



Saskatoon Public Schools

Inspiring Learning

Board of Education Agenda
SPECIAL BOARD OF EDUCATION MEETING
Monday, April 6, 2020 2:55 PM
W.B. Doyle Board Room
310 - 21st Street East

Page

1. Roll Call

2. New Business

- 2.1. Electronic Board Meetings 3
[2.1 cs electronic bd meetings.pdf](#)

Proposed Board Motion:

That in light of the COVID-19 pandemic, including the Provincial declaration of a State of Emergency and direction to limit public gatherings, in order to protect the health and safety of the students, staff, trustees and members of the public, that all public meetings of the Board of Education shall be conducted electronically and attended by the public by electronic means only, until further notice.

- 2.2. Policy 6: Board Operations 4 - 19
[2.2 cs Policy 6 board operations.pdf](#)
[att Policy 6 Board Operations MARCH 2020.pdf](#)

Proposed Board Motion :

That the Board approve housekeeping changes to Policy 6: Board Operations.

3. Adjournment

Proposed Board Motion :

That the Board adjourn to the call of the Chair or the Committee of the Whole meeting of April 6, 2020.



MEETING DATE: APRIL 6, 2020 SPECIAL BOARD MEETING

TOPIC: ELECTRONIC BOARD MEETINGS

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 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

CURRENT STATUS

In order to be compliant with *The Education Act, 1995*, public board meetings must be open to the public. Section 80.1 of the act, provides that notwithstanding the requirement, the Board may hold its meeting electronically but there must be a means of communication to which the public has access during the meeting and allows members of the public to follow any discussion and votes that occur at the meeting.

On the advice of the Board’s solicitor, it is necessary to pass a board motion indicating the board office is closed to the public as a result of COVID restrictions.

PREPARED BY	DATE	ATTACHMENTS
Mr. Garry Benning, Chief Financial Officer	March 30, 2020	None

RECOMMENDATION

Proposed Board Motion

That in light of the COVID-19 pandemic, including the Provincial declaration of a State of Emergency and direction to limit public gatherings, in order to protect the health and safety of the students, staff, trustees and members of the public, that all public meetings of the Board of Education shall be conducted electronically and attended by the public by electronic means only, until further notice.



MEETING DATE: APRIL 6, 2020 SPECIAL BOARD MEETING

TOPIC: POLICY 6: BOARD OPERATIONS

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 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

CURRENT STATUS

Minor housekeeping changes are proposed to Policy 6: Board Operations.

Specifically:

1. Preamble: addressing the need to electronic meetings in unique or special circumstances.
2. Section 1.8: Inaugural Board Meeting – representation on external and internal committees. Changed to reflect naming of such committees at the Inaugural meeting.

PREPARED BY	DATE	ATTACHMENTS
Board Governance Committee	March 30, 2020	Policy 6

RECOMMENDATION

Proposed Board Motion

That the Board approve housekeeping changes to Policy 6: Board Operations.

POLICY 6 – BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the ~~Division~~division, the Board shall hold meetings as often as is necessary. The Board has adopted policies regulating its proceedings so that the business of the Board can be conducted in an orderly and efficient manner.

The purpose of Board meetings is to ascertain group opinion and through motions and resolutions to focus Board action on specific issues. Respectful behaviour preserves the inherent dignity of everyone; ~~therefore~~therefore, it is important that Board meetings be conducted in an environment that is productive, orderly and respectful of trustees, staff and members of the public. The organization of the Board meeting will effectively enable trustees and others in attendance to participate in an atmosphere of mutual respect. Board meetings will be conducted in person to the extent possible. In unique or special circumstances, at the discretion of the chair, the Board can conduct its meetings electronically. Electronic meetings will be held in compliance with *The Electronic Meeting Procedures Regulations, Chapter E-0.2 Reg 6.*

