



# AGENDA

## Golden Hills School Division No. 75

**Vision:** *Inspiring confident, connected, caring citizens of the world*

**Mission:** *Engaging all learners in achieving their highest levels of academic and personal competence within a caring, innovative environment.*

### Organizational Meeting Of The Board Of Trustees

Tuesday, August 28, 2012

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

### AGENDA

1. **ATTENDANCE**
2. **CALL TO ORDER**
3. **APPROVAL OF AGENDA**
4. **NEW BUSINESS**
  - 4.1. **ACTION ITEMS**
    - 4.1.1. **PECUNIARY INTEREST FORMS**
    - 4.1.2. **ELECTION OF CHAIR**
    - 4.1.3. **ELECTION OF VICE-CHAIR**
    - 4.1.4. **SIGNING AUTHORITY**
    - 4.1.5. **MEETING TIMES AND DATES**
    - 4.1.6. **TRUSTEE EXPENSE/PER DIEMS/MILEAGE RATE/BENEFIT RATE/OTHER EXPENSES**
    - 4.1.7. **CONFERENCE ATTENDANCE AND PROVINCIAL ALBERTA SCHOOL BOARDS ASSOCIATION MEETINGS AND CONFERENCES**
    - 4.1.8. **NOMINATION/ELECTION OF STANDING COMMITTEE MEMBERS AND NOMINATION/ELECTION OF REPRESENTATIVES TO EXTERNAL COMMITTEES**
5. **ADJOURNMENT**



### ORGANIZATIONAL MEETING

*"Inspiring confident, connected, caring citizens of the world"*

**August 28, 2012**

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#### **Background:**

In accordance with the School Act s.64, the board must hold annually an organizational meeting. The Superintendent or Secretary Treasurer will act as chair at this meeting until the election of the Chair and Vice Chair. The Golden Hills Board of Trustees will deal with the following matters at its organizational meeting:

#### **1. Pecuniary Interest Declaration**

Each year as part of the Organizational Meeting, Trustees are required to disclose pecuniary interests as outlined in the School Act, s.80(1) and s.80(2).

Pecuniary interest is defined as follows:

With respect to a person, an interest in a matter that could monetarily affect

- (i) the person,
- (ii) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
- (iii) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer,
- (iv) a partnership or firm of which the person is a member, or a corporation, partnership, firm, government or person that employs the person.

#### **2. Election of Chair**

The role of the Board Chair has generally included the following: (See policy 5 Role of the Board Chair)

- (i) Be elected at the Organizational Meeting of the Board each year. All members of the Board shall be eligible for election to this office.
- (ii) Hold office until the next Organizational Meeting and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new Chair shall be elected in a manner similar to that followed in the election of the Chair at the Organizational Meeting.
- (iii) Preside over all regular and special meetings of the Board and shall have the duties and authority usually associated with that office in the conduct of meetings.
- (iv) Have duties and powers conferred by the School Act, Province of Alberta and such other responsibilities as may be required by formal action of the Board.
- (v) Ensure that the Board operates in accordance with its own policies and procedures.

## Appendix 1 for 4.1.8.: Organizational Meeting Items

- (vi) Prior to each Board meeting, confer with the Superintendent and Secretary-Treasurer on the items to be included on the agenda, the order of these items, and become familiar with them.
- (vii) Perform the following duties during Board meetings:
  - a) Ensure that all issues before the Board are well stated and clearly expressed.
  - b) Ensure that each trustee has a full and fair opportunity to be heard and understood by the other members of the board in order that collective opinion can be developed and a corporate decision reached.
  - c) Direct the discussion by trustees to the topic being considered by the Board.
  - d) Extend hospitality to trustees, officials of the Board, the press, and members of the public.
- (viii) Conduct meetings in accordance with provincial legislation and with the rules and procedures established by the Board and where those are silent, Robert's Rules of Order.
- (ix) Together with the Superintendent, act as the official spokesperson for the Board.
- (x) Acting as a signing officer for the Division.
- (xi) Represent the Board at public meetings called by the Board. In the event that either the Chair or the Vice-Chair is not able to be in attendance at a Board sponsored, community function, the Chair shall endeavour to ensure that a trustee is in attendance to represent the Board.
- (xii) Present, on behalf of the Board, such awards as the Board may authorize from time to time.
- (xiii) Keep the trustees and the Superintendent informed on all matters that might affect the educational opportunities in the Division.
- (xiv) Ensure that the board engages in regular assessments of its effectiveness as a Board.

