

# Prairie South School Division No. 210

## ORGANIZATIONAL MEETING

Moose Jaw, Saskatchewan

Date: September 3, 2013

### 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**

Current annual amount for attendance at Board Meetings and performance of all duties and activities within the School Division, payable monthly in twelve (12) equal installments – the amount is the same as the previous year as the teachers because there is not a settlement for 2013/14:

- Member: 18% of Teacher Class VI Maximum  
2013/14: \$1,325/mo. (2012/13: \$1,325/mo.)
- Vice-Chair: 19% of Teacher Class VI Maximum  
2013/14: \$1,399/mo. (2012/13: \$1,399/mo.)
- Chair: 20% of Teacher Class VI Maximum  
2013/14: \$1,472/mo. (2012/13: \$1,472/mo.)

#### **Motion for Annual Remuneration:**

*That for the 2013/14 fiscal year, the Board maintain the current formula for determining trustees' remuneration for attendance at Board Meetings and performance of all duties and activities within the School Division which shall be an annual amount, payable monthly in twelve (12) equal installments, calculated as follows:*

- *Member: 18% of Teacher Class VI Maximum*
- *Vice-Chair: 19% of Teacher Class VI Maximum*
- *Chair: 20% of Teacher Class VI Maximum.*

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

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

- Member: \$200.00 per meeting

**Motion for Out-of-Division Remuneration:**

*That for the 2013/14 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 meeting

**iii) Remuneration for Travel Time**

Current remuneration for travel time is: \$0.20 per kilometer

**Motion for Remuneration for Travel Time:**

*That for the 2013/14 fiscal year, trustees' remuneration for travel time be set at \$0.20 per kilometer.*

**iv) Missed Meetings**

Current practice:

Trustee remuneration is reduced by \$300 per full meeting day or \$150 per half meeting day for missed regular 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 2013/14 fiscal year, any Board Member may miss one Regular Board Meeting without adjustment to remuneration and that only missed Board Meetings in excess of one would result in a reduction to remuneration at a rate of \$300 per full day missed meeting or \$150 per half day missed meeting.*

**6. Annual Trustee Professional Development Allowance**

Current practice:

The annual allowance for trustee professional development is \$5,000 per trustee which is for professional development activities above the seminars and conventions sponsored by the Saskatchewan School Boards Association and is to cover remuneration and all expenses associated with the activities. Professional development mileage and travel costs for out of division travel will be calculated on the assumption that everyone leaves from Moose Jaw or nearer.

**Motion for Professional Development Allowance and Practice:**

*That the annual allowance for trustee professional development for the 2013/14 fiscal year be set at \$5,000 per trustee which is for professional development activities above the seminars and conventions sponsored by the Saskatchewan School Boards Association and which is to cover remuneration and all expenses associated with the activities. Professional development mileage and travel costs for out of division travel will be calculated on the assumption that everyone leaves from Moose Jaw or nearer.*

## 7. Reimbursement of Mileage, Meals and Other Expenses

### Mileage

Current rate: The current rate is \$0.47/km which was set for the 2012/13 fiscal year.

We have used the Canada Revenue Agency (CRA) vehicle rates as a guide for the school board. The CRA rate for 2013 is \$0.48 per kilometer. The CRA includes the following in their calculations:

- Operating expenses such as fuel, oil, tires, license fees, insurance, maintenance, and repairs.
- Ownership expenses such as depreciation, provincial tax and finance charges.

**Recommendation: In light of budget considerations keep the mileage rate at \$0.47 for 2013-14.**

### **Motion to Set the Mileage Rate:**

*That the Board set the mileage rate at \$0.47 per km for the 2013/14 fiscal year.*

### Meals

Reimbursement for meal expenses not covered by registration fees, the School Division or otherwise provided (without receipts):

- Breakfast \$10.00
- Lunch \$15.00
- Supper \$20.00

### **Motion to Set Meal Rates:**

*That reimbursement for meal expenses not covered by registration fees, the School Division or otherwise provided, be set at the following rates, without receipts:*

- *Breakfast \$10.00*
- *Lunch \$15.00*
- *Supper \$20.00*

### Parking

The current rate is \$5.00 per day without receipts.

### **Motion to Set Parking Rates:**

*That reimbursement for parking at the rate of up to \$5.00 per day without receipts.*

### Accommodation and other expenses

Actual, reasonable expenses, supported by receipts. Accommodation in a private residence outside of home location: \$35.00 per night (no receipts necessary).

