

ORGANIZATIONAL MEETING

AGENDA

June 20, 2023

9:00 A.M.

Live-Streamed for the Public at:

https://youtu.be/27_AWdnY-fc



PARKLAND
SCHOOL DIVISION

Our Vision:

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

PARKLAND SCHOOL DIVISION

Board of Trustees Organizational Meeting

June 20, 2023, at 9:00 AM

Live-Streamed: <https://youtu.be/27 AWdnY-fc>

Page Number	A G E N D A
-1-	1. CALL TO ORDER at 9:00 AM 1.1. Treaty 6 Acknowledgement 1.2. National Anthem Secretary-Treasurer, Associate Superintendent McFadyen (<i>Education Act – Board Procedures Regulation 82 (1)</i>)
	2. ACCEPTANCE OF AGENDA Recommendation: That the Board of Trustees accepts the Organizational Meeting Agenda of June 20, 2023, 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. Johnston and Dr. Miskolzie be appointed as scrutineers.
	3.3. Election by Simple Majority (Chairperson, Vice-Chairperson) Recommendation: That the Board of Trustees elect the Chairperson and Vice-Chairperson by simple majority of the Trustees present. In the event that three (3) 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

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	<p>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.</p> <p>If only two candidates are vying for the position, in case of a tie after three (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.</p>
	<p>3.4. Appointment of Committees</p> <p>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 highest number of votes shall be declared elected.</p>
	<p>4. ELECTION OF CHAIRPERSON</p> <p>4.1. Nominations (three (3) calls for nominations)</p> <p>4.2. Nominations Cease</p> <p>Recommendation: That nominations for the position of Board Chairperson, cease.</p> <p>4.3. Vote and Declaration of Winner</p>
	<p>5. ELECTION OF VICE-CHAIRPERSON</p> <p>5.1. Nominations (three (3) calls for nominations)</p> <p>5.2. Nominations Cease</p> <p>Recommendation: That nominations for the position of Board Vice-Chairperson, cease.</p> <p>5.3. Vote and Declaration of Winner</p>
-4-	<p>6. APPOINTMENT OF BOARD REPRESENTATIVES TO COMMITTEES AND AGENCIES</p> <p>6.1. Alberta School Boards Association (ASBA), Zone 2/3 (<i>two (2) representatives</i>)</p> <p>6.2. Alberta Teachers' Association (ATA) Labour Relations (<i>three (3) representatives</i>)</p>

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	<p>6.3. Audit Committee <i>(three (3) representatives)</i></p> <p>6.4. Benefit Plan Advisory Committee <i>(one (1) representative)</i></p> <p>6.5. Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations <i>(three (3) representatives)</i></p> <p>6.6. Council of School Councils (COSC) <i>(one (1) representative)</i></p> <p>6.7. International Union of Operating Engineers (IUOE) Labour Relations <i>(three (3) representatives)</i></p> <p>6.8. Public School Boards’ Association of Alberta (PSBAA) Council (PSBC) <i>(two (2) representatives)</i></p> <p>6.9. Rural Caucus of Alberta School Boards (RCASB) <i>(one (1) representative)</i></p> <p>6.10. Spruce Grove Joint Use Committee <i>(one (1) representative)</i></p> <p>6.11. Stony Plain Joint Use Committee <i>(one (1) representative)</i></p> <p>6.12. Teacher Board Advisory Committee (TBAC) <i>(three (3) representatives)</i></p> <p>6.13. Teachers’ Employer Bargaining Association (TEBA) <i>(one (1) representative)</i></p>
	<p>7. DESTRUCTION OF VOTING RECORD</p> <p>Recommendation: That the Board of Trustees authorizes the destruction of any voting record of ballots cast during the Organizational Meeting of June 20, 2023.</p>
-6-	8. REMUNERATION SCHEDULE – BOARD POLICY 7: APPENDIX 7.3
-9-	9. ESTABLISHMENT OF 2023-2024 MEETING DATES
-13-	10. BOARD ANNUAL WORK PLAN 2023-2024
-17-	11. TRUSTEE DISCLOSURE STATEMENT
	12. ADJOURNMENT



