



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.*

Regular Meeting Of The Board Of Trustees

Tuesday, August 28, 2012

Start time 1:00 PM

Boardroom of the Golden Hills School Division No. 75

AGENDA

1. **ATTENDANCE**
2. **CALL TO ORDER**
3. **IN CAMERA**
4. **APPROVAL OF AGENDA**
5. **WELCOME AND OPENING PRAYER**
6. **PRESENTATION OF MINUTES**
 - 6.1 **REGULAR MEETING OF THE BOARD OF TRUSTEES (2012/06/26)**
7. **REPORTS**
 - 7.1. **CHAIR'S REPORT**
 - 7.2. **BOARD COMMITTEES**
 - 7.3. **BOARD REPRESENTATIVES TO EXTERNAL ORGANIZATIONS**
 - 7.4. **ADMINISTRATION REPORTS**
8. **NEW BUSINESS**
 - 8.1. **ACTION ITEMS**
 - 8.1.1. **POLICY 7, BOARD OPERATIONS**
 - 8.1.2. **POLICY 8, BOARD COMMITTEES**
 - 8.1.3. **LOCALLY DEVELOPED/ACQUIRED COURSE**
 - 8.2. **INFORMATION ITEMS**

B. Daverne

B. Daverne

E. Holt

9. ADJOURNMENT

Draft



POLICY 7, BOARD OPERATIONS

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

August 28, 2012

Background:

At the April 24th Board Meeting it was moved by Trustee Maerz that the Board of Trustees form an External Committee to include up to four outside community members that would review trustee remuneration and request administration to report the proceedings back to the Board .

This External Committee was asked to review compensation and make recommendations based on Golden Hills current compensation structure.

The Board of Trustees approved the proposed rates as recommended by the external committee at the June 26, 2012 board meeting.

Recommendation:

That the Board of Trustees approves the amendments to Policy 7, Schedule A as presented.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent

Policy 7

BOARD OPERATIONS

The Board believes that its ability to discharge its obligations in an efficient and effective manner is dependent upon the development and implementation of a sound organization design. The design is described in the following categories: Wards, Organizational Meeting, Regular Meetings, Special Meetings, In-camera Sessions, Agenda for Regular Meetings, Minutes, Motions, Delegations to the Board, Recording Devices, Trustee Compensation, Trustee Conflict of Interest, and Board Self Evaluation. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

In order to discharge its responsibilities to the electorate of the Division, the Board shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting.

The Board believes that its fundamental obligation is to preserve, if not enhance, the public trust in education, generally, and in the affairs of its operations in particular. Consistent with its objective to encourage the general public to contribute to the educational process, Board meetings will be open to the public, *as per the School Act, RSA, C S-3, 2005, s. 70(1) which states:* "The meetings of a board shall be held in public and no person shall be excluded from them except for improper conduct."

While the Board believes its affairs should be conducted in public to the greatest extent possible, the Board also recognizes that there are times when public interest and the protection of individual privacy are best served by private discussion of specific issues in "in-camera" sessions.

The Board believes public interest can be enhanced by having members of the public make presentations at Board meetings. The Board believes that soliciting public feedback and input on a variety of educational topics, through a variety of methods, enhances communications and the effectiveness of the Board.

1. Wards

Within the stipulations of Ministerial Order 036/2000, establishing Golden Hills School Division No. 75, the Board provides for the nomination and election of trustees within the Division by wards.

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- 1.1 All wards shall comprise all those lands as outlined in the Ministerial Order.
- 1.2 The total number of trustees to be elected shall be six (6); two (2) from ward 4, and one (1) from each of wards one, two, three and five.
- 1.3 The provisions of the Local Authorities Election Act respecting the election of trustees shall apply to every election in each ward.

2. Organizational Meeting

a. Non Election Year

Annually, an organizational meeting of the Board shall be held on the fourth Tuesday of August, usually just prior to the beginning of a new school year. The Superintendent or his/her designate will give notice of the Organizational Meeting as if it were a Special Meeting.

The Superintendent or designate shall act as Chair of the meeting for the purpose of the election of the Board Chair. Upon election, the Board Chair shall preside over the remainder of the organizational meeting. The Board Chair shall be elected, to serve during the pleasure of the Board.

