

**ORGANIZATIONAL & REGULAR MEETING-----November 7, 2022**

**Minutes of the Organizational Meeting of the Board of Education of the Chinook School Division No. 211 held on Monday November 7<sup>th</sup>, 2022 at 11:00 a.m. via Electronic Means.**

- PRESENT:** Kimberly Pridmore  
Dianne Hahn  
Ken Duncalfe  
Keri Hudec  
Rachael Eliason  
Gwen Humphrey  
Susan Mouland  
Rachelle Patzer  
Tim Ramage
- Mark Benesh – Director of Education  
Kathy Robson – Deputy Director  
Sharie Sloman – Chief Financial Officer  
Joanne Booth – Communications Coordinator  
Katie Andreas – Executive Assistant

**REGRETS:** Katelyn Toney

**GUESTS**                    **Staff Presentations:**  
Kevin Jones, Manager of Transportation & Facilities

The meeting was called to order at 11:00 a.m. by Board Chair, and the Organizational Meeting was called to order by Director of Education, Mark Benesh.

AGENDA    161/22 Hudec            THAT the Agenda be approved as circulated and revised.  
  
CARRIED

CLOSED    162/22 Mouland            THAT the Board of Education recess the meeting to go into closed session to discuss personnel items and other confidential matters to be received by the Board.  
  
CARRIED

RISE        163/22 Duncalfe            THAT the Board of Education rise and report.  
  
CARRIED

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A call for nominations was made.

BD. CHAIR 164/22 Humphrey THAT Kimberly Pridmore be nominated for the position of Board Chair.

CARRIED

NOM.CEASE 165/22 Patzer THAT nominations for the position of Board Chair cease.

CARRIED

BD. CHAIR 166/22 Ramage THAT Kimberly Pridmore be appointed as Board Chair.

CARRIED

Ms. Pridmore was declared Chairperson and assumed as Chair.

VICE-CHAIR 167/22 Eliason THAT Dianne Hahn be nominated for the position of Board Vice-Chair.

NOM.CEASE 168/22 Moulard THAT nominations for the position of Board Vice-Chair cease.

CARRIED

VICE-CHAIR 169/22 Hudec THAT Dianne Hahn be appointed as Vice-Chair.

CARRIED

Ms. Hahn was declared Vice-Chairperson.

SIGNING OFFICERS 170/22 Duncalfe THAT all cheques of the Division drawn on its account be signed on its behalf by the Chairperson OR Vice-Chairperson AND countersigned by the Chief Financial Officer.

CARRIED

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AUDITORS 171/22 Mouland THAT the firm of Stark and Marsh be appointed as Auditor for The Chinook School Division No. 211 for the period September 1, 2022 to August 31, 2023.

CARRIED

MEETINGS 172/22 Hahn THAT Regular Meetings be held on the second Monday of the month at 11:00 a.m. and THAT when a regularly scheduled Board meeting falls on a statutory holiday, the meeting be held on the next business day.

CARRIED

PUBLIC SECTION/SSBA 173/22 Humphrey THAT Tim Ramage be appointed to the Public Board Section / SSBA Members' Council External Committee for 2022-2023.

CARRIED

SWAC 174/22 Patzer THAT Ken Duncalfe be appointed to the SWAC External Committee for 2022-2023.

CARRIED

SAMA 175/22 Eliason THAT Gwen Humphrey be appointed to the SAMA External Committee for 2022-2023.

CARRIED

REMUN-ERATION COMMITTEE 176/22 Ramage THAT Dianne Hahn, Rachael Eliason, Susan Mouland and Rachelle Patzer be appointed to the Remuneration and Expenses Committee for 2022-2023.

CARRIED

BALLOTS 177/22 Hudec THAT the ballots be destroyed.

CARRIED

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MINUTES      178/22 Eliason      THAT the minutes of the Regular Meeting of October 11, 2022 and be approved, as presented.

CARRIED

BOARD            179/22 Patzer      THAT the Chinook Board of Education approve the revised POLICY 7      Board Policy 7, Board Operations, as attached.

CARRIED

BOARD            180/22 Hahn      THAT the Chinook Board of Education approve the revised POLICY 8 &      Board Policy 8, Board Committees, and Board Policy 2 Appendix, 2      Board Annual Workplan, as attached.