MEMORANDUM

June 20, 2023
Organizational Meeting

TO	Board of Trustees
FROM	Shauna Boyce, Superintendent
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Scott McFadyen, Associate Superintendent
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Board Operations Board Policy 8: Board Committees and Representation Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 7: Organizational Meeting Board Executive Work Plan
SUBJECT	BLANKET RESOLUTION FOR COMMITTEE APPOINTMENTS 2023-2024

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees appoints the following members as representatives to Committees for the 2023-2024 school year, effective September 1, 2023 and as presented at the Organizational Meeting of June 20, 2023.

BACKGROUND

The Board of Trustees is responsible for creating standing or ad hoc committees of the Board as are deemed appropriate, and appointing members and Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation. This recommendation is in support of this responsibility.

REPORT SUMMARY

After consultation with the Board in their interest and evaluation of the representation needed for committees, the Board of Trustees has compiled a blanket resolution that details the representation for each committee the Board is charged with conducting.

6.1 Alberta School Boards Association (ASBA), Zone 2/3 *(two(2))**

<i>Trustee Jill Osborne</i>	<i>Trustee Lorraine Stewart</i>
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6.2 Alberta Teachers' Association (ATA) Labour Relations *(three (3))**

<i>Trustee Eric Cameron</i>	<i>Trustee Aimee Hennig</i>	<i>Trustee Paul McCann</i>
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6.3 Audit Committee *(three (3))**

<i>Trustee Eric Cameron</i>	<i>Trustee Anne Montgomery</i>	<i>Trustee Aileen Wagner</i>
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6.4 Benefit Plan Advisory Committee *(one (1))**

<i>Trustee Aileen Wagner</i>

6.5 Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations *(three (3))**

<i>Trustee Aileen Wagner</i>	<i>Trustee Paul McCann</i>	<i>Trustee Lorraine Stewart</i>
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6.6 Council of School Councils (COSC) *(one (1))**

<i>Trustee Jill Osborne</i>

6.7 International Union of Operating Engineers (IUOE) Labour Relations *(three (3))**

<i>Trustee Aimee Hennig</i>	<i>Trustee Paul McCann</i>	<i>Trustee Aileen Wagner</i>
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6.8 Public School Boards' Association of Alberta (PSBAA) Council *(two (2))**

<i>Trustee Eric Cameron</i>	<i>Trustee Aimee Hennig</i>
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6.9 Rural Caucus of Alberta School Boards (RCASB) *(one (1))**

<i>Trustee Anne Montgomery</i>

6.10 Spruce Grove Joint Use Committee *(one (1))**

<i>Trustee Jill Osborne</i>

6.11 Stony Plain Joint Use Committee *(one (1))**

<i>Trustee Aimee Hennig</i>

6.12 Teacher Board Advisory Committee (TBAC) *(three (3))**

<i>Trustee Eric Cameron</i>	<i>Trustee Paul McCann</i>	<i>Trustee Anne Montgomery</i>
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6.13 Teachers' Employer Bargaining Association Representative (TEBA) *(one (1))**

<i>Trustee Lorraine Stewart</i>

* *(number of representatives)*

SM:kz



MEMORANDUM

June 20, 2023
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Jason Krefting, Director of Financial Services

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations

ADDITIONAL REFERENCE BP 2: Educational Planning and Programming
BP 7: Organizational Meeting
BP 7: Trustee Compensation of Expenses

SUBJECT **2023-2024 BOARD REMUNERATION**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

The Board of Trustees approve the Board Remuneration for the 2023-2024 school year.

BACKGROUND

Every year during the Organizational meeting as per Board Policy 7: Section 12.5 requires that the rates of compensation and expense reimbursement for trustees shall be established.

