



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

ORGANIZATION MEETING

September 06, 2016

Organization Meeting: 8:30 AM

*Our Vision:
Parkland School Division is a place where exploration, creativity and imagination make learning exciting and
where all learners aspire to reach their dreams.*

Parkland School Division No. 70

BOARD OF TRUSTEES ORGANIZATION MEETING

September 06, 2016 8:30 AM

Parkland School Division Centre for Education, Stony Plain

1. **CALL TO ORDER at 8:30 AM**
Ms. Jonsson, Associate Superintendent
* School Act - Section 64
2. **ACCEPTANCE OF AGENDA**
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 Ms. Boyce and Mr. Johnston be appointed as scrutineers
 - 3.3 **Election by Simple Majority**
(Chairperson & Vice-Chairperson)
Recommendation: The Board of Trustees elect the Chairperson and Vice-Chairperson by simple majority of the Trustees present and further that 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 and a new vote will be taken and further the vote will be repeated until a majority of the Trustees vote for one candidate.
 - 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**
 - Nominations
 - Ms. Jonsson, administers the Official Oath of Office for Chairperson

Where the World Opens Up

5. **ELECTION OF VICE-CHAIRPERSON**
 - Nominations
 - Ms. Jonsson, administers the Official Oath of Office for Vice-Chairperson
- 3- 6. **BOARD POLICY 9 – BOARD REPRESENTATIVES TRUSTEE**
- 7- 7. **REMUNERATION SCHEDULE – POLICY 7-APPENDIX C**
8. **ELECTION OF STANDING COMMITTEE CHAIRPERSONS**
 8.1 Education Committee (*1 representative*)
 8.2 Student Advisory Committee (*1 representative*)
- 9- 9. **ELECTION OF BOARD REPRESENTATIVES TO COMMITTEES AND AGENCIES**
 9.1 Benefit Plan Advisory Committee (*1 representative*)
 9.2 Teacher/Board Advisory Committee (*3 representatives*)
 9.3 Audit Committee (*3 representatives*)
 9.4 Alberta Teachers’ Association (ATA) Labour Relations (*3 representatives*)
 9.5 Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations (*3 representatives*)
 9.6 International Union of Operating Engineers (IUOE) Labour Relations (*3 representatives*)
 9.7 Advocacy Committee (*3 representatives*)
 9.8 Alberta School Boards’ Association, Zone 2/3 (ASBA-Zone) (*3 representatives*)
 9.9 Public School Boards’ Association of Alberta (PSBAA) Council (*2 representatives*)
 9.10 Council of School Councils (COSC) (*1 representative*)
 9.11 Spruce Grove Joint Use Committee (*1 representative*)
 9.12 Stony Plain Joint Use Committee (*1 representative*)
10. **DESTRUCTION OF BALLOTS**
Recommendation: that the scrutineers are authorized to destroy the ballots that were cast during the Organizational meeting.
- 11- 11. **ESTABLISHMENT OF 2016-2017 MEETING DATES**
- 14- 12. **POLICY 2 – APPENDIX (BOARD ANNUAL WORK PLAN)**
13. **TRUSTEE DISCLOSURE STATEMENT**
Recommendation: that the Board of Trustees directs Trustees to complete the Trustee Disclosure Statement on an annual basis, as per the provisions of Board Policy 7 (13) Board Operations.
14. **ADJOURNMENT**



MEMORANDUM

Date: September 06, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **POLICY 9 – BOARD REPRESENTATIVES**

Recommendation

That the Board of Trustees approves the revisions to Policy 9 as presented at the Organization Meeting of September 6, 2016.

Background

Policy 9 Article 6 – C2 Committee has been deleted from the list of Board Representatives.

Administration would be pleased to respond to any questions.

CJ:bms

Policy 9

BOARD REPRESENTATIVES

The Board may appoint trustees to represent the Board on various external committees, agencies and organizations. Such representation is established at the discretion of the Board to facilitate the exchange of information on matters of mutual concern and/or to discuss possible agreements between the Division and other organizations.

The Board will determine the terms of reference for each representative. The Superintendent may appoint resource personnel to work with representatives and shall determine the roles, responsibilities and reporting requirements of resource personnel.

