



Parkland School Division No. 70

BOARD OF TRUSTEES

A G E N D A

ORGANIZATION MEETING

September 08, 2015

Organization Meeting: 5:30 PM
Public Session: 6:30 PM

*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 08, 2015 5:30 PM

Parkland School Division Centre for Education, Stony Plain

1. CALL TO ORDER

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 Dr. McConnell and Ms. Wilkins 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

Where the World Opens Up

- Ms. Jonsson, administers the Official Oath of Office for Chairperson

5. ELECTION OF VICE-CHAIRPERSON

- Nominations

- Ms. Jonsson, administers the Official Oath of Office for Vice-Chairperson

-3-

6. POLICY 9 – BOARD REPRESENTATIVES

-7-

7. TRUSTEE REMUNERATION SCHEDULE

8. ELECTION OF STANDING COMMITTEE CHAIRPERSONS

8.1 Education Committee (*1 representative*)

8.2 Student Advisory Committee (*1 representative*)

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 Spruce Grove Joint Use Committee (*1 representative*)

9.10 Stony Plain Joint Use Committee (*1 representative*)

9.11 Public School Boards' Association of Alberta (PSBAA) Council (*2 representatives*)

9.12 Council of School Councils (COSC) (*1 representative*)

9.13 C2 Committee (*1 representative*)

10. DESTRUCTION OF BALLOTS

Recommendation: that the scrutineers are authorized to destroy the ballots that were cast during the Organizational meeting.

-9-

11. ESTABLISHMENT OF 2015-2016 MEETING DATES

-12-

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 08, 2015
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 8, 2015.

Background

Policy 9 Article 6 – Linkages Committee has been deleted to 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
 - 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
 - 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. Linkages Committee (Region 6)~~

~~6.1 Purpose~~

- ~~• Represent the Board at meetings of Linkages Committee (Region 6)~~

~~6.2 Powers and Duties~~

- ~~• Attend Linkages Committee (Region 6) meetings~~
- ~~• Represent the Board's positions and interests~~
- ~~• Communicate to the Board the work of the Committee~~

~~6.3 Membership~~

- ~~• One (1) trustee~~

~~6.4 Meetings~~

- ~~• As called by Linkages Committee (Region 6)~~

7. C2 Committee

7.1 Purpose

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

7.2 Powers and Duties

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

7.3 Membership

- One (1) trustee

7.4 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



MEMORANDUM

Date: September 8, 2015
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **TRUSTEE REMUNERATION SCHEDULE**

Recommendation

That the Board of Trustees approves revisions to Trustee Remuneration Schedule as presented at its Organization Meeting of September 8, 2015.

Administration would be pleased to respond to any questions.

CJ:bms

TRUSTEE REMUNERATION SCHEDULE

Basic Annual Honorarium and Allowance			<u>21,634.00</u>
Additions to Basic			
Board Chair Annual Honorarium and Allowance			<u>11,730.00</u>
Vice-Chair			<u>5,100.00</u>
Committee Rates – Claimable at Per Diem Rate			
Per Diem	up to 4 hours		<u>103.00</u>
	up to 8 hours		<u>206.00</u>
	over 8 hours		<u>309.00</u>
Travel Allowance			\$0.51
	Trustees	Up to 4 hours	MAXIMUM TOTAL BUDGET
Standing Committee Board Representatives			
Chair of the Education Committee	1	3	<u>309.00</u>
Chair of the Student Advisory Committee	1	4	<u>412.00</u>
Benefits Committee	1	3	<u>309.00</u>
Teacher Advisory Committee	3	4	<u>1,236.00</u>
Audit Committee	3	4	<u>1236.00</u>
Labour Relations	9	8	<u>7,416.00</u>
Advocacy Committee	3	4	<u>1236.00</u>
Appointed Board Representative to:			
Alberta School Boards' Association *	3 *	60	<u>6,180.00</u>
Joint Use	2	4	<u>824.00</u>
Public School Boards' Association *	3 *	60	<u>6,180.00</u>
Council of School Councils	1	10	<u>1,030.00</u>
Board/ATA C2 Committee	1	4	<u>412.00</u>
MEAL RATES			
Breakfast			<u>12.00</u>
Lunch			<u>15.00</u>
Dinner			<u>24.00</u>
Full Day			<u>51.00</u>
Gratuity Allowance			<u>9.00</u>

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



MEMORANDUM

Date: September 8, 2015
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 Kilduff</i> |
| 9.2 | Teacher/Board Advisory Committee | 1. <i>Trustee Heinrichs</i>
2. <i>Trustee Linder</i>
3. <i>Trustee Kucher-Johnson</i> |
| 9.3 | Audit Committee | 1. <i>Trustee Heinrichs</i>
2. <i>Trustee Gilchrist</i>
3. <i>Trustee Kucher-Johnson</i> |
| 9.4 | Alberta Teachers' Association (ATA)
Labour Relations | 1. <i>Trustee Gilchrist</i>
2. <i>Trustee Cameron</i>
3. <i>Trustee Kilduff</i> |
| 9.5 | Central Alberta Association of Municipal and
School Employees (CAAMSE) Labour Relations | 1. <i>Trustee Gilchrist</i>
2. <i>Trustee Kucher-Johnson</i>
3. <i>Trustee Kilduff</i> |
| 9.6 | International Union of Operating
Engineers (IUOE) Labour Relations | 1. <i>Trustee Heinrichs</i>
2. <i>Trustee Linder</i>
3. <i>Trustee Kinsey</i> |
| 9.7 | Advocacy Committee | 1. <i>Trustee Kucher-Johnson</i>
2. <i>Trustee Kilduff</i>
3. <i>Trustee Kinsey</i> |

