

Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, August 22, 2016 at 3:00 p.m. at the Chinook Education Centre.

PRESENT: Larry Caswell
Randy Beler
Elaine Anderson
Shane Andrus
Cassandra Appelgren
Rodney Fairbrother
H.B. (Bernie) Ford
Tim Ramage
Tim Weinbender

Liam Choo-Foo - Director of Education
Kyle McIntyre – Deputy Director of Education
Rod Quintin – Chief Financial Officer
Joanne Booth – Communications Coordinator
JackieWiebe – Executive Assistant

REGRETS: Shauna Wright

The meeting was called to order at 3:00 p.m. by Chair Larry Caswell

AGENDA 104/16 Fairbrother THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES 105/16 Appelgren THAT the Minutes of the Regular Meeting of June 20, 2016, be approved, as presented.

CARRIED

CONSENT ITEMS 106/16 Andrus THAT the Consent Agenda Items be approved.

CARRIED

REGULAR MEETING ----- August 22, 2016

BP 102 107/16 Anderson THAT the revised Board Policy 102, Meetings, be approved as attached.

CARRIED

FLEET
MANAGEMENT
SOLUTION 108/16 Fairbrother THAT the Chinook Board of Education will enter into a Fleet Management Solution with Legacy Group of Companies effective September 1, 2016 to August 31, 2021.

CARRIED

MATH
REPORT 109/16 Weinbender THAT the Math Monitoring Report be received.

CARRIED

Ed Varjassy, Curriculum Coordinator and Bob Vavra, Superintendent of Learning, presented the Math Monitoring Report

LITERACY
REPORT 110/16 Ramage THAT the Literacy Monitoring Report be received.

CARRIED

Kathy Robson, Level 1 Coordinator and Bob Vavra, Superintendent of Learning, presented the Literacy Monitoring Report.

BOARD PROCEDURE NO. 102

MEETINGS

The Education Act, 1995

<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E0-2.pdf> requires that the Board hold an organizational meeting annually, and in addition meet at least six times each year at times established by Board resolution. The Board may meet at any other time at the call of the Chairperson or any three members of the Board.

PROCEDURES

1. Organizational Meeting

- a. The organizational meeting is to be held no later than November 30 in each year.
- b. The Director of Education is to convene the meeting, call it to order, and receive the certificate of declaration of office from each of the members of the Board in accordance with *The Education Act, 1995*.
<http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E0-2.pdf>
- c. The Director is to call for the election of a Board Chairperson by requesting nominations and no seconder is required. In cases where more than one nomination is received by the Director, a vote upon the nominees shall be taken by ballot. The nominee who receives the majority of the votes of the members present shall be declared elected and shall take office immediately. Where it appears upon the casting up of the votes the two or more nominees for the office of Chairman have an equal number of votes, the Director shall write the names of those nominees separately on blank sheets of paper and after folding the sheets in a uniform manner so that the names are concealed, deposit them in a receptacle and direct a person to withdraw one of the sheets. The nominee whose name appears on the sheet thus withdrawn shall be declared elected and shall take office immediately.
- d. The Chairperson, on being elected, is to take the Chair and call for nominations of a vice-Chair who is to be elected by nomination and secret ballot in the same manner as for the Chair.
- e. The Board is to proceed with the following items on the agenda:
 - i. Appointment of auditors

- ii. Banking resolution
- iii. Signing officers
- iv. Indemnity and vehicle rates
- v. Setting regular meeting dates and times.

2. Regular Meetings

- a. The Board is to develop an annual schedule of meetings and continuous agenda prior to May 15 in each year for the period August 1 to July 31.
- b. The majority of members of the Board constitute a quorum.
- c. The vote of the majority of the quorum is valid and binding on the division.
- d. The Chairperson has the right to vote, but in the case of an equality of votes the motion is defeated.
- e. Regular meetings of the Board are open to the public. No person is to be excluded except for improper conduct as determined by the Chairperson.
- f. For each meeting, the Chairperson and Director are to arrange for the preparation and delivery 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.
- g. No act, proceeding, or policy of the Board is deemed valid unless adopted at a regular or special meeting at which a quorum of the Board is present.

3. Special Meetings

- a. The Board may hold special meetings in addition to regular meetings to transact any unfinished business.
- b. A special meeting may be scheduled by:
 - i. The Board passing a motion at a legally constituted meeting of the Board.
 - ii. The Chairperson or any three members of the Board giving at least six clear days' notice to each member by registered, certified, or special delivery mail, or by delivering a written notice to each member in person at least three days before the meeting, or by leaving the notice with an adult person at each member's place of residence.

- iii. The Board by unanimous consent waiving notice. Such consent is to be subscribed to in writing by each member of the Board and recorded in the minutes of the meeting.
- c. Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

4. Delegations

- a. Delegations wishing to appear before the Board are required to give notice, in writing. Requests shall be evaluated and the Board may recommend further actions as set out in AP 408 or set a time and place to receive the Delegation.
- b. Delegations are required to state the nature of the subject that they intend to bring before the Board.
- c. The Board reserves the right to invite delegations to appear before the Board.

5. Attendance

- a. Board members are expected to attend all meetings of the Board. A record is to be kept of the members present at each regular, special, and closed session meeting.
- b. A Board member is required to vacate his or her office if:
 - i. The member is convicted of an indictable offence.
 - ii. The member is absent from three or more consecutive regular meetings of the Board without authorization of the Board.

A motion of the Board is required to accept the member's resignation or to inform the member that his or her office has been vacated.

