



**Minutes of the Organizational Meeting of the Board of Education for St. Paul's RCSSD #20 held in the Boardroom/Microsoft Teams at 12:00 p.m. on Monday, November 1, 2021.**

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**Present:** Trustees Berscheid, Boechler, Boyko, Byblow, Carriere, Case, Elliott, Jelinski, Stus, Zakreski-Werbicki

**Also:** Director of Education Chatlain  
Superintendent of Education Gay (Secretary to the Board)

**Guest:** Pastoral Associate Father S. Penna

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**Call to Order**

The meeting was called to order by G. Chatlain, Director of Education, at 11:40 a.m.

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**Adoption of Agenda**

**Motion:** Moved by Trustees T. Jelinski and D. Berscheid that the agenda be approved as circulated.

**CARRIED**

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**Commissioning Service**

Fr. Stefano Penna led the Board of Education in a Commissioning Service.

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**2.0 Election of Board Chair**

Director Chatlain called for nominations for the position of Board Chair.

**Motion:** Trustee D. Berscheid nominated Trustee D. Boyko  
Trustee B. Elliott seconded the motion.

**Motion:** Moved by Trustee J. Carriere that nominations cease.  
Trustee D. Case seconded the motion.

**CARRIED**

Trustee D. Boyko elected as Chair of the Board.

[Trustee D. Boyko assumed the Chair]

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**3.0 Election of Vice-Chair**

Chair D. Boyko called for nominations for the position of Vice-Chair.

**Motion:** Trustee W. Stus nominated Trustee R. Boechler.  
Trustee J. Carriere seconded the motion.

**Motion:** Moved by Trustee D. Berscheid that nominations cease.  
Trustee T. Jelinski seconded the motion.

**CARRIED**

Trustee R. Boechler elected as Vice-Chair of the Board.

[Trustee R. Boechler assumed the Vice-Chair]

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#### **4.0 Appointments**

Motion: Moved by Trustees R. Boechler and D. Berscheid that the Board approve the following appointments for the 2021-2022 organizational year:

- Secretary to the Board of Education – Superintendent Scott Gay
- Treasurer – Superintendent Joel Lloyd
- Attendance Counselor – Cari Anning
- Assistants to the Director of Education – Superintendents François Rivard and Joel Lloyd
- Assistant Secretary to the Board – Patti Seto
- Assistant Treasurer – Kathryn Holmes

**CARRIED**

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#### **5.0 Agents of the Board of Education**

Motion: Moved by Trustees B. Elliott and S. Zakreski-Werbicki that the Board approve the following agents for the 2021-2022 organizational year:

- Fiscal Agent – Scotiabank
- Purchasing Card Agent – Bank of Montreal
- Auditors – MNP
- Insurance Broker – SSBA (Aon)
- Solicitors – McKercher LLP

**CARRIED**

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#### **6.0 Banking Resolution**

Motion: Moved by Trustees T. Jelinski and W. Stus that the Board:

- utilize the services of the Main Branch of the Royal Bank of Canada in Saskatoon for its regular transactions, that the necessary banking resolutions be completed by the Chair and Treasurer of the Board, and that the documentation be filed at the bank; and
- whereas, the Board of Education of the St. Paul’s Roman Catholic Separate School Division No. 20 (the “Board”) requires the sum of \$28,000,000.00 for current expenditures of the Board; now therefore be it resolved as a resolution of the Board that: the Chair and the Administrative Services Superintendent of, and on behalf of, the Board are authorized to borrow from Royal Bank of Canada (the “Bank”) the sum of \$28,000,000.00 (the “Loan Amount”) for: necessary expenditures of the Board pending receipt of the proceeds of taxes and other revenue, by way of overdrawing the Board’s account with the Bank from time to time, the amount of each such over-withdrawal being hereinafter referred to as the “Overdraft Loan”, (the aggregate of which such Overdraft Loans shall not exceed the Loan Amount) with said Overdraft Loans to be payable on demand, and the Chair and Administrative Services Superintendent are authorized to agree to pay interest on such Overdraft Loans as may from time to time remain outstanding and unpaid, as well after as before maturity, default and judgment, at an annual rate equal to the Bank’s prime interest rate from time to time minus 1.00%; prime interest rate as herein used meaning the annual rate of interest announced from time to time by the Bank as a reference rate then in effect for determining interest rates on Canadian dollar commercial loans in Canada.

The Chair and Administrative Services Superintendent shall and are hereby authorized to provide written confirmation and acknowledgment to the Bank, on behalf of the Board, on the first business day following each month, of the amount outstanding as at and including the end of the immediately preceding month as to Overdraft Loans to and including that time.

**CARRIED**

## **7.0 Signing Officers of the Board**

Motion: Moved by Trustees S. Zakreski-Werbicki and D. Berscheid that the Board approve the Board Chair and the Superintendent of Administrative Services as the Signing Officers of the Board with in absentia permission granted to the Vice Chair and Assistant Treasurer.