CARRIED

SPECIAL            181/22 Ramage      THAT a special meeting be held on Monday, November 28<sup>th</sup> MEETING      at 3:00 p.m., at the Chinook Education Centre, for the purpose of approving the 2021-22 Audited Financial Statements and Annual Report.

CARRIED

BUS                182/22 Humphrey      THAT the Chinook Board of Education approve the purchase of PURCHASE      one used 2018 – 71 Passenger Blue Bird Bus for \$87,000 plus taxes from Legacy Bus Sales.

CARRIED

SUB-                183/22 Duncalfe      THAT the Chinook Board of Education has reviewed the DIVISION      subdivision boundaries as per Board Policy 7, and at this time, no revisions will be made.

CARRIED

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Kevin Jones, Manager of Transportation and Facilities, presented the Transportation Accountability Report.

TRANSP 184/22 Eliason  
ORTATION

THAT the Chinook Board of Education approve the Transportation Accountability Report and can confirm that the following quality indicator has been met:

QI 9.1: Processes are developed and implemented to ensure buses are safe and healthy and a transportation accountability report shall be tabled annually with the Board.

CARRIED

ADJOURN 185/22 Mouland

THAT we do now adjourn.

CARRIED

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Board Chair

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CFO

### BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings at least six times per year as per the Education Act and as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. No act, proceeding or policy of the Board shall be deemed valid unless adopted at a duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner. Respectful behavior preserves the inherent dignity of everyone; 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.

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. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public. Towards this end, the Board believes its affairs must be conducted in public to the greatest extent possible.

The Board believes there are times when public interest is best served by private discussion of specific issues in closed sessions. The Board believes it is necessary to protect individual privacy and the Board's own position in negotiating either collective agreements or contracts and therefore expects to go into closed session for issues dealing with individual students, individual employees, land, labour, litigation or negotiation.

The Board further believes public interest can be enhanced by having members of the public make presentations at Board meetings.

The Board also believes that public forums dealing with specific educational topics can enhance communications and the effectiveness of the Board.

1. Board Composition, Electoral Boundaries and Elections
  - 1.1. The Board of Education is the unit of organization for the local governance of schools. The Board is responsible for the provision and administration of education in those schools located within its boundaries. Members of the Board of Education are elected in accordance with the provisions of The Local Government Election Act. (<http://www.qp.gov.sk.ca/index.cfm?fuseaction=publications.details&p=609.>)
  - 1.2. The school Division is divided into subdivisions for the purpose of determining the number of members to be elected to the Board of Education.
  - 1.3. The boundaries of each subdivision are determined by the Minister of Education in consultation with the Educational Boundaries Commission in accordance with The

Education Act, 1995 <http://www.qp.gov.sk.ca/documents/English/Statutes/Statutes/E0-2.pdf>.

- 1.4. The Board shall review the subdivision boundaries at least every five years.
  - 1.5. At least one month prior to the nomination date, the Board shall publish an announcement of the election, giving nomination and election dates and qualifications required by the candidates and electors. This announcement shall be distributed to all local papers in the Division. The Board in its announcement shall encourage electors to present themselves for the office of school board trustee.
  - 1.6. The total number of trustees to be elected shall be ten (10); one (1) for each for subdivisions 1 through 7, and three for subdivision 8 also referred to as Swift Current. Appendix A provides a map of the subdivision boundaries and the centers contained in each subdivision
2. Organizational Meeting
- 2.1. 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.
  - 2.2. The organizational meeting is to be held no later than November 30 in each year.
  - 2.3. The Director 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](#).
  - 2.4. In an election year, the Director shall call for and receive the duly signed Declarations of Office and corresponding Endorsement Certificates by Commissioners for Oaths from each trustee, in accordance with Section 71 of the Education Act.
  - 2.5. 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.

2.6. 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.

2.7. The Board then shall proceed with the following items on the agenda: presented by the Director and adopted by the Board.