- c. The Director of Education or designate is to attend all regular meetings of the Board unless his/her own salary or status is under review.
- d. The Director is to invite other members of the administrative staff to attend meetings as may be needed.
- e. The Board may request the invitation of other individuals, via the Agenda Meeting process, to attend meetings as needed.

6. *Closed Session*

- a. The Board may adjourn into closed session at the conclusion of a regular or special meeting of the Board, or at other times as may be necessary on a motion of the Board.
- b. Items which may be considered in closed session are:
 - i. Personal or confidential matters relating to staff, students, or finance.
 - ii. Legal opinions respecting the Board and its activities.
 - iii. Negotiations with respect to the purchase, lease, or sale of property.
 - iv. Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups.
- c. Decisions reached in closed session must be presented as reports or motions in the open board meeting to make them valid and binding on the division.

7. *Electronic Meeting*

- a. The Board may hold a meeting using any electronic means. The means used must enable each trustee participating in the meeting and any members of the public attending the meeting to hear all the other trustees and follow any votes taken.
- b. At least one of the following persons must be present at the Board Office during the meeting:
 - i. A member of the Board
 - ii. The Director of Education
 - iii. The Chief Financial Officer.
- c. Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- d. A Board member may participate from a location to which the public does not have access.

8. *Minutes*

- a. The Chief Financial Officer, or designate is to record the minutes of each organizational, regular, and special meeting in a form approved by the Board.

- b. Copies of the minutes are to be distributed to Board members, the Director, and to such other persons as the Board or Director deems as is practicable.

9. Annual Meeting of Electors

- a. The Board is to convene an annual meeting of electors after receipt of the audited financial statement of the Board. In the year a general election of members of the Board is held, the annual meeting must be held before the general election.
- b. The Chief Financial Officer is to give notice of the meeting in accordance with the provisions *The Local Government Election Act*.
(<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=609>) subsection 45(3) with necessary modification.
- c. The Board is to establish the agenda for the meeting following consultation with School Community Councils.
- d. At least fourteen days prior to the meeting School Community Councils are to receive copies of the:
 - i. Report of the Board
 - ii. Report of the Auditor and financial statement for the preceding year
 - iii. Report of the Director
- e. Electors present at the meeting are to elect one of their number to preside as Chairperson and one other as secretary for the meeting. The Chief Financial Officer is to facilitate the nomination procedure and conducting of the meeting.
- f. The statement of proceedings of the meeting, as prepared by the secretary to the meeting, is to be distributed to the Board and School Community Councils.

10. Special Meeting of Electors

- a. A special meeting of electors may be held at any time.
- b. The Chief Financial Officer is to call a special meeting when required to do so by:
 - i. The Board

- ii. The Minister of Learning
- iii. Request in writing by twenty-five or more electors of the school division.

The Chief Financial Officer is to give notice of the meeting in accordance of the provisions of *The Local Government Election Act* .

(<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=609>.)

- c. subsection 45(3) with necessary modifications.
- d. Procedures for conducting the meeting are the same as for the annual meeting of electors with the exception that only business that is set out in the notice of meeting is to be considered at the meeting.

Revised September 9, 2013

Revised August 22, 2016

Chinook School Division No. 211

Land Title in Town of Morse

June 6, 2016

Title Number	Parcel Number	Lot Number	Block/Plan Number	Plan N883 Ext. 67	
120359459	150289713		14	Plan N883 Ext. 67	Mines and Minerals
120359460	144669370	3	18	Plan N883 Ext. 0	
120359471	150289724	3	18	Plan N883 Ext. 0	Mines and Minerals
120359482	144669347	5	18	Plan N883 Ext. 0	
120359493	150289735	5	18	Plan N883 Ext. 0	Mines and Minerals
120359505	144669336	10	18	Plan N883 Ext. 0	
120359516	150289746	10	18	Plan N883 Ext. 0	Mines and Minerals
120359527	144669314	11	18	Plan N883 Ext. 0	
120359538	150289757	11	18	Plan N883 Ext. 0	Mines and Minerals
120359549	144669358	12	18	Plan N883 Ext. 0	
120359550	150289768	12	18	Plan N883 Ext. 0	Mines and Minerals
120359561	144669369	13	18	Plan N883 Ext. 0	
120359572	150289779	13	18	Plan N883 Ext. 0	Mines and Minerals
120359583	144669325	4	18	Plan N883 Ext. 0	
120359819	144669303	1	15	Plan N883 Ext. 0	
120359820	144669280	2	15	Plan N883 Ext. 0	
120359831	144669279	3	15	Plan N883 Ext. 0	
120359842	144669268	4	15	Plan N883 Ext. 0	
120359853	144669257	5	15	Plan N883 Ext. 0	
120359864	150290007	6	15	Plan N883 Ext. 66	
120359875	144669235	16	15	Plan N883 Ext. 0	
120359886	144669202	17	15	Plan N883 Ext. 0	
120359886	144669213	18	15	Plan N883 Ext. 0	
120359909	144669224	19	15	Plan N883 Ext. 0	
120359910	144669291	20	15	Plan N883 Ext. 0	
120360125	144669178	1	17	Plan N883 Ext.	
120360136	144669077	2	17	Plan N883 Ext.	
120360147	144669088	3	17	Plan N883 Ext.	
120360158	150290108	3	17	Plan N883 Ext.	Mines and Minerals
120360169	144669099	4	17	Plan N883 Ext.	
120360170	144669101	5	17	Plan N883 Ext.	
120360181	150290119	5	17	Plan N883 Ext.	Mines and Minerals
120360192	144669167	13	17	Plan N883 Ext.	
120360204	150290120	13	17	Plan N883 Ext.	Mines and Minerals