr. Dave Derksen, Superintendent of Education, Mr. Brad Smith, Vice Principal of Mount Royal Collegiate, Ms. Lori Classen, Vice Principal of Roland Michener School, and Ms. Anne-Marie Rollo, Consultant, Curriculum and Instruction. The Move to Grow Committee shared the purpose and the benefits of the initiative as well as the actions taken to date.

Strategic Plan Update: Move to Grow

Ms. Brannen moved that the Board receive the Strategic Plan Update: Move to Grow.

CARRIED (10)

Enrolment Update: Ms. Charlene Scrimshaw, Superintendent of Education, provided enrolment information as of September 30, 2019.

Enrolment Update

Mr. Scott moved that the Board receive the enrolment update for information.

CARRIED (10)

# UNAPPROVED

## Unfinished Business:

Relocatable Classroom Funding Requests 2020-2021: Mr. Tait moved that the Board approve the 2020-2021 relocatable funding requests, and this information be submitted to the Ministry of Education prior to November 8, 2019.

Relocatable  
Classroom  
Funding Requests  
2020-2021

CARRIED (10)

General Insurance Plan Excess Capital Distribution: Ms. Kelleher moved that the Board notify the Saskatchewan School Boards Association, to have the distribution of excess capital in the amount of \$97,318.01, be received via cheque disbursement.

General  
Insurance Plan  
Excess Capital  
Distribution

CARRIED (10)

Appointments to Committees of the Board : Mr. Morrison moved that the Board approve the appointments to the committees of the Board as indicated by trustee interest and recommended by the board chair and vice chair as follows:

Appointments to  
Committees of the  
Board

1. Board Audit and Risk Committee: Trustees Kelleher, Morrison, Scott, and Zwarych
2. Board Governance Committee: Trustees Banks, Bellamy, Scott, and Tait
3. Board Human Resources Committee: Trustees Banks, Bellamy, Morrison, and Tait
4. Board Pension Committee (re-affirmation): Trustees Brannen, Linklater, and MacPherson
5. Public Section, Saskatchewan School Boards Association: Trustees MacPherson and Morrison (alternate)
6. Saskatchewan High Schools Athletic Association: Trustee Zwarych
7. Saskatoon Public Schools Foundation: Trustees Brannen and Morrison

CARRIED (10)

Saskatchewan School Boards Association 2019 Annual General Meeting Voting Delegates:  
Ms. Banks moved that the Board approve the following motions:

Saskatchewan  
School Boards  
Association 2019  
Annual General  
Meeting Voting  
Delegates

1. That the Saskatoon Board of Education is entitled to 51 votes.
2. That Trustee Morrison be the representative authorized by the Board to pick up the school division's ballots at the registration desk.
3. That the list of voting delegates for the school division be as follows: Trustees Banks, Brannen, MacPherson, and Morrison.

CARRIED (10)

Board Human Resources Committee – Board Policy 11: Director/CEO Roles and Responsibilities:  
Ms. Bellamy moved that the Board approve the housekeeping changes to Policy 11: Director/CEO Roles and Responsibilities.

Board Human  
Resources  
Committee –  
Board Policy 11:  
Director/CEO  
Roles and  
Responsibilities

CARRIED (10)

Board Subcommittee Minutes: Ms. Banks moved that the Board approve the minutes of the Board Human Resources Committee meeting of September 10, 2019.

Board  
Subcommittee  
Minutes

CARRIED (10)

## Reports of Committees and Trustees:

- Trustee Morrison reported on his attendance at numerous meetings of the Saskatoon Public Schools Foundation, Centennial Collegiate's academic awards tea, Ward 10 community meeting with Counsellor Jeffries, School Community Council General Assembly meeting, the Care and Share partnership celebration and the Silverspring School Community Council meeting.
- Trustee Bellamy reported on her attendance at King George School's feast with Trustee Linklater. She also attended the Wícihitowin Indigenous Engagement Conference on October 16-17, the School Community Council General Assembly meeting, Walter Murray Collegiate School Community Council meeting and their academic awards ceremony.
- Trustee Zwarych reported on her attendance at Roland Michener Schools' School Community Council meeting.

