

NOTICE

THE ORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION OF THE REGINA SCHOOL DIVISION NO. 4 OF SASKATCHEWAN

will be held on

Tuesday, November 1, 2011, at 7:00 p.m.

Regina Public School Board Office – 1600 4th Avenue

A G E N D A

1. Adoption of Agenda
2. Election of Officers
(Legislation and Policy 7, Articles 2.5-2.7)
(pp. 1-3)

Officers elected November, 2010:
Dr. Barbara Young – Chairperson
Mrs. Katherine Gagne – Vice-Chairperson
3. Establishing date, time and place of regular Board meetings
(pp. 4-5)

Request direction.
4. Trustee Remuneration
(pp. 6-9)

Information only.
5. Trustee Conflict of Interest / Code of Conduct Provisions
(pp. 10-16)

Information only.
6. Approving of minutes of the Board meeting of October 18, 2011
(pp. 17-20)

Request approval.

7. EMPLOYEE GROUPS

8. STANDING COMMITTEES

9. SASKATCHEWAN SCHOOL BOARDS ASSOCIATION

10. BUSINESS ARISING OUT OF THE MINUTES

a) Renewal Consultation Process

Suggest discussion in closed session.

b) Personnel Matter
(enclosure)

Suggest discussion in closed session.

11. CORRESPONDENCE

12. NEW BUSINESS

a) Appointment of Auditors
(p. 21)

Request approval.

b) Date of 2012 Annual Meeting of Electors Suggest Tuesday, May 8, 2012

c) Date of 2012 Organizational Meeting Suggest Tuesday, November 6, 2012

13. NOTICES OF MOTION

14. OTHER BUSINESS

15. INFORMATION

| | |
|---|--|
| Elders Advisory Council Meeting | Friday, October 28, 2011, 11:30AM-1:00PM, RPS Division Office, Elders Room <i>(lunch provided)</i> . |
| Dieppe School Community Consultation | Wednesday, November 2, 2011, 7:00-9:00PM, Dieppe School. |
| Haultain School Community Consultation | Tuesday, November 8, 2011, 7:00-9:00PM, Haultain School. |
| SSBA 2011 Annual General Meeting | November 28-29, 2011, Radisson Hotel, Saskatoon. |
| Audit and Policy Review Committee Meeting | <i>Tentatively</i> Monday, December 5, 2011, <i>time TBA</i> , RPS Division Office, Committee Room. |
| Community Relations Committee Meeting | As yet undetermined. |
| Public Education Advocacy Committee Meeting | As yet undetermined. |
| Strategic Planning Committee Meeting | As yet undetermined. |

Upcoming Board Meetings:

| |
|-------------------------------------|
| Tuesday, November 22, 2011, 7:00 PM |
| Tuesday, December 13, 2011, 7:00 PM |

THE EDUCATION ACT, 1995

MEETINGS OF BOARDS OF EDUCATION AND CONSEILS SCOLAIRES

Organizational meeting

Section 72

- (1) A board of education shall hold an organizational meeting:
- (a) in the case of a newly established school division, on the date and at the time and place fixed for that purpose pursuant to an order mentioned in section 42; and
 - (b) in every following year before November 30.
- (2) At each organizational meeting, the board of education shall select a chairperson, and a vice-chairperson to act in the absence of the chairperson.

2. Organizational Meeting

- 2.1 The Organizational Meeting of the Board in each calendar year shall be held in the Division Office Board Room not later than November 30 in accordance with Section 72 of *The Education Act, 1995*.
- 2.2 The Director or designate will give notice of the organizational meeting to each trustee as if it were a special meeting.
- 2.3 The Director or designate shall call the meeting to order, and in an election year, read the return from the City Clerk certifying the election of members.
- 2.4 In an election year, the Director or designate 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, 1995*.
- 2.5 The Director or designate shall request each member of the Board present to indicate verbally if they are willing to serve as Board Chair for the ensuing year, and prepare a list indicating the name(s) of those members willing to serve as Board Chair. Those names appearing on the list shall be made known to the members of the Board, after which a vote or votes shall take place by secret ballot to determine which member has the support of the majority of members.
 - 2.5.1 Procedure for voting:
 - 2.5.1.1 Each member of the Board shall have one vote as to each vote, and sub-vote.
 - 2.5.1.2 All voting shall be done by secret ballot, with the surname of the member of the Board for whom the vote is cast being used.
 - 2.5.1.3 The vote shall proceed as follows:
 - ♦ A vote shall be taken as to all members on the list referred to in this policy.
 - ♦ The member polling a majority of votes cast shall be declared elected; if this does not occur on the first ballot, the member polling the lowest number of votes shall be dropped and eliminated from the list. If there is a tie for low, a sub-vote or sub-votes shall be conducted to determine the survivor of the tie, with the member polling the lowest number of votes on each sub-vote being dropped and eliminated from the list.
 - ♦ A vote shall then be taken as to the members remaining on the list.
 - ♦ If necessary, the last two steps shall be repeated until one member shall have received a majority of votes (on a vote other than a sub-vote), whereupon such member of the Board shall be declared elected.

