

ORGANIZATIONAL MEETING

AGENDA

June 18, 2024

9:00 A.M.

Live-Streamed for the Public at:

<https://youtu.be/O2NYHch1tYM>



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 18, 2024, at 9:00 AM

Live-Streamed: <https://youtu.be/O2NYHch1tYM>

Page Number	A G E N D A
-1-	1. CALL TO ORDER at 9:00 AM 1.1. Land Acknowledgement 1.2. National Anthem
	2. ACCEPTANCE OF AGENDA Recommendation: That the Board of Trustees accepts the Organizational Meeting Agenda of June 18, 2024, 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 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

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	<p>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> <p>6.3. Audit Committee (<i>three (3) representatives</i>)</p> <p>6.4. Benefit Plan Advisory Committee (<i>one (1) representative</i>)</p>

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	<p>6.5. Canadian Union of Public Employees (CUPE) 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 Governing 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>6.14. Ad Hoc Committee: Edwin Parr Selection Committee <i>(three (3) representatives)</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 18, 2024.</p>
-7-	8. REMUNERATION SCHEDULE – BOARD POLICY 7: APPENDIX 7.3
-10-	9. ESTABLISHMENT OF 2024-2025 MEETING DATES
-14-	10. 2024-2025 BOARD ANNUAL WORK PLAN
-19-	11. TRUSTEE DISCLOSURE STATEMENT
	12. ADJOURNMENT



PARKLAND
SCHOOL DIVISION

MEMORANDUM

June 18, 2024
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 2024-2025**

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees appoints the following members as representatives to Committees for the 2024-2025 school year, effective September 1, 2024, and as presented at the Organizational Meeting of June 18, 2024.

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.

1. **Alberta School Boards Association (ASBA), Zone 2/3** *(two (2) representatives)*
Trustee Aileen Wagner (Representative), Trustee Jill Osborne (Alternate)
2. **Alberta Teachers' Association (ATA) Labour Relations** *(three (3) representatives)*
Trustee Jill Osborne, Trustee Aileen Wagner, Trustee Lorraine Stewart (Alternate)
3. **Audit Committee** *(three (3) representatives)*
Trustee Eric Cameron, Trustee Anne Montgomery, Trustee Aimee Hennig
4. **Benefit Plan Advisory Committee** *(one (1) representative)*
Trustee Paul McCann
5. **Canadian Union of Public Employees (CUPE) Labour Relations** *(three (3) representatives)*
Trustee Aileen Wagner, Trustee Lorraine Stewart, Trustee Paul McCann (Alternate)
6. **Council of School Councils (COSC)** *(one (1) representative)*
Trustee Paul McCann
7. **International Union of Operating Engineers (IUOE) Labour Relations** *(three (3) representatives)*
Trustee Aimee Hennig, Trustee Paul McCann, Trustee Lorraine Stewart (Alternate)
8. **Public School Boards' Association of Alberta (PSBAA) Council** *(two (2) representatives)*
Trustee Eric Cameron (Representative), Trustee Aimee Hennig (Alternate)
9. **Rural Caucus of Alberta School Boards** *(one (1) representative)*
Trustee Anne Montgomery
10. **Spruce Grove Joint Use Governing Committee** *(one (1) representative)*
Trustee Anne Montgomery
11. **Stony Plain Joint Use Committee** *(one (1) representative)*
Trustee Paul McCann
12. **Teacher Board Advisory Committee** *(three (3) representatives)*
Trustee Jill Osborne, Trustee Eric Cameron, Trustee Paul McCann

13. Teachers' Employer Bargaining Association (TEBA) Representative *(one (1) representative)*
Trustee Lorraine Stewart

14. Ad Hoc Committee: Edwin Parr Selection Committee *(three (3) representatives)*
Trustee Aileen Wagner, Trustee Eric Cameron, Trustee Anne Montgomery

SM:kz



MEMORANDUM

June 18, 2024
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 **2024-2025 BOARD REMUNERATION**

PURPOSE

For approval. A recommendation required.

RECOMMENDATION

The Board of Trustees approves the Board Remuneration for the 2024-2025 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. As per Board Policy 7: Board Operations, Article 83.6. *“The Audit Committee shall conduct a full review of trustee remuneration and expenses and present a final recommendation to the Board for resolution prior to the end of June of the election year”* (June 2025).

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 18, 2024
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	ESTABLISHMENT OF 2024-2025 MEETING DATES

PURPOSE

For approval. A recommendation required.

RECOMMENDATION

That the Board of Trustees approve the 2024-2025 Meeting Dates, as presented at the Organizational Meeting of June 18, 2024.

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 2024-2025 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 2024-2025 school calendar year and meet deadlines for action items requiring Board approval.