# UNAPPROVED

- Trustee Tait reported on his attendance at several School Community Council meetings in Ward 7, and his involvement as a judge at the pumpkin carving competition at Pleasant Hill School.
- Trustee Brannen reported on several school visits in Ward 6, her attendance at the School Community General Assembly meeting, and at the Saskatchewan Music Educators Association conference where several Saskatoon Public Schools' staff were acknowledged.
- Trustee Scott reported on his attendance at the Care and Share partners reception, several school visits in Ward 4, the pancake breakfast event at Caroline Robins School, and the parent teacher/potluck supper event at Vincent Massey School.
- Trustee Banks reported on her attendance at the Care and Share partners reception, the Eyes Wide Open Presentation at Aden Bowman Collegiate with Trustee Tait, meetings of the Saskatchewan School Boards Association executive, Confederation Park School's School Community Council meeting, Tommy Douglas Collegiate Academic Awards celebration, and accompanied Trustee Morrison to join the students at the ITEP program at Confederation Park School, with staff from Confederation Park School and Mount Royal Collegiate.
- Trustee Linklater reported on his attendance at the Care and Share partners reception, the Wícihitowin Indigenous Engagement Conference, a community breakfast at Pleasant Hill School and his visit to Royal West Campus.
- Chair MacPherson reported on her attendance at several meetings of the SSBA public section and Marion Graham Collegiate's upcoming performances of Mamma Mia.

Mr. Tait moved that the Board adjourn to the call of the Chair or the Board meeting of Tuesday, November 26, 2019.

CARRIED (10)

The meeting adjourned at 8:12 p.m.

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Secretary of the School Division

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Board Chair



**MEETING DATE:** NOVEMBER 26, 2019  
**TOPIC:** AUDITED FINANCIAL STATEMENTS FOR SEPTEMBER 1, 2018  
TO AUGUST 31, 2019

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 checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

## BACKGROUND

Our auditors, Deloitte, have completed the audit for the period of September 1, 2018 to August 31, 2019 and have presented their findings to the Audit and Risk Committee.

## CURRENT STATUS

The audited financial statements will be made available to the public after the Board has approved the statements.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer Ms. Krista Wei, General Manager of Financial Services	November 14, 2019	None

## RECOMMENDATION

### **Proposed Board Motion:**

That the Board approve the Audited Financial Statements for the year ended August 31, 2019, pending minor changes made after the Ministry of Education and Ministry of Finance's format review and approval.



MEETING DATE: NOVEMBER 26, 2019

TOPIC: PROPOSALS FOR ROOFING CONSULTANT SERVICES

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 checked="" type="checkbox"/> New Business	<input checked="" type="checkbox"/> Decision
	<input type="checkbox"/> Reports from Administrative Staff	<input type="checkbox"/> Discussion
	<input type="checkbox"/> Other:	

**BACKGROUND**

The procurement of roofing consultant services is a top priority for the Facilities Department. Facilities usually completes in excess of \$2 million of roofing projects each year, which requires roofing consultant fees in the order of \$200,000 to \$250,000. These figures are expected to continue to accrue, and potentially increase in the next five years. As such, it is proposed that the Facilities Department secure multiple consultant options to ensure best value and effective service delivery.

**CURRENT STATUS**

The Facilities and Procurement departments worked together to develop an RFP (Request for Proposals) for roofing consulting services, with the intention of selecting three consultants for terms of three years each, with two single year options, allowing for an extension to five years maximum for each firm. Eleven proposals were received on October 21, 2019. Mr. Tyson Robertson, Manager of Contract Services, Mr. Harley Camsell, Manager of Procurement, and Mr. Ken Leier, the Board’s cost consultant made up the review team. RMIS Engineering Limited, Kindrachuk Agrey Architecture, and aodbt architecture interior design have been deemed the most appropriate providers of roofing consultant services in this regard.

PREPARED BY	DATE	ATTACHMENTS
Mr. Stan Laba, Superintendent of Facilities	November 14, 2019	Evaluation

**RECOMMENDATION**

**Proposed Board Motion:**

That the Board approve RMIS Engineering, Kindrachuk Agrey Architecture, and aodbt architecture interior design for roofing consultant services for a three-year period, starting December 1, 2019 and ending November 30, 2022, with the option to extend for two additional one-year terms. Total cost of roofing consultant services will not exceed a maximum of \$150,000 per consultant, per year.

## Roofing Consultant RFP Evaluation Summary

RFP# T1920-0005

Rated Criteria Category	Weighting	ADA	AODBT	Concept Plus	Henry Downing	IRC	Kindrachuk	Pinchin	Prakesh	RMIS	SEPW	WSP
Experience and Qualifications	30 points	28	28	26	26	23	28	23	22	28	26	25
References	10 points	8	9	8	8	8	9	7	6	9	8	7
Specifications	10 points	9	8	8	9	5	8	6	6	7	7	8
Accessibility	10 points	9	9	8	9	7	9	7	7	9	9	8
Pricing	40 points	33	35	33	33	30	35	34	32	38	31	34
<b>Total Points</b>	<b>100 points</b>	<b>87</b>	<b>89</b>	<b>83</b>	<b>85</b>	<b>73</b>	<b>89</b>	<b>77</b>	<b>73</b>	<b>91</b>	<b>81</b>	<b>82</b>