- 2.5.1.4 Forthwith, after each vote or sub-vote, the ballots shall be counted by the Director and designate, and immediately thereafter a report of the results shall be given to the members of the Board, whereupon the ballots as to such vote or sub-vote shall be destroyed.
- 2.6 The member who receives the majority of votes shall be declared elected as Board Chair by the Director or designate. In the event that only one member has indicated willingness to serve as Board Chair, that member shall be declared elected by acclamation.
- 2.7 The Board Chair shall assume office and shall immediately proceed with the election of the Vice-Chair following the procedure noted above.
- 2.8 The newly elected Board Chair shall then proceed with the agenda as presented by the Director or designate and adopted by the Board.
- 2.9 The organizational meeting shall, in addition include, but not be restricted to, the following:
- 2.9.1 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
 - 2.9.2 Review trustee conflict of interest stipulations and determine any disclosure of information requirements;
 - 2.9.3 Appoint an auditor; and
 - 2.9.4 Other organizational items as required.
- The meeting will be recessed until the date of the next regular meeting date of the Board at which time the Board Chair will nominate members to enable the Board to:
- 2.9.5 Create such standing committees of the Board as are deemed appropriate, and appoint members; and
 - 2.9.6 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate.



**REGINA
PUBLIC
SCHOOLS**

DATE: October 28, 2011

MEMO TO: Members of the Board

FROM: Julie MacRae, Director of Education

RE: Date, Time and Place of Regular Meetings

The Education Act, 1995, section 74(1) provides that:

Where a board of education or a conseil scolaire at any meeting at which all the members are present decides by resolution to hold regular meetings on or at predetermined dates, times and places, no further or other notice of those meetings is necessary.

At a Board meeting held on November 21, 2006, the following motion was passed:

That commencing January 1, 2007, regular meetings of the Board be held every second Tuesday falling on school days, with the exception of the Tuesday designated as the date of the Annual Meeting of Electors, commencing at 7:00 p.m., to be held at the Regina Public School Board Office, 1600 4th Avenue, Regina, unless otherwise scheduled by resolution.

RECOMMENDATION:

That from November, 2011, to October, 2012, regular meetings of the Board be held on the following school days:

| | |
|----------------------------|-----------------------------|
| Tuesday, November 22, 2011 | Tuesday, April 24, 2012 |
| Tuesday, December 13, 2011 | Tuesday, May 22, 2012 |
| Tuesday, January 10, 2012 | Tuesday, June 5, 2012 |
| Tuesday, January 24, 2012 | Tuesday, June 19, 2012 |
| Tuesday, February 7, 2012 | Tuesday, September 4, 2012 |
| Tuesday, March 6, 2012 | Tuesday, September 18, 2012 |
| Tuesday, March 20, 2012 | Tuesday, October 2, 2012 |
| Tuesday, April 3, 2012 | Tuesday, October 16, 2012 |

commencing at 7:00 p.m., to be held at the Regina Public School Board Office, 1600 4th Avenue, Regina, unless otherwise scheduled by resolution.

| November 2011 | | | | | | |
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| December 2011 | | | | | | |
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| January 2012 | | | | | | |
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| February 2012 | | | | | | |
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| March 2012 | | | | | | |
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| April 2012 | | | | | | |
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| May 2012 | | | | | | |
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| June 2012 | | | | | | |
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| July 2012 | | | | | | |
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| August 2012 | | | | | | |
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| September 2012 | | | | | | |
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| October 2012 | | | | | | |
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| November 2012 | | | | | | |
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KEY:

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|---------------------------|
| Board Meetings |
| Agenda Packages Delivered |
| Statutory Holidays |
| School Vacations |
| SSBA Fall Convention |
| Civic Election |

No school for elementary students:
Nov 10, Dec 2, Jan 27, Mar 8, Apr 5, May 4, Jun 1

No school for high school students:
Jan 20, Jan 23

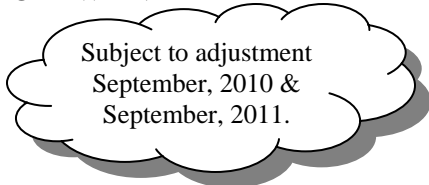
No school for all students & teachers:
May 18

Teachers' Convention:
Mar 9

SCHEDULE OF REMUNERATION, ALLOWANCES AND EXPENSES

FOR MEMBERS OF THE BOARD OF EDUCATION OF THE REGINA SCHOOL DIVISION NO. 4 OF SASKATCHEWAN

(September 2009)



Subject to adjustment
September, 2010 &
September, 2011.

I. In accordance with Article 11 of Board Policy 7 “Board Operations”:

1. Annual trustee remuneration payments shall be limited to a maximum of:

- (a) \$27,141.00 for the Board Chair; and
- (b) \$23,474.00 for other trustees;

and shall be paid as follows:

- (a) \$2,714.10/month (January-June, September-December) for the Board Chair; and
- (b) \$2,347.40/month (January-June, September-December) for other trustees.

2. The per diem shall be established at \$331.00 for the Board Chair and \$221.00 for other trustees. In the event that the Vice-Chair is required to chair a meeting, the Vice-Chair will receive the Chair per diem and the differential so paid shall not be included in the calculation of the maximum payments stipulated in (1) above.

3. Notwithstanding the above, the Board shall retain the right to adjust the maximum annual remuneration if deemed necessary, to account for special meetings related to budget, negotiations, or other important issues.

4. No trustee shall attend more than one convention per calendar year outside of Saskatchewan without obtaining the prior approval of the Board.

II. Trustees shall be reimbursed for the actual cost of travel and accommodation (meals and lodging) when on Board-related business, excepting when such activities are held in Regina. Trustees shall submit expense claims to the Trustee Remuneration, Expense and Evaluation Committee for approval. Trustees may request an advance for expenses when attending a conference, subject to the prior approval of the Trustee Remuneration, Expense and Evaluation Committee. Any trustee dissatisfied with the decision of the Committee may appeal to the Board, which decision shall be final.

Travel Expense: Actual receipts for air, railway or bus shall be attached to expense claims. If travelling by private vehicle, the rate specified in the Travel Advance and Expense Claim Guidelines applicable to Board employees shall apply. Transportation costs for travel outside province shall not exceed regular coach airfare; costs for travel inside province shall not exceed private vehicle rate.

Accommodation: Actual receipts from hotels or motels for accommodation shall be attached to expense claims.

Meals: Actual receipts for meals shall be attached to expense claims. Trustees may opt to claim, pursuant to the Travel Advance and Expense Claim Guidelines applicable to Board employees, for meals rather than submit receipts (the amount to be in U.S. currency when the event is taking place in the United States).

- III. In the event that a trustee is handicapped to the extent that he/she must be accompanied by an assistant, reasonable expenses of the assistant shall be recognized as an expense of the Board.
 - IV. Members attending Board-related activities outside of Regina shall file with the Director or designate an itemized account showing the activity attended, the location of the activity, the date of the activity, the days in attendance, and the expenses incurred.
-

11. Trustee Compensation

The Board believes that trusteeship, first and foremost, is a public service.

The Board recognizes, however, that the discharge of this public service often results in the trustee incurring financial expenses and incurs considerable time demands.

The Board, accordingly, intends that compensation for trustees be established and accepted within the spirit of trusteeship being a public service.

The Board also believes that there is a need for continuing in-service education and training for its members. The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions to remain current about educational issues.

Procedures are to be such that administration is not placed in a judgmental position when processing trustees' claims for remuneration. The Audit and Policy Review Committee is expected to review and approve the claims made by trustees.

- 11.1 Remuneration shall be paid according to the Trustee Schedule of Remuneration, Allowances and Expenditures and shall be adjusted annually, effective September 1 each year, by the annual provincial average rate of increase in salaries payable to teachers under the applicable provincial collective bargaining agreement. Based on the duties outlined in Policy 5, "Role of the Board Chair", a differential rate shall be established for that position.