The following committees/organizations will have a Board representative as identified at the annual organization meeting:

1. Alberta School Boards Association (ASBA) Zone 2/3
 - 1.1 Purpose
 - Represent the Board at meetings of ASBA Zone 2/3
 - 1.2 Powers and Duties
 - Attend ASBA Zone 2/3 meetings
 - Represent the Board's positions and interests at the Zone level
 - Communicate to the Board the work of ASBA Zone 2/3
 - 1.3 Membership
 - Three (3) trustees
 - When a trustee is elected to the Executive, trustee representation will be reduced to two (2) trustees
 - 1.4 Meetings
 - As called by ASBA Zone 2/3
2. Spruce Grove Joint Use Committee
 - 2.1 Purpose
 - Represent the Board at Joint Use Committee meetings
 - 2.2 Powers and Duties
 - Attend committee meetings
 - Represent the Board's positions and interests
 - Communicate to the Board the work of the committee

- 2.3 Membership
 - One (1) trustee
 - Superintendent or designate(s)
- 2.4 Meetings
 - As called by the executive of the Joint Use Committee
- 3. Stony Plain Joint Use Committee
 - 3.1 Purpose
 - Represent the Board at Joint Use Committee meetings
 - 3.2 Powers and Duties
 - Attend committee meetings
 - Represent the Board's positions and interests
 - Communicate to the Board the work of the committee
 - 3.3 Membership
 - One (1) trustee
 - Superintendent or designate(s)
 - 3.4 Meetings
 - As called by the executive of the Joint Use Committee
- 4. Public School Boards' Association of Alberta (PSBAA) Council
 - 4.1 Purpose
 - Represent the Board at meetings of PSBAA Council
 - 4.2 Powers and Duties
 - Attend PSBAA Council meetings
 - Represent the Board's positions and interests
 - Communicate to the Board the work of PSBAA Council
 - 4.3 Membership
 - Three (3) trustees
 - When a trustee is elected to the Executive, trustee representation will be reduced to two (2) trustees
 - 4.4 Meetings
 - As called by PSBAA Council
- 5. Council of School Councils (COSC)
 - 5.1 Purpose
 - Represent the Board at meetings of the Council of School Councils

5.2 Powers and Duties

- Attend agenda meetings and Council of School Councils meetings
- Represent the Board's positions and interests
- Communicate to the Board the work of the Council
- Attend the ASCA parent conference and Annual General Meeting

5.3 Membership

- One (1) trustee
- Superintendent or designate(s)

5.4 Meetings

- As called by the Council

~~6. C2 Committee~~

~~6.1 Purpose~~

- ~~• To improve teacher efficacy by developing and providing recommendations to the Superintendent of PSD 70.~~

~~6.2 Powers and Duties~~

- ~~• Attend C2 Committee meetings~~
- ~~• Communicate key messages of the committee~~

~~6.3 Membership~~

- ~~• One (1) trustee~~

~~6.4 Meetings~~

- ~~• As called by the C2 Committee.~~

Legal Reference: Section 61, 68 School Act

Revision date 05 October 2010
 Revision date 04 October 2011
 Revision date 05 November 2013
 Revision date 08 September 2015
Revision date 06 September 2016



MEMORANDUM

Date: September 6, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **TRUSTEE REMUNERATION SCHEDULE**

Recommendation

That the Board of Trustees approves the Trustee Remuneration Schedule as presented at its Organization Meeting of September 6, 2016.

Administration would be pleased to respond to any questions.

CJ:bms

Policy 7 Appendix C

This document was updated following the Annual Organizational Meeting.

TRUSTEE REMUNERATION SCHEDULE (2016-2017)

Basic Annual Honorarium and Allowance			21,634.00
Additions to Basic			
Board Chair Annual Honorarium and Allowance			11,730.00
Vice-Chair			5,100.00
Committee Rates – Claimable at Per Diem Rate			
Per Diem	up to 4 hours		103.00
	up to 8 hours		206.00
	over 8 hours		309.00
Travel Allowance			\$0.51
	Trustees	Up to 4 hours	MAXIMUM TOTAL BUDGET
Standing Committee Board Representatives			
Chair of the Education Committee	1	3	309.00
Chair of the Student Advisory Committee	1	4	412.00
Benefits Committee	1	3	309.00
Teacher Advisory Committee	3	4	1,236.00
Audit Committee	3	4	1,236.00
Labour Relations	9	8	7,416.00
Advocacy Committee	3	4	1,236.00
Appointed Board Representative to:			
Alberta School Boards' Association *	3	60	6,180.00
Joint Use	2	4	824.00
Public School Boards' Association *	3	60	6,180.00
Council of School Councils	1	10	1,030.00