2.7.1. Appointment of auditors

2.7.2. Banking resolution

2.7.3. Signing officers

2.7.4. Setting regular meeting dates and times.

2.7.5. Create such standing committees of the Board as are deemed appropriate, and appoint members;

2.7.6. Review trustee conflict of interest stipulations and determine any disclosure of information requirements;

2.7.7. Other organizational items as required.

### 3. Regular Meetings

3.1. Regular Board meeting dates and times shall be established in the annual Board Work Plan. The Board shall review and approve the Board Annual Work Plan including its annual schedule of meetings and prior to May 15 in each year for the period August 1 to July 31.

3.1.1. All meetings will ordinarily be held in the Chinook Education Center Board Room on the second Monday of every month beginning at 11:00 a.m.

3.1.2. Notwithstanding the schedule noted above, the Board may, by resolution, alter the schedule in such manner as it deems appropriate.

3.2. All trustees shall notify the Board Chair or the Director if they are unable to attend a Board meeting.

3.3. The Chairperson has the right to vote, but in the case of an equality of votes the motion is defeated.

3.4. A majority of members of the Board constitutes a quorum. The vote of the majority of the quorum is valid and binding on the Division.

3.5. 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.

3.6. All trustees who are absent from three (3) consecutive regular meetings shall:

- 3.6.1. Obtain authorization by resolution of the Board to do so; or
- 3.6.2. Provide to the Board Chair evidence of illness in the form of a medical certificate respecting the period of absence.  
Failure to attend may result in disqualification from the Board.
- 3.7. If both the Chair or Vice-Chair through illness or other cause are unable to perform the duties of the office or are absent, the Board shall appoint from among its trustees an acting Chair, who on being so appointed has all the powers and shall perform all the duties of the Chair during the Chair's and Vice-Chair's inability to act or absence.
- 3.8. Regular meetings of the Board (including Closed Session) will not exclude the Director from being in attendance, unless the Director's contract is being discussed or the board is dealing with a Trustee or Director disciplinary issue or meeting with the auditor.
- 3.9. 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.
- 3.10. 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.
4. Special Meetings
  - 4.1. Occasionally, unanticipated or emergent issues require immediate Board attention and/or action. A special meeting is any meeting of the Board that was not scheduled at the organizational meeting. A special meeting may be scheduled by:
    - 4.1.1. The Board passing a motion at a legally constituted meeting of the Board.
    - 4.1.2. 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 who shall state explicitly the reason therefore.
    - 4.1.3. Written notice in an electronic form that complies with section 9 of *The Electronic Information and Documents Act, 2000* at least 3 business days before the meeting.
    - 4.1.4. The Board by unanimous consent waiving notice in accordance with Section 74 of the Education Act. Such consent is to be subscribed to in writing by each member of the Board and recorded in the minutes of the meeting and shall be recorded in the minutes of the meeting in the form required by that section.

- 4.2. If a special meeting of the Board is to be held, an agenda shall be shared with the board prior to the meeting, and no other business shall be considered unless all members of the Board are present and there is unanimous agreement that the agenda previously arranged shall be changed.

Special meetings of the Board will not be held without the Director in attendance, unless the Director's contract is being discussed or the board is dealing with a Trustee or Director disciplinary issue or meeting with the Board auditor.

- 4.3. Procedures regarding quorum, voting, and attendance by the public apply as for regular meetings of the Board.

## 5. Closed Sessions

The Board may, by resolution, schedule a closed session at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in closed session. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to the trustees and the Director. The reason for the closed session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons:

- 5.1. Personal or confidential matters relating to staff, students, or finance;
- 5.2. Establishment of guidelines and receipt of progress reports on contract negotiations with employee groups;
- 5.3. Legal opinions respecting the Board and its activities;
- 5.4. Negotiations with respect to the purchase, lease, or sale of property;
- 5.5. Sensitive matters that a majority of the trustees present feel should be held in private, in the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter(s) which gave rise to the closed session. Trustees and other persons attending the session shall maintain confidentiality and not disclose the details of the discussions at such sessions.

All rules of the Board shall be observed in closed session as far as applicable. The number of times a trustee may speak on any question shall be determined at the discretion of the Board Chair.

The Board shall, during the closed session, adopt only a resolution to rise and report to the open public Board meeting.

Decisions reached in closed session must be approved as motions in the open board meeting to make them valid and binding on the Division.

