



# GOLDEN HILLS SCHOOL DIVISION

## AGENDA

**TYPE:** Organizational Meeting

**DATE:** 8/27/2019     **TIME:** 9:30 AM

**LOCATION:** Boardroom of the Golden Hills School Division No. 75

**DETAILS:**

"Powering Hope and Possibilities" Vision: Inspiring confident, connected, caring citizens of the world

Mission: Intentionally maximizing learning for all

### 1.0 Attendance

### 2.0 Call to Order

### 3.0 Welcome Public, Vision and Mission Statements

### 4.0 NEW BUSINESS

#### A) Information Items

4.1 Pecuniary Interest Forms

Info

#### B) Action Items

4.2 Election of Chair

Action

4.3 Election of Vice Chair

Action

4.4 Signing Authority

Action

4.5 Meeting Dates and Times

Action

4.6 Trustee Expenses/Per Diems/Mileage Rate/Benefit Rate/Other Expenses

Action

4.7 Conference Attendance and Provincial Alberta School Boards Association Meetings and Conferences

Action

4.8 Nomination/Election of External Committee Members

Action

4.9 Nomination/Election of Representatives to Standing Committees

Action

### 5.0 ADJOURNMENT

5.1 Adjournment

Action



## ORGANIZATIONAL MEETING BACKGROUNDER

*"Inspiring confident, connected, caring citizens of the world"*

**August 27, 2019**

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### **Background:**

In accordance with the School Act s.64 (Education Act effective September 1, 2019), the board must hold annually an organizational meeting. The Superintendent or Secretary Treasurer will act as chair at this meeting until the election of the Chair and Vice Chair. The Golden Hills Board of Trustees will deal with the following matters at its organizational meeting:

#### **1. Pecuniary Interest Declaration**

Each year as part of the Organizational Meeting, Trustees are required to disclose pecuniary interests as outlined in the School Act, s.80 (1) and s.80 (2).

Pecuniary interest is defined as follows:

With respect to a person, an interest in a matter that could monetarily affect

- (i) the person,
- (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
- (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer,
- (iv) a partnership or firm of which the person is a member, or a corporation, partnership, firm, government or person that employs the person.

#### **2. Election of Chair**

The role of the Board Chair has generally included the following: (See policy 5 Role of the Board Chair)

- (i) Be elected at the Organizational Meeting of the Board each year. All members of the Board shall be eligible for election to this office.
- (ii) Hold office until the next Organizational Meeting and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new Chair shall be elected in a manner similar to that followed in the election of the Chair at the Organizational Meeting.
- (iii) Preside over all regular and special meetings of the Board and shall have the duties and authority usually associated with that office in the conduct of meetings.
- (iv) Have duties and powers conferred by the School Act, Province of Alberta and such other responsibilities as may be required by formal action of the Board.
- (v) Ensure that the Board operates in accordance with its own policies and procedures.

- (vi) Prior to each Board meeting, confer with the Superintendent and Secretary-Treasurer on the items to be included on the agenda, the order of these items, and become familiar with them.
- (vii) Perform the following duties during Board meetings:
  - a) Ensure that all issues before the Board are well stated and clearly expressed.
  - b) Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed and a corporate decision reached.
  - c) Direct the discussion by trustees to the topic being considered by the Board.
  - d) Extend hospitality to trustees, officials of the Board, the press, and members of the public.
- (viii) Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the Board and where those are silent, Robert's Rules of Order.
- (ix) Together with the Superintendent, act as the official spokesperson for the Board.
- (x) Acting as a signing officer for the Division.
- (xi) Represent the Board at public meetings called by the Board. In the event that either the Chair or the Vice-Chair is not able to be in attendance at a Board sponsored, community function, the Chair shall endeavour to ensure that a trustee is in attendance to represent the Board.
- (xii) Present, on behalf of the Board, such awards as the Board may authorize from time to time.
- (xiii) Keep the trustees and the Superintendent informed on all matters that might affect the educational opportunities in the Division.
- (xiv) Ensure that the board engages in regular assessments of its effectiveness as a Board.