* When a Trustee is elected to the Executive, trustee representation will be reduced to two (2)

Revision Date:
03 September 2013
01 October 2013
07 November 2013
07 October 2014
08 September 2015
06 September 2016



MEMORANDUM

Date: September 6, 2016
To: Board of Trustees
From: Trustee
Originator: Claire Jonsson, Associate Superintendent
Subject: **BLANKET RESOLUTION FOR COMMITTEE APPOINTMENTS**

Recommendation

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

- | | | |
|-----|--|---|
| 9.1 | Benefit Plan Advisory Committee | 1. <i>Trustee</i> |
| 9.2 | Teacher/Board Advisory Committee | 1. <i>Trustee</i>
2. <i>Trustee</i>
3. <i>Trustee</i> |
| 9.3 | Audit Committee | 1. <i>Trustee</i>
2. <i>Trustee</i>
3. <i>Trustee</i> |
| 9.4 | Alberta Teachers' Association (ATA)
Labour Relations | 1. <i>Trustee</i>
2. <i>Trustee</i>
3. <i>Trustee</i> |
| 9.5 | Central Alberta Association of Municipal and
School Employees (CAAMSE) Labour Relations | 1. <i>Trustee</i>
2. <i>Trustee</i>
3. <i>Trustee</i> |
| 9.6 | International Union of Operating
Engineers (IUOE) Labour Relations | 1. <i>Trustee</i>
2. <i>Trustee</i>
3. <i>Trustee</i> |
| 9.7 | Advocacy Committee | 1. <i>Trustee</i>
2. <i>Trustee</i>
3. <i>Trustee</i> |

- | | | |
|------|---|---|
| 9.8 | Alberta School Boards' Association,
Zone II (ASBA Zone) | <i>1. Trustee</i>
<i>2. Trustee</i>
<i>3. Trustee</i> |
| 9.9 | Public School Boards' Association
of Alberta (PSBAA) Council | <i>1. Trustee</i>
<i>2. Trustee</i> |
| 9.10 | Council of School Councils (COSC) | <i>1. Trustee</i> |
| 9.11 | Spruce Grove Joint Use Committee | <i>1. Trustee</i> |
| 9.12 | Stony Plain Joint Use Committee | <i>1. Trustee</i> |

CJ:bms



MEMORANDUM

Date: September 06, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **2016-2017 BOARD MEETING DATES**

Recommendation

That the Board of Trustees approves the 2016-2017 meeting dates as presented at the Organization Meeting of September 6, 2016.

Administration would be pleased to respond to any questions.