The organizational meeting shall, in addition include, but not be restricted to, the following:

- 2.1 Elect a vice-chair;
- 2.2 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings;
- 2.3 Create such standing committees of the Board as are deemed appropriate, and appoint members;
- 2.4 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 2.5 Establish trustee compensation rates; and
- 2.6 Review Board member conflict of interest stipulations and determine any disclosure of information requirements.

b. Election Year

No later than four weeks following Election Day when there has been a general election, the Superintendent or his/her designate will give notice of the Organizational Meeting to each trustee as if it were a special meeting.

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Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. Special provisions will be made for a trustee taking office following a by-election.

In an election year, the matters decided by the board in the previous organizational meeting will continue until the organizational meeting following the election.

3. Regular Meetings

Regular Board meetings shall be as established at the annual organizational meeting unless otherwise altered by board motion.

4. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

Special meetings of the Board may be held from time to time as provided for under section 67 of the School Act. These are public meetings.

Notwithstanding, the Board may, by resolution, meet in-camera when it is expedient to do so for the protection of an individual's privacy or when the Board believes the public interest is best served by private discussion.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted. Items can be added to the agenda only by the unanimous consent of the entire Board.

5. In-Camera Sessions

The Board may, by resolution, schedule an in-camera meeting at a time or place agreeable to the Board or recess a meeting in progress for the purpose of meeting in-camera. Such resolutions shall be recorded in the minutes of the Board and shall specify those individuals eligible to attend in addition to trustees and the Superintendent. The reason for the in-camera session shall be stated prior to its approval and shall be limited to discussion pertaining to the following stated reasons: matters related to individual student or individual employees, collective bargaining or compensation issues, litigation, acquisition/disposal of property, and other topics that a majority of trustees present believe should be held in private for the public interest.

Such sessions shall be closed to the public and press. The Board shall only discuss the matter which gave rise to the closed meeting. In-camera meetings shall be strictly confidential. Board members and other persons attending the

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session are honor bound not to disclose the substance of deliberations at such sessions.

The Board shall, during the in-camera session, adopt only such resolution as is required to re-convene the Board in an open, public meeting.

6. Agenda for Regular Meetings

The Board believes that a properly prepared agenda creates a meeting atmosphere formal enough for orderly procedure, but informal enough to encourage free discussion, problem solving, and the generation of ideas.

The Board Chair is responsible for establishing the agenda for Board Meetings in consultation with the Vice-Chair and the Superintendent, in accordance with Board policy and legislation.

Agendas shall include sufficient data and information so that the Board is able to make sound and objective decisions consistent with established goals.

The agenda is considered DRAFT until approved by the Board

Items may be placed on the agenda in one of the following ways:

- 6.1 By notifying the Superintendent or Board Chair prior to the establishment of the agenda (at least seven days prior to the Board meeting).
- 6.2 By notice of motion at the previous meeting of the Board.
- 6.3 As a request from a committee of the Board.
- 6.4 Emergent issues that require immediate Board action may arise after the agenda has been prepared. The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may only be made with the approval of a majority of those trustees present.

Materials for Board meetings will be distributed to each trustee and the Superintendent at least three calendar days prior to the meeting. Agenda packages, minus any confidential materials, will be provided to members of the press and the general public attending the meeting. Copies of the agenda will be sent electronically to all schools for distribution through the principal to staff and School Councils. The agenda will be posted on the web site three days prior to the meeting. The Superintendent or designate is responsible for distribution and posting from the Division.

The Board will follow the order of business set by the agenda unless the order is altered or new items are added by agreement of the Board.

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During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion. The Board may take action on such items.

7. Minutes

The Board believes it is important to maintain a record of all proceedings at regular and special meetings and Board committees, both standing and ad hoc.

The Board shall maintain and preserve by means of minutes a record of its proceedings and resolutions.