1. Inaugural Meeting of the Board

- 1.1 The Inaugural Meeting of the Board in each calendar year shall be held in the W.B. Doyle Board Room, Board ~~Offices~~offices, not later than November 30 in accordance with ~~Section 72 of the Education Act, Part 4 of The School Division Administration Regulations~~, Province of Saskatchewan.
- 1.2 The Chief Financial Officer shall call the meeting to order.
- 1.3 In an election year, the Chief Financial Officer shall read the return from the City Clerk certifying as to the election of new members, if any, and shall call for and receive the certificate of their declaration of office, in accordance with Section 71 of *the Education Act*, Province of Saskatchewan.
- 1.4 The Chief Financial Officer shall proceed to conduct the election of the Board Chair. 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~~most 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 in 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~~remains the Board direct the returning officer to follow the tie vote procedure specified in Section ~~111~~141(1) of the Local Government Election Act.
- 1.5 Immediately following the election of the Chair, the Board shall elect a Vice-Chair to take office immediately following the election and serve for six months. One other trustee shall be elected to serve for the subsequent six months or until the next Inaugural Meeting.

- 1.6 The Board shall then proceed with the agenda as prepared by the Director of Education.
- 1.7 At its Inaugural Meeting each year, the Board shall appoint such professional service providers as are deemed necessary to safeguard the ~~long-term~~long-term interests of the Board. Service providers considered in this context may include insurance brokers, auditors, architects, solicitor, etc.
- 1.8 ~~At the first Board meeting subsequent to the~~its Inaugural Meeting each year, the Board ~~will select~~name representatives to internal committees and external committees. ~~Internal committees of the Board may only bring forward recommendations. All decisions must go to the Board for approval. The process to be used for selecting candidates involves:~~The process for selecting candidates will be by nomination. If the number of candidates who accept nominations is greater than positions available, then the process for selecting will be determined by the Chair and Vice Chair.
- ~~1.8.1 At the Inaugural Meeting, trustees will review the committees/positions for which trustee representation is needed.~~
- ~~1.8.2 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 _____).~~
- ~~1.8.3 The Chair and Vice Chair will then review this information, and recommend candidates for each position. These Ddecisions 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.~~
- 1.8.4 The Chair and Vice Chair may suggest voting by ballot if more trustees are interested in a position that can be accommodated for the year.
- 1.9 Trustees shall report on meetings or events where trustees have been assigned by the Board or Chair of the Board to attend as a representative of the Board.
- Includes membership on external committees, and/or special community meetings.
 - Representatives for special committees are determined at the annual Inaugural meeting of the board (ex. Board Audit and Risk Committee, Board Discipline Committee, Board Governance Committee, Board Human Resources Committee, Board Pension Committee, Saskatchewan School Boards Association Public Section representatives, Saskatchewan High Schools Athletic Association representative, Saskatoon Public Schools Foundation representatives).
 - Any appointment not determined at the Inaugural shall be identified by Board motion.

2. Meetings of the Board

- 2.1 Unless otherwise arranged by appropriate Board action, the Board shall meet as often as necessary in open session in the Board Room of the Saskatoon Board of Education on whatever day and at such times as the Board may determine. Notwithstanding, in the public interest, the Board establishes an annual calendar. The Board is committed to conducting as much of its business as possible in open session, whether in regular or in special meeting.
- 2.2 In preparation for each regular Board meeting, the Director of Education in consultation with the Board Chair and Vice Chair shall prepare ~~and post and deliver~~ to Board members at least three days in advance of the meeting an agenda and a file of related materials which will be used in the meeting. If in exceptional circumstances, information for the Board meeting is unavailable ~~at time of print~~, material will be forwarded to Board members as soon as possible.
- 2.3 Special meetings of the Board shall be called by the Chair at any time on his/her own initiative or at the request of the Director of Education, or upon receipt of a written request signed by any three members of the Board who shall state explicitly the reason therefore in accordance with Section 73(1) of the Education Act. Subject to 2.4 below, if a special meeting of the Board is to be held, the Director of Education shall give at least six clear days' notice to each member by registered mail, certified mail or special delivery; or deliver a written notice to each member in person at least three days before the meeting; or leave the notice with an adult person at each member's place of residence at least three days before the meeting. The notice shall set forth the business to be transacted or to be considered and no other business shall be considered unless all the members of the Board are present and unless there is unanimous agreement that the agenda previously arranged shall be changed.
- In emergency or extenuating ~~circumstances~~circumstances, the board may conduct a special meeting electronically in the manner outlined in ~~"The Electronic Meeting Procedures Regulations"~~The Electronic Meeting Procedures Regulations, Chapter E-0.2 Reg. 6 of The Education Act.
- 2.4 The Board may, by unanimous consent, in accordance with Section ~~74 (3) (4)~~16 (3) of ~~the Education Act~~The School Division Administration Regulations, waive notice of meeting and hold a meeting at any time and that consent shall be subscribed to in writing by each member of the Board prior to the commencement of the meeting and shall be recorded in the minutes of the meeting in the form required by that section.
- 2.5 No act, proceeding, or policy of the Board shall be deemed valid unless adopted by a regular or special meeting at which a quorum of the Board is present. A "quorum of the Board" shall be defined ~~as~~as a majority of the members of the Board of Education as referenced in section 17(1) of *The School Division Administration Regulations*.