Such remuneration shall be for attendance at regular Board meetings and performance of the duties and responsibilities associated therewith and

attendance at any and all other meetings. Regular attendance by trustees at Board meetings and Board-related functions is expected. In the event that a trustee is absent for more than a total of three Board meetings (including the Annual Meeting of Electors) and/or Standing Committee meetings per school year, the applicable per diem charge(s) shall be levied against the trustee's remuneration allowance; provided, however, that absence attributable to trustee attendance at an approved conference shall be excluded from said calculations.

- 11.2 One-third of the total remuneration paid to a trustee in accordance with 11.1 above, in the current year and subsequent years, shall be designated as having been paid in respect of general expenses incurred incidental to the discharge of his/her duties as a trustee.
- 11.3 Trustees shall file quarterly reports with the Director or designate, specifying events and activities attended, covering the periods set out below. Quarterly Activity Reports shall be placed on the web site. Report Periods: September to November; December to February; March to May; June only (reflecting the 10-month nature of trustee responsibilities).

The Education Act, 1995

Conflict of interest

69(1) No member of a board of education and no member of the conseil scolaire shall:

- (a) be or become directly interested in any contract entered into by or on behalf of the board of education or the conseil scolaire of which he or she is a member;
 - (b) participate directly in the profit or in any benefit or emolument arising from a contract entered into by or on behalf of the board of education or the conseil scolaire of which he or she is a member;
 - (c) accept any office or place of emolument under the board of education or the conseil scolaire of which he or she is a member;
 - (d) perform any duty, transact any business or do anything whatever in any character or capacity for or in expectation of any fee, gain or reward for or on behalf of the board of education or the conseil scolaire of which he or she is a member.
- (2) A member of a board of education or the conseil scolaire who violates subsection (1):
- (a) is guilty of an offence and liable on summary conviction to a fine of not more than \$100 and, in default of payment, to imprisonment for a term of not more than 30 days; and
 - (b) shall vacate his or her office as a member of the board of education or the conseil scolaire.
- (3) Where a member of a board of education or the conseil scolaire is convicted of an offence pursuant to subsection (2), the remaining members shall:
- (a) declare that office to be vacant; and
 - (b) immediately inform the minister of the vacancy.
- (4) Nothing in this section shall extend to or disqualify as a member of a board of education or the conseil scolaire any person who:
- (a) purchases or becomes the holder of debentures issued by the board of education;
 - (b) enters into a contract with the board of education or the conseil scolaire for the sale to the board of education or the conseil scolaire of a school site;
 - (c) has received a sum not exceeding \$200 in any one year for labour authorized by and supplied to the board of education or the conseil scolaire;
 - (d) enters into a contract with the board of education or the conseil scolaire for the sale of utilities, services or merchandise in an amount or amounts that in total do not exceed \$500 in any one year;
 - (e) receives payment on account of or in lieu of the cost of transportation or other allowances payable to him or her as the parent or guardian of a pupil; or
 - (f) is a shareholder in or is employed by a company that has dealings or contracts with the board of education or the conseil scolaire for the supply of utilities, goods or services, but that person shall not vote as a member of the board or the conseil scolaire on any matter affecting that company.
- (5) Notwithstanding subsection (1), a member of a board of education or the conseil scolaire may have an interest in a contract with the board of education or the conseil scolaire for goods and services where:
- (a) the goods and services are not readily obtainable from some other person in the school division or the francophone education area;
 - (b) the price of goods and services to be obtained is reasonable; and
 - (c) every member of the board of education or the conseil scolaire present and eligible to vote at a meeting of the board of education or the conseil scolaire votes in favour of the contract.
 - (d) **Repealed.** 2000, c.10, s.10.

1995, c.E-0.2, s.69; 1998, c.21, s.25 and 128;
2000, c.10, s.10.



Policy 4

REGINA

TRUSTEE CODE OF CONDUCT

BOARD OF EDUCATION

The Board commits itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum, and mutual respect when acting as members of the Board.

