



**Parkland School Division No. 70**

**BOARD OF TRUSTEES**

**A G E N D A**

**ORGANIZATION MEETING**

**June 25, 2019**

Organization Meeting: 11:00 AM

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*Our Vision:  
Our students possess the confidence, resilience, insight and skills required to thrive in and positively impact the world.*

## **Parkland School Division No. 70**

### **BOARD OF TRUSTEES ORGANIZATION MEETING**

**June 25, 2019 11:00 AM**

Parkland School Division Centre for Education, Stony Plain

**1. CALL TO ORDER at 11:00 AM** - Mr. McFadyen, Associate Superintendent  
\* School Act - Section 64

**2. ACCEPTANCE OF AGENDA**

*Recommendation:* That the Board of Trustees accepts the Organization Meeting Agenda of June 25, 2019, as presented.

**3. ELECTION PROCEDURES**

**3.1. Ballot vote**

*Recommendation:* That the elections of Chairperson and Vice-Chairperson be held by secret ballot.

**3.2. Appointment of Scrutineers**

*Recommendation:* That Mr. Francis and Mr. Johnston be appointed as scrutineers.

**3.3. Election by Simple Majority**

(Chairperson, Vice-Chairperson and Committee Chairperson)

*Recommendation:* That the Board of Trustees elect the Chairperson and Vice Chairperson, Advocacy Committee Chair, Education Committee Chair and Student Advisory Committee Chair by simple majority of the Trustees present.

In the event that three or more Trustees are vying for the position, the candidate with the lowest number of votes will be removed from the ballot if a simple majority is not achieved in the first vote. If there is a tie for the lowest vote, a simple majority vote of the candidates with the lowest number of votes will be held to determine who remains in the voting. If a tie remains after the subsequent vote the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority. A new vote will be taken with the remaining candidates until a majority of the Trustees vote for one candidate.

If only two candidates are vying for the position, in case of a tie after 3 rounds of voting, the names are written on individual sheets of paper, placed into a receptacle and a scrutineer draws the name of the candidate said to win a majority.

*Where the World Opens Up*

**3.4. Election of Committees**

*Recommendation:* That if more members are nominated to a committee or agency than there are positions available, an election by secret ballot shall be held and further those candidates receiving the largest number of votes shall be declared elected.

**4. ELECTION OF CHAIRPERSON**

**4.1. Nominations**

**4.2. Nominations Cease**

*Recommendation:* That nominations for the position of Board Chairperson, cease.

**5. ELECTION OF VICE-CHAIRPERSON**

**5.1. Nominations**

**5.2. Nominations Cease**

*Recommendation:* That nominations for the position of Board Vice Chairperson, cease.

**6. ELECTION OF STANDING COMMITTEE CHAIRPERSONS**

**6.1. Advocacy Committee (*Committee of the Whole*)**

**6.1.1. Nominations**

**6.1.2. Nominations Cease**

*Recommendation:* That nominations for the position of Advocacy Committee Chairperson, cease.

**6.2. Education Committee (*Committee of the Whole*)**

**6.2.1. Nominations**

**6.2.2. Nominations Cease**

*Recommendation:* That nominations for the position of Education Committee Chairperson, cease.

**6.3. Student Advisory Committee (*Committee of the Whole*)**

**6.3.1. Nominations**

**6.3.2. Nominations Cease**

*Recommendation:* That nominations for the position of Student Advisory Committee Chairperson, cease.

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**7. ELECTION OF BOARD REPRESENTATIVES TO COMMITTEES AND AGENCIES**

**7.1.** Alberta School Boards Association, Zone 2/3 (ASBA) (*2 representatives*)

**7.2.** Alberta Teachers' Association (ATA) Labour Relations (*3 representatives*)

**7.3.** Audit Committee (*3 representatives*)

- 7.4. Benefit Plan Advisory Committee (1 representative)
- 7.5. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations (3 representatives)
- 7.6. Council of School Councils (COSC) (1 representative)
- 7.7. International Union of Operating Engineers (IUOE) Labour Relations (3 representatives)
- 7.8. Public School Boards' Association of Alberta (PSBAA) Council (2 representatives)
- 7.9. Rural Caucus of Alberta School Boards (RCASB) (1 representative)
- 7.10. Spruce Grove Joint Use Committee (1 representative)
- 7.11. Stony Plain Joint Use Committee (1 representative)
- 7.12. Teacher Board Advisory Committee (TBAC) (3 representatives)
- 7.13. Teachers' Employer Bargaining Association (TEBA) (1 representative)

**8. DESTRUCTION OF BALLOTS**

*Recommendation:* that the Board of Trustees authorizes the scrutineers to destroy the ballots that were cast during the Organizational meeting of June 25, 2019.

