

Prairie South School Division No. 210

ORGANIZATIONAL MEETING

Moose Jaw, Saskatchewan

Date: September 4, 2018

AGENDA

1. **Opening Remarks**
Director of Education
2. **Call for Nomination of Chair**
Director of Education
3. **Call for Nomination of Vice-Chair**
Chair
4. **Motion to Destroy Ballots**
Chair
5. **Board Remuneration Rates**
 - i) **Annual Remuneration**

During the 2018/19 budget deliberations trustee remuneration was set as follows:

 - Member: 2018/19: \$1,325/mo.
 - (2015/16 & 2016/17: \$1,325/mo.; 2017/18: \$1,067/mo.)
 - Vice-Chair: 2018/19: \$1,399/mo.
 - (2015/16 & 2016/17: \$1,399/mo.; 2017/18: \$1,131/mo.)
 - Chair: 2018/19: \$1,472/mo.
 - (2015/16 & 16/17: \$1,472/mo.; 2017/18: \$1,194/mo.)

Motion for Annual Remuneration:

That for the 2018/19 fiscal year, the Board revert to 2016/17 rates for trustee remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division as follows payable monthly:

- *Member: \$1,325 per month*
- *Vice-Chair: \$1,399 per month*
- *Chair: \$1,472 per month*

ii) **Out-of-Division Remuneration**

Current remuneration for attendance at out-of-division functions, meetings and other activities:

- Member: \$100.00 per day
- Vice Chair: \$100.00 per day
- Chair: \$100.00 per day

Motion for Out-of-Division Remuneration:

That for the 2018/19 fiscal year, the Board remunerate trustees for attendance at out-of-division functions, meetings and other activities at the following rates:

- Member: \$200.00 per day
- Vice Chair: \$225.00 per day
- Chair: \$250.00 per day

iii) **Remuneration for Travel Time**

Current remuneration for travel time is: \$0.10 per kilometer

Motion for Remuneration for Travel Time:

That for the 2018/19 fiscal year, trustee remuneration for travel time be set at \$0.20 per kilometer.

6. **Expense Rates**

i) **Mileage**

Current mileage rate is: \$0.42 per kilometer

Motion for Mileage Expense:

That for the 2018/19 fiscal year, mileage expense be set at \$0.42 per kilometer.

ii) **Meal Reimbursement**

Current meal reimbursement rates are: Breakfast, \$10.00; Lunch, \$15.00; Supper, \$20.00

Motion for Meal Reimbursement:

That for the 2018/19 fiscal year, meal reimbursement levels for meal expenses without receipts not covered by registration fees, the school division or otherwise, be set at the following rates: Breakfast, \$10.00; Lunch, \$15.00; Supper, \$20.00.

iii) **Parking**

Current parking reimbursement rates are: \$5.00 per day without receipt

Motion for Parking Reimbursement:

That for the 2018/19 fiscal year, reimbursement for parking be set at \$5.00 without receipt.

iv) **Accommodation**

Current accommodation reimbursement rates are: Actual, reasonable costs, supported by receipts or \$35.00 per night in a private residence outside of home location (no receipt required)

Motion for Accommodation Reimbursement:

That for the 2018/19 fiscal year, reimbursement for accommodation expenses be set at actual, reasonable costs, supported by receipts or \$35.00 per night in a private residence outside of home location (no receipt required).

7. **Missed Meetings**

Current practice:

Trustee remuneration is reduced by \$300 per full meeting day or \$150 per half meeting day for missed regular or Committee of the Whole planning meetings in excess of one full meeting day in the fiscal year (Sept 1 to Aug 31).

Meeting Day Definition: 3 or less hours constitutes a half meeting day and more than 3 hours constitutes one full meeting day.
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Motion for Missed Meetings:

That during the 2018/19 fiscal year, any Trustee may miss one regular board meeting or Committee of the Whole planning session day without adjustment to remuneration. Missed meetings in excess of one day will result in a reduction of \$150 for every half day meeting missed thereafter, whether a Board Meeting or Committee of the Whole Planning Session, with the exception of meetings that are rescheduled after Board approval of the yearly continuous agenda.

8. **Annual Trustee Professional Development Allowance**

In the 2018/19 budget the annual allowance for trustee professional development has been budgeted at \$17,500. This includes all professional development activities with the exception of Public Section Executive meetings, SHSAA meetings and SSBA Members' Council and is to cover all expenses associated with the activities. Professional development mileage and travel costs for out of division travel will be calculated on the assumption that the trustee leaves from Moose Jaw or nearer.

Recommended Motion :

That an annual allowance for Professional Development be provided for the Board of Education in the amount of \$17,500. The funds are to be distributed to cover all Trustee Professional Development activity expenses, as approved by the Board, with the exception of Public Section Executive meetings, SHSAA meetings and Members' Council expenses. Mileage and travel costs will be calculated on the assumption that the Trustee departs from Moose Jaw or nearer.

9. Cheque Signing Authorities

Current: One of the Chair or Vice-Chair, and the Superintendent of Business and Operations.

Recommended Motion:

That the cheque signing authorities for the board are one of the Chair or Vice-Chair and the Superintendent of Business and Operations.

10. Operating Line of Credit (Item A)

Current: \$15,000,000

Recommended: \$15,000,000

Recommendation: *That the Board review the information and pass the lending resolution motion as attached.*

11. Auditor Appointment

Prairie South has appointed Stark & Marsh as auditors through the 2018-19 fiscal year. Therefore no action is required at this meeting.

No motion required.

12. Solicitors

Current:

- McKercher LLP and
- Saskatchewan School Boards Association Legal Services

No motion required unless the Board wishes to change solicitors.

13. Architect

Current:

- Pattison MGM, Regina

No motion required unless the Board wishes to change architects.