The Audit Committee conducted a full review of Trustee compensation prior to the election in the fall of 2021, as per Board Policy 8, Appendix 8.5 section 3.1.5, and the committee’s recommendations were presented and approved by the Board of Trustees at the May 25, 2021 Board meeting.

REPORT SUMMARY

Parkland School Division Trustees receive a base compensation that covers their time for attending meetings, events and performing their role as a Trustee including travel within the Division. There are additional

modifiers for the distance of the wards from CFE, and the positions of Board Chair and Vice Chair. The rates are disclosed in Board Policy 7: Appendix 7.3.

Administration would be pleased to respond to any questions.

SM:kz



Parkland School Division Board Policy 7: Appendix 7.3

TRUSTEE REMUNERATION SCHEDULE

Basic Annual Remuneration: The Basic Annual Remuneration compensates trustees for performing their roles including travel within the Division.

Chair (includes additional allowance of \$13,020)	\$44,848
Vice-Chair (includes additional allowance of \$5,661)	\$37,489
Trustee	\$31,828

Distance Allowance: The Distance allowance is a provision for trustees who represent Wards 1, 2 and 3 and is based on the distance of the wards from the Centre for Education and the location of the schools within the wards.

Ward 1 Distance Allowance	\$ 3,800
Ward 2 Distance Allowance	\$ 800
Ward 3 Distance Allowance	\$ 1,050



MEMORANDUM

June 20, 2023
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Executive Team

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 7: Organizational Meeting – Schedule
BP 7: Organizational Meeting – Process
BP 12: Section Leadership Quality Standard 7 – Supporting Effective Governance
Board Annual Work Plan

SUBJECT **2023-2024 MEETING DATES**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approve the 2023-2024 Meeting Dates, as presented at the Organizational Meeting of June 20, 2023.

BACKGROUND

As per Board Policy 7: Board Operations, Article 12.2., the Board approves *“the schedule (date, time and place) for regular meetings and any additional required meetings shall be established”*, at the Organizational Meeting. Board Policy 12: Role of the Superintendent, Article 7, states that the Superintendent *“provides the Board with information, advice and support required for the fulfillment of its governance role”*. This recommendation is in support of these responsibilities.

REPORT SUMMARY

Every year, at the Organizational Meeting of the Board, a schedule of the meeting dates for Regular Board meetings, committee meetings and other various events is reviewed and approved for the ensuing school year.

Administration has proposed the following dates according to the 2023-2024 School Calendar and suggested dates that will allow the Board to participate in all board and committee meetings, engagements, school events and activities throughout the 2023-2024 school calendar year, and meet deadlines for action items requiring Board approval.

Administration would be pleased to respond to any questions.

