

MINUTES OF THE ORGANIZATIONAL MEETING OF THE SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION NO. 119 HELD IN THE BOARD ROOM, EDUCATION CENTRE, 545 - 11TH STREET EAST, ON MONDAY, NOVEMBER 5, 2018 AT 5:00 P.M.

PRESENT:

MEMBERS OF THE BOARD

MR. B. GEROW, Trustee
MR. G. GUSTAFSON, Trustee
MR. B. HOLLICK, Trustee
MR. A. LINDBERG, Trustee
MR. J. MCIVOR, Trustee

MS. D. ROWDEN, Trustee
MS. J. SMITH-WINDSOR, Trustee
DR. M. VICKERS, Trustee (absent)
MR. B. YEAMAN, Trustee

SENIOR ADMINISTRATION

Mr. R. Bratvold, Director of Education
Mr. M. Hurd, Superintendent of Facilities

Mr. J. Pidborochynski, Chief Financial Officer
Mrs. J. Ward, Administrative Services Officer

STUDENT TRUSTEES

Jarica Gooding
Sam Miller (absent)

CALL TO ORDER:

R. Bratvold, Director of Education, called the meeting to order.

ADOPTION OF THE AGENDA:

(Motion #18R-67)

*Moved by G. Gustafson that the agenda be approved as presented.
Carried.*

ELECTION OF BOARD CHAIR:

R. Bratvold called for nominations for the position of Board Chair of the Board of Education.
D. Rowden nominated B. Hollick as Board Chair for the ensuing year.

(Motion #18R-68)

*Moved by A. Lindberg that nominations close.
Carried.*

B. Hollick was declared elected as Board Chair, by acclamation, for the ensuing year.

ELECTION OF VICE-CHAIR:

B. Hollick called for nominations for the position of Vice-Chair of the Board of Education.
A. Lindberg nominated J. Smith-Windsor as Vice-Chair for the ensuing year.

(Motion #18R-69)

*Moved by G. Gustafson that nominations close.
Carried.*

J. Smith-Windsor was declared elected as Vice-Chair, by acclamation, for the ensuing year.

APPOINTMENT OF DEPUTY CHAIR ROTATION SET AT THE SEPTEMBER 11, 2017 BOARD MEETING:

- | | |
|---|----------------------|
| • November, 2018 | Michelle Vickers |
| • December, 2018, January, February, 2019 | Bill Yeaman |
| • March, April, May, 2019 | Bill Gerow |
| • June, September, October, 2019 | Grant Gustafson |
| • November, December, 2019, January, 2020 | Arne Lindberg |
| • February, March, April, 2020 | John McIvor |
| • May, June, September, 2020 | Darlene Rowden |
| • October and November 2020 | Jaimie Smith-Windsor |

APPOINTMENTS FOR THE SCHOOL DIVISION:

(a) Auditor

(Motion #18R-70)

Moved by J. McIvor that the firm of Deloitte LLP be the appointed auditors for the school division for the year 2019.

Carried.

(b) Agent of Record (Insurance agent or broker):

(Motion #18R-71)

Moved by G. Gustafson that the Agent of Record for the school division for the 2019 year be Marsh Canada Limited.

Carried.

(c) Solicitor:

(Motion #18R-72)

Moved by A. Lindberg that the firm of Novus Law Group be the solicitor for the school division for the 2019 year.

Carried.

ESTABLISH THE FOLLOWING:

(a) Regular meeting date, hour and place:

(Motion #18R-73)

Moved by D. Rowden that the Regular meetings of the Saskatchewan Rivers Public School Division be held, subject to change, on one Monday of each month at 5:30 p.m., with the Closed Session at 4:00 p.m., in the Board Room, Education Centre, 545 - 11th Street East, and that the Board Chair and the Director of Education be authorized to cancel a Regular meeting if the agenda does not warrant holding a meeting.

Carried.

(b) Strategic Planning Meeting Date, Hour and Place:

(Motion #18R-74)

Moved by J. Smith-Windsor that the planning meetings of the Saskatchewan Rivers Public School Division be held, subject to change, on one Monday of each month from August to June usually from 4:00 p.m. to 6:00 p.m. at the Education Centre, 545 - 11th Street East.

Carried.

(c) Approval of accounts:

(Motion #18R-75)

Moved by J. McIvor that the Chief Financial Officer be authorized for the 2019 year to certify all accounts for payment.

Carried.

(d) Signing officers:

(Motion #18R-76)

Moved by A. Lindberg that the Board Chair and the Chief Financial Officer be the signing officers for the school division, with the Vice-Chair to sign in the absence of the Board Chair and the Manager of Financial Services to sign in the absence of the Chief Financial Officer.

Carried.

(e) Amount of temporary credit with a financial institution in Prince Albert:

(Motion #18R-77)

Moved by G. Gustafson that the school division establish with Concentra Financial a credit limit of five million dollars for the 2019 year.

