

**NORTH EAST SCHOOL DIVISION
ORGANIZATIONAL MEETING MINUTES
November 28, 2017**

MINUTES of the ORGANIZATIONAL MEETING: of the Board of Education of the North East School Division No. 200 of Saskatchewan, held on Tuesday, November 28, 2017 at 1:00 pm.

PRESENT:

Randy Ariss	Richard Hildebrand	Director of Education:	Don Rempel
Michael Botterill	Lori Kidney	Supt. of Business Admin.:	Wanda McLeod
Linda Erickson	Ted Kwiatkowski		
Bob Gagné	Luke Perkins		
Todd Goudy	Marla Walton		

CALL TO ORDER – 1:05 pm.

The Director of Education chaired the meeting until the election of the Board Chairperson was completed.

ELECTION OF CHAIRPERSON

Call for Nominations

Todd Goudy nominated Luke Perkins.

Nomination was accepted.

No further nominations were received.

Bob Gagné moved that nominations ceased.

Luke Perkins was declared Chairperson of the Board.

Luke Perkins took over chairing the meeting.

ELECTION OF VICE-CHAIRPERSON

Call for Nominations

Richard Hildebrand nominated Marla Walton

Nomination was accepted.

No further nominations were received.

Bob Gagné moved that nominations ceased.

Marla Walton was declared Vice-Chairperson of the Board.

ADOPTION OF AGENDA

2017-11-103 T. Kwiatkowski moved that the agenda be adopted as presented.

CARRIED

ADOPTION OF THE MINUTES

The Minutes of the November 8, 2016 Organizational Meeting were approved at the November 29, 2016 Regular Meeting of the Board – [2016 11 08-Organizational Meeting Minutes](#)

MEETINGS OF THE BOARD OF EDUCATION

2017-11-104 M. Walton moved that the Committee of the Whole and Regular Meetings of the Board of Education be held as follows:

- Tuesday, January 23, 2018
- Tuesday, February 27, 2018
- Tuesday, March 20, 2018
- Tuesday, April 24, 2018
- Tuesday, May 29, 2018
- Tuesday, June 19, 2018
- Tuesday, September 25, 2018
- Tuesday, October 23, 2018
- Tuesday, November 27, 2018

Committee of the Whole meetings to be held at 10:00am and Regular Board meeting will follow at 2:00pm.

Committee meetings are subject to cancellation at the discretion of the Board Chair.

CARRIED

MEETING PROTOCOL

2017-11-105 B. Gagné moved that the Board adopts the Saskatchewan School Boards Association Code of Ethics.

CARRIED

2017-11-106 M. Botterill moved that motions be accepted by the Chair without a seconder as per Section 19(3) of The School Division Administration Regulations.

CARRIED

INDEMNITIES AND EXPENSES

2017-11-107 T. Kwiatkowski moved that indemnities be set as per Section 23(a) of The School Division Administration Regulations:

a) That the Board indemnity rates be set as follows:

- ❖ The indemnity for the chairperson is to be \$250 when chairing meetings and
- ❖ \$200 for all Regular and/or Committee of the Whole meetings of the Board of Education and all full day meetings and
- ❖ A half day indemnity of \$100 to be paid for meetings of less than three hours (excluding Regular or Committee of the Whole meetings of the Board of Education) and
- ❖ \$200 for one day per month for each month that a regular meeting is held, for preparation time and
- ❖ An additional \$100 per month that a regular meeting is held, for preparation time of the chairperson and
- ❖ \$50 per hour (or portion thereof) be paid for meetings held by conference call and
- ❖ \$25 per hour for traveling to and from meetings, and conferences.

b) *That the Board indemnity rates for attending School Community Council meetings be set as follows:*

- ❖ A maximum of \$200 per year per school in the subdivision of the Trustee. Mileage expenses will be paid for any additional School Community Council meetings attended.

CARRIED

Motions – Expenses while on board business as per Section 23(b) of The School Division Administration Regulations :

2017-11-108 L. Erickson moved that the Board reimburses Board Members and school division staff for expenses incurred while on board business as follows:

- ❖ *Lodging upon presentation of actual receipts, or \$75 without a receipt.*
- ❖ *Actual meal expense to a maximum of:*
 - a) *Breakfast \$15*
 - b) *Lunch \$20*
 - c) *Supper \$25*
- ❖ *Mileage rate be set at \$0.41 per kilometer for use of personal vehicle.*

CARRIED

b) *Proposed Motion – Designate portion of remuneration as per Section 25(1) of The School Division Administration Regulations:*

2017-11-109 M. Walton moved that the Board declare one-third of the total sum paid by the School Division to each member of the Board for services as having been paid in respect to general expenses incurred by the member that were necessary and incidental, in the discharge of his/her duties as a Board Member.

CARRIED

SIGNING AUTHORITIES

2017-11-110 R. Hildebrand moved that the Board Chair or Vice Chair, together with the Superintendent of Business Administration (or Director of Education or Manager of Financial Services as alternates), is authorized to sign all cheques and financial documents. The signature of the Board Chairperson may be by electronic signature or stamp. The signature of the Superintendent of Business Administration may be by electronic signature.

That the Superintendent of Business Administration and/or the Manager of Financial Services are authorized to carry out deposit activity, transfer of funds, purchase card administration, new card application and all other required banking activities for all financial institutions that the School Division deals with.

CARRIED

CONFIRMATION OF EXTERNAL AUDITOR SERVICES

At the Regular Board Meeting on September 15, 2015 a motion was passed to award the contract for audit services to Virtus Group_{LLP} for the time period of January 1, 2016 to December 31, 2020. Therefore, no motion for external audit services is required at this time.

ADJOURNMENT

2017-11-111 B. Gagné moved that the Board adjourn at 1:20 pm.

CARRIED

Board Chairperson

Superintendent of Business Administration