

**REGULAR MEETING ----- September 10, 2018**

**Minutes of the Regular Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday, September 10, 2018 at 3:00 p.m. in the Chinook Education Centre.**

**PRESENT:** Shane Andrus  
Kimberly Pridmore  
Allan Bridal  
Larry Caswell  
Dianne Hahn  
Susan Mouland  
Tim Ramage  
Katelyn Toney

Kyle McIntyre – Director of Education  
Rod Quintin – Chief Financial Officer  
Joanne Booth – Communications Coordinator  
Jackie Wiebe – Executive Assistant

**REGRETS:** Tim Weinbender

The meeting was called to order at 3:00 p.m. by Chair Shane Andrus

AGENDA      98/18   Mouland      THAT the Agenda be approved as circulated and revised.

CARRIED

MINUTES      99/18 Toney      THAT the Minutes of the Regular Meeting of August 27, 2018, be approved, as presented.

CARRIED

CONSENT      100/18 Hahn      THAT the Consent Agenda Items be approved.  
ITEMS

CARRIED

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AP 710	101/18 Ramage	THAT the revised Administrative Policy 710 Reporting and Recovery Losses be approved as attached.
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CARRIED

TRUSTEE RESIGNATION	102/18 Pridmore	We accept, with regret, the resignation of Shannon Armstrong from her position as Trustee of Subdivision 6 on the Chinook School Division Board of Education, effective August 31, 2018.
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CARRIED

BY - ELECTION	103/18 Bridal	The By-Election for Subdivison 6 of the Chinook School Division No. 211 will be held on Wednesday, October 24, 2018.
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CARRIED

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

MATH 104/18 Caswell The Math Monitoring Report be received

CARRIED

Kyle McIntyre, Director of Education, presented the Opening Day Enrolments Report.

OPENING 105/18 Bridal THAT the Opening Day Enrolments Report be received.  
ENROLMENTS

CARRIED

CLOSED      106/18 Caswell      THAT the Board of Education recess the meeting to go into Closed Session.

CARRIED

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OPEN            107/18 Ramage            THAT the Board of Education rise and report.

CARRIED

HR REPORT	108/18 Hahn	THAT the Employee Contracts be ratified as contained in the Human Resources Report dated September 10, 2018.
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CARRIED

WILSON 109/18 Mouland THAT the Chinook School Division Board of Education will  
TRANSFER support the request of Melissa Wilson to transfer her son to the  
Prairie Rose School Division for the 2019 – 2020 School year.

LOST

PIAPOT	110/18 Bridal	THAT the Board authorizes the transfer of Blk A, Plan No.
TRANSFER		101738268 to the Rural Municipality of Piapot No.110

CARRIED

BANKING SERVICES	111/18 Toney	THAT the Chinook School Division will procure banking services from Scotiabank for the period of 2018 – 2023.
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CARRIED

LAND	112/18 Mouland	THAT the Chinook School Division will transfer NW 36-14-5-W3,
TRANSFER		SW 19-14-5-W3, NE 10-14-5-W3 and NW 27-13-5-W3 to Prairie
PRAIRIE SOUTH		South School Division as attached.

LOST

VAN REPLACEMENT HAZLET	113/18 Caswell	THAT Chinook School Division take immediate action to replace Hazlet Schools' fifteen passenger van, which has been taken out of service due to a failed safety inspection.
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CARRIED

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ADJOURN    114/18 Caswell        THAT we do now adjourn.

CARRIED

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Board Chair

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CFO

## **ADMINISTRATIVE POLICY NO. 710**

### **REPORTING AND RECOVERY OF LOSSES**

Chinook School Division (Chinook) emphasizes an ethical and positive work environment which promotes honesty, integrity, respect, service excellence and accountability.

Chinook maintains adequate systems and controls to prevent and detect fraud and similar illegal acts. In cases where fraud or illegal acts by employees, suppliers or contractors of the school division result in a loss greater than \$500 Chinook shall report such loss to the Director of Financial Analysis and Reporting, Education Funding Branch. Information in the reporting shall include:

- The nature of the incident, including when and how the incident was detected and the time period over which the incident occurred;
- If employees were involved, any disciplinary action taken;
- The amount of the loss;
- The action that management is taking to correct any deficiencies in internal controls;
- Insurance claims and recoveries; and
- The reporting to law enforcement

At a minimum, losses shall be reported quarterly.

### **PROCEDURES**

#### **1. Identification and Investigation**

- a. Chinook maintains a zero tolerance towards fraud and similar illegal acts. Chinook will investigate all suspected incidents of fraud or similar illegal acts and take appropriate disciplinary and legal action in all confirmed cases.
- b. Any employee who has knowledge of a suspicious incident within the SD, which may involve a fraud or similar illegal act, shall report it immediately.
- c. No employee who has acted in good faith shall be subject to any reprisal for reporting, or proposing to report, a suspected fraud or similar illegal act.