Specifically,

1. Trustees shall serve the Regina Public School Division to the best of their abilities, and shall be accountable for making decisions in an effort to meet the educational needs of all students. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards. It also supersedes the personal interest of any member of the Board acting as a consumer of the Regina Board of Education's services.
2. Devote time, thought and study to the duties of a trustee so that they may render effective and creditable service.
3. Work with their fellow trustees in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points of issue.
4. Work together with fellow trustees to communicate to the electorate all the facts about our schools.
5. Provide leadership to the community through setting goals and policies for educational programs and by regularly evaluating these in the light of the wishes and expectations of the Division's stakeholders.
6. Support the provincial and national school board associations for the future of trusteeship in this Province and the Nation.
7. Provide effective trustee service to the community in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.
8. Represent the Board responsibly in all Board-related matters with proper decorum and respect for others.
9. Act as a trustee for the Division to ensure that it is well maintained, fiscally secure, and operating in the best interests of those we serve.
10. Trustees shall abide by the Code of Ethics for Trustees established by the Saskatchewan School Boards Association (see Policy 4, Appendix A).
11. Trustees shall respect the confidentiality appropriate to issues of a sensitive nature.

12. Trustees shall avoid conflict of interest with respect to their trusteeship responsibility:
- 12.1 There shall be no conduct of private business or personal services between any member of the Board and the organization except as procedurally controlled to assure openness, competitive opportunity and equal access to "insider" information;
 - 12.2 When the Board is to decide upon an issue about which a member has an avoidable conflict of interest, that member shall absent him/herself without comment from not only the vote, but also from the deliberation;
 - 12.3 Trustees shall not use their positions to obtain employment in the organization for themselves, family members or close associates. Should a trustee desire employment in the organization, (s)he shall first resign;
 - 12.4 Trustees shall disclose their involvement with other organizations, with vendors, or any other associations which might produce a conflict; and
 - 12.5 Trustees who receive a pecuniary benefit or gift which exceeds \$50 in value from any person or group having an association with the Board shall disclose the matter at a closed meeting of the Board.
13. Trustees shall not attempt to exercise individual authority over the organization except as explicitly set forth in policies of the Board:
- 13.1 Trustees' interaction with the Director or with staff shall recognize the lack of authority vested in individuals except when explicitly authorized by the Board;
 - 13.2 Trustees' interaction with public, media, or other entities shall recognize the same limitation and the inability of any member of the Board, except for the Chair, to speak for the Board. Trustees may speak about what the Board has decided, and individuals may state the reason for their vote; and
 - 13.3 Trustees shall not give undue weight to an individual's judgement of the performance of the Director or of staff.
14. Trustees absent from the Division for an extended period shall, for emergency contact purposes, ensure that the office of the Director is made aware of their whereabouts.
15. Consequences for the failure of individual Trustees to adhere to the Trustee Code of Conduct are specified in Policy 4, Appendix B.

Legal Reference: Sections 68, 69, 70 The Education Act, 1995

Appendix A

**SASKATCHEWAN SCHOOL BOARDS ASSOCIATION
CODE OF ETHICS****Purpose:**

The commitment of each trustee to high ethical standards is required to ensure that the school board can responsibly fulfill its obligations and discharge its duties.

As a school trustee:

1. I will be motivated by an earnest desire to serve my Division to the best of my ability to meet the educational needs of all students.
2. I will recognize that the expenditure of school funds is a public trust, and I will endeavour to see that the funds are expended efficiently, in the best interests of the students.
3. I will not use my position for personal advantage or to the advantage of any other individual apart from the total interest of the Division, and I will resist outside pressure to so use my position.
4. I will act with integrity, and do everything possible to maintain the dignity of the office of a school trustee.
5. I will carry out my duties objectively, and I will consider all information and opinions presented to the Board in making my decisions, without bias.
6. I will work with other trustees in a spirit of respect, openness, co-operation and proper decorum, in spite of differences of opinion that arise during debate.
7. I will accept that authority rests with the Board and that I have no individual authority outside the Board, and I will abide by the majority decisions of the Board once they are made, but I shall be free to repeat the opinion that I upheld when the decision was made.
8. I will express any contrary opinion respectfully and honestly, and without making disparaging remarks, in or outside board meetings, about other trustees or their opinions.
9. I will communicate, and conduct my relationship with staff, the community, other school boards and the media in a manner that focuses on facts.
10. I will not divulge confidential information, which I obtain in my capacity as a trustee, and I will not discuss those matters outside the meetings of the Board or the Board's committees.