### **Motion to Set Accommodation and Other Expenses:**

*That reimbursement for the accommodation expenses be set at the following rates:*

- *Actual, reasonable costs, supported by receipts, or*
- *\$35.00 per night for accommodation in a private residence outside of home location (no receipts required).*

**8. Cheque Signing Authorities**

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

**No motion required unless the Board wishes to change signing authorities.**

**9. Operating Line of Credit (Item A)**

Current: \$15,000,000

Recommended: \$15,000,000

**Motion:**

*Borrowing resolution required – refer to attachment Item A.*

**10. Auditor Appointment**

The rules for appointment of auditors have changed somewhat whereby boards no longer have to appoint them a year in advance. Prairie South has appointed Stark & Marsh as auditors through to the 2013/14 fiscal year. Therefore no action is required at this meeting. We can call for proposals in January of 2014 subsequent to completion of the 2013/14 audit.

**Motion:** *No Action Required.*

**11. Solicitors**

Current:

- McKercher LLP and
- Saskatchewan School Boards Association Legal Services

**No motion required unless the Board wishes to change solicitors.**

**12. Architect**

Current:

- Pattison MGM, Regina

**No motion required unless the Board wishes to change its architect.**

**13. 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; The Director of Education communicates with the media and public on Operational Issues; The Communications Coordinator communicates with the media and public on General Issues.*

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

**14. Board Committee Appointments**

In respect to 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 standing and ad hoc committee members is attached to this agenda.

**15. Adjournment**

**Motion:**

*"That the Organizational Meeting be adjourned at \_\_\_\_."*

**Prairie South School Division No. 210 Borrowing Resolution**

Whereas pursuant to Section 319 of the *Education Act, 1995*, Chapter E-0.2 of the *Statutes of Saskatchewan, 1995*, the Board of Education of a School Division may by resolution authorize its Chairman and Chief Financial Officer to borrow:

- 1) any sum of money that may be required to meet current expenditures of the board and may be secured by the promissory note or notes of the Chairman and Chief Financial Officer given on behalf of the Board;
- b) on the security of the operating grants and capital grants payable to the division pursuant to Section 310 and 311 of the Act any sum of money that the board considers necessary to provide for its current expenditures.

Now, therefore, be it resolved by the Board of Education of the Prairie South School Division No. 210 of Saskatchewan, (hereinafter referred to as "the Board") as follows:

1. That the Board or Chairman and Chief Financial Officer on behalf of the Board are hereby authorized to borrow from institutions approved under the laws of Canada, up to the sum of **\$15,000,000.00** to meet the expenditures of the said School Division until the proceeds of operating grants or any capital 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 **\$15,000,000.00** and interest shall be repayable and shall be secured by operating grants and any capital grants which may be payable to the said 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 Board and the said Chairman and Chief Financial Officer are hereby authorized and empowered to execute and give such promissory note and/or 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 September 3, 2013.

Passed this 3<sup>rd</sup> day of September A.D. 2013.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Chief Financial Officer

I hereby certify that the foregoing is a true and correct copy of resolution duly passed by the Board of Education for the Prairie South School Division No. 210 of Saskatchewan, at a duly and regularly constituted meeting of the said Board held on the 3<sup>rd</sup> day of September A.D. 2013 as entered in the Minutes of the said Board and that said resolution is in full force and effect.

Given under my hand and the seal of the said School Division this 3<sup>rd</sup> day of September, A.D. 2013.

\_\_\_\_\_  
Chief Financial Officer

# **STANDING COMMITTEES**

**2012-13**

## **Higher Literacy and Achievement**

Lew Young (Chair)

Al Kessler

Tim McLeod

## **Equitable Opportunities for Students**

Jackie Jelinski (Chair)

Ron Gleim

Al Kessler

Jan Radwanski

## **Smooth Transitions**

Tim McLeod (Chair)

Colleen Christopherson-Cote

Jackie Jelinski

Jan Radwanski

## **Strong System-Wide Accountability and Governance**

Shawn Davidson (Chair)

Darrell Crabbe

Jan Radwanski

Brian Swanson

## **Advocacy, Networking & Marketing (and AME)**

Colleen Christopherson-Cote (Chair)

Darrell Crabbe (Chair)

Shawn Davidson

## **South Hill Ad Hoc**

Darrell Crabbe

Tim McLeod

Brian Swanson

Jan Radwanski