## 6. Electronic Meeting

- 6.1. 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.
- 6.2. At least one of the following persons must be present at the Board Office during the meeting:
  - 6.2.1. A member of the Board
  - 6.2.2. The Director of Education
  - 6.2.3. The Chief Financial Officer
- 6.3. Reasonable steps must be taken to notify the public of locations from which members of the public may participate.
- 6.4. A Board member may participate from a location to which the public does not have access.

## 7. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem identification, problem solving and the generation of ideas.

The Board Chair and Vice-Chair are responsible for establishing the agenda for Board meetings in consultation with the Director and Chief Financial Officer, in accordance with legislation and Board policy in particular the Board Annual Work Plan.

Agendas shall include all the data and background, information, rationale and a recommendation so that the Board is able to make sound and objective decisions consistent with established goals.

- 7.1. The order of business at a regular meeting shall generally be as follows:
  - 7.1.1. Call to Order;
  - 7.1.2. Adoption of Agenda;
  - 7.1.3. Closed Session
  - 7.1.4. Declaration of Conflict of Interest;
  - 7.1.5. Approval of Minutes of previous meeting(s);
    - 7.1.5.1. Business Arising from Minutes;
  - 7.1.6. Board Committee Reports

- 7.1.7. Discussion/Action Items;
  - 7.1.8. Delegations and Special Presentations;
  - 7.1.9. Information Items:
    - 7.1.9.1. Newspaper articles;
    - 7.1.9.2. Web media articles;
    - 7.1.9.3. Correspondence;
  - 7.1.10. Discussion/Decision Items;
    - 7.1.10.1. Policy matters;
    - 7.1.10.2. Board of Education Strategic Direction items;
    - 7.1.10.3. Accountability Reports;
    - 7.1.10.4. Other Reports;
  - 7.1.11. Closed Session (if necessary);
  - 7.1.12. Miscellaneous Administrative Items (discussion or information);
  - 7.1.13. Reminders / Annual Work Plan / Emergent Items
  - 7.1.14. Adjournment
- 7.2. Agenda items will be supported by a briefing note with copies of letters, reports, contracts and other materials as are pertinent to the business which will come before the Board and will be of value to the Board in the performance of its duties. Each action item will include a clear recommendation and indicate the author of the report.
- 7.3. Items may be placed on the agenda in one of the following ways:
- 7.3.1. By notice of motion at the previous meeting of the Board.
  - 7.3.2. As a request from a committee of the Board.
  - 7.3.3. Although the Board seeks to minimize items being added without proper notice issues that require Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.
  - 7.3.4. Materials for Board meetings will be distributed to each trustee and the Director by the Wednesday prior to the meeting. The Director is responsible for distribution and posting.
  - 7.3.5. The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

## 8. Minutes for Regular or Special Meetings

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

### 8.1. The minutes shall record:

- 8.1.1. Date, time and place of meeting;
- 8.1.2. Type of meeting;
- 8.1.3. Name of presiding officer;
- 8.1.4. Names of those trustees and senior administration in attendance;
- 8.1.5. Approval of preceding minutes;
- 8.1.6. All resolutions, including the Board's disposition of the same, placed before the Board, are to be entered in full;
- 8.1.7. Names of trustees making the motion;
- 8.1.8. Points of order and appeals;
- 8.1.9. Appointments;
- 8.1.10. Attached reports of committees;
- 8.1.11. Recording of the vote on a motion (when requested pursuant to the Education Act); and
- 8.1.12. Trustee declaration of conflict of interest pursuant to the Education Act.

### 8.2. The minutes shall:

- 8.2.1. Be prepared as directed by the Director;
- 8.2.2. Be reviewed by the Director prior to submission to the Board;
- 8.2.3. Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 8.2.4. Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

- 8.2.5. The Director shall ensure, upon acceptance by the Board, that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 8.3. The Director shall establish a codification system identifying resolutions determined by the Board which will:
  - 8.3.1. Provide for ready identification as to the meeting at which it was considered;
  - 8.3.2. Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
  - 8.3.3. Establish and maintain a file of all Board minutes.
- 8.4. As part of its ongoing effort to keep staff and the public fully informed concerning its affairs and actions, the Board directs the Director to institute and maintain effective and appropriate procedures for the prompt dissemination of information about decisions made at all Board meetings.
- 8.5. The approved minutes of a regular or special meeting shall be posted to the Division website as soon as possible following approval. The Director is responsible for distributing and posting the approved minutes.
- 8.6. Each standing or special committee will appoint a recording secretary to take and distribute the record of the proceedings which will be presented for approval at their next meeting.
- 8.7. All committees of the Board, unless otherwise directed, shall prepare and submit written reports of meetings to the Board. All recommendations for action will be brought forward for decision or discussion as determined by the committee.