- 6- **9. REMUNERATION SCHEDULE – POLICY 7-APPENDIX C**
- 8- **10. ESTABLISHMENT OF 2019-2020 MEETING DATES**
- 11- **11. POLICY 2 – APPENDIX 2.1 (2019-2020) BOARD ANNUAL WORK PLAN**
- 14- **12. TRUSTEE DISCLOSURE STATEMENT**
- 13. ADJOURNMENT**



## MEMORANDUM

**Date:** June 25, 2019  
**To:** Board of Trustees  
**From:** Shauna Boyce, Superintendent  
**Originator:** Scott McFadyen, Associate Superintendent  
**Subject:** **BLANKET RESOLUTION FOR COMMITTEE APPOINTMENTS**

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### Recommendation

That the Board of Trustees appoints the following members as representatives to Committees for the ensuing year:

- |     |                                                                                            |                                                             |
|-----|--------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 7.1 | Alberta School Boards Association,<br>Zone II (ASBA Zone)                                  | 1. <i>Trustee</i><br>2. <i>Trustee</i>                      |
| 7.2 | Alberta Teachers' Association (ATA)<br>Labour Relations                                    | 1. <i>Trustee</i><br>2. <i>Trustee</i><br>3. <i>Trustee</i> |
| 7.3 | Audit Committee                                                                            | 1. <i>Trustee</i><br>2. <i>Trustee</i><br>3. <i>Trustee</i> |
| 7.4 | Benefit Plan Advisory Committee                                                            | 1. <i>Trustee</i>                                           |
| 7.5 | Central Alberta Association of Municipal and<br>School Employees (CAAMSE) Labour Relations | 1. <i>Trustee</i><br>2. <i>Trustee</i><br>3. <i>Trustee</i> |
| 7.6 | Council of School Councils (COSC)                                                          | 1. <i>Trustee</i>                                           |
| 7.7 | International Union of Operating<br>Engineers (IUOE) Labour Relations                      | 1. <i>Trustee</i><br>2. <i>Trustee</i><br>3. <i>Trustee</i> |

- |      |                                                                 |                                                             |
|------|-----------------------------------------------------------------|-------------------------------------------------------------|
| 7.10 | Public School Boards' Association of Alberta (PSBAA) Council    | 1. <i>Trustee</i><br>2. <i>Trustee</i>                      |
| 7.11 | Rural Caucus of Alberta School Boards                           | 1. <i>Trustee</i>                                           |
| 7.8  | Spruce Grove Joint Use Committee                                | 1. <i>Trustee</i>                                           |
| 7.9  | Stony Plain Joint Use Committee                                 | 1. <i>Trustee</i>                                           |
| 7.12 | Teacher Board Advisory Committee (TBAC)                         | 1. <i>Trustee</i><br>2. <i>Trustee</i><br>3. <i>Trustee</i> |
| 7.13 | Teachers' Employer Bargaining Association Representative (TEBA) | 1. <i>Trustee</i>                                           |

SM:kz



## MEMORANDUM

**Date:** June 17, 2019  
**To:** Audit Committee  
**From:** Scott McFadyen, Associate Superintendent  
**Subject:** **Parkland School Division No. 70 Trustee Remuneration Board Policy 7 Appendix 3**

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**Recommendation:**

That the Audit Committee recommends approval of the amended Appendix 3 of Board Policy 7 to the Board.

**Background:**

As per Board Policy 8 Appendix 8.7 Article 2.2.1.5 the Audit Committee shall *"Review Trustee compensation and expenditure annually"*.