### 3. **Election of Vice-Chair**

The role of the Board Vice-Chair has generally included the following: (See policy 6 Role of the Vice-Chair)

- (i) Be elected at the Organizational Meeting of the Board each year. All members of the Board, except the Chair, shall be eligible for election to this office.
- (ii) Hold office until the next organizational meeting and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new Vice-Chair shall be elected in a manner similar to that followed in the election of the Vice-Chair at the organizational meeting.
- (iii) The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
- (iv) The Vice-Chair shall assume the powers of the Chair in his/her absence or as delegated by the Chair.
- (v) Prior to each Board Meeting, confer with the Chair, Superintendent and Secretary-Treasurer on the items to be included on the Agenda, the order of these items, and become thoroughly familiar with them.
- (vi) In the absence of the Chair and the Vice-Chair from a meeting of the Board, the members present shall appoint one of their numbers to act as Chair of the meeting.
- (vii) In the event that either the Chair or the Vice-Chair is not able to be in attendance at a Board sponsored, community function, in the absence of the Chair, the Vice-Chair shall endeavour to ensure that a trustee is in attendance to represent the Board.
- (viii) Act as a Signing Officer of the Division.

4. **Determination of Signing Authorities**

Board business transactions require signing authority for financial documents and instruments. Such items may include computerized cheques, manual cheques, operating loan agreements, capital loan agreements, trust account agreements, money orders, stop payment orders, safety deposit box rentals, pre-authorized utility payments, certificates of deposit, guaranteed investment certificates, income tax returns (charity), purchasing card (VISA) agreements and computerized banking services agreements. Typically, the board has approved as signing authorities the Chair, or Vice-Chair, or a Strathmore trustee together with either the Secretary-Treasurer or Manager of Financial Services. Current Signing Authorities: Chair, Vice-Chair, or Trustee designate together with the Secretary-Treasurer or Manager of Financial Services.

5. **Establishment of Meeting Dates**

Regular meetings of the Board are scheduled for the fourth Tuesday of each month exclusive of July and special holidays. Regular board meetings may be changed by resolution.

An additional regular meeting is usually held in late August just prior to school opening. All meetings, except for “special meetings”, commence at 9:30 a.m. and conclude at 4:30 p.m. unless extended by Board resolution. Further, Board members are expected to participate in scheduled professional development information sharing, strategic planning meetings, special meetings as needed, retreat(s), and ad hoc and/or standing committee meetings.

Board Meetings Tentative Dates	
PSBAA Fall Event Oct 16-18, 2019	PSBAA SGA May 29-31, 2020
ASBA FGM Nov 17-19, 2019	ASBA SGM June 1-2, 2020

2019-2020 Board Meetings													
AUGUST 2019							SEPTEMBER 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

2019-2020 Board Meetings													
OCTOBER 2019							NOVEMBER 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

2019-2020 Board Meetings													
DECEMBER 2019							JANUARY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

2019-2020 Board Meetings													
FEBRUARY 2020							MARCH 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7
2	3	4	5	6	7	8	8	9	10	11	12	13	14
9	10	11	12	13	14	15	15	16	17	18	19	20	21
16	17	18	19	20	21	22	22	23	24	25	26	27	28
23	24	25	26	27	28	29	29	30	31				

2019-2020 Board Meetings													
APRIL 2020							MAY 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24/ 31	25	26	27	28	29	30

2019-2020 Board Meetings						
JUNE 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

6. **Trustee Expenses/Per diems/Mileage Rate/Benefit Rate/Other Expenses**  
 Policy 7, Appendix A

Appendix A – Trustee Compensation

**Remuneration**

(Effective January 01, 2019)

<b>Trustee Remuneration Monthly Rate</b>	
Chair	\$1,160
Vice-Chair	\$945
All other trustees	\$700
Technology Allowance	\$50

<b>Benefits</b>	
As per trustee eligibility	ASEBP Benefits OR a \$2,500 ASEBP Health Spending Account

**Hourly Rates**

(Submitted through approval process)

<b>Meeting Hourly Rate</b>	
Meeting – Hourly	\$55
Meeting – Full Day (7 or more hours)	\$385
Travel* – Hourly Rate	\$27

<b>Travel and Expenses Reimbursement</b>	
As set for GHSD staff travel	Current CRA Rates

\* Other travel expenses (.e. parking, taxi fares, airfare, internet access, etc.) will be reimbursed as received.

<b>Meal Reimbursement</b>			
	Breakfast	Lunch	Dinner
Without Receipt	\$12	\$17	\$22
With Receipt	As per receipt		

<b>Trustee Development**</b>	
\$4,000 allocation per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars) in topics specifically related to education and governance. <b>** All Trustee development expenditures to be approved by Board Chair.</b>	

\*\* Includes travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates are assessed against the trustee’s individual allocation for self-directed development.