14. Board Spokesperson

The Board currently has a motion as follows:

That Board communications are dealt with as follows: The Board Chair communicates with the media and public on political issues and the Director of Education communicates with the media and public on all other issues.

If the Board wishes to continue with this direction no motion is necessary.

15. Board Committee Appointments

In respect to Board Policy 8: *the appointment of trustees to committees will be by the responsibility of the Chair. Normally trustees serve on a maximum of two standing committees.* A list of current committees is attached to this agenda.

16. **Adjournment**

Motion:

"That the Organizational Meeting be adjourned at ____ ."

BORROWING RESOLUTION

WHEREAS The Board of Trustees of Board of Education of the Prairie South School Division No. 210 of Saskatchewan (the "Board") considers it necessary to borrow certain sums of money from time to time to meet current operating expenditures;

NOW THEREFORE, be it resolved that:

1. The Board do borrow from The Bank of Nova Scotia ("the Bank") sums of money from time to time as required to meet current expenditures of the Board, provided that the total principal amount owed to the Bank at any one time shall not exceed the sum of **FIFTEEN MILLION (\$15,000,000) DOLLARS.**
2. Any two of the following officers.

Stephen Robitaille - CFO

To be determined in organizational meeting - Chair

To be determined in organizational meeting -Vice Chair

(the "Officers")

Be and are hereby authorized for and on behalf of the Board:

- (a) to apply to the Bank for the aforesaid loan to the Board and to negotiate rates of interest; and
- (b) to obtain advance of monies from the Bank by way of overdraft on the Board's account or pursuant to promissory notes, loan agreements or other evidence of indebtedness from the Bank, as maybe permitted or required by the Bank; and
- (c) to execute on behalf of the Board such bills, promissory notes or similar or other forms of obligation as the Bank may require as evidence of and security for all sums borrowed hereunder,

and each document executed as aforesaid shall be valid and binding upon the Board according to its tenor and the Bank shall never be bound to inquire whether such officers are observing the limitations on their authority as set forth in this resolution.

3. All sums borrowed pursuant to paragraph 1 hereof or so much thereof as from time to time remains unpaid shall bear interest at rates per annum as mutually agreed between the Board and the Bank from time to time.
4. As security for repayment of money borrowed pursuant to paragraph 1 hereof, the Board hereby charges to and in favor of the Bank all the revenues of whatever nature and kind by such security documentation as the Bank may require in respect to the foregoing charge. The said charge shall be collateral to the obligation of the Board to repay with agreed interest on all sums borrowed from the Bank. The Bank shall not be bound to recover any such requisitions or other monies before being entitled to repayment from the Board.

5. The Bank shall be furnished with a certified copy of this resolution and a list of the Officers together with specimens of their signatures, and this resolution and the said list shall be binding on the Board until notice to the contrary or of any changes therein shall be given to the Manager of the Bank.

CERTIFICATE

By signing below, our officers certify for the Board that:

- *there are no provisions in our incorporating documents or by-laws which impair in any way the powers of our trustees or officers to borrow money or grant security.*
- *Our trustees have full power to pass this Resolution and to bind the Board in all respects*
- *The above resolution was properly passed by the Board of Trustees in compliance with all applicable legislation and continues in effect.*

WE HEREBY CERTIFY that the foregoing resolution was duly passed by the Board of Trustees of the Board at a duly and regularly constituted meeting thereof held on the 4TH day of SEPTEMBER, of 2018 at which a quorum was present and that the said resolution is in full force and effect.

WITNESS our hands and the seal of the Board this ____ day of _____,

18/19 Committee	Mandate(s), Accountability Reports, Members, and Staff Support
<p>Business, Infrastructure and Governance</p>	<p>Mandate: Review facility usage, student demographic, and catchment boundary data and develop catchment strategies to respond to division level pressures and opportunities. Strategic Plan Project: Complete Division-Wide Utilization, Sustainability and Viability Review AR: Facilities (December), 1st Quarter Business (January), Transportation (February), 2nd Quarter Business (April), 3rd Quarter Business (June)</p> <p>Trustees: Staff: Tony, Steve, Sr. Admin Team as Required</p>
<p>Student Outcomes</p>	<p>Mandate: ESSP outcome oversight: Graduation Improvement Team, Literacy, Early Learning, and FNM Outcomes. Strategic Plan Project: Complete a broad-based renewal of the Comprehensive Learning Framework. AR: Student Achievement I (October), School and Division Improvement (November), Early Learning (March), Student Achievement II (June)</p> <p>Trustees: Staff: Tony, Lori, Derrick</p>
<p>Innovation</p>	<p>Mandate: To examine issues related to innovative practices and environments to allow students to maximize their potential regardless of socioeconomic status, gender, cultural or linguistic background, geographic location, personal circumstances or ability. Strategic Plan Project: PSSD Innovations Fund Oversight AR: n/a</p> <p>Trustees: Staff: Tony, Darran, Ryan</p>
<p>Partnerships and Teambuilding</p>	<p>Mandate: Complete staff survey improvement plan initiatives from January, 2018; Participate in planning and implementation of staff engagement plan. Conduct MLA and Municipal Political outreach activities. Strategic Plan Project: Community Outreach and Engagement AR: Human Resources (January)</p> <p>Trustees: Staff: Tony, Diana</p>
<p>Transportation Committees (ad hoc)</p>	<p>Mandate: BP 17 Issues</p> <p>Trustees: 5 Rural or 5 Urban Staff: Tony, Steve, Barry, Heather</p>
<p>Committee of the Whole</p>	<p>Mandate: Budget Planning, CEO Performance Appraisal</p> <p>Trustees: All Trustees Staff: Tony, Steve, Sr. Admin Team as Required</p>