SM:kz

2023-2024 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
AUGUST 2023				
9 - 11	5:00 pm, Medicine Hat		PSBC Meeting	
28 - 31	Various Locations			PSD PD Days
29	9:00 am, CFE	Governance & Planning Session (GPS) (AM Only)		
SEPTEMBER 2023				
1	9:00 am, MCHS			PSD Opening Day
12	9:00 am, CFE	Regular Board Meeting		
22	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
26	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
27	1:00 pm, CFE		Audit Committee	
28	3:30 pm, CFE		Benefits Committee	
OCTOBER 2023				
TBD	TBD			MCHS Awards (2022-2023)
TBD	TBD			SGCHS Awards (2022-2023)
TBD	TBD			Joint Meeting with Parkland County
3	6:30 pm, CFE		COSC - First meeting	
10	9:00 am, CFE	Regular Board Meeting		
10 - 11	5:00 pm, CFE	Trustee Summit		
18 - 20	Edmonton			PSBAA Fall Conference & AGM
24	4:15 pm, CFE		TBAC Meeting	
27	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
NOVEMBER 2023				
7	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
13 - 17		Fall Break		
17 - 18	5:00 pm, Edmonton		PSBC Meeting	
19 - 21	Edmonton			ASBA Fall Conference & AGM
22	1:00 pm, CFE		Audit Committee	
28	9:00 am, CFE	Regular Board Meeting		
29	7:00 pm, TBD	Stakeholder Engagement Evening		
DECEMBER 2023				
1	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
5	6:30 pm, CFE		COSC	
7	3:30 pm, CFE		Benefits Committee	
19	9:00 am, CFE	Regular Board Meeting		
19	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
Dec 23 - Jan 7		Christmas Break		
JANUARY 2024				
TBD	TBD			Joint Meeting with Paul First Nation
19	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
23	9:00 am, CFE	Regular Board Meeting		
23	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
FEBRUARY 2024				
TBD	TBD			Joint Meeting with Town of Stony Plain
6	6:30 pm, CFE		COSC	
8 - 9	5:00 pm, Edmonton		PSBC Meeting	
13	9:00 am, CFE	Regular Board Meeting		
13	4:15 pm, ATA Office		TBAC Meeting	
23	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
27	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
MARCH 2024				
TBD	TBD			Joint Meeting with Evergreen
TBD	TBD			Joint Meeting with Conseil scolaire Centre-Nord
5	9:00 am, CFE	Regular Board Meeting		
19	9:00 am, CFE	Governance & Planning Session (GPS) (AM Only)		
19	12:00 pm, TBD	Student Advisory (PM Only)		
19	6:30 pm, CFE		COSC	
22	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
Mar 23 - Apr 2		Spring Break		

2023-2024 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
APRIL 2024				
TBD	TBD			Joint Meeting with City of Spruce Grove
3	1:00 pm, CFE		Audit Committee	
9	9:00 am, CFE	Regular Board Meeting		
11	8:30 am, TBD	Education Planning Day		
11 - 12	8:00 am, Edmonton		PSBC Meeting	
16	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
16	4:15 pm, CFE		TBAC Meeting	
18	3:30 pm, CFE		Benefits Committee	
19	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
MAY 2024				
8	1:00 pm, CFE		Audit Committee	
14	9:00 am, CFE	Governance & Planning Session (Full Day)		
14	6:30 pm, CFE		COSC	
24	TBD, Stony Plain			Milestones and Merits
24	9:30 am, Edmonton		ASBA Zone 2/3 - General Meeting	
24	7:00 pm, Edmonton		ASBA Zone 2/3 - Edwin Parr Banquet	
28	9:00 am, CFE	Regular Board Meeting		
JUNE 2024				
TBD	4:00 pm (Tentative)			SGCHS Graduation
TBD	4:00 pm (Tentative)			MCHS Graduation
May 30 - Jun 1	Calgary			PSBAA Spring Conference & AGM
2 - 4	Calgary			ASBA Spring Conference & AGM
11	9:00 am, CFE	Governance & Planning Session (Full Day)		
11	5:00 pm, TBD		TBAC Meeting	
18	9:00 am, CFE	Organizational Meeting		
18	9:30 am, CFE	Regular Board Meeting		
21	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
JULY 2024				
TBD	TBD			CSBA Congress 2024

Regular Board Meetings: (10 meetings) One per month Sep - Jun

Organizational Meeting: (1 meeting) Jun

Governance & Planning Sessions (GPS): (10 meetings) Aug, Sep, Nov, Dec, Jan, Feb, Mar, Apr, May and Jun

ASBA Zone 2/3 - Alberta School Boards Association Zone 2/3: (8 meetings) Sep, Oct (AGM), Dec, Jan, Feb, Mar, Apr, May (Edwin Parr) and Jun

Audit Committee: (4 meetings) Sep, Nov, Apr and May

Benefits Committee - Benefit Plan Advisory Committee: (3 meetings) Sep, Dec and Apr

COSC - Council of School Councils: (5 meetings) Oct, Dec, Feb, Mar and May

PSBC - Public School Boards' Association Council: (4 meetings) Aug, Nov, Feb and Apr