Administration would be pleased to respond to any questions.

SM:kz

2024-2025 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
AUGUST 2024				
7 - 9	5:00 pm, Grande Prairie		PSBC Meeting	
20	9:00 am, CFE	Governance & Planning Session (GPS) (AM Only)		
23 & 26	Various Locations			PSD PD Days
27	9:00 am, MCHS			PSD Opening Day
SEPTEMBER 2024				
10	9:00 am, CFE	Regular Board Meeting		
20	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
24	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
25	1:00 pm, CFE		Audit Committee	
26	3:30 pm, CFE		Benefits Committee	
OCTOBER 2024				
TBD	TBD			Joint Meeting with Parkland County
8	9:00 am, CFE	Regular Board Meeting		
8	6:30 pm, CFE		COSC - First meeting	
9 - 10	5:00 pm, CFE	Trustee Summit		
16 - 18	Edmonton			PSBAA Fall Conference & AGM
22	4:15 pm, CFE		TBAC Meeting	
23	TBD, MCHS			MCHS Awards (2023-2024)
25	9:30 am, Edmonton		ASBA Zone 2/3 Meeting (AGM)	
NOVEMBER 2024				
5	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
5	6:30 pm, CFE		COSC	
7	TBD, SGCHS (Tentative)			SGCHS Awards (2023-2024)
12 - 15		Fall Break		
15 - 16	8:00 am, Edmonton		PSBC Meeting	
17 - 19	Edmonton			ASBA Fall Conference & AGM
20	1:00 pm, CFE		Audit Committee	
26	9:00 am, CFE	Regular Board Meeting		
27	7:00 pm, TBD	Stakeholder Engagement Evening		
DECEMBER 2024				
5	3:30 pm, CFE		Benefits Committee	
6	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
17	9:00 am, CFE	Regular Board Meeting		
17	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
Dec 23 - Jan 3		Christmas Break		
JANUARY 2025				
TBD	TBD			Joint Meeting with Paul First Nation
14	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
17	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
21	9:00 am, CFE	Regular Board Meeting		
FEBRUARY 2025				
TBD	TBD			Joint Meeting with Town of Stony Plain
4	6:30 pm, CFE (Tentative)		COSC	
6 - 7	8:00 am, Edmonton		PSBC Meeting	
11	4:15 pm, ATA Office		TBAC Meeting	
18	9:00 am, CFE	Regular Board Meeting		
18	1:00 pm, CFE	Governance & Planning Session (GPS) (PM Only)		
21	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
MARCH 2025				
TBD	TBD			Joint Meeting with Conseil scolaire Centre-Nord
TBD	TBD			
4	6:30 pm, CFE (Tentative)		COSC	
11	9:00 am, CFE	Regular Board Meeting		
11	12:00 pm, CFE	Student Advisory (PM Only)		
14	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
25	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
26	1:00 pm, CFE		Audit Committee	
Mar 31 - Apr 4		Spring Break		

2024-2025 **DRAFT** Committee Meetings and Events

MONTH/DATE	Time / Location	MEETINGS OF THE WHOLE	COMMITTEE MEETINGS	EVENTS
APRIL 2025				
TBD	TBD			Joint Meeting with City of Spruce Grove
9	8:30 am, TBD	Education Planning Day		
10 - 11	8:00 am, Edmonton		PSBC Meeting	
11	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
15	9:00 am, CFE	Regular Board Meeting		
17	3:30 pm, CFE		Benefits Committee	
29	9:00 am, CFE	Governance & Planning Session (GPS) (Full Day)		
29	4:15 pm, CFE		TBAC Meeting	
MAY 2025				
7	1:00 pm, CFE		Audit Committee	
13	9:00 am, CFE	Governance & Planning Session (Full Day)		
13	6:30 pm, CFE (Tentative)		COSC	
TBD	5:30 pm, Stony Plain			Milestones and Merits
23	9:30 am, Edmonton		ASBA Zone 2/3 - General Meeting	
23	7:00 pm, Edmonton		ASBA Zone 2/3 - Edwin Parr Banquet	
27	9:00 am, CFE	Regular Board Meeting		
JUNE 2025				
1 - 3	Calgary			ASBA Spring Conference & AGM
3 - 5	Calgary			PSBAA Spring Conference & AGM
7	1:00 pm (Tentative)			SGCHS Graduation
10	9:00 am, CFE	Governance & Planning Session (Full Day)		
17	9:00 am, CFE	Regular Board Meeting		
17	4:30 pm, TBD		TBAC Meeting	
20	9:30 am, Edmonton		ASBA Zone 2/3 Meeting	
27	2:00 pm (Tentative)			MCHS Graduation
JULY 2025				
TBD	TBD			CSBA Congress 2025