## 9. Motions

Motions do not require a seconder.

### 9.1. 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.

### 9.2. Discussion on Motions

The custom of addressing comments to the Board Chair is to be followed by all

persons in attendance.

A Board motion or a recommendation from administration is normally placed before the Board prior to any discussion taking place on an issue. 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. Motions may be submitted by any trustee, including the Board Chair.

### 9.3. Speaking to the Motion

- 9.3.1. The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.
- 9.3.2. The Chair will normally speak just prior to the last speaker who will be the mover of the motion.
- 9.3.3. As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.
- 9.3.4. No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.
- 9.3.5. Normally, administration will not participate in the debate, but upon request or where otherwise appropriate, may provide information once a motion is moved. Amendments to the motion may be proposed at any time during discussion. No more than two amendments may be made before the meeting at one time.
- 9.3.6. Discussion and voting on motions and amendments takes place in reverse order of their proposal. Motions or amendments may be withdrawn only with the unanimous consent of the trustees present.
- 9.3.7. Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

### 9.4. Reading of the Motion

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

9.5. Entitled Votes

All trustees in attendance, including the Board Chair, are required to vote on all motions, except in the case of a conflict of interest, as defined by Section 12 in Policy 7, and Section 11 of The School Division Administration Regulations.

9.6. Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter, or abstained. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of all trustees and whether each trustee voted for or against the matter or abstained.

9.7. Required Votes

Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. The result of the vote is announced by the Board Chair.

A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot.

9.8. Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Delegations to Board Meetings

The Board may make provision for delegations to make a presentation at a Board meeting in the interest of improving the education provided in Division schools. Individuals or organizations may make requests for audiences with the Board. Such delegations do not include employee groups and their representatives as the division has other structures available in dealing with employee matters.

10.1. Delegations wishing to appear before the Board are required to give notice to the Board Chair at least ten full days before the meeting at which they are to be heard, by submitting a [Delegation Request Form](#). The Director and Chair have the authority to waive the time requirement.

10.2. When scheduling an appointment, delegations shall:

- 10.2.1. State the nature of the subject that they intend to bring before the Board,
  - 10.2.2. Provide a written submission prior to the presentation,
  - 10.2.3. Identify the spokesperson for the group,
  - 10.2.4. Provide an estimate of the number of people who will be in attendance,
  - 10.2.5. Be prepared to speak to, as opposed to reading, the submission.
- 10.3. Matters deemed to be of a sensitive and/or confidential nature shall be heard at a closed session of the Board.
  - 10.4. The Board reserves the right to invite delegations to appear before the Board.
  - 10.5. At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.
  - 10.6. Normally delegations will be given a maximum of 10 minutes to make their presentation. Additional time determined at the discretion of the Chair will be provided for the Board to ask questions and/or seek clarification.
  - 10.7. In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, Individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall s/he, by any statement, commit the Board to any specific course of action.
  - 10.8. Except in an emergency, the Board shall refer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.
  - 10.9. Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

## 11. Audio/Video Recording Devices

Anyone wanting to use recording devices at a public Board meeting shall seek permission of the Board Chair.

12. Trustee Conflict of Interest

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence of the residents of the Division placed in its Board and in its trustees. The trustee:

- 12.1. Is directed to be conversant with Sections 11,12 and 13 of The School Division Administration Regulations and with the conflict of interest provisions of Policy 4 – Trustee Code of Conduct.
- 12.2. Is responsible for declaring him/herself to be in possible conflict of interest.
- 12.3. Shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.
- 12.4. It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the Education Act and ensure that his/her declaration and absence is properly recorded within the minutes.