7.1 The minutes shall record:

- 7.1.1 Date, time and place of meeting and time of adjournment;
- 7.1.2 Type of meeting (regular, special or committee);
- 7.1.3 Name of presiding officer;
- 7.1.4 Names of those trustees and administration in attendance;
- 7.1.5 Approval of preceding minutes;
- 7.1.6 All resolutions, including the Board's disposition of the same, placed before the Board, should be entered in full;
- 7.1.7 Names of persons making the motion;
- 7.1.8 Points of order and appeals;
- 7.1.9 Appointments;
- 7.1.10 Summarized reports of committees;
- 7.1.11 Recording of the vote on a motion (when requested pursuant to the School Act, RSA, 2005, Chapter S-3, s. 72 *Voting on Question*); and
- 7.1.12 Trustee declaration pursuant to the Act, s. 80 Pecuniary interest

7.2 The minutes shall:

- 7.2.1 Be prepared as directed by the Superintendent;
- 7.2.2 Be reviewed by the Superintendent prior to submission to the Board;
- 7.2.3 Be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 7.2.4 Upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

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- 7.3 The Superintendent shall ensure, upon acceptance by the Board that appropriate initials are appended to each page of the minutes, and that appropriate signatures and the corporate seal of the Division are affixed to the concluding page of the minutes.
- 7.4 The Superintendent shall establish a codification system for resolutions determined by the Board which will:
- 7.4.1 Provide for ready identification as to the meeting at which it was considered;
 - 7.4.2 Provide for cross-referencing with resolutions of similar nature adopted by the Board at previous meetings; and
 - 7.4.3 Establish and maintain a file of all Board minutes.
- 7.5 Upon adoption by the Board, the minutes shall be open to public scrutiny at the Board office.
- 7.6 The approved minutes of a regular or special meeting shall be posted to the website, distributed to the schools, staff and School Councils as soon as possible following approval. The Superintendent or designate is responsible to distribute and post the approved minutes.
- 7.7 Agenda packages shall be filed with the approved minutes.

8. Motions

Motions do not require a seconder, except in rare instances as described below.

8.1 Notice of Motion

The notice of motion serves the purpose of officially putting an item on the agenda of the next or future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee will need not be present during the reading of the motion, however if the trustee is not present, a seconder is required at the meeting at which the notice is given, otherwise the item will be dropped.

8.2 Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

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A Board motion or a recommendation from administration must be placed before the Board prior to any discussion taking place on an issue. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

8.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time.

If the Chair wishes to speak on a motion, s/he shall ask the Vice-Chair to assume the chair's role. The Chair may hand the gavel to the Vice-Chair and thus signal his/her desire to speak on a motion. The Chair normally speaks just prior to the last speaker, who will be the mover of the motion.

The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

8.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

8.5 Recorded Vote

Whenever a recorded vote is requested by a trustee before the vote is taken, the minutes shall record the names of the trustees who voted for or against the matter. Immediately after a vote is taken and on the request of a trustee, the minutes shall record the name of that trustee and whether that trustee voted for or against the matter or abstained.

8.6 Required Votes

The Board Chair, and all trustees present, unless excused by resolution of the Board or by the provisions of the School Act, shall vote on each question. Each question shall be decided by a majority of the votes of

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those trustees present. A simple majority of a quorum of the Board will decide in favour of the question. In the case of an equality of votes, the question is defeated. A vote on a question shall be taken by open vote, expressed by show of hands, except the vote to elect the Board Chair or Vice-Chair, which is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands.

8.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

9. Delegations to Board Meetings

The Board will make provision for a delegation to make a presentation at a Board meeting in the interest of improving education in Division schools.

The presentation by a delegation shall be at a duly constituted meeting of the Board.

9.1 Notice to appear at the meeting, shall be given to the Superintendent or designate in adequate time to have the appearance placed on the agenda (at least seven days prior to the meeting). In a situation where time does not permit adherence to advance notice, the Superintendent shall acquaint the Board members with the matter prior to the delegation meeting with the Board.

9.2 The purpose of the delegation shall be clearly stated in the notice.

9.3 A suggested amount of time required for the presentation shall be stated and recorded on the Board agenda. The Board Chair reserves the right to limit and control the discussion.

9.4 At the time of presentation, the delegation shall confine its discussion to the purpose stated in the notice.

9.5 It is understood that the delegation shall have a spokesperson.

9.6 In discussing matters with a delegation, the Board Chair shall act as spokesperson for the Board. It must be remembered that delegations come to express problems, make suggestions and requests, and give information thereon. For this reason, individual trustees may seek only clarification of items presented by the delegation. At no time during the presentation shall any trustee voice her/his opinion thereon; nor shall he/she, by any statement, commit the Board to any specific course of action.