2.6 All regular and special meetings of the Board shall be open to the public.

3. Committee of the Whole Board (In Camera) Sessions

- 3.1 The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its ~~operations in particular~~operations. The Board believes this trust is preserved through the conduct of Board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive matters in closed meetings.
- 3.2 As a general practice Committee of the Whole sessions shall be held on the day of each Regular Board meeting. The Board may meet at any time in Committee of the Whole for any of the reasons outlined in 3.7 below.
- 3.3 Whenever the Board goes into Committee of the Whole, the Chair of the Board shall leave the chair and the Vice-Chair shall take his/her place. ~~In the event that~~If the Vice-Chair is absent, the Chair or other Vice Chair for that year shall take their place.
- 3.4 The usual rules of procedure shall be observed in meetings of Committee of the Whole. Nonetheless:
- 3.4.1 Board members and administration shall be on a first-name basis.
- 3.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
- 3.4.3 Trustees shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
- 3.4.4 Trustees shall be allowed to respond to other's comments at the discretion of the Chair although all comments shall be addressed to the Chair.
- 3.4.5 The Vice Chair shall be empowered to enforce the same rules as apply to public Board meetings if he or she deems it is in the best interest of the meeting being conducted.
- 3.5 The Chief Financial Officer, or designate, shall keep a record of directions to administration and items which the Committee has agreed should be placed on the next or subsequent Board meeting agendas.
- 3.6 At the conclusion of a session of the Committee of the Whole, a member shall move that the Committee rise and report to the open Board meeting and subsequently, that the session adjourns.
- 3.7 During any meeting of the Board, the Board shall go into a Committee of the Whole session at the request of a trustee to discuss a matter that is normally reserved for closed session as outlined in point 3.8. Immediately following such a Committee of the Whole session, a trustee shall move that the Board rise from Committee and report to

the open meeting of the Board. Any action taken by the Board shall be voted upon in a meeting open to the public.

- 3.8 The following matters shall normally be reserved for closed sessions of the Committee of the Whole:
 - 3.8.1 Personal or confidential matters relating to staff, students or finances;
 - 3.8.2 Legal opinions respecting the Board and its activities;
 - 3.8.3 The purchase, lease or sale of property prior to discussion in open session;
 - 3.8.4 Items of a sensitive or exploratory nature which either the Director or the Board wish to discuss with each other, with the ultimate view to providing guidance or information on issues which may or may not become public later.
- 3.9 Board members and other persons attending Committee of the Whole sessions are honour bound not to disclose the details of discussion at such sessions.