Carried.

(f) Attendance and Transportation Services Areas

(Motion #18R-78)

Moved by J. McIvor that the Board confirm the current attendance and transportation services areas for 2018-2019 school year.

Carried.

(f) Hours of Public Access to All Central Offices:

(Motion #18R-79)

Moved by G. Gustafson that public access to the Education Centre/Support Services Centre during regular hours be from 8:00 a.m. to 12:00 noon and from 12:30 p.m. to 4:30 p.m. and during summer hours be from 8:30 a.m. to 2:30 p.m. Monday to Friday except for statutory holidays.

Carried.

(g) Indemnity, honorarium and expenses to be paid to trustees:
(Motion #18R-80)

Moved by J. Smith-Windsor that the revised Trustee Remuneration Guidelines be approved for the 2018-2019.
Carried.

EXTERNAL BOARD APPOINTMENTS:

(a) Employee Bargaining Committees:

- Out of Scope Bargaining Committee: Barry Hollick Jaimie Smith-Windsor
- CUPE Bargaining Committee: Grant Gustafson
- LINC Bargaining Committee: Jaimie Smith-Windsor

(b) Operational Committees:

- Student Discipline Committee:
Bill Gerow Grant Gustafson Arne Lindberg Darlene Rowden
- Principal Selection Committee: Michelle Vickers
- Vice-Principal Selection Committee: Bill Yeaman

(c) Committees with Third Parties:

- Saskatchewan High School Athletic Association: Bill Yeaman
- Public Section Executive Member Darlene Rowden
- City Liaison Committee Barry Hollick Arne Lindberg

(g) Standing Committees/Ad Hoc Committees:

- Saskatchewan Rivers Students for Change:
Barry Hollick Jaimie Smith-Windsor Michelle Vickers
- Program Enhancement Grant representative:
Bill Gerow
- SRSPD Foundation:
Barry Hollick Arne Lindberg Darlene Rowden
- Invitational Shared Service Initiative (ISSI): John McIvor

(e) School Community Council Clusters:

Cluster 1:

- Red Wing Public School Darlene Rowden
- St. Louis Public School
- Westview Public School
- West Central Public School Alternate: Bill Yeaman

Cluster 2:

- | | | |
|---|--------------------|---------------------------------------|
| - École Vickers Public School | | <i>Michelle Vickers</i> |
| - Prince Albert Collegiate Institute (PACI) | | |
| - Spruce Home Public School | <u>Alternates:</u> | Arne Lindberg
Jaimie Smith-Windsor |

Cluster 3:

- | | | |
|--|-------------------|-----------------------------|
| - Arthur Pechey Public School | | <i>Barry Hollick</i> |
| - Carlton Comprehensive Public High School | | |
| - Vincent Massey Public School | <u>Alternate:</u> | Jaimie Smith-Windsor |

Cluster 4:

- | | | |
|---------------------------------|-------------------|-------------------------------|
| - Birch Hills Public School | | <i>Grant Gustafson</i> |
| - East Central Public School | | |
| - Riverside Public School | | |
| - W.J. Berezowsky Public School | <u>Alternate:</u> | Arne Lindberg |

Cluster 5:

- | | | |
|----------------------------------|-------------------|------------------------------------|
| - Christopher Lake Public School | | <i>Jaimie Smith-Windsor</i> |
| - Meath Park Public School | | |
| - Queen Mary Public School | <u>Alternate:</u> | Grant Gustafson |

Cluster 7:

- | | | |
|--------------------------------|-------------------|--------------------------|
| - Big River Public High School | | <i>Bill Gerow</i> |
| - Canwood Public School | | |
| - Debden Public School | | |
| - T.D. Michel Public School | <u>Alternate:</u> | John McIvor |

Cluster 7:

- | | | |
|----------------------------------|-------------------|---------------------------|
| - John Diefenbaker Public School | | <i>Bill Yeaman</i> |
| - King George Public School | | |
| - Kinistino Public School | <u>Alternate:</u> | Darlene Rowden |

Cluster 8:

- | | | |
|-----------------------------------|-------------------|-----------------------------|
| - Osborne Public School | | <i>Arne Lindberg</i> |
| - Princess Margaret Public School | | |
| - Wesmor Public High School | <u>Alternate:</u> | Michelle Vickers |

Cluster 9:

- | | | |
|----------------------------------|-------------------|---------------------------|
| - Shellbrook Public School | | <i>John McIvor</i> |
| - Wild Rose Public School | | |
| - W.P. Sandin Public High School | <u>Alternate:</u> | Bill Gerow |

Consensus was to send a letter to each SCC Chair introducing the trustee representative and alternative that includes contact information with a copy to the principal.