<b>Accommodation</b>	
With Receipt	As receipted
Without Receipt	Lodging allowance for private accommodations (e.g. relative’s home) at \$75 max/stay

Note: Trustees are encouraged to submit expense claims within 35 days from the date of expenditure.

### Meetings

In addition trustees are remunerated for meetings including: Regular and Special Meetings of the Board, scheduled Professional Development and Information, Retreat, Committees of the Board, Representatives of External Organizations, ASBA Conventions and Provincial meetings or when representing the board at other events in accordance with a board motion, at the following rates as per daily/hourly rate.

### Travel

This is remuneration for travel associated with Regular and Special Meetings of the Board, Retreats, Conventions and meetings of the provincial Alberta School Boards Association.

### Technology Allowance

This is reimbursement for costs associated with technology (cell phones, telephones, fax lines, internet fees, etc.) to conduct board business.

### Use of Personal Vehicle

This is reimbursement for the use of personal vehicles while on Board business.

- ◆ To be reviewed from time to time

### Trustee Development

Trustees will have an allocation of \$4,000 per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars). This will be reimbursement for the expenses related to a trustee's development in topics related to education and governance. Expenses for the trustee include travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates, if trustees wish to be compensated, are assessed to the trustee's individual allocation for self-directed development.

### Insurance Benefits

ASEBP Benefits OR if not eligible for ASEBP, a Health Spending Account

### Meals

This is reimbursement for meals while on Board business.

Per Diem	Without Receipt	Reasonable Cost (with receipt)
	\$12 Breakfast	As per receipt
	\$17 Lunch	As per Receipt
	\$22 Supper	As per Receipt

## **7. Conference Attendance and Provincial ASBA Meetings**

Trustees are expected to participate in board and trustee development activities and avail themselves of opportunities to meet other trustees on a local, provincial, national and international basis. Trustee expenses for attendance at Provincial ASBA meetings are receipted. Additionally, trustees have \$4,000 per person per term which is equivalent to \$1,000 per year, as in the past, for self-directed trustee development (e.g. Conferences and PD seminars).

- (i) Submitting of Claims – Trustees are expected to submit completed expense claim forms, with receipts attached, to the chair. The chair reviews the claims and by his/her signature authorizes reimbursement. Normally, claims are processed within a ten day period. Expense claims are to be submitted within 35 days from date of expenditure.
- (ii) School Division Staff Expenses – Expense reimbursements (where applicable) for school division staff is set at the same rates as for trustees.

All expenses for Board travel when attending Alberta School Boards Association (ASBA) and Public School Boards' Association of Alberta (PSBAA) Conferences on behalf of the Golden Hills School Division No. 75 will be covered.

## 8. Committees and Representatives of the Board

External Committees: Policy 9, *Board Representatives*

*\*Board Chair is ex officio member of all committees as per Policy 5, Role of the Board Chair.*

External Committees	Representation	Representatives
ASBA ZONE 5 (Alberta School Boards Association) Meetings as called by ASBA, approximately 10 per year	2 Trustees plus 1 alternate (one designated to vote, if required)	Trustee Mertz Trustee Pirie Alternate - Open
PSBAA (Public School Boards Association of Alberta) Meetings as called by PSBAA, approximately 2 per year	1 Trustee plus 1 Alternate (one designated to vote, if required)	Trustee Kletke Trustee Northcott (Alternate)
External Committees	Representation	Representatives
PSBAA Executive Council (all can attend), approximately 4 per year	1 Trustee plus 1 Alternate	Trustee Kletke Trustee Northcott (Alternate)

## 9. Committees and Representatives of the Board

Standing Committees of the Board: Policy 8, *Committees of the Board*

Standing Committees	Representation	Representatives
Audit Committee	TBA	TBA
Capital Planning	Full Board	Full Board
Strategic Planning	Full Board	Full Board
Policy	2 Trustees 1 Alternate Superintendent or designate	Trustee Northcott Trustee Mertz Trustee Pirie (Alternate) Superintendent or designate



Additional Committees

Committees	Representation	Approval and Ratification
Bargaining	Administration	Full Board

Committees	Representation	Representation
Advocacy	Full Board	Full Board

Additional Committees – elected yearly

Committees	Representation	Approval and Ratification
TEBA (Teachers Employee Bargaining Association)	1 Trustee	Trustee Pirie

Committees	Representation	Representation
RSBC (Rural School Board Caucus)	1 Trustee	Trustee Huntley

**Recommendation:**

That the Board of Trustees amends and/or approves each of these matters.