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9.7 Except in an emergency the Board shall defer any action relative to the delegation's presentation until the next regular Board meeting. Such tabling shall be used to give individual trustees sufficient time to consider the information supplied by the delegation. If the time between the delegation's presentation and the next Board meeting is deemed insufficient for the trustees to gain the necessary information to make an informed decision, the Board may respond by delaying the decision until another specified, appropriate time.

9.8 Upon completion of the presentation, the Board Chair shall inform the delegation when the decision will be made. When a decision is reached, it will be communicated in writing to the spokesperson.

9.9 Notwithstanding the Board's provision for a delegation, if the Board has reason to believe that more than one or two delegations will desire an opportunity to address the Board on a particular educational matter, the Board may limit delegations at a Regular Meeting and instead convene a public hearing for the purpose of receiving input on a specific matter.

10. Recording Devices

The Board expects that anyone wanting to use a recording device at a public Board meeting shall obtain prior approval of the Chair.

11. Trustee Participation in Meetings via Video or Teleconference

A trustee may participate in a meeting of the board by electronic means or other communication facilities providing the communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other. Trustees participating by electronic or other communication facilities are deemed to be present at the meeting.

11.1 A trustee is normally expected to attend in person a meeting of the board, unless there is a valid reason for attending by electronic means or other communication facilities. Valid reasons include weather conditions that affect the trustee's ability to travel safely, illness that may limit the trustee's ability to travel or be in a public meeting, or other circumstances that seem reasonable to the trustee.

11.2 A trustee attending a meeting by electronic means or other communication facilities is expected to provide sufficient advance notice to the Board Chair so that necessary accommodations, such as video

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conferencing service, can be in place at the designated meeting place for the expected duration of the meeting.

- 11.3 A trustee who is not able to attend a meeting in person determines if he/she will be considered absent, or if he/she will attend by electronic means or other communication facilities. The trustee will consider the cost implications to the Board, especially if he/she is outside the jurisdiction, the presumed reliability of the electronic means or other communication facilities, or any other circumstances such as confidentiality which may impact the normal business of a board meeting.

The Board believes that trusteeship, first and foremost, is a public service.

The Board, accordingly, intends that compensation for trustees be established and accepted within the spirit of trusteeship being a public service.

The Board recognizes, however, that the discharge of this public service makes considerable time demands and often results in the trustee incurring expenses.

The Board also believes there is a need for on-going trustee and board development. The Board encourages the participation of all members at appropriate school board conferences, workshops and conventions to remain current about educational issues.

- 12.1 Trustees shall be compensated in accordance with Appendix A: Trustee Compensation. The Board will review compensation rates annually.

- 12.2 Compensation will be contingent upon the completion of the appropriate claims form. Compensation claims forms are to be regularly, and within 90 days of the expense, submitted to and authorized by the Board Chair no later than the last Board meeting of the month. All claims are to be submitted prior to the end of the fiscal year for the year in which the expense occurred.

- 12.3 Trustees will establish an annual operating budget for trustees in conjunction with the Division budget planning process.

13. Trustee Conflict of Interest

The trustee is directly responsible to the electorate of the Division and to the Board.

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Upon election to office, the trustee must complete a disclosure of personal interest statement and accept a position of public trust. The trustee is expected to act in a manner which will enhance the trust accorded the trustee, and through the trustee, the trust accorded to the Board.

The Board is of the firm conviction that its ability to discharge its obligations is dependent upon the confidence the residents of the Division place in the Board and in its trustee members.

13.1 The trustee is expected to be conversant with the School Act, R.S.A. 2000, Chapter S-3, Division 3 Conflict of Interest, and in particular, Pecuniary interest s. 80 and Disclosure of information s. 81.

13.2 The trustee is solely responsible for declaring himself/herself to be in possible conflict of interest.

13.3 The trustee shall make such declaration in open meeting prior to Board or committee discussion of the subject matter which may place the trustee in conflict of interest.