4. Planning and Development Meetings

- 4.1 The Board believes that its fundamental obligation is to preserve and enhance the public trust in education generally and in the affairs of its ~~operations in particular~~ operations. The Board believes this trust is preserved through the conduct of Board meetings which are open to the public, but at the same time recognizes that occasions may arise when it is in the best public interest to discuss sensitive and exploratory matters in closed meetings.
- 4.2 As a general practice Planning and Development sessions shall be held as required
- 4.3 At Planning and Development meetings, the Chair of the Board shall leave the chair and the Vice-Chair shall take his/her place. ~~In the event that~~ If the Vice-Chair is absent, the members present shall elect one of their number to act as Chair of the meeting.
- 4.4 The usual rules of procedure for committee of the whole shall be observed in Planning and Development meetings. Nonetheless:
 - 4.4.1 Board members and administration shall be on a first-name basis.
 - 4.4.2 Meetings shall be characterized by a relaxed atmosphere, which allows free and open dialogue.
 - 4.4.3 Board members shall enjoy much greater latitude in terms of breadth of issues and their comments as well as greater latitude in terms of direct response and number of times an individual may speak to an issue.
 - 4.4.4 Board members shall be allowed to respond to other's comments at the discretion of the Vice Chair although all comments shall be addressed to the Vice Chair.
 - 4.4.5 The Vice Chair shall be empowered to enforce the same rules as apply to public Board meetings if he or she deems it is in the best interest of the meeting being conducted.

- 4.5 Board members and other persons attending Planning and Development sessions are honour bound not to disclose the details of discussion at such sessions.

5. Agenda for Public Meetings

- 5.1 The agenda shall be prepared by the Director of Education in consultation with the Board Chair and Vice Chair and shall be ~~delivered~~ posted to Board members at least three full days in advance of regular Board meetings, together with such letters, reports, and information as Board members may require ~~to deal~~ dealing effectively with items therein.
- 5.2 A Board member may have an item placed on the agenda by:
- 5.2.1 Making direct request to the Director of Education before the agenda is sent to the Board members;
- 5.2.2 Presenting a notice of motion, which will place the item on the agenda for the next Board meeting;
- 5.2.3 Securing Board approval at the beginning of any Board meeting for the inclusion of the item on the agenda of that meeting.
- 5.3 The order of business at regular meetings shall normally be as follows:
- Roll Call
 - Land Acknowledgement
 - Playing of O Canada
 - Adoption of Agenda and Declaration of Conflict of Interest
 - Celebrating Excellence
 - 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).
 - Reports from Administrative Staff
 - Approval of Minutes of Last Meeting
 - Delegations
 - Business Arising from the Minutes
 - Unfinished Business
 - Correspondence
 - Reports of Committees and Trustees
 - New Business
 - Comments/Concerns/Questions from the Public (must be related to a specific agenda item)
 - Notices of Motion
 - Questions by Trustees
- 5.3.1 During Comments/Concerns from the Public, trustees should not engage in a discussion as the matter referred to will be dealt with at the appropriate time in the agenda.

5.3.2—Trustees may provide a verbal report of recent activities at each regular meeting.

5.4 The list of agenda items shall be posted in the Board office, in a place readily accessible to the ~~general public~~public and on the school division's main website. Any elector may inspect the agenda and request a copy.

6. Minutes

6.1 The Minutes shall record:

6.1.1 ~~A brief summary~~A summary of the circumstances which gave rise to the matter being placed before the Board; and

6.1.2 All resolutions, including the Board's disposition of same, placed before the Board.

6.2 The Minutes shall:

6.2.1 Be recorded by the Chief Financial Officer or designate in a minute book and in a form approved by the Board; and

6.2.2 Be reviewed by the Director prior to submission to the Board for approval; and

6.2.3 Be considered an unofficial record of proceedings ~~until such time as~~until adopted by resolution of the Board; and

6.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

6.3 The Chief Financial Officer shall:

6.3.1 Present the minutes for approval at the next Board meeting.

7. Motions

Motions do not require a seconder.

7.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

7.1.1 A member of the Board may present in writing a notice of motion at any regular or special meeting of the Board.

7.1.2 At the next regular meeting of the Board, this member shall present the motion and speak in support of it.

7.2 Discussion on Motions

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board

Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

7.3 Speaking to the Motion

Every speaker must first be recognized by the Chair and shall speak to the Chair.

A trustee may speak to a motion only once, without permission of the Chair, unless replying to a question, in which case the trustee may speak a second time, except that the mover of a motion may speak a second time and thereby close the debate on the question. This limitation shall not apply in committee meetings.

Trustees shall refer to Board members as “Trustee _____” and shall refer to administrators by title.

Trustees may interrupt other Board members only by proper use of a “Point of Order” or “Question of Privilege.”