SM:rg



**Parkland School Division**  
**Board Policy 7: Appendix 7.3**  
**TRUSTEE REMUNERATION SCHEDULE**

**Basic Annual Honorarium and Allowance** (as per Schedule A and B)

Chair (includes additional allowance of \$13,020)	\$37,034
Vice Chair (includes additional allowance of \$5,661)	\$29,675
Trustee	\$24,014

**Per Diem for Standing Committees and Board Representation** (as per Schedule C)

Up to 4 hours	\$114
Up to 8 hours	\$228
Over 8 hours	\$342

Date Approved: June 25, 2019	Reviewed or Revised: June, 2019 April, 2019 May 2, 2017 September 6, 2016 September 8, 2015 October 7, 2014
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## MEMORANDUM

**Date:** June 25, 2019  
**To:** Board of Trustees  
**From:** Shauna Boyce, Superintendent  
**Originator:** Scott McFadyen, Associate Superintendent  
**Subject:** **2019-2020 BOARD MEETING DATES**

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### **Recommendation**

That the Board of Trustees approves the 2019-2020 meeting dates as presented at the Organization Meeting of June 25, 2019.

Administration would be pleased to respond to any questions.

SM:kz

2019-2020 Committee Meetings and Events				
MONTH/DATE	Location/Time	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
<b>AUGUST</b>				
30-8-2019	Memorial 8:30am			PSD PD Day
<b>SEPTEMBER</b>				
3-9-2019	CFE 6pm	Regular Board Meeting		
12-9-2019	CFE 9am		Audit Committee	
24-9-2019	CFE 9am	Education Committee		
24-9-2019	CFE 12:30pm	PSD Tomorrow		
25-9-2019	CFE 3:15pm		Benefits Committee	
26-9-2019	CFE 4:30pm			Retirement Celebration
<b>OCTOBER</b>				
1-10-2019	MCCHS 11:15am			Annual Shikaoi Luncheon
3-10-2019	CFE all day	Trustee Summit		
4-10-2019	CFE half day	Trustee Summit		
8-10-2019	CFE 6pm	Regular Board Meeting		
9-10-2019	SGCHS 7pm			SGCHS Awards
15-10-2019	CFE 4:15pm		Teacher Board Advisory Cte	
15-10-2019	MCCHS 7pm			MCCHS Awards
Oct 16-18, 2019	Edmonton			PSBAA Fall AGM
22-10-2019	CFE 12:30pm	PSD Tomorrow		
24-10-2019	CFE 7pm		COSC first meeting	
<b>NOVEMBER</b>				
5-11-2019	CFE 9:30am	Regular Board Meeting		
Nov 11-13, 2019		Fall Break		
Nov 17-19, 2019	Edmonton			ASBA Annual Fall Meeting
21-11-2019	CFE 1pm		Audit Committee	
21-11-2019	CFE 7pm		COSC	
26-11-2019	CFE 9:30am	Regular Board Meeting		
27-11-2019	SGCHS 7pm	Stakeholder Engagement		
<b>DECEMBER</b>				
4-12-2019	CFE 3:15pm		Benefits Committee	
17-12-2019	CFE 9:30am	Regular Board Meeting		
17-12-2019	CFE 12:30pm	PSD Tomorrow		
Dec 23 - Jan 3		Christmas Break		
<b>JANUARY</b>				
14-1-2020	CFE 6pm	Regular Board Meeting		
28-1-2020	CFE 9am	Education Committee		
28-1-2020	CFE 12:30pm	PSD Tomorrow		
<b>FEBRUARY</b>				
4-2-2020	TBD 9:00am	Student Advisory		
11-2-2020	CFE 9:30am	Regular Board Meeting		
18-2-2020	ATA Office 4:15pm		Teacher Board Advisory Cte	
20-2-2020	TBD 9:00am	Student Advisory		
20-2-2020	CFE 7pm		COSC	
25-2-2020	CFE 9:30am	PSD Tomorrow		
<b>MARCH</b>				
5-3-2020	TBD 9:00am	Student Advisory		
10-3-2020	CFE 9:30am	Regular Board Meeting		
12-3-2020	CFE 7pm		COSC	
	Tentative TBA			Tentative Evergreen (Evergreen hosting)/ Choral Celebration
2020-03-16 Tentative	Edmonton			
18-3-2020	CFE 3:15pm		Benefits Committee	
Mar 23- 27, 2020		Spring Break		
31-3-2020	CFE 12:30pm	PSD Tomorrow		
<b>APRIL</b>				
14-4-2020	CFE 9:30am	Regular Board Meeting		
21-4-2020	CFE 1pm		Audit Committee	
Apr 22 - Apr 24	TBD			Visual Arts Festival
28-4-2020	CFE 9am	Education Committee		
28-4-2020	CFE 12:30pm	PSD Tomorrow		
28-4-2020	CFE 4:15pm		Teacher Board Advisory Cte	
30-4-2019	TBD 8:30am	Education Planning		
<b>MAY</b>				
1-5-2020	Stony Plain			Milestones and Merit
5-5-2020	CFE 9:30am	Regular Board Meeting		
7-5-2020	CFE 7pm		COSC	
13-5-2020	CFE 1pm		Audit Committee	
19-5-2020	CFE 12:30pm	PSD Tomorrow		
21-5-2020	CFE 3:15pm		Benefits Committee	
26-5-2020	CFE 6:00pm	Regular Board Meeting		
<b>JUNE</b>				
May 29 - June 2	Red Deer	PSBAA/ASBA Spring General Meeting		PSBAA/ASBA Spring General Meeting
12-6-2020	TBD			SGCHS Graduation