- | | | |
|------|---|---|
| 9.8 | Alberta School Boards' Association,
Zone II (ASBA Zone) | <i>1. Trustee Kucher-Johnson</i>
<i>2. Trustee Kilduff</i>
<i>3. Trustee Kinsey</i> |
| 9.9 | Spruce Grove Joint Use Committee | <i>1. Trustee Kilduff</i> |
| 9.10 | Stony Plain Joint Use Committee | <i>1. Trustee Gilchrist</i> |
| 9.11 | Public School Boards' Association
of Alberta (PSBAA) Council | <i>1. Trustee Heinrichs</i>
<i>2. Trustee Gilchrist</i> |
| 9.12 | Council of School Councils (COSC) | <i>1. Trustee Kilduff</i> |
| 9.13 | C2 Committee | <i>1. Trustee Gilchrist</i> |

CJ:bms



MEMORANDUM

Date: September 08, 2015
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **2015-2016 BOARD MEETING DATES**

Recommendation

That the Board of Trustees approves the 2015-2016 meeting dates as presented at the Organization Meeting of September 8, 2015.

Administration would be pleased to respond to any questions.

CJ:bms

DRAFT 2015-2016 Committee Meetings and Events

MONTH/DATE	Location/Time	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS	Possible Conferences
AUGUST					
August 27, 2015	CFE 9:30am	PSD Tomorrow			
August 31, 2015	Memorial 8:30am			PSD PD Day	
SEPTEMBER					
September 8, 2015	CFE 5:30pm	Organization Meeting			
September 8, 2015	CFE 6:30pm	Regular Board Meeting			
September 9, 2015	CFE 9:30am		Audit Committee		
September 14, 2015	CFE 3:15pm		Benefits Committee		
September 15, 2015	CFE 9am	Education Committee			
September 15, 2015	CFE 12:30pm	PSD Tomorrow			
September 22, 2015	MCHS 7pm			MCHS Grade 10-11 Awards	
September 22, 2015	CFE 8:30am		C2 Committee		
September 23, 2015	CFE 4pm			Retirement Celebration	A.U.M.A - Calgary 23-25
Sept. 29-30 2015	External	Board Planning			
OCTOBER					
TBD	CFE 7pm		Tentative COSC		
October 6, 2015	CFE 9:30am	Regular Board Meeting			
October 13, 2015	MCHS 7pm			MCHS Grade 12 Awards	
TBD	MCHS 11:30 am			Annual Shikaoi Luncheon	
October 20, 2015	CFE 12:30pm	PSD Tomorrow			
October 20, 2015	CFE 4:15pm		Teacher/Board Advisory		
October 21, 2015	CFE 9am		Lead Team as assigned		
October 21, 2015	SGCHS 7pm			SGCHS Awards	
October 21-23	Edmonton	PSBAA Annual Fall Meeting			PSBAA Fall AGM
October 27, 2014	CFE 9:30am	Strategic Planning			
NOVEMBER					
November 3, 2015	CFE 9:30am	Regular Board Meeting			
November 11-13		Fall Break			
November 10, 2015	CFE 1pm	PSD Tomorrow			
Nov 15-17, 2015	Edmonton	ASBA Annual Fall Meeting			ASBA Fall AGM
November 19, 2015	CFE 1pm		Audit Committee		
November 19, 2015	TBD	Public Engagement Evening			
November 25, 2015	CFE 7pm		Tentative COSC		
DECEMBER					
December 1, 2015	CFE 9:30 am	Regular Board Meeting			
December 2, 2015	CFE 3:15pm		Benefits Committee		
December 3, 2015	CFE 9:30am	Strategic Planning			
December 10, 2015	CFE 9:30am				
December 16, 2015	CFE 9am		Lead Team as assigned		
Dec 21 - Jan 4		Christmas Break			
JANUARY					
January 5, 2016	CFE 6:30pm	Regular Board Meeting			
January 19, 2016	CFE 9am	Education Committee			
January 19, 2016	CFE 12:30pm	PSD Tomorrow			
January 29, 2016	TBD 8:30 am			Division PD Day	Shaping the Future Jan 26-30 Kananaskis
FEBRUARY					
February 2, 2016	CFE 9:30am	Regular Board Meeting			
February 16, 2016	CFE 12:30pm	PSD Tomorrow			
February 16, 2016	ATA Office 4:15pm		Teacher/Board Advisory Cte		
February 17, 2016	Keephills 7:30pm		Keephills Condo Association		
February 17, 2016	CFE 9am		Lead Team as assigned		
February 23, 2016	CFE 9:30am	Strategic Plan			
February 24, 2016	CFE 7pm		Tentative COSC		
MARCH					
March 1, 2016	CFE 6:30pm	Regular Board Meeting			
March 15, 2016	CFE 12:30pm	PSD Tomorrow			Alberta Rural Education Symposium
March 16, 2016	CFE 7pm		Tentative COSC		March 6-8 Canmore
Tentative	TBA		Tentative Evergreen / PSD meeting (PSD hosting)		
March 21, 2015 Tent	Edmonton			Choral Celebration	
March 21, 2016	CFE 3:15pm		Benefits Committee		
Mar 25 - Apr 1		Spring Break			