Appendix A

11. I will endeavour to participate in trustee development opportunities to enhance my ability to fulfill my obligations as a trustee.
12. I will not conduct myself in a manner which is intended to be to the detriment of another school board.
13. I will support the value of public education, and will endeavour to participate and encourage my Board to participate, in activities that support or promote public education in Saskatchewan.

Legal Reference: Sections 68, 69, 70 The Education Act, 1995

Appendix B

TRUSTEE CODE OF CONDUCT SANCTIONS

1. The Trustee Code of Conduct requires that the Board commit itself and its members to ethical and appropriate conduct. This includes proper use of authority, appropriate decorum, and mutual respect when acting as members of the Board.
2. Trustees shall conduct themselves in an ethical and prudent manner in compliance with the Trustee Code of Conduct, Policy 4. The failure by trustees to conduct themselves in compliance with this policy may result in the Board instituting sanctions.
3. In particular, the Trustee Code of Conduct requires that trustees shall respect the confidentiality appropriate to issues of a sensitive nature.
4. Failure to comply with this requirement constitutes a failure of security. An individual trustee may bring a suspected breach of security to the attention of the Board, at a closed meeting of the Board. If by majority vote the Board agrees that a failure has occurred, the failure shall be recorded by the Board and the following procedure shall be invoked:
 - 4.1 The Board Chair shall request that the Director or designate for the Regina Board of Education (as head of the Regina Board of Education under *The Local Authority Freedom of Information and Protection of Privacy Act*), appoint an independent investigator to review this matter. This request may occur only after such a motion has been discussed and agreed to by a majority of trustees present at a closed meeting of the Board. This decision shall immediately be approved in a public meeting of the Board.
 - 4.2 The independent investigator shall conduct an investigation and submit a report of findings and recommendations to the Board Chair and to the Director.
 - 4.3 The Board Chair shall present at a closed meeting of the Board, the report of the independent investigator. At this time, the trustee in question shall have an opportunity to present any additional, relevant information.
 - 4.4 If it is determined by a majority vote of the Board that a willful violation of security has occurred, for a first occurrence, a motion to write a letter of censure marked "Personal and Confidential" is required to be discussed and agreed upon by a majority of trustees present at a closed meeting of the Board. This decision requires immediate approval by a majority vote of trustees at a public meeting of the Board.
 - 4.5 For subsequent occurrences, a motion of censure against the trustee in question may be brought directly to a public meeting of the Board. This motion shall be approved by a majority vote of trustees present at such a meeting.

Appendix B

5. A violation of all other sections of the Code of Conduct shall result in:
 - 5.1 The Board Chair writing a letter of censure marked "Personal and Confidential" to the trustee in question. This occurs only after having such action discussed and agreed upon by a majority vote of trustees present at a closed meeting of the Board. A majority of trustees at a public meeting of the Board shall immediately approve this decision.
 - 5.2 For a subsequent occurrence, at a public meeting of the Board, a motion of censure shall be presented against the trustee in question; and/or,
 - 5.3 For a third and subsequent occurrences, at a public meeting of the Board, a motion to remove the trustee in question from one, or more, of all Board appointments may be presented.

Legal Reference: Sections 68, 69, 70 The Education Act, 1995



**REGINA
PUBLIC
SCHOOLS**

DATE: October 28, 2011

MEMO TO: Julie MacRae, Director of Education

FROM: Debra Burnett, Deputy Director, Division Services

RE: Appointment of Auditors

Subsection 85(1)(s) of The Education Act, 1995, states that a board of education shall:

“appoint, not later than March 1 in each year, one or more persons or a company or partnership to audit the books and accounts of the school division, but no person shall be appointed:

- (i) who is then, or was during the preceding year, a member of the board of education;
- (ii) who is then, or was during the preceding year, secretary or treasurer of the school division;
- (iii) who has then, or had during the preceding year, an interest in a contract made by the board of education; or
- (iv) who is employed by the board of education in any capacity except that of auditor.”

The firm of Meyers Norris Penny has provided auditing services for our school division since February, 2006. In the interest of continuity and scheduling of audit procedures, it would be advisable to appoint an auditing firm early.

RECOMMENDATION:

That, subject to submission of an acceptable audit plan (including fee schedule) to the Audit and Policy Review Committee, Meyers Norris Penny be appointed auditors for the Regina School Division No. 4 of Saskatchewan for the 2011-2012 fiscal year.