CJ:bms

2016-2017 Committee Meetings and Events

MONTH/DATE	Location/Time	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS	Possible Conferences
AUGUST					
23/08/2016	CFE 9:00am	PSD Tomorrow			
29/08/2016	Memorial 8:30am			PSD PD Day	
SEPTEMBER					
06/09/2016	CFE 8:30am	Organization Meeting			
06/09/2016	CFE 9:30am	Regular Board Meeting			
Sept 6-8	External	Board Planning Retreat			
14/09/2016	CFE 9:00am		Audit Committee		
19/09/2016	CFE 3:15pm		Benefits Committee		
20/09/2016	CFE 9:00am	Education Committee			
20/09/2016	CFE 12:30pm	PSD Tomorrow			
21/09/2016	CFE 4pm			Retirement Celebration	
27/09/2016	MCHS 7pm			MCHS Grade 10-11 Awards	
OCTOBER					
10/4/2016	MCHS 11:30 am			Annual Shikaoi Luncheon	
04/10/2016	CFE 9:30am	Regular Board Meeting			
05/10/2016	CFE 7pm		COSC		A.U.M.A - Edmonton Oct 5-6
11/10/2016	MCHS 7pm			MCHS Grade 12 Awards	
17/10/2016	CFE 12:30pm	PSD Tomorrow			
18/10/2016	CFE 4:15pm		Teacher/Board Advisory		
18/10/2016	SGCHS 7pm			SGCHS Awards	
October 19-21, 2016	Edmonton	PSBAA Annual Fall Meeting			PSBAA Fall AGM
25/10/2016	CFE 9:00am	Strategic Planning			
NOVEMBER					
01/11/2016	CFE 9:30am	Regular Board Meeting			
November 11-15		Fall Break			
08/11/2016	CFE 1pm	PSD Tomorrow			
17/11/2016	CFE 1pm		Audit Committee		
17/11/2016	TBD	Public Engagement Evening			
Nov 20-22, 2016	Edmonton	ASBA Annual Fall Meeting			ASBA Fall AGM
25/11/2016	TBD 8:30 am			Division PD Day	
29/11/2016	CFE 6:30 pm	Regular Board Meeting			
30/11/2015	CFE 7pm		Tentative COSC		
DECEMBER					
06/12/2016	CFE 9:00am	Strategic Planning			
07/12/2016	CFE 3:15pm		Benefits Committee		
13/12/2016	CFE 9:30am	Regular Board Meeting			
Dec 26 - Jan 6		Christmas Break			
JANUARY					
10/01/2017	CFE 6:30pm	Regular Board Meeting			
17/01/2017	CFE 9am	Education Committee			
17/01/2017	CFE 12:30pm	PSD Tomorrow			Shaping the Future Jan 26-30 Kananaskis
FEBRUARY					
03/02/2017	TBD 9:00am	Spruce Grove Student Advisory			
07/02/2017	CFE 9:30am	Regular Board Meeting			
16/02/2016	CFE 7pm		Tentative COSC		
Tentative 2/16/2017	Keephills 7:30pm		Keephills Condo Association		
21/02/2017	TBD 9:00am	Stony Plain Student Advisory			
21/02/2017	CFE 12:30pm	PSD Tomorrow			
21/02/2017	ATA Office 4:15pm		Teacher/Board Advisory Cte		
28/02/2017	CFE 9:30am	Strategic Planning			
MARCH					
01/03/2017	TBD 9:00am	West End Student Advisory			Alberta Rural Education Symposium
07/03/2017	CFE 6:30pm	Regular Board Meeting			March 6-8 Edmonton
21/03/2017	CFE 12:30pm	PSD Tomorrow			
22/03/2017	CFE 7pm		Tentative COSC		
Tentative	TBA			Tentative Evergreen / PSD meeting (PSD hosting)	
March 22, 2017 Tent	Edmonton			Choral Celebration	
20/03/2017	CFE 3:15pm		Benefits Committee		
Mar 24- Mar 31		Spring Break			

APRIL					
04/04/2017	CFE 9:30am	Regular Board Meeting			
12/04/2017	TBA 9am	Three Year Education Planning			
18/04/2017	CFE 9am	Education Committee			
18/04/2017	CFE 12:30pm	PSD Tomorrow			
18/04/2017	CFE 4:15pm		Teacher/Board Advisory Cte		
24/04/2017	CFE 1pm		Audit Committee		Alberta School Council Asso. AGM
Apr 25 - Apr 27	TBA			Visual Arts Festival	April 28-30, Edmonton
MAY					
02/05/2017	CFE 6:30pm	Regular Board Meeting			
03/05/2017	CFE 7pm		Tentative COSC		
5/5/2017	River Cree 6pm			Milestones and Merit	
11/05/2017	CFE 1pm		Audit Committee		
16/05/2017	CFE 12:30pm	PSD Tomorrow			
19/05/2017	TBA			Tentative SGCHS Graduation	
24/05/2017	CFE 9:00 am	Full Student Advisory			
24/05/2017	CFE 3:15pm		Benefits Committee		
30/05/2017	CFE 9:30am	Regular Board Meeting			
JUNE					
June 2 - 6	Red Deer	PSBAA/ASBA Spring General Meeting			PSBAA/ASBA Spring General Meeting
07/06/2017	TBA				
13/06/2017	CFE 6:30pm	Regular Board Meeting			
20/06/2017	CFE 1:00pm	PSD Tomorrow			
20/06/2017	TBA (PSD hosting)		Teacher/Board Advisory Cte		Canadian School Boards Asso
30/06/2017	TBA			Tentative MCHS Graduation	July TBD



MEMORANDUM

Date: September 06, 2016
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **POLICY 2 - APPENDIX – BOARD ANNUAL WORK PLAN (2016 – 2017)**

Recommendation

That the Board of Trustees approves revisions to Policy 2 Appendix - Board Annual Work Plan (2016 – 2017) as presented at its Organization Meeting of September 6, 2016.