13. Trustee Remuneration

- 13.1. The Board believes that the role of trustee is one of service to the community. It acknowledges that in serving the community personal expense is incurred. It strives to ensure that remuneration levels reflect a capacity to enable all electors to seek a position on the Board.
- 13.2. The remuneration and expense schedule set at the Organizational meeting may recognize service and expenses incurred in the following areas:
  - 13.2.1. Attendance at Board determined meetings.
  - 13.2.2. Attendance at meetings as an official representative of the Board.
  - 13.2.3. Attendance at seminars, conventions, and meetings for trustee development.
- 13.3. Inflationary indexing of indemnity rates is to be guided by the year over year change in Statistics Canada Consumer Price Index (CPI), to the nearest dollar, for Saskatchewan as of January. Annual increases based on the index would be calculated and considered for inclusion and implementation in the subsequent budget (September).

- 13.4. Allowance rates for travel and sustenance are to be set in alignment with rates as established from time to time by the Provincial Government.
- 13.5. All rates established are to be reviewed in the spring of the fourth year of each election mandate. The process to conduct the review shall be by way of an Ad-Hoc Committee of the Board with appropriate administrative support. Terms of reference shall be determined in conjunction with each review cycle.
- 13.6. The remuneration and expense schedule may recognize service and expenses incurred in the following areas:
  - 13.6.1. Attendance at Board determined meetings
  - 13.6.2. Attendance at Board Standing Committees (as required or invited)
  - 13.6.3. Attendance at meetings as an official representative of the Board.
    - 13.6.3.1. Attendance at SCC meetings and SCC Forums.
    - 13.6.3.2. Attendance with Elders of each Hutterian Colony within the respective Board Member's subdivision. Outside of Board Member's subdivision, invitation upon Board Chair approval.
    - 13.6.3.3. At the invitation of Schools, Graduation ceremonies and Christmas Concerts within the respective Board Member's subdivision (Indemnity and mileage reimbursement )
    - 13.6.3.4. By Board Member's choice attendance at Schools, Graduation ceremonies and Christmas Concerts, mileage reimbursement only.
  - 13.6.4. Attendance at seminars, conventions, and meetings for trustee development.
- 13.7. The schedule is to provide for payment such that payments are timely and understood clearly by the public
- 13.8. Questions arising out of the processing of Board member claims for payment are to be referred to the Board Chair.

14. Board/Trustee Development

Board member development is essential to build the capacity of the Board to provide leadership to the operation of the School Division. Differentiated learning styles may result in receipt of professional development in various ways. (Conferences, Books, Webinars, Audio Visual, Guest Speakers, etc.) Accordingly, the Board shall provide for self-directed and

system-directed development of the Board in the Annual Budget.

- 14.1. By June of each year an annual professional development calendar shall be prepared and circulated to the Board for the upcoming fiscal year. The calendar shall contain the dates and locations of all Board development activities sponsored by the Saskatchewan School Boards Association (SSBA), Canadian School Boards Association (CSBA) and National School Boards Association (NSBA)
- 14.2. An annual allotment of \$1000 per Board member shall be provided in budget for Self-Directed Personal Development which can be rolled over for one year for a maximum of \$2000.00. Expenditures from the Self-Directed Personal Development allotment shall be at the discretion of the individual board member. The personal development allotment shall not be used for indemnity and shall align with the personal development plan. Expenses claimed through this budget allotment shall be supported by receipts.
- 14.3. The System-Directed allocation shall provide support for National or International Professional Development activities such as CSBA, NSBA or any others deemed appropriate. Each Board member shall be encouraged to participate in Professional Development events during each term of office. In order to ensure orderly access and alignment with available resources the Board shall review indications of interest and determine those members to be sponsored each year. The Board may choose to require reports on these activities to share information of value with the rest of the Board members.

## 15. Saskatchewan School Boards Association

The Saskatchewan School Boards Association (SSBA) is a non-profit organization dedicated to excellence in public education by providing leadership services to Saskatchewan school boards. The Association represents school boards in Saskatchewan.

### 15.1. Membership and Participation

The Board:

- 15.1.1. Endorses full active membership in the Association through its payment of the annual fee to the SSBA.
- 15.1.2. Supports active participation of its trustee membership in the Association at the section, constituency and provincial levels.
- 15.1.3. Establishes a remuneration and expense schedule at its Organizational Meeting, to recognize expenses incurred by trustees attending SSBA sponsored meetings, seminars, workshops and conventions.