### 3. **Election of Vice-Chair**

The role of the Board Vice-Chair has generally included the following: (See policy 6 Role of the Vice-Chair)

- (i) Be elected at the Organizational Meeting of the Board each year. All members of the Board, except the Chair, shall be eligible for election to this office.
- (ii) Hold office until the next organizational meeting and shall be eligible for re-election. In the event of the office becoming vacant during the year, a new Vice-Chair shall be elected in a manner similar to that followed in the election of the Vice-Chair at the organizational meeting.
- (iii) The Vice-Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership and guidance to the Board.
- (iv) The Vice-Chair shall assume the powers of the Chair in his/her absence or as delegated by the Chair.
- (v) Prior to each Board Meeting, confer with the Chair, Superintendent and Secretary-treasure on the items to be included on the Agenda, the order of these items, and become thoroughly familiar with them.
- (vi) In the absence of the Chair and the Vice-Chair from a meeting of the Board, the members present shall appoint one of their number to act as Chair of the meeting.
- (vii) In the event that either the Chair or the Vice-Chair is not able to be in attendance at a Board sponsored, community function, in the absence of the Chair, the Vice-Chair shall endeavour to ensure that a trustee is in attendance to represent the Board.
- (viii) Act as a Signing Officer of the Division.

## Appendix 1 for 4.1.8.: Organizational Meeting Items

### 4. Determination of Signing Authorities

Board business transactions require signing authority for financial documents and instruments. Such items may include computerized cheques, manual cheques, operating loan agreements, capital loan agreements, trust account agreements, money orders, stop payment orders, safety deposit box rentals, pre-authorized utility payments, certificates of deposit, guaranteed investment certificates, income tax returns (charity), purchasing card (VISA) agreements and computerized banking services agreements. Typically, the board has approved as signing authorities the Chair, or Vice-Chair, or a Strathmore trustee together with either the Secretary-Treasurer or Manager of Financial Services. Current Signing Authorities: Chair, Vice-Chair, or Trustee Bolinger together with the Secretary-Treasurer or Manager of Financial Services.

### 5. Establishment of Meeting Dates

Regular meetings of the Board are scheduled for the second Tuesday and fourth Tuesday of each month exclusive of July and August. An additional regular meeting is usually held in late August just prior to school opening. All meetings, except for "special meetings", commence at 9:30 a.m. and conclude at 4:30 p.m. unless extended by Board resolution. (See attached calendar for regular meeting dates as approved September 9, 2008). Further, Board members are expected to participate in strategic planning meetings, retreat(s), special meetings as needed, and ad hoc and/or standing committee meetings.



PROFESSIONAL  
DEVELOPMENT &  
INFORMATION  
SHARING



REGULAR  
MEETINGS

2012													
S	M	T	W	T	F	S	S	M	T	W	T	F	S
SEPTEMBER							OCTOBER						
						1							
2	3	4	5	6	7	8	1	2	3	4	5	6	
9	10	11	12	13	14	15	7	8	9	10	11	12	13
16	17	18	19	20	21	22	14	15	16	17	18	19	20
23	24	25	26	27	28	29	21	22	23	24	25	26	27
30							28	29	30	31			
NOVEMBER							DECEMBER						
													1
					1	2	2	3	4	5	6	7	8
4	5	6	7	8	9	10	9	10	11	12	13	14	15
11	12	13	14	15	16	17	16	17	18	19	20	21	22
18	19	20	21	22	23	24	23	24	25	26	27	28	29
25	26	27	28	29	30		30	31					
2013													
S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							FEBRUARY						
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		
MARCH							APRIL						
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
MAY							JUNE						
			1	2	3	4							
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

## Appendix 1 for 4.1.8.: Organizational Meeting Items

### 6. Trustee Expenses/Per diems/Mileage Rate/Benefit Rate/Other Expenses

Policy 7, Appendix A

#### Appendix A – Trustee Compensation

Monthly Rate			
	2012/2013	2013/2014	2014/2015
Chair	\$625	\$695	\$770
Vice-Chair	\$500	\$555	\$615
All other Trustees	\$375	\$415	\$460

Travel Rate			
	2012/2013	2013/2014	2014/2015
Travel Rate per hour	\$27	\$27	\$27

Technology Allowance			
	2012/2013	2013/2014	2014/2015
Technology Allowance	\$50 monthly	\$50 monthly	\$50 monthly