13.4 It shall be the responsibility of the trustee in conflict to absent him/herself from the meeting in accordance with the requirements of the School Act and ensure that his/her declaration and absence is properly recorded within the minutes.

14. Board Self-Evaluation

14.1 The annual Board self-evaluation process will complement the Superintendent evaluation process.

14.2 The purpose of the Board self-evaluation is to answer the following questions:

14.2.1 How well have we fulfilled each of our defined roles in relation to our mission, goals and objectives as a Board this past year?

14.2.2 How do we perceive our interpersonal working relationships?

14.2.3 How well do we receive input and how well do we communicate?

14.2.4 How well have we adhered to our annual work plan?

14.2.5 How would we rate our Board-Superintendent relations?

14.2.6 How well have we adhered to our governance policies?

14.2.7 What have we accomplished this past year? How do we know?

14.3 The principles upon which the Board self-evaluation is based are as follows:

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14.3.1 A learning organization or a professional learning community is focused on the improvement of practice.

14.3.2 A pre-determined process for evaluation strengthens the governance functions and builds credibility for the Board.

14.3.3 An evidence-based approach provides objectivity.

14.4 The components of the Board self-evaluation are:

14.4.1 Review of Board Role Performance

14.4.2 Monitoring Interpersonal Working Relationships

14.4.3 Monitoring Board Representation/Communication

14.4.4 Review of Annual Work Plan Completion

14.4.5 Monitoring Board-Superintendent Relations

14.4.6 Review of Board Motions

14.4.7 Review of Board Governance Policies

14.4.8 Creating a Positive Path Forward

References: Section 60, 64, 65, 66, 67, 68, 70, 71* (Miscellaneous Statutes Amendment Act, 2009 amended Section 71 as of November 26, 2009, enabling trustees to participate in meetings via video or teleconference, 72, 73, 74, 75, 76, 80, 81, 83, 145, 208, 237, 246, 247 School Act

Revised – Board Motion: October 23, 2007

Amended – Board Motion: November 13, 2007

Appendix: Amended – Board Motion October 14, 2008

[Appendix: Amended – Board Motion BD#20120626.1014](#)

Amended – Board Motion: April 7, 2009

Amended – Board Motion August 25, 2009

Amended – March, 2010

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Appendix A – Trustee Compensation

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

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

<u>Technology Allowance</u>			
	<u>2012/2013</u>	<u>2013/2014</u>	<u>2014/2015</u>
<u>Technology Allowance</u>	<u>\$50 monthly</u>	<u>\$50 monthly</u>	<u>\$50 monthly</u>

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

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

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

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Monthly

~~This is remuneration for local trustee business, additional trustee duties and time required for the Board Chair and Vice-Chair and for development activities.~~

~~Chair ————— \$551.67~~

~~————— Agenda Planning Meetings paid at hourly rate.~~

~~Vice-Chair ————— \$441.33/month~~

~~————— Agenda Planning Meetings paid at hourly rate.~~

~~————— (additional amounts for Chair and Vice-Chair are in recognition of additional duties on behalf of the board.~~

~~All other Trustees ————— \$331.00/month~~

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: ~~\$27.67 per hour to a maximum of six hours, or a daily rate of \$166.02 if the meeting exceeds six hours. Trustees designated as alternates will be paid at this rate only when functioning as the Board's representative in the absence of the appointed trustee.~~ 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.

~~♦ — All Trustees — \$25 hour~~

~~♦ — Chair and Vice-Chair to attend agenda setting meetings~~

Technology Allowance

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

~~♦ — \$50/month~~

Use of Personal Vehicle

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

~~♦ — 51.5 cents /km (maximum Federal government rates)~~

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- ♦ 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, and 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

~~Benefit Rates: ASEBP (Alberta Health Care, Extended Health Care, Dental, Life Accidental Death and Dismemberment)—90% of premiums.~~

~~Trustees who are ineligible for ASEBP benefits will be reimbursed for coverage with an alternate carrier up to an amount equal to the premiums that would apply if they were eligible for ASEBP 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

Accommodation

This is to reimburse the trustee for reasonable accommodation costs while on Board business.