## 15.2. SSBA Voting Delegates

- 15.2.1. The Board shall determine on or before November of each year, which of the trustees delegated to Convention are voting delegates.
- 15.2.2. The Board shall apportion in whole numbers, its number of votes among those voting delegates in accordance with SSBA Bylaws 10 and 11.
- 15.2.3. Each trustee attending as a voting delegate is apportioned at least one (1) vote.
- 15.2.4. Any votes remaining un-apportioned shall be divided equally as possible in whole numbers among trustees attending Convention.
- 15.2.5. When registering delegates, the SSBA shall be informed of the voting delegate and the number of votes apportioned to each.

## 16. Annual Meeting of Electors

- 16.1. 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.
- 16.2. The Chief Financial Officer shall give notice of the meeting in accordance with the provisions of [The Local Government Election Act](#) subsection 45(3) with necessary modification.
- 16.3. The Board is to establish the agenda for the meeting following consultation with School Community Councils.
- 16.4. At least fourteen days prior to the meeting School Community Councils are to receive copies of the:
  - 16.4.1. Report of the Board.
  - 16.4.2. Report of the Auditor and financial statement for the preceding year.
  - 16.4.3. Report of the Director.
- 16.5. Electors present at the meeting are to elect one of their members 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.
- 16.6. 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.

17. Special Meeting of Electors

17.1. A special meeting of electors may be held at any time.

17.2. The Chief Financial Officer shall call a special meeting when required to do so by:

17.2.1. The Board,

17.2.2. The Minister of Education,

17.2.3. Request in writing by twenty-five or more electors of the school Division.

17.3. The Chief Financial Officer shall give notice of the meeting in accordance with the provisions of [The Local Government Election Act](#) subsection 45(3) with necessary modifications.

17.4. 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.

Legal Reference: Sections 4,5,9,13-21,27,33,39 The School Division Administration Regulations  
Local Authorities Freedom of Information and Protection of Privacy Act  
Local Government Election Act

Approved: October 26, 2021

Revised: April 11, 2022, November 7, 2022

## **BOARD COMMITTEES**

The Board may establish committees to assist with its work. Committees may be standing or ad hoc in nature. The Board will endeavor to have both rural and urban representation on all standing committees.

At its annual Organizational Meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees, and terms of reference for each.

### **General Requirements**

Subsequent to the establishment of committees, Board members express their interest in serving on particular committees. When Board member expression of interest for committee representation does not meet the minimum trustee membership requirements the Board Chair shall appoint Board member(s) accordingly. When the expression of interest exceeds the maximum requirements a vote to determine committee membership shall be undertaken.

When a Board Member wishes to attend a committee meeting of which they have not been appointed to or a member of, they may attend by invitation of the chair of the specific committee. If the Chair of the specific committee has not yet been established, it then would be by invitation of the Staff liaison representative

Board members shall not participate as a Standing Committee member on more than two Standing Committees.

Committee Chairs will be determined by the Committee Members determined at the organizational meeting for a period of one year.

All committees of the Board, unless otherwise directed, shall prepare and submit minutes or a report to the Board. Reports shall be included in the board agenda package.

### **Standing Committees**

Standing committees are established to assist the Board with work of an on-going or recurring nature. The Director may assign staff to support the work of the committee. Committees shall not exercise authority over staff.

Committee work will be presented to the board by written report for decision, discussion or information.

1. Facilities Standing Committee
  - 1.1. Purpose

- To examine in more depth facility matters which are to be addressed by the Board before these are before the Board so informed recommendations can be provided to the Board relative to these matters.

#### 1.2. Membership

- Committee of the Whole

#### 1.3. Terms of Reference

- To provide questions, offer solutions, request agenda items and provide feedback relative to facilities matters which the Board must address or approve. These may include, but are not limited to capital projects, Funding, special projects, facility assessments, code and safety compliance where the Board has a role in providing direction or has a need to know;
- To examine the possible need to make policy revisions related to facility matters;
- To review facilities accountability reports prior to Board consideration with a focus on safety and sustainability. Staff members will record minutes of the meeting and assist in creating the agenda; and
- Trustees will share the minutes with the board and speak to it at the board meeting.