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Bevan Daverne  
Superintendent



## Appendix B - Organizational Meeting Election Procedures

### Election of Chair and Vice Chair (Script)

#### **CHAIR**

**Step 1 - Secretary Treasurer:** "The next order of business is the election of Chair."

**Step 2 - Secretary Treasurer:** "I now call for nominations for the position of Chair of the Golden Hills School Division for the insert year Term." *(Pause and wait for nominations to start.)*

**Step 3 - Trustee:** "I nominate insert name for Chair".

**Step 4 - Secretary Treasurer asks the Nominee:** "Do you accept the nomination?"

**Step 5 - Nominee replies:** "Accept" or "Decline"

**Step 6 - Secretary Treasurer:** "I acknowledge the nomination of insert name. Are there any further nominations?" *(Pause and wait for any further nominations. If there are more, repeat steps 3 - 6, then carry on to step 7.)*

**Step 7 - Secretary Treasurer:** "I call for nominations a second time?"

**Step 8 - Secretary Treasurer:** "I call for nominations a third time?" *(Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Secretary Treasurer declares nominations ceased.)*

**Step 9 - Secretary Treasurer:** "I declare nominations closed." *(This verifies the closing of nominations.)*

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

#### **PART A: If there is only one nomination**

**Secretary Treasurer:** "May I have a motion to declare Trustee insert name acclaimed as the Chair of Golden Hills School Division for the insert year Term?"

**Secretary Treasurer:** "Congratulations, Chair insert name. Please accept the gavel." *(ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.)*

#### **PART B: If there are multiple nominations**

*(The election will be conducted by secret ballot.)*

**Secretary Treasurer:** "For Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc."

**Secretary Treasurer:** "I appoint insert name of Associate Superintendent as Returning Officer." *(Ballots are distributed at this time.)*



**Secretary Treasurer:** “We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Chair.”

**Returning Officer** (*receives the ballots and tallies the official count. He then lets the Secretary Treasurer know the vote.*)

**Secretary Treasurer:** “May I have a motion to declare that Trustee insert name has been elected as Chair of Golden Hills School Division for the insert year Term.”

**Secretary Treasurer:** “May I have a motion to destroy the ballots? All in favour?”

**Secretary Treasurer:** “Congratulations, Chair insert name. Please accept the gavel.” (**ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.**)

## **VICE CHAIR**

**Step 1 - Chair:** “The next order of business is the election of Vice Chair”.

**Step 2 - Chair:** “I now call for nominations for the position of Vice Chair of the Golden Hills School Division for the insert year Term. (*Pause and wait for nominations to start.*)

**Step 3 - Trustee:** “I nominate insert name for Vice Chair”.

**Step 4 - Chair asks the Nominee:** “Do you accept the nomination?”

**Step 5 - Nominee replies:** “Accept” or “Decline”

**Step 6 - Chair:** “I acknowledge the nomination of insert name. Are there any further nominations?” (*Pause and wait for any further nominations. If there are more, repeat steps 3-6, then carry on to step 7.*)

**Step 7 - Chair:** “I call for nominations a second time?”

**Step 8 - Chair:** “I call for nominations a third time?” (*Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Chair declares nominations ceased.*)

**Step 9 - Chair:** “I declare nominations closed.” (*This verifies the closing of nominations.*)

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

### **PART A: If there is only one nomination**

**Chair:** “May I have a motion to declare Trustee insert name acclaimed as the Vice Chair of Golden Hills School Division for the insert year Term?”

**Chair:** “Congratulations Vice Chair insert name.”

### **PART B: If there are multiple nominations**

*(The election will be conducted by secret ballot.)*

**Chair:** “For Vice Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc.”



**Chair:** “I appoint insert name of Associate Superintendent as Returning Officer.” *(Ballots are distributed at this time.)*

**Chair:** “We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Vice Chair.”

**Returning Officer** *(receives the ballots and tallies the official count. He then lets the Chair know the vote.)*

**Chair:** “May I have a motion to declare that Trustee insert name has been elected as Vice Chair of Golden Hills School Division for the insert year Term.”

**Chair:** “May I have a motion to destroy the ballots? All in favour?”

**Chair:** “Congratulations Vice Chair insert name.”

## **TIE VOTE**

In the event of a tie vote:

- You must re-ballot until someone receives a majority. Opportunity for each of the candidates to address Trustees and answer questions may be provided prior to additional ballots.