**CARRIED**

## **8.0 Trustee Remuneration and Expense Schedule**

Motion: Moved by Trustees J. Carriere and B. Elliott that the Board approve the Trustee Remuneration and Expense Schedule as presented.

### **Proposed Trustee Remuneration and Expense Schedule September 1, 2021 - August 31, 2022**

The following schedule of trustee remuneration and expenses is developed in accordance with the Procedures for Board Member Remuneration and Expense.

#### **1. Trustee Remuneration**

Remuneration for trustees of the Board of Education shall be \$25,140 per year paid monthly in twelve (12) equal installments.

Remuneration for the Vice-Chair of the Board of Education shall be \$26,173.50 per year paid monthly in twelve (12) equal installments.

Remuneration for the Chair of the Board of Education shall be \$32,615 per year paid monthly in twelve (12) equal installments.

#### **2. Travel and Conference/Professional Development**

To a maximum of \$5,500.00 per annum for Trustees and \$10,000 per annum for the Board Chair

Travel and Conference Rates:

Conference Registration	Actual Cost	
Hotel Accommodation	Actual cost with receipts presented	
Air Travel	Economy fare	
Saskatchewan Public Commission Rates	Car Allowance: (\$0.4850/km – Effective October 1, 2021)	
	Sustenance Allowance: \$51.00/day – In Province	\$61.00/day – Out of Province
	Other Expenses	With receipts

(A member of the board participating on a trustee organization at the provincial or national level that does not reimburse for expenses equal to the preceding schedule may claim the

differential in rates.)

### 3. Benefits

Trustees may access a Health Spending Account (HSA) of up to \$3,000.00. The HSA provides reimbursement for a wide range of health-related expenses, over and above regular benefit plan maximums. HSA is administered in accordance with Canada Revenue Agency guidelines. Eligible dependents and spouse of the trustee are also covered under the HSA.

**CARRIED**

## 9.0 Dates and Times of Regular and Planning Meetings of the Board

Date	Meeting	Time
Monday, November 1, 2021	Organizational Meeting of the Board	12:00 p.m.
	Planning Meeting of the Board	12:30 p.m.
Monday, November 22, 2021	Planning Meeting of the Board	12:00 p.m.
Monday, November 29, 2021	Regular Meeting of the Board	1:30 p.m.
Monday, December 13, 2021	Regular Meeting of the Board	1:30 p.m.
Monday, January 24, 2022	Planning Meeting of the Board	12:00 p.m.
Monday, February 14, 2022	Regular Meeting of the Board	1:30 p.m.
March 13-14, 2022	Board Retreat – Queen’s House	
Monday, March 14, 2022	Regular Meeting of the Board	1:30 p.m.
Monday, March 28, 2022	Planning Meeting of the Board	12:00 p.m.
Monday, April 11, 2022	Regular Meeting of the Board	1:30 p.m.
Monday, May 2, 2022	Planning Meeting of the Board	12:00 p.m.
Monday, May 16, 2022	Regular Meeting of the Board	1:30 p.m.
Monday, May 30, 2022	Planning Meeting of the Board	12:00 p.m.
Monday, June 13, 2022	Regular Meeting of the Board	1:30 p.m.
Monday, June 27, 2022 (if needed)	Regular Meeting of the Board	1:30 p.m.
Monday, August 22, 2022	Planning Meeting of the Board	12:00 p.m.
Monday, September 12, 2022	Regular Meeting of the Board	1:30 p.m.
Monday, September 26, 2022	Planning Meeting of the Board	12:00 p.m.
Monday, October 17, 2022	Regular Meeting of the Board	1:30 p.m.
Monday, November 7, 2022	Organizational Meeting of the Board	12:00 p.m.
	Planning Meeting of the Board	12:30 p.m.

Motion: Moved by Trustees D. Berscheid and R. Boechler that the Board approve the Board Meeting Schedule as presented.