MONTH/DATE	Location/Time	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS	Possible Conferences
APRIL					
April 5, 2016	CFE 9:30am	Regular Board Meeting			
April 12, 2016	TBA 9am	Three Year Education Planning			
April 19, 2016	CFE 9am	Education Committee			
April 19, 2016	CFE 12:30pm	PSD Tomorrow			
April 19, 2016	CFE 4:15pm		Teacher/Board Advisory Cte		
April 20, 2016	CFE 9am		Lead Team as assigned		
April 25, 2016	CFE 1pm		Audit Committee		Alberta School Council Asso. AGM
Apr 27 - Apr 29	TBA			Visual Arts Festival	April 22-24, Edmonton
MAY					
May 3, 2016	CFE 6:30pm	Regular Board Meeting			
May 4, 2016	CFE 7pm		Tentative COSC		
May 6, 2016	River Cree 6pm			Milestones and Merit	
May 12, 2016	CFE 1pm		Audit Committee		
May 17, 2016	CFE 12:30pm	PSD Tomorrow			
May 19, 2016	Edmonton 5pm			Tentative SGCHS Grad	
May 25, 2016	CFE 3:15pm		Benefits Committee		
May 31, 2016	CFE 9:30am	Regular Board Meeting			
JUNE					
June 3 - 7	Red Deer	PSBAA/ASBA Spring General Meeting			PSBAA/ASBA Spring General Meeting
June 8, 2016	TBA		Lead Team as assigned		
June 14, 2016	CFE 6:30pm	Regular Board Meeting			
June 21, 2016	CFE 1:00pm	PSD Tomorrow			
June 21, 2016	TBA (ATA hosting)		Teacher/Board Advisory Cte		
June 30, 2016	TBA			Tentative MCHS Graduation	Canadian School Boards Asso
TBD	Edmonton				July TBD



MEMORANDUM

Date: September 08, 2015
To: Board of Trustees
From: Tim Monds, Superintendent
Originator: Claire Jonsson, Associate Superintendent
Subject: **POLICY 2 - APPENDIX – BOARD ANNUAL WORK PLAN (2015 – 2016)**

Recommendation

That the Board of Trustees approves revisions to Policy 2 Appendix - Board Annual Work Plan (2015 – 2016) as presented at its Organization Meeting of September 8, 2015.

Administration would be pleased to respond to any questions.

CJ:bms

Policy 2 Appendix

BOARD ANNUAL WORK PLAN (2015 – 2016)

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
05 November	<ul style="list-style-type: none"> • Hold Organization Meeting (election years) • Approve August Unaudited Financial Report • Approve Final Budget • Attend Fall AGM ASBA • Modular Classroom Requests 	<ul style="list-style-type: none"> • Receive Student Achievement • Receive Staffing Report • Receive Vandalism Report
December	<ul style="list-style-type: none"> • Approve Audited Financial Statement • Approve October Financial Report • Sunlife renewal • Approve Annual Education Results • Approve Draft School Calendars 	<ul style="list-style-type: none"> • Accountability Pillar Results Report
January	<ul style="list-style-type: none"> • Approve November Financial Report (First Quarter) • Edwin Parr Selection Committee 	<ul style="list-style-type: none"> • School Resource Officer Report
February	<ul style="list-style-type: none"> • Approve December Financial Report • Approve Fees/Allowances • Attend Capital Planning / System Review 	<ul style="list-style-type: none"> • 2013-2014 Class Size Initiative • OH & S Report
March	<ul style="list-style-type: none"> • 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 2014-2015
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 Dept. Report • Receive Human Resources Dept. Report

06 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 Business & Finance Dept. Report • Resiliency Project Report • DRAFT 2016-2019 Three Year Education Plan
28 May	<ul style="list-style-type: none"> • Approve Preliminary Budget • Approve April Financial Report • 	<ul style="list-style-type: none"> • Receive Technology Dept. Report • PSD Priorities Report
June	<ul style="list-style-type: none"> • Approve May Financial Report (Third Quarter) • Three Year Education Plan Report • Attend Spring AGM ASBA, PSBAA • Approve Board Three Year Meeting Schedule 	<ul style="list-style-type: none"> • Receive Accountability Pillar Results Report • Receive Facilities Dept. Report • Receive Communication/Web Office 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