Use of Personal Vehicle			
	2012/2013	2013/2014	2014/2015
As set for GHSD staff travel	51.5 cents/km (current)	subject to change	subject to change

Hourly Rate			
	2012/2013	2013/2014	2014/2015
Hourly Rate	\$29	\$32	\$35
Full Day (7 hr)	\$203	\$224	\$245

Benefits			
	2012/2013	2013/2014	2014/2015
As per trustee eligibility and choice	ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a \$2,500 Health Spending Account

## Appendix 1 for 4.1.8.: Organizational Meeting Items

### Meetings

In addition trustees are remunerated for meetings including: Regular and Special Meetings of the Board, Retreat, Committees of the Board, Representatives of External Organizations, ASBA Conventions and Provincial meetings or when representing the board at other events in accordance with a board motion, at the following rates as per hourly rate

### Travel

This is remuneration for travel associated with Regular and Special Meetings of the Board, Retreats, Conventions and meetings of the provincial Alberta School Boards Association.

### Technology Allowance

This is reimbursement for costs associated with technology (cell phones, telephones, fax lines, internet fees, etc.) to conduct board business.

### Use of Personal Vehicle

This is reimbursement for the use of personal vehicles while on Board business.

- ♦ To be reviewed from time to time

### Trustee Development

Trustees will have an allocation of \$3,000 per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars). This will be reimbursement for the expenses related to a trustee's development in topics related to education and governance. Expenses for the trustee include travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates, if trustees wish to be compensated, are assessed to the trustee's individual allocation for self-directed development.

### Insurance Benefits

ASEBP Benefits OR if not eligible for ASEBP, a Health Spending Account

### Meals

This is reimbursement for meals while on Board business.

Per Diem	<u>Without Receipt</u>	<u>Reasonable Cost (with receipt)</u>
	\$10 Breakfast	As per receipt
	\$15 Lunch	As per receipt
	\$20 Supper	As per receipt

## 7. **Conference Attendance and Provincial ASBA Meetings**

Trustees are expected to participate in board and trustee development activities and avail themselves of opportunities to meet other trustees on a local, provincial, national and international basis. Trustees are encouraged to attend a variety of conferences and workshops including the ASBA Fall and Spring General Meetings. Trustee expenses for attendance at Provincial ASBA meetings are receipted as noted above. Additionally, trustees have \$3,000 per person/per three year term for self-directed trustee development (e.g. conferences, and PD seminars).

## Appendix 1 for 4.1.8.: Organizational Meeting Items

- (i) Submitting of Claims – Trustees are expected to submit completed expense claim forms, with receipts attached, to the chair. The chair reviews the claims and by his/her signature authorizes reimbursement. Normally, claims are processed within a ten day period. Expense claims are to be submitted within 35 days from date of expenditure.
- (ii) School Division Staff Expenses – Expense reimbursements (where applicable) for school division staff is set at the same rates as for trustees

### 8. Committees and Representatives of the Board

External Committees: Policy 9, *Board Representatives*

External Committees	Representation	Current Representatives	Representatives 2012-2013
ASBA ZONE 5 (Alberta School Boards Association) Meetings as called by ASBA, approximately 10/yr	2 Trustees plus one alternate (one designated to vote, if required)	1. Trustee Tucker 2. Trustee Maerz Alternate: Trustee Bolinger Reporting: Trustee Maerz (changed to Trustee Tucker November 2011)	

Committees of the Board: Policy 8, *Committees of the Board*

Standing Committees	Representation	Current Representatives	Representatives 2012-2013
Finance	Full Board		
Capital Planning	Full Board		
Strategic Planning	Full Board		
Policy	2 Trustees 1 Alternate Superintendent or designate	1. Trustee Harries 2. Trustee Tucker Alternate: Trustee Bolinger	

Additional Committees

Committees	Representation	Current Representatives	Representatives 2012-2013
Bargaining	1 Trustee 1 Alternate	Trustee Harries Alternate: Trustee McKay	Trustee Harries Alternate: Trustee McKay
Advocacy	Full Board	Full Board	Full Board

## Appendix 1 for 4.1.8.: Organizational Meeting Items

**Recommendation:**

That the Board of Trustees amends and/or approves each of these matters.

A handwritten signature in blue ink, appearing to read "Bevan Daverne", is positioned above a horizontal line.

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Bevan Daverne  
Superintendent

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