**CARRIED**

## 10.0 Continuous Agenda of the Board

Greater Saskatoon Catholic Schools Board of Education 2021-2022 Continuous Agenda		
August	September	October
	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Year in Review</li> <li>SCSBA Julian Paslawski Meritorious Service Award</li> <li>SCSBA Nomination to Executive</li> <li>Premier's Award for Innovation and Excellence in Education</li> <li>Catholic School Community Councils Liaison Plan</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>SSBA Convention Resolutions</li> <li>SSBA Voting Procedures</li> <li>Staff Monitoring Report</li> <li>Enrolment Monitoring Report</li> <li>SCSBA AGM &amp; Conference</li> <li>Organizational Meeting Planning</li> <li>Facilities Monitoring Report: 2019-2020 Projects</li> <li>Improving Student Learning and Achievement Monitoring Report: Part 1</li> </ul>
November	December	January
<ul style="list-style-type: none"> <li>Financial Statements</li> <li>St. Paul's RCSSD #20 2019-2020 Annual Report to the Ministry</li> <li>Organizational Meeting of the Board</li> <li>Annual Schedule of Board Meetings</li> <li>Continuous Agenda of the Board</li> <li>Together in Faith and Action Committee Membership</li> <li>Facility Planning: Modular Application</li> <li>Improving Student Learning and Achievement Monitoring Report: Part 2</li> <li>CSCC/Trustee Liaison Meeting &amp; Annual Community Report</li> <li>SSBA Fall General Assembly</li> <li>Transportation Monitoring Report</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Auditor's Report</li> <li>Celebrating and Promoting Catholic Identity Monitoring Report</li> <li>Student Health &amp; Fitness Monitoring Report</li> <li>Out-of-Province Student Learning Activities</li> <li>Board/Director Review Data Collection</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Academic Year Approval</li> <li>Program Tour</li> <li>Technology Report</li> <li>Board/Director Review</li> </ul>
February	March	April
<ul style="list-style-type: none"> <li>Financial Statements</li> <li>First Nations, Métis and Inuit Education Monitoring Report</li> <li>Facility Planning: 5-Year Capital and Construction Plan</li> <li>Education Leave Priorities</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Promoting Stewardship Monitoring Report</li> <li>Board Faith, Governance and Planning Retreat</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Catholic Education Week</li> <li>School Reviews (School Closures/Grade Discontinuance)</li> <li>Mill Rate</li> </ul>
May	June	July
<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Facility Tour</li> <li>Preliminary Budget</li> <li>HCI Final Budget</li> <li>Technology</li> <li>Transportation</li> <li>Building Relationships and Partnerships Monitoring Report</li> </ul>	<ul style="list-style-type: none"> <li>Financial Statements</li> <li>Facility Monitoring Report: Preventative Maintenance and Renewal Plan</li> <li>Final Budget</li> <li>GSCS Foundation Annual Meeting</li> <li>Approval of Mill Rate</li> <li>Out of Scope Salaries</li> <li>SHSAA Annual Policy Conference</li> <li>Canadian Catholic School Trustees' Association (CCSTA) AGM and Convention</li> <li>Out of Province Student Learning Activities</li> </ul>	<ul style="list-style-type: none"> <li>Canadian School Boards Association (CSBA) National Trustee Gathering on Aboriginal Education and Congress</li> </ul>

Motion: Moved by Trustees S. Zakreski-Werbicki and J. Carriere that the Board approve the Continuous Agenda as presented.

**CARRIED**

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## **11.0 Board Appointments**

### **11.1 Together in Faith and Action Committee**

Motion: Moved by Trustees D. Berscheid and H. Byblow to appoint Trustee T. Jelinski as Chair of the Together in Faith and Action Committee.

**CARRIED**

Motion: Moved by Trustees D. Berscheid and H. Byblow that the Board appoint Trustee S. Zakreski-Werbicki to the Together in Faith and Action Committee.

**CARRIED**

### **11.2 Saskatchewan Catholic School Boards Association**

Motion: Moved by Trustees J. Carriere and R. Boechler that the Board appoint Trustee T. Jelinski to serve as representative to the Saskatchewan Catholic School Boards Association.

**CARRIED**

### **11.3 Greater Saskatoon Catholic Schools Foundation**

Motion: Moved by Trustees S. Zakreski-Werbicki and W. Stus that the Board appoint Trustees H. Byblow and B. Elliott to the Greater Saskatoon Catholic Schools Foundation Board of Directors.

**CARRIED**

### **11.4 Joint Operations Committee for Humboldt Collegiate Institute**

Motion: Moved by Trustees T. Jelinski and R. Boechler that the Board appoint Trustees D. Berscheid and W. Stus to serve as representatives to the Joint Operations Committee of Humboldt Collegiate Institute.

**CARRIED**

### **11.5 māmawohkamātowin Partnership**

Motion: Moved by Trustees D. Berscheid and R. Boechler that the Board appoint the board chair or designate and Trustees D. Case and S. Zakreski-Werbicki to attend the māmawohkamātowin Partnership meetings.

**CARRIED**

### **11.6 CUMFI & GSCS Educational Alliance**

Motion: Moved by Trustees R. Boechler and D. Berscheid that the Board appoint the board chair or designate and Trustees J. Carriere and W. Stus to attend the CUMFI & GSCS Educational Alliance meetings.

**CARRIED**

### **11.7 Division Committee on Reconciliation and Healing**

Motion: Moved by Trustees R. Boechler and D. Berscheid that the Board appoint the board chair or designate and Trustee T. Jelinski to attend the Division Committee on Reconciliation and Healing meetings.

**CARRIED**

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**12.0 Discussion/Decision**

**12.1 Modular Classroom Application**

Motion: Moved by Trustees W. Stus and S. Zakreski-Werbicki that the Board of Education approve the school division's Modular Classroom Application for the 2022-2023 school year.

**CARRIED**

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**13.0 Adjournment**

Motion: Moved by Trustee D. Berscheid that the meeting be adjourned at 12:30 p.m.

**CARRIED**

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Secretary



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Chair