(Motion #18R-81)

Moved by A. Lindberg that the appointments to the respective Boards and Committees for 2018-2019 be ratified.

Carried.

ADJOURNMENT:

(Motion #18R-82)

Moved by J. Smith-Windsor that the meeting be adjourned.

Carried.

SIGNATURES:

Barry Hellick
Board Chair

Jayne Ward
Administrative Services Officer

November 26, 2018
Date of Approval

SRPSD Trustee Remuneration Guidelines 2018-2019

The Trustee Remuneration Guidelines are reviewed annually at each organizational meeting. These guidelines are also subject to complete review by a committee struck by the Board in the second year of a Board's mandate or at other times determined by the Board.

1. Monthly Remuneration

The remuneration that is received by trustees in each of the 12 months of the year is expected to compensate trustees for the work of the Board that they do as trustees. It is recognized that trustees are serving the community in an elected position and remuneration should not be perceived as payment for hours worked. Although trustees volunteer their time and expertise, they should not be required to suffer financial loss as a result of work they are elected to do. Remuneration is expected to pay costs for essential/required trustee duties such as those described below.

(Note that the list is not exhaustive, but is provided for context and reference)

- a. Regular and Special meetings and related work
- b. School Board committee meetings/work
- c. School Community Council meetings and events
- d. School events (ex. graduations, awards ceremonies, Track & Field days, etc.)
- e. Linkage meetings/work (ex. Meetings with SRSC, PAATA, MLAs, City, RMs, etc.)
- f. Events hosted by external agencies (ex. Chamber of Commerce, PAATA, etc.)
- g. Division special events (ex. School Division Art Show, grand openings, school tours, etc.)

If trustees are required by the Board to travel outside City of Prince Albert in order to fulfill their duties then necessary travel, accommodation and meal costs will be reimbursed at the rates established by the Board.

Trustee remuneration rates were determined following a review of Ministry budget allocations, along with the governance needs of the school division. Annual and monthly remuneration rates are as follows:

- Trustee.....\$11,600.89 (Monthly amount = \$966.74)
- Trustee.....\$12,600.89 (Monthly amount = \$1,050.07) – *effective January 1, 2019*
- Chair\$12,713.89 (Monthly amount = \$1,059.49)
- Chair.....\$13,713.89 (Monthly amount = \$1,142.82) – *effective January 1, 2019*

2. Indemnities – Board-Approved Activities

Each trustee: \$50.00 per hour to a maximum of \$200.00 per day. Indemnities are intended as compensation for attendance at events/meetings such as Canadian School Boards Association, Saskatchewan School Boards Association (SSBA), SSBA Public Section and professional development in or out of the division (such as Rural Congress, Office of the Treaty Commission, Enterprise Risk Management, full Board meetings with School Community Councils and Saskatchewan Rivers Students for Change).

In addition to the above, and to compensate for time required for travel, trustees traveling on Board business outside of the school division, but within the province, are entitled to claim \$.20/kilometre traveled. Trustees traveling on Board business outside of the province are entitled to the equivalent of two days' indemnity (i.e., \$400.00).

3. Deductions

An individual trustee can miss a maximum of three Board meetings in a 12-month period (such period commencing immediately following each year's Organizational Meeting) without experiencing a reduction in remuneration. A trustee who misses more than three Board meetings in a 12-month period will experience a deduction of \$300.00 for each meeting missed beginning with the fourth meeting, unless the Board has passed a resolution supporting such absence with no deduction.

4. Travel Cost Allowances

Trustees are encouraged to car pool and minimize travel costs in other appropriate ways in order to reduce costs and maximize value for the travel budget allocation.

- a. Board Chair travel annual allowance:\$1,200.00 (Monthly amount = \$100.00)
- b. Mileage rate (established at the Organizational Meeting each year or as required)
 - *Rate as revised, effective September 1, 2017* \$0.39 per kilometre
- c. Accommodation:as per receipts
- d. Gratuity in lieu of hotel\$50.00 per night
- e. MealsIN Province OUT of Province
 - Breakfast.....\$10.00 \$15.00
 - Lunch.....\$15.00 \$22.50
 - Supper.....\$25.00 \$37.50
- f. Parking.....as per receipts
- g. Other expenses.....as per receipts

5. Professional Development and Convention Allowances

Professional development and convention allowances are intended to cover costs of attendance at conventions, conferences, and other Board-approved professional development activities.

Each trustee is allocated \$1,800.00 per year to charge all his or her professional development expenses over the course of the fiscal year. However, the funds of trustees can also be pooled to be used collectively, as determined by the Board.

Administration will inform the Board if an individual or the collective fund is in jeopardy of exceeding the budgeted allocation.

6. Adjudication

The Board Chair and/or Vice-Chair and/or Director of Education will assist in resolving situations in which the above guidelines do not provide specific enough direction.