TBAC - Teacher Board Advisory Committee: (4 meetings) Oct, Feb, Apr and Jun

A **Board Summit** has been planned for Oct 10-11, 2023

An **Education Planning Day** is tentatively planned for April 11, 2024

A **Stakeholder Engagement Evening** is tentatively planned for November 29, 2023

The following committees have unscheduled dates or will meet as needed:

- Alberta Teachers' Association (ATA) Labour Relations
- Central Alberta Association of Municipal and School Employees (CAAMSE) Labour Relations
- International Union of Operating Engineers (IUOE) Labour Relations
- Rural Caucus of Alberta School Boards (RCASB)
- Spruce Grove Joint Use Committee
- Stony Plain Joint Use Committee
- Teachers' Employer Bargaining Association (TEBA)



MEMORANDUM

June 20, 2023
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Executive Team

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE Board Annual Work Plan
BP 7: Organizational Meeting
Education Act

SUBJECT **2023-2024 BOARD ANNUAL WORK PLAN**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the 2023-2024 Board Annual Work Plan, as presented at the Organizational Meeting of June 20, 2023.

BACKGROUND

Each year at the Organizational Meeting, as per Board Policy 2, the Board fulfills its responsibility to review and approve the Board Annual Work Plan. This recommendation is in support of this responsibility.

REPORT SUMMARY

Each year the Parkland School Division (PSD) Executive Team review and adjust the action items needed for Board approval and the information items and reports that may be of interest to the Board of Trustees

according to timelines set by Alberta Education and within PSD. Once the adjustments have been made, various Board events, engagements and responsibilities are added to develop the Board Annual Work Plan.

Administration would be pleased to respond to any questions.

SM:kz



2023 - 2024 BOARD ANNUAL WORK PLAN

	EVENTS	BOARD MEETINGS
SEPTEMBER 2023	Events Sep 1 8:15am-12:15pm <ul style="list-style-type: none"> PSD Staff Opening Day (MCHS) 	Key Action Items Sep 12 9am - 12pm - Regular Meeting
OCTOBER 2023	Events TBD <ul style="list-style-type: none"> PSD / Parkland County Joint Meeting Oct 10-11 <ul style="list-style-type: none"> Board Summit (CFE) Oct 18-20 <ul style="list-style-type: none"> PSBAA FGM (Edmonton) 	Key Action Items Oct 10 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> Modular Submission Request
NOVEMBER 2023	Events Nov 19-21 <ul style="list-style-type: none"> ASBA FGM (Edmonton) 29-Nov <ul style="list-style-type: none"> Stakeholder Engagement Event 	Key Action Items Nov 28 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> Audited Financial Statements Annual Education Results Report (AERR)
DECEMBER 2023	Events TBD <ul style="list-style-type: none"> School Christmas Celebrations 	Key Action Items Dec 19 9am - 12pm - Regular Meeting
JANUARY 2024	Events TBD <ul style="list-style-type: none"> PSD / Paul First Nation Joint Meeting 	Key Action Items Jan 23 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> Edwin Parr Selection Committee
FEBRUARY 2024	Events TBD <ul style="list-style-type: none"> PSD / Town of Stony Plain Joint Meeting 	Key Action Items Feb 13 9am - 12pm - Regular Meeting
MARCH 2024	Events TBD <ul style="list-style-type: none"> PSD / Evergreen Joint Meeting PSD / Conseil scolaire Centre-Nord Joint Meeting 	Key Action Items Mar 7 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> 2024-2025 Fees and Allowances Edwin Parr Nominee Capital Plan
APRIL 2024	Events TBD <ul style="list-style-type: none"> PSD / City of Spruce Grove Joint Meeting Apr 11 8:30am-3:30pm <ul style="list-style-type: none"> Education Planning Day 	Key Action Items Apr 9 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> Budget Assumptions
MAY 2024	Events May 24 5:30pm <ul style="list-style-type: none"> Milestones and Merits Celebration 	Key Action Items May 30 9am - 12pm - Regular Meeting <ul style="list-style-type: none"> Education Plan 2024-2025 Budget