16-6-2020	CFE 9:30am	Regular Board Meeting		
16-6-2020	CFE 12:30pm	Organizational Meeting		
16-6-2020	TBA (ATA hosting)		Teacher Board Advisory Cte	
27-6-2020	TBA			MCHS Graduation
JULY				
July 2-5, 2020	Tentative dates			Canadian School Board Association

There are 4 night time Board Meetings: Sep, Oct, Jan and May 26  
There are 8 daytime Board Meetings: Nov 5, Nov 26, Dec, Feb, Mar, Apr, May 12 and Jun  
There are 7 PSD Tomorrow Committee Meetings: Sep, Oct, Dec, Jan, Feb, Mar and Apr  
There are three Education Committee Meetings: Sep, Jan and Apr  
A Board Planning Retreat date has been planned for Oct 3, Oct 4  
A Stakeholder Engagement Evening is planned for Nov  
There are 3 Student Advisory meetings: two in Feb and one in March  
There are 4 Audit committee meetings: Sep, Nov, Apr and May  
There are 4 Benefits Committee meetings: Sep, Dec, Mar and May  
There are 5 COSC meetings: Oct, Nov, Feb, Mar and May  
There are 4 TBAC meetings: Oct, Feb, Apr and Jun  
Education Planning session is tentatively planned for April



## MEMORANDUM

**Date:** June 25, 2019  
**To:** Board of Trustees  
**From:** Shauna Boyce, Superintendent  
**Originator:** Scott McFadyen, Associate Superintendent  
**Subject:** **POLICY 2 – APPENDIX 2.1 – BOARD ANNUAL WORK PLAN (2019-2020)**

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### **Recommendation**

That the Board of Trustees approves revisions to Policy 2 Appendix 2.1 - Board Annual Work Plan (2019 – 2020) as presented at its Organization Meeting of June 25, 2019.

Administration would be pleased to respond to any questions.

SM:kz



**Parkland School Division**  
**Board Policy 2: Appendix 2.1**  
**BOARD ANNUAL WORK PLAN**

The table below outlines action items requiring board’s approval and its associated general timelines as well as information items/reports that might be of interest to the Board of Trustees. The Board Annual Work Plan may be amended from time to time as deemed necessary.

