

**Public Schools Branch**  
Second Annual Public Schools Branch Board Meeting  
December 12, 2018

Minutes

The Board of Directors for the Public Schools Branch met on Wednesday, December 12, 2018 at St. Jean Elementary to conduct the second annual meeting of the Public Schools Branch.

Present: Susan Willis, Board Chair  
Harvey MacEwen  
Dale Sabean

Also in Attendance:

Parker Grimmer, Director of Public Schools Branch  
Erin Johnston, Assistant Director  
Becky Chaisson, Director of Corporate Services  
Karen Redmond, Manager of Policy and Planning  
Blake Crockett, Financial Services Coordinator  
Wendy Bernier, Director of Human Resources  
Janet Perry-Payne, EAL Program Administrator  
Sheri Gauthier, Confidential Board Secretary

The meeting was called to order by the Chair at 7:08 p.m.

**1. Approval of Agenda**

12/12/01 It was moved by Harvey MacEwen and seconded by Dale Sabean that the agenda be accepted as presented.

Motion carried.

**2. Minutes of the First Annual School Board Meeting – December 13, 2017**

12/12/02 It was moved by Dale Sabean and seconded by Harvey MacEwen that the minutes of the First Annual Public Schools Branch Board of Directors Meeting on December 13, 2017 be adopted as presented.

Motion carried.

**3. Highlights from the Annual Report**  
**3.1 Director of Public Schools Branch**

Director Grimmer shared highlights and provided an overview on the 2017-2018 Public Schools Branch Annual Report.

Director Grimmer showed his appreciation for PSB staff involved with developing the Annual Report.

12/12/03

**It was moved by Harvey MacEwen and seconded by Dale Sabean that the Public Schools Branch Annual Report 2017-2018 be approved with one minor edit to Appendix B – Board of Directors Public Meeting schedule.**

**Motion carried.**

#### **4. Financial Statements**

Becky Chaisson, Director of Corporate Services and Blake Crockett, Financial Services Coordinator provided a brief overview of the Audited Financial Statements for the period of April 1, 2017 to March 31, 2018.

12/12/04

**It was moved by Harvey MacEwen and seconded by Dale Sabean that the audited financial statements of the Public Schools Branch for fiscal year April 1, 2017 to March 31, 2018 be approved as presented.**

**Motion carried.**

#### **4.1 Appointment of the Auditor**

Becky Chaisson, Director of Corporate Services put forth a motion to appoint Grant Thornton LPP as the auditor for the 2018-2019 fiscal year.

12/12/05

**It was moved by Dale Sabean and seconded by Harvey MacEwen that Grant Thornton be appointed as Auditor for the Public Schools Branch for the 2018-2019 fiscal year at a fee to be negotiated.**

**Motion carried.**

Ms. Chaisson noted that a Request for Proposal will be issued to appoint an auditor for the 2019-2020 fiscal year.

#### **5. Comments from the Board Chair**

The Board Chair expressed thanks to staff at the Public Schools Branch for their efforts and for putting together the 2017-2018 Annual Report. The Board Chair also showed appreciation to staff at St. Jean for hosting the Board at their school.

#### **6. Adjournment**

The meeting adjourned at 7:30 p.m.