2023 - 2024 BOARD ANNUAL WORK PLAN

JUNE
2024

EVENTS	BOARD MEETINGS
<p style="text-align: center; background-color: black; color: white; margin: 0;">Events</p> <p>May 30-Jun 1</p> <ul style="list-style-type: none"> PSBAA SGM (Calgary) <p>Jun 2-4</p> <ul style="list-style-type: none"> ASBA SGM (Calgary) 	<p style="text-align: center; background-color: black; color: white; margin: 0;">Key Action Items</p> <p>Jun 18 9am - 9:30am - Organizational Meeting</p> <ul style="list-style-type: none"> Committees 2024-2025 Board Remuneration 2024-2025 2024-2025 Board Meeting Schedule 2024-2025 Annual Work Plan <p>Jun 18 9:30am - 12pm - Regular Meeting</p>

ONGOING BOARD WORK PLAN ITEMS
<ul style="list-style-type: none"> Attend all 'Committees of the Whole' Meetings Attend all ASBA Fall and Spring business meetings Attend all PSBAA Fall and Spring business meetings Attend Committee Meetings as appointed Attend Ad Hoc Committee, ASBA Zone 2/3 and PSBC Meetings as appointed Attend School Council Meetings (monthly) Attend Stakeholder Engagements / Meetings Attend Division or school community functions when possible Attend Professional Development Host Community Consultations Participate in community initiatives / activities Participate in meetings with elected officials (MLAs, Mayors, Councillors, etc.) Conduct Advocacy Activities Review and update each Board Policy as necessary and at least once within the four-year term of an established Board (Policy Review Committee)

Governance and Planning Session Areas for Discussion	
<p>GOVERNANCE:</p> <ul style="list-style-type: none"> Policy Review Advocacy & Provincial Connections (MLA mtgs, Chamber, ASBA, PSBAA) Board Evaluation Superintendent Evaluation 	
<p>STRATEGIC PLANNING:</p> <ul style="list-style-type: none"> Budget Capital Planning Fee/Transportation Assumptions Education Plan Engagement Plan Student Engagement Opportunities Communication Plan 	
<p>OPERATIONS & INFORMATION</p> <ul style="list-style-type: none"> Education Plan, Priorities and Progress Literacy Numeracy Wellness Indigenous Ways of Knowing Inclusive and Supportive Practices Community Partnerships and Support Pedagogy and Programming 	



MEMORANDUM

June 20, 2023
Organizational Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Scott McFadyen, Associate Superintendent

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 7: Board Operations

ADDITIONAL REFERENCE BP 7: Organizational Meeting – Process
Education Act

SUBJECT **TRUSTEE DISCLOSURE STATEMENT**

PURPOSE

For disclosure of information. Action required.

BACKGROUND

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 Organizational Meeting of June 20, 2023.

REPORT SUMMARY

Trustees are required to fill out the attached form as per Section 86(1) of the *Education Act*, Disclosure of Information, and as per Board Policy 7: Board Operations, Article 13 Trustee Conflict of Interest, for annual disclosures.

Administration would be pleased to respond to any questions.

SM:kz



TRUSTEE DISCLOSURE STATEMENT

Information is required per the *Education Act*; Statutes of Alberta, 2012 Chapter E-0.3; Part 4: Board Powers and Elections; Division 5: Conflict of Interest and Disqualification; Section 86: Disclosure of information

Name of Trustee: _____

Trustee's Employer(s): _____

Name of Spouse / Interdependent Partner: _____

Spouse's/Interdependent Partner's Employer: _____

Names of corporations, partnerships, firms, governments or persons in which the Trustee has a pecuniary interest:

Names of corporations, partnerships, firms, governments or persons in which the Trustee's spouse or children, under 18 years of age, have a pecuniary interest:

Signature

Date