<b>Month</b>	<b>ACTION</b>	<b>INFORMATION</b>
September	<ul style="list-style-type: none"> <li>Attend Retirement Celebration</li> </ul>	<ul style="list-style-type: none"> <li>Facilities/Summer Work Report</li> <li>PAT and Diploma Results (embargoed)</li> <li>Off-site/Field trip Summary report</li> <li>HR Report</li> <li>2018/2019 Student Conduct Report</li> </ul>
October	<ul style="list-style-type: none"> <li>Approve Communication Plan</li> <li>Complete Superintendent/CEO Evaluation</li> <li>Attend Strategic Planning Meeting</li> <li>Host Shikaoi Lunch</li> <li>Attend Board Retreat</li> </ul>	<ul style="list-style-type: none"> <li>Receive September 30 Enrolment Report</li> <li>Community Partnership Report</li> </ul>
Early November	<ul style="list-style-type: none"> <li>Hold Organization Meeting (election years)</li> <li>Approve Final Budget</li> <li>Attend Fall PSBAA AGM and University</li> <li>Attend Fall AGM ASBA</li> <li>Parent Engagement Evening</li> </ul>	<ul style="list-style-type: none"> <li>Draft Unaudited Financial Report</li> <li>Student Achievement (DIPs and Achievement)</li> <li>Early Education Report</li> </ul>
End of November	<ul style="list-style-type: none"> <li>Approve Audited Financial Statement</li> <li>Approve Annual Education Results Report</li> </ul>	<ul style="list-style-type: none"> <li>Annual Report - Regional Collaborative Service Delivery (RCSD)</li> </ul>
December	<ul style="list-style-type: none"> <li>Approve Draft School Calendars</li> </ul>	<ul style="list-style-type: none"> <li>School Resource Officer Report</li> </ul>
January	<ul style="list-style-type: none"> <li>Edwin Parr Selection Committee</li> <li>Sunlife Renewal</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> Quarter Financial Report</li> <li>Wellness Project Report</li> </ul>

February	<ul style="list-style-type: none"> <li>Attend Capital Planning / System Review</li> </ul>	<ul style="list-style-type: none"> <li>OH &amp; S Report</li> <li></li> </ul>
March	<ul style="list-style-type: none"> <li>Approve Fees/Allowances</li> <li>Approve Edwin Parr Teacher Nomination</li> <li>Approve School Calendars</li> <li>Attend the Annual PSD/Evergreen Dinner</li> </ul>	<ul style="list-style-type: none"> <li>IMR Expenditure Plan</li> <li>Reporting Profile</li> </ul>
April	<ul style="list-style-type: none"> <li>Approve Capital Plan</li> <li>Complete Board Self Evaluation</li> <li>Attend Education Planning Session</li> </ul>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Quarter Financial Report and Forecast</li> <li>January Grade 12 Examination Results</li> </ul>
Early May	<ul style="list-style-type: none"> <li>Host Annual Service Awards</li> <li>Approve Budget Assumptions</li> </ul>	<ul style="list-style-type: none"> <li>Communication/Web Office Report</li> </ul>
End of May	<ul style="list-style-type: none"> <li>Approve Preliminary Budget</li> <li>Approve Three Year Education Plan</li> </ul>	<ul style="list-style-type: none"> <li>DRAFT Three Year Education Plan</li> <li>Assurance Results Report</li> <li>Technology Services Dept. Report</li> <li>PSD Priorities Report</li> </ul>
June	<ul style="list-style-type: none"> <li>Attend Spring AGM ASBA, PSBAA</li> <li>Hold Organizational Meeting (in non-election years)</li> </ul>	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Quarter Financial Report and Forecast</li> <li>Draft Board Meeting Schedule</li> </ul>
Ongoing	<ul style="list-style-type: none"> <li>Attend ASBA Zone, PSBC meetings</li> <li>Conduct Advocacy Activities</li> <li>Attend Professional Development Activities</li> <li>Attend Committee Meetings (as appointed)</li> <li>Attend Stakeholder / Committee meetings</li> <li>Attend School Council meetings</li> <li>Attend PSD Tomorrow Meetings</li> <li>Host Community Consultations</li> </ul>	<ul style="list-style-type: none"> <li>Education Plan Update as a standing item for Board meetings</li> </ul>
Date Approved: April 2, 2019		Reviewed or Revised: April 2, 2019 November 7, 2017 September 6, 2016



## MEMORANDUM

**Date:** June 25, 2019  
**To:** Board of Trustees  
**From:** Shauna Boyce, Superintendent  
**Originator:** Scott McFadyen, Associate Superintendent  
**Subject:** **TRUSTEE DISCLOSURE STATEMENT**

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Trustees are required to complete the Trustee Disclosure Statement on an annual basis, as per the provisions of Board Policy 7 Board Operations, Article 13, as presented at its Organization Meeting of June 25, 2019.

### **Background**

Trustees are required to fill out the attached form as per Section 81(1) of the School Act, Disclosure of Information and as per Policy 7 Board Operations, Article 13 Trustee Conflict of Interest, for annual disclosures.

As per the act, each trustee of a board shall file with the board's secretary a statement showing:

- (a) the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children,
- (b) the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
- (c) the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

Administration would be pleased to respond to any questions.

SM:kz