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

Organizational Meeting: Due to the 2025 elections, there will be no Organizational Meeting in June of 2025

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, Nov, 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 9-10, 2024

A **Stakeholder Engagement Evening** is tentatively planned for November 27, 2024

A **Student Engagement** is tentatively planned for March 11, 2025 in the afternoon

An **Education Planning Day** is tentatively planned for April 9, 2025

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

- Alberta Teachers' Association (ATA) Labour Relations
- Canadian Public Union of Employees (CUPE) Labour Relations
- Edwin Parr Selection Committee (Ad Hoc Committee)
- 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 18, 2024
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 **2024-2025 BOARD ANNUAL WORK PLAN**

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves the 2024-2025 Board Annual Work Plan, as presented at the Organizational Meeting of June 18, 2024.

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



2024 - 2025 **DRAFT** BOARD ANNUAL WORK PLAN

	EVENTS	BOARD MEETINGS
AUGUST 2024	<ul style="list-style-type: none"> PSD Staff Opening Day (MCHS) 	KEY ACTION ITEMS <div style="background-color: #b8cce4; height: 80px;"></div>
SEPTEMBER 2024	<ul style="list-style-type: none"> School Council Meetings 	SEPTEMBER 10, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <div style="background-color: #b8cce4; height: 80px;"></div>
OCTOBER 2024	<ul style="list-style-type: none"> PSD / Parkland County Joint Meeting Board Summit (CFE) Shikaoi Delegation Luncheon PSBAA FGM (Edmonton) School Council Meetings 	OCTOBER 8, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> Modular Submission Request
NOVEMBER 2024	<ul style="list-style-type: none"> ASBA FGM (Edmonton) Stakeholder Engagement Event School Council Meetings 	NOVEMBER 26, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <ul style="list-style-type: none"> Audited Financial Statements Annual Education Results Report (AERR)
DECEMBER 2024	<ul style="list-style-type: none"> School Christmas Celebrations School Council Meetings 	DECEMBER 17, 2024 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <div style="background-color: #b8cce4; height: 80px;"></div>
JANUARY 2025	<ul style="list-style-type: none"> PSD / Paul First Nation Joint Meeting School Council Meetings 	JANUARY 21, 2025 - 9:00 AM - 12:00 PM KEY ACTION ITEMS <div style="background-color: #b8cce4; height: 80px;"></div>



2024 - 2025 **DRAFT** BOARD ANNUAL WORK PLAN

EVENTS		BOARD MEETINGS	
FEBRUARY 2025	<ul style="list-style-type: none"> PSD / Town of Stony Plain Joint Meeting School Council Meetings 	FEBRUARY 18, 2025 - 9:00 AM - 12:00 PM	
		KEY ACTION ITEMS	
MARCH 2025	<ul style="list-style-type: none"> PSD / Conseil scolaire Centre-Nord Joint Meeting Student Engagement School Council Meetings 	MARCH 11, 2025 - 9:00 AM - 12:00 PM	
		KEY ACTION ITEMS	
APRIL 2025	<ul style="list-style-type: none"> PSD / City of Spruce Grove Joint Meeting Education Planning Day School Council Meetings 	APRIL 15, 2025 - 9:00 AM - 12:00 PM	
		KEY ACTION ITEMS	
MAY 2025	<ul style="list-style-type: none"> Milestones and Merits Celebration School Council Meetings 	MAY 27, 2025 - 9:00 AM - 12:00 PM	
		KEY ACTION ITEMS	
JUNE 2025	<ul style="list-style-type: none"> PSBAA SGM (Calgary) ASBA SGM (Calgary) School Council Meetings 	JUNE 17, 2025 (REGULAR MEETING) - 9:00 AM - 12:00 PM	
		KEY ACTION ITEMS	

2024 - 2025 **DRAFT** BOARD ANNUAL WORK PLAN



ONGOING BOARD WORK PLAN ITEMS

- 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

GOVERNANCE:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Policy Review • Advocacy & Provincial Connections
(MLA mtgs, Chamber, ASBA, PSBAA) | <ul style="list-style-type: none"> • Board Evaluation • Superintendent Evaluation |
|---|---|

STRATEGIC PLANNING:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Budget • Capital Planning • Fee/Transportation Assumptions • Education Plan | <ul style="list-style-type: none"> • Engagement Plan • Student Engagement Opportunities • Communications Plan |
|--|--|

OPERATIONS & INFORMATION:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Education Plan, Priorities and Progress • Literacy • Numeracy • Wellness | <ul style="list-style-type: none"> • Indigenous Ways of Knowing • Inclusive and Supportive Practices • Community Partnerships and Support • Pedagogy and Programming |
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MEMORANDUM

June 18, 2024
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 18, 2024.

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