7.3.1 A “Point Of Order”

A member may interrupt the speaker on a “point of order” if the member feels improper language has been used; if the member feels irrelevant argument is being used; or if the member feels a rule of procedure has been broken.

The “point of order” must be stated definitely and conclusively.

The Chair of the Board decides, without debate, whether the “point is well taken” although he or she may ask for opinions first.

7.3.2 A “Question of Privilege”

A member may interrupt the speaker on “a question of privilege” if he/she feels the member’s reputation, or that of his/her organization, is endangered.

The procedure is the same as for a “point of order”.

7.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

7.5 Recorded Vote

All votes shall be by a recorded show of hands.

A tie vote shall be declared lost.

7.6 Entitled Votes

All members, including the Chair, are entitled to vote on all questions and motions, except in the case of a conflict of interest, as defined by Section 69 of the Education Act.

While all members are encouraged to vote on all questions and motions, except in the case of a conflict of interest, a member has the right to abstain from voting. An abstention shall not be considered a vote.

7.7 Debate

Board meetings shall be conducted according to the parliamentary procedures found in Robert's Rules of Order Revised (the New Robert's Rules of Order 2nd Edition) with The Education Act, 1995 and The School Division Administration Regulations, taking precedence. Meeting procedures shall also be governed by special rules of order set out by the Board in the Board Policy Handbook.

Rules shall encourage open and free debate on issues and discourage wandering from issues, personal attacks, and/or reference to personalities. Trustees will strive to respect the opinions of other Board members. The Chair must guard against any Board member(s) monopolizing the debate on any issue.

A motion to lay a question on the table (e.g. tabling motion) shall not be subject to debate, but the question may be debated when it is lifted from the table.

Unless authorized by a majority of members present, the Chair shall not keep the Board in session for more than three continuous hours (e.g. 10:00 p.m.).

8. Delegations

- 8.1 The Board believes it has the responsibility to encourage residents of the Division to bring matters of concern regarding the education of students and the operation of the Division to regular meetings of the Board. Representation and delegations from any individual or group may be received on any subject pertinent to the business of the ~~Board not~~ Board not including personnel matters and other criteria for refusal. The Board reserves the right to refuse a request from a representative or delegation.
- 8.2 All delegations wishing to appear before the Board shall be required to give notice thereof, in writing, to the Director of Education at least seven full days before the meeting at which they are to be heard; and further, in giving such notice, the delegations shall state the nature of the subject matter they intend to bring before the Board.
- 8.3 Matters deemed to be of a sensitive and/or confidential nature shall be heard at a ~~an in-camera~~ closed session ~~session~~ of the Board.
- 8.4 All delegations are required to submit their presentation in writing for inclusion in the Board agenda package. As the submission will be read by Board members, delegations are to provide an overview of the key points in their written submission during their verbal presentation as there is only 15 minutes allocated for the presentation and trustee questions for clarification.
- 8.5 Trustees may ask questions for clarification of the delegation if there is time remaining in the 15 minutes allocated to the delegation. The Chair of the Board shall ensure that the delegation's presentation and trustee questions for clarification cease at the 15-

minute limit; any unfinished business shall be submitted in writing to the appropriate party.

- 8.6 Should follow-up be required ~~as a result of~~because of the delegation's presentation, the Board will provide direction to the appropriate party.
- 8.7 In an emergency, the Director of Education, with the approval of the Chair of the Board, shall have authority to waive the requirement of seven days' notice, provided there is time before the meeting to acquaint the Board members with the purpose of the delegation.

9. Trustee Remuneration

9.1 Honoraria

The total Trustee remuneration package should recognize the role and responsibilities undertaken by the collective Board, individual Trustees and the time required in fulfilling those responsibilities.

Prior to changes to remuneration, Administration will conduct and present to the Board remuneration surveys that compare the Trustees total remuneration package to remuneration packages provided to other publicly elected school division trustees in Saskatchewan.

9.1.1 Remuneration Guidelines

- All remuneration amounts are established by the Board. Per annum honorarium adjustments at the start of the new budget year shall be tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA) and are listed in the Schedule of Remuneration, Allowances and Expenses.