## **2. Employee Responsibilities**

- a. Employees are required to act lawfully and in accordance with Chinook policies and directives.
- b. Allegations made under this policy are serious. Employees are responsible for respecting the reputations of individuals.
- c. Employees should provide as much relevant and factual detail as possible
- d. Employees reporting suspicious incidents under this policy should treat the matter as confidential.

## **3. Chinook Responsibilities**

- a. Chinook is responsible to prevent and detect fraud and similar illegal acts.
- b. Chinook is responsible to design a system of internal controls to fit its programs and operations and ensure these controls are in place and operating as intended.
- c. Chinook is responsible to take reasonable steps, through training and other communication methods, to ensure that employees are aware of and understand the policies which affect them.
- d. When incidents of suspected fraud or similar illegal acts are identified, Chinook is responsible for investigating all incidents and will if applicable:
  - take disciplinary action against employees, which may include termination and legal action;
  - proceed with legal action against other parties as recommended by legal advisors;
  - pursue recovery of losses; and
  - implement corrective action to reduce the likelihood of similar future incidents.

## **4. Police Involvement**

- a. Chinook will consider contacting law enforcement authorities immediately if a police presence is a matter of urgency (such as incidents involving a theft or break-in) or where assistance is required to secure evidence.

**5. Prevention of Future Incidents**

- a. When incidents of fraud or similar illegal acts occur, the SD is responsible to take applicable steps to help prevent a similar occurrence in the future.

*New Policy: November 12, 2015*

*Revised: September 10, 2018*

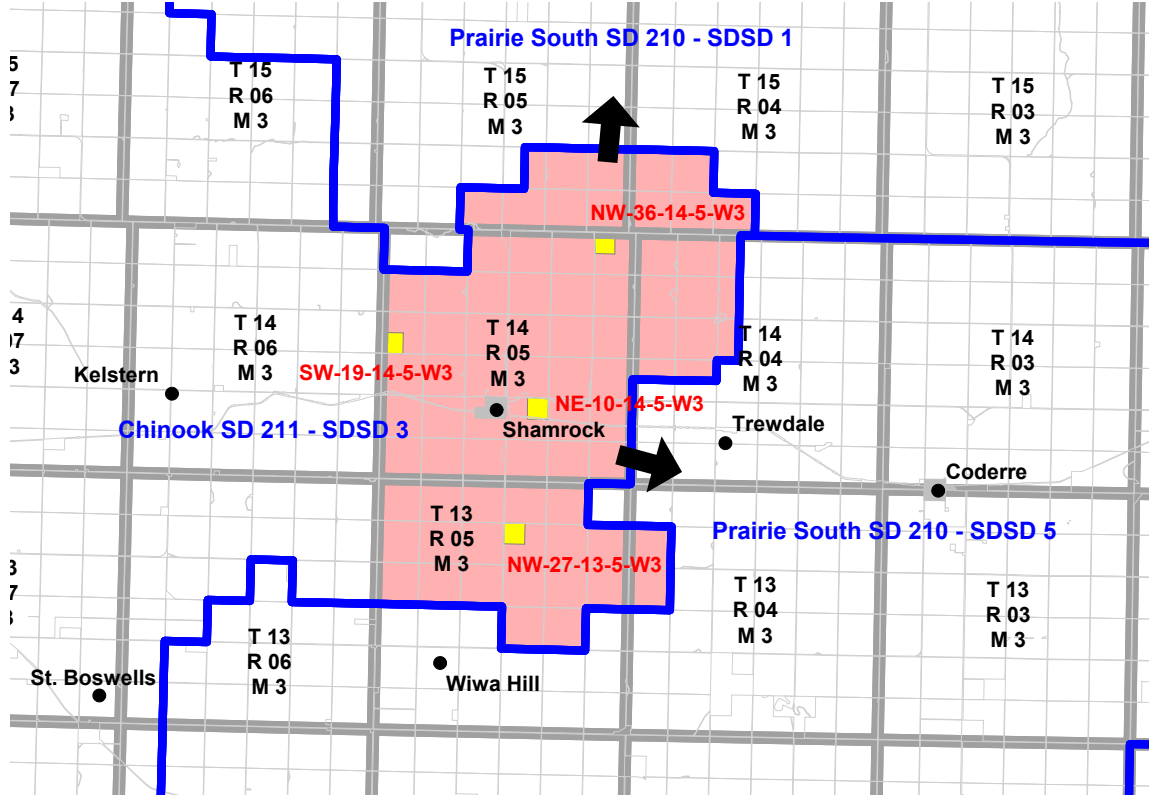
# Saskatchewan

## School Division and Land Survey Administrative Boundaries

### Land Transfer from Chinook SD to Prairie South SD

- August 2018 -

**BEFORE**



- SD Subdivision - Pb
- Section
- Township
- Rural Municipality
- Placename
- Urban Municipality
- First Nation Reserve



Areas in yellow were the initial selections, which created islands. To avoid creation of islands, it is recommended that the entire area in red be transferred from Chinook SD to Prairie South SD. The transferred area is to be split between subdivisions 1 and 5.

**AFTER**