Administration would be pleased to respond to any questions.

CJ:bms

Policy 2 Appendix

BOARD ANNUAL WORK PLAN (2016 – 2017)

Month	ACTION	INFORMATION
September	<ul style="list-style-type: none"> • Hold Organization Meeting • Approve July Financial Report • Complete Board Self-Evaluation • Attend Retirement Celebration • Attend Board Retreat 	<ul style="list-style-type: none"> • Receive Facilities/Summer Work Report • Receive PAT and Diploma Results (embargoed)
October	<ul style="list-style-type: none"> • Approve Communication Plan • Complete Superintendent/CEO Evaluation • Attend Fall PSBAA AGM and University • Attend Strategic Planning Meeting • Host Shikaoi Lunch 	<ul style="list-style-type: none"> • Receive September 30 Enrolment Report
01 November	<ul style="list-style-type: none"> • Hold Organization Meeting (election years) • Fourth Quarter Financial Report • Approve Final Budget • Modular Classroom Requests • Attend Fall AGM ASBA • Parent Engagement Evening 	<ul style="list-style-type: none"> • Receive Student Achievement (DIPs and Achievement) • Receive Vandalism Report
30 November	<ul style="list-style-type: none"> • Approve Audited Financial Statement • Approve Annual Education Results 	<ul style="list-style-type: none"> •
December	<ul style="list-style-type: none"> • Approve October Financial Report • Approve Draft School Calendars 	<ul style="list-style-type: none"> • School Resource Officer Report • Education Plan to Life in PSD
January	<ul style="list-style-type: none"> • Approve November Financial Report (First Quarter) • Edwin Parr Selection Committee • Sunlife Renewal 	<ul style="list-style-type: none"> •
February	<ul style="list-style-type: none"> • Approve December Financial Report • Attend Capital Planning / System Review 	<ul style="list-style-type: none"> • Class Size Initiative • OH & S Report
March	<ul style="list-style-type: none"> • Approve Fees/Allowances • Approve Edwin Parr Teacher Nomination • Approve January Financial Report • Approve School Calendars • Attend the Annual PSD/Evergreen Dinner 	<ul style="list-style-type: none"> • Approve IMR Expenditure Plan • Receive Reporting Profile 2016-2017

April	<ul style="list-style-type: none"> • Approve February Financial Report (Second Quarter) • Approve Capital Plan/ Three Year Plan • Attend Education Planning Session 	<ul style="list-style-type: none"> • Receive January Grade 12 Examination Results • Receive Transportation Services Dept. Report • Receive People Services Dept. Report
02 May	<ul style="list-style-type: none"> • Host Annual Service Awards • Approve Budget Assumptions • Approve March 31 Financial Report 	<ul style="list-style-type: none"> • Receive Finance Services Dept. Report • Receive Communication/Web Office Report
30 May	<ul style="list-style-type: none"> • Approve Preliminary Budget • Approve April Financial Report 	<ul style="list-style-type: none"> • DRAFT 2016-2019 Three Year Education Plan • Receive Assurance Results Report • Receive Technology Services Dept. Report • PSD Priorities Report • Wellness Project Report
June	<ul style="list-style-type: none"> • Approve May Financial Report (Third Quarter) • Three Year Education Plan Report • Attend Spring AGM ASBA, PSBAA 	<ul style="list-style-type: none"> • Draft Board Meeting Schedule • Receive Facilities Dept. Report
Ongoing	<ul style="list-style-type: none"> • Attend ASBA Zone, PSBC meetings • Hold Expulsion Hearings as needed • Conduct Advocacy Activities • Attend Professional Development Activities • Attend Committee Meetings (as appointed) • Attend Stakeholder / Committee meetings • Attend School Council meetings • Attend PSD Tomorrow Meetings • Host Community Consultations 	<ul style="list-style-type: none"> • Throughout the year, reports on the four goals will be presented.

Legal Reference: Section 39, 43, 45, 56, 60, 61, 62, 63, 78, 147, 187, 188 School Act
Section 16, Government Accountability Act
Local Authorities Election Act