9.1.2 Per Annum

The per annum ~~honorarium~~ honoraria provides remuneration for the duties and activities required of Trustees as per Policy 2: Role of the Board Member and as per Policy 6.1.8 which deals with Trustee representation on internal and external committees: These include:

- Attendance at regularly scheduled meetings of the Board but not limited to public meetings, committee of the whole meetings, planning and development meetings, director and board self-evaluation meetings and other working sessions;
- Attendance at meetings of Board committees and where a Trustee represents the Board on an external committee;
- Attendance at other meetings as appointed, directed or agreed to by the Board such as School Community Council assemblies, meetings with other school boards, MLAs, City Councillors, Board-hosted functions, social events, etc.; and
- Ward-related activities including school events, School Community Council meetings and important community functions.

The per annum ~~honorarium~~ honoraria includes:

- A monthly in-division travel allowance;
- A monthly cell phone allowance;
- Enrolment in the Board’s benefit plans, including the Employee Family Assistance Plan.

Trustees per annum honoraria is paid in 12 monthly installments by direct deposit and a pay advisory is forwarded to Trustees by email. The Board Chair will receive an additional 30 percent indemnity remuneration, the Board Vice Chair shall receive an additional 10 per-cent remuneration.

9.1.3 Additional Remuneration

Each year, the Board shall determine the availability of, and rates for, all additional remuneration.

Trustees may claim additional remuneration for expenses related to activities of a nonpartisan nature over and above those detailed in 9.1.2., where no other remuneration is provided, that enable them to keep abreast of developments in education and further their work as Trustees. These include attendance at conventions, seminars, conferences, workshops, and professional development activities, community or Board-related events, and subscriptions.

9.1.3.1. Per Diem ~~Honorarium~~Honoraria

Daily per ~~diem honoraria~~diem honoraria may ~~be claimed~~be claimed at the discretion of individual Trustees. The rate for, and availability of, daily per diem honoraria is decided by the Board.

Events for which a per diem ~~honorarium~~honoraria may be claimed include:

- Attendance on committees and at meetings where Trustee participation is required but is voluntary such as selection panels for in-school administrators;
- Attendance at annual conferences and meetings of associations of which the Board is a member such as the SSBA and CSBA;
- Attendance at meetings as appointed Board representatives on, for example, external organizations or task forces.
- Attendance at professional development events consisting of ½ day or greater.

9.1.3.2 Expense Reimbursement

Trustees participating in out-of-division Board-related activities may be reimbursed for expenses incurred.

Receipts must be submitted for reimbursement for:

- registration fees
- airfare
- ground transportation including taxis and shuttles
- accommodation

Meal allowances and out-of-division travel when using a personal vehicle will be reimbursed at provincial government rates.

9.1.4 Corporate Purchasing/Credit Card

Trustees may obtain a corporate purchasing/credit card to use for Board-related expenses. Trustees must follow division procedures for the use of the corporate credit card. All charges to corporate credit cards issued by the Division must be supported by a detailed receipt that identifies the purpose of the expenditure. Please refer to Administrative Procedure 571: Purchasing Card – Commercial Credit Card Program.

9.1.5 Travel, Vehicle and Parking Expense

Kilometer rates and meal allowances for out-of-city travel shall be at provincial rates as listed in the Schedule of Remuneration, Allowances and Expenses.

Annual adjustments to in-city travel allowance shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA).

9.1.6 Standard Computer Equipment

Trustees will be equipped with computer equipment during their four-year term of office to assist in division communications and to enable trustees to fulfill their duties.

Computer equipment will be provided to trustees during their term of office at Board expense.

Computer equipment shall be capped at a budgeted amount within the Board's term.

Installing or maintaining any hardware or executable software not owned or licensed by the Division requires authorization by the Board. Any modifications to Board provided office equipment must be removable without damaging the integrity of the equipment. Costs for repairs due to such modifications may be assessed. The use of all computer hardware and software shall comply with the Divisions acceptable use policy.

Trustees experiencing problems with their school division computers may access Information Systems technical support.

Trustees may purchase Board provided computer equipment depreciated value at the end of their term of office.