#### 1.4. Authority

- To make recommendations to the Board.

#### 1.5. Meetings

- As needed, indicated in the Committee of the Whole Procedure.

### 2. Finance Standing Committee

#### 2.1. Purpose

- To examine in a timely, proactive manner those fiscal matters which the Board is responsible to determine so informed recommendations can be provided to the Board.

#### 2.2. Membership

- Committee of the Whole

#### 2.3. Terms of Reference

- To review fiscal accountability reports and to make recommendations to the Board regarding the achievement of QI's and any recommended improvements in the reporting format or content;
- Examine ways to make the operational budget process increasingly more effective while increasingly representing the will of the Board;

- To examine issues related to providing students with a safe and secure learning environment where everyone has the opportunity to maximize their potential regardless of socioeconomic status, gender, cultural or linguistic background, geographic location, personal circumstances or ability;
- To examine value for money issues;
- To recommend to the Board terms of reference for the external audit;
- To monitor the remediation of any deficiencies identified in the external audit report and management letter to the satisfaction of the external auditor and report such progress or lack thereof to the Board;
- To review and recommend to the Board the auditor to be engaged for the coming year;
- To review risk management provisions and the Division's ability to manage risk in an efficient and effective manner;
- To examine major budget proposals well in advance to determine what benefit, to whom, at what cost relative to other alternatives;
- To review operating budget surplus, both allocated and unallocated and the long range plan to manage such funds; and
- Review investment performance and parameters for surplus funds.

#### 2.4 . Authority

- To make recommendations to the Board.

#### 2.5. Meetings

- As needed, indicated in the Committee of the Whole Procedure.

### 3. Transportation Standing Committee

#### 3.1 Purpose

- To examine in greater depth issues related to student transportation in regard to student safety, transportation service delivery, efficiency and length of ride;
- To review process followed in the administrative procedures when decisions are appealed. The board will respond to the person appealing; and
- To examine boundaries once per term at a minimum.

#### 3.2 Membership

- Committee of the Whole

#### 3.3 Terms of reference

- Agenda items include, but are not limited to boundary lines, bus purchasing, driver recruitment, safety and code compliance, Ministry requirements, road networks, length of ride, buses, bus garages,
- To make recommendations regarding any amendments to policy; and

- When a transportation meeting bussing issue affects the ward of a Board member that is not a member of the Transportation Committee, the respective Board member shall be invited to the Transportation Committee meeting- for that portion of the meeting.

#### 3.4 Authority

- To make recommendations to the Board.

#### 3.5 Meetings

- As needed, indicated in the Committee of the Whole Procedure.

### 4. Remuneration and Expenses Standing Committee

#### 4.1 Purpose

- To review and make recommendations to the Board regarding trustee remuneration and expenses.

#### 4.2 Membership

- Maximum of 4 trustees
- Board Chair or Vice Chair
- Staff members will record minutes of the meeting and assist in creating the agenda. Trustees will share the minutes with the board meeting and speak to it at the board meeting.

#### 4.3 Terms of Reference

- Research remuneration and expenses information paid by other divisions; and
- Meet at the conclusion of the third year of the term to make recommendations for the new term of office.

#### 4.4 Authority

- Make recommendations to the Board.

#### 4.5 Meetings

- As required to finalize research and recommendations.

### **Committees of the Whole**

Committee of the Whole meetings are held to allow the Board opportunity to explore matters in much greater depth than can be accomplished in scheduled regular meetings of the Board.

#### 1. Membership

- All trustees

2. Purpose
  - To provide a forum for trustees to engage in planning sessions.
3. Authority
  - To make recommendations to the Board.
4. Meetings
  - At the call of the Board Chair in consultation with the director, subject to change, but normally on the last monday of each month, at 10:00 a.m. in the Board Room at the Chinook Education Centre.

### **Ad Hoc Committees**

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.

The Director shall attend meetings of ad hoc committees.

### **Resource Personnel for Committees**

The Director may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Legal Reference:                Sections 85, of the Education Act  
   Section 41 The School Division Administration Regulation

Approved:                        October 26, 2021  
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