- ♦ As receipted
- ♦ Gift allowance for private accommodations (e.g. relative's home) at \$75.00 max/stay

Other Travel Expenses

REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 15 of 16
March 22, 2011		November 29, 2011	2011-11-29- 052	

Appendix 2 for 8.1.1.: Policy 7

This is to reimburse the trustee for reasonable expenses related to his/her attendance at Board meetings, conferences, and committee meetings. Typical expenses would include parking, taxi fares, airfare, internet access, etc.

- ♦ As receipted

Draft

REPLACING POLICY DATED:	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 16 of 16
March 22, 2011		November 29, 2011	2011-11-29- 052	



POLICY 8, COMMITTEES OF THE BOARD

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

August 28, 2012

Background:

Policy 8, Committees of the Board presently lists the various committees set by the Board. As other committees may need to be established throughout the year, the proposed amendments to Policy 8 are being brought forth for board consideration.

Recommendation:

That the Board of Trustees approves the amendments to Policy 8, Committees of the Board as presented.

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Bevan Daverne
Superintendent

Draft

Policy 8**COMMITTEES OF THE BOARD**

The board may establish committees to accomplish various governance roles in a manner which is consistent with the goals, objectives and principles of the Division. The superintendent may appoint personnel to work with board committees, and in so doing, shall determine their roles, responsibilities, and reporting requirements.

Procedures:

1. Establishment and Dissolution

Committees, standing or ad hoc, shall be established or dissolved by a board motion specifying the committee's purpose, membership, term, required resources and remuneration.

2. Appointment of Committee Membership

Appointments shall normally occur at the organizational meeting where trustees will be polled for their interest. All trustees are expected to be available to serve on board committees. Service on committees is by expressed interest. When the number of trustees expressing interest exceeds the positions available, a vote of the board shall establish the membership. Committee members serve at the pleasure of the board.

3. Meeting Procedures

The committee members select a chair and recording secretary. The committee chair calls the meetings and presents a written summary of the meeting for information and the record at a subsequent regular board meeting. Committee meetings are not public and attendance is limited to members appointed by the board.

Committees~~1. Finance Committee~~~~1.1 Purpose~~

- ~~• To provide direction to the board in budget formation and implementation.~~

~~1.2 Powers and Duties~~

- ~~• To recommend the auditor~~
- ~~• To review the Audited Financial Statements and the Auditor's Management Letter~~

~~1.3 Membership~~

- ~~• The full board~~

GOLDEN HILLS SCHOOL DIVISION NO. 75				POLICY 8
REPLACING POLICY 8 DATED: October 26, 2010	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 1 of 2
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2. Capital Planning Committee

2.1 Purpose

- To provide direction to the board for the development of the Capital Plan

2.2 Powers and Duties

- To consider enrolment patterns, utilization, condition of buildings and other relevant information that affects capital planning.
- To consider the need for leases, modular classrooms, major modernization, renovation and new schools
- To consider non school buildings and other properties owned by the board.

2.3 Membership

- The full board

3. Strategic Planning Committee

3.1 Purpose

- To provide direction to the board in developing the priorities for the strategic plan

3.2 Powers and Duties

- To consider results achieved, input from various sources, and resources impacting the strategic plan

3.3 Membership

- The full board

4. Policy Committee

4.1 Purpose

- To provide direction to the board on policy development

4.2 Powers and Duties

- At the board's request, to draft new policy or amendments
- To make recommendations for policy review or development

4.3 Membership

- Two trustees; one alternate
- Superintendent and/or designate

Legal Reference: School Act RSA 2000, S-3, s.60, s.61, s.62, s.63

GOLDEN HILLS SCHOOL DIVISION NO. 75				POLICY 8
REPLACING POLICY 8 DATED: October 26, 2010	NEW POLICY	BOARD APPROVAL:	MOTION NO.	Page 2 of 2
		February 22, 2011	2011-02-22-362	



LOCALLY DEVELOPED COURSE

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

August 28, 2012

Background:

Alberta Education supports the local development and authorization of senior high school complementary courses which do not duplicate provincially authorized courses. The opportunity to authorize complementary courses allows boards to respond to the unique interests and abilities of its students and to foster educational improvement and excellence through innovation at the local level. Authorization for locally developed/acquired courses "shall be by board motion and shall be for a maximum of three years" (