An outgoing trustee shall return the Board provided computer equipment within seven days following an election or for a re-elected trustee, on replacement of the equipment.

The Board Secretary will keep a record on file of equipment loaned or leased to a trustee.

9.1.7 Trustee Office Expenses

The following other expenses will be paid for trustees during their term: a portion or all of the cost of internet access and cellular telephone charges, parking swipe card, business cards, office supplies, promotional items (for the School Division and its entities), good and welfare of students, cards (greeting, sympathy etc.) Day timer, and associated Board related ~~long-distance~~long-distance charges. Trustee Office Expense allowance are capped at a predetermined amount. Annual adjustments shall be at the start of the new budget year and tied to the lesser of the provincially negotiated increase to teacher salaries or Cost of Living Adjustment (COLA). The Board Chair will be allocated an additional predetermined amount for Office Expenses as listed in the Schedule of Remuneration, Allowances and Expenses

The Board will reimburse expenses with the submission of original receipts only.

The annual adjustment to this account is to be tied to Cost of Living Adjustment (COLA) at the start of the new budget year.

10. Recognition of Trustee Service

- Less than one term: certificate and letter
- One or more terms (in whole or in part): certificate, letter and memento of appreciation approved by the Board

Trustees shall be given the option of redirecting a cash equivalent gift.

- The Board will recognize trustees who die while still in office as follows:
 - Memorial announcement in local paper (two issues).
 - Board one-time contribution to an educational scholarship made in consultation with the trustee's family (\$1,000 per term or portion thereof).
- The Board will recognize former trustees on the occasion of their death as follows:
 - Board contribution to an educational scholarship made in consultation with the trustee's family (\$100 per term or portion thereof).

11. Board Member Conflict of Interest

- 11.1 Members of the Board are governed by the provisions of ~~Section 69(1) of the Education Act~~ changed to 11 of School Division Administration regulations ~~The School Division Administration Regulations~~ concerning matters of conflict of interest.

12. Board Self-Evaluation

- 12.1 The annual Board self-evaluation process will complement the Director evaluation process described in the document entitled Director Evaluation Process, Criteria and Timelines.

- 12.2 The purpose of the Board self-evaluation is to answer questions such as:
 - 12.2.1 How well have we fulfilled each of our defined roles as a Board this past year?
 - 12.2.2 How do we perceive our interpersonal working relationships?
 - 12.2.3 How well do we receive input and how well do we communicate?
 - 12.2.4 How well have we adhered to our annual work plan?
 - 12.2.5 How would we rate our Board-Director relations?
 - 12.2.6 How well have we adhered to our governance policies?
 - 12.2.7 What have we accomplished this past year? How do we know?

- 12.3 The principles upon which the Board self-evaluation is based are as follows:
 - 12.3.1 A learning organization or a professional learning community is focused on the improvement of practice.
 - 12.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.
 - 12.3.3 An evidence-based approach provides objectivity.

- 12.4 The components of the Board self-evaluation are:
 - 12.4.1 Review of Board Role Performance
 - 12.4.2 Monitoring Interpersonal Working Relationships
 - 12.4.3 Monitoring Board Representation/Communication
 - 12.4.4 Review of Annual Work Plan Completion
 - 12.4.5 Monitoring Board-Superintendent Relations
 - 12.4.6 Review of Board Motions
 - 12.4.7 Review of Board Governance Policies
 - 12.4.8 Creating a Positive Path Forward

13. Signing Authority

- 13.1 The Board Chair, Vice Chair and Chief Financial Officer have legal signing authority for the Board of Education of the Saskatoon School Division Number 13 of Saskatchewan.
 - 13.1.1 The Board Chair or Vice Chair and the Chief Financial Officer's signature are required on all agreements and contracts that are valued at \$~~150,000~~250,000 or more.
 - 13.1.2 The Chief Financial Officer or ~~designate's~~designates' signature will be required on agreements and contracts under the value of \$~~150,000~~250,000, unless

otherwise requested by third parties, in which case, the Board Chair or Vice Chair and the Chief Financial Officer's signature will be required.

Legal Reference:

Date Last Revised: ~~October 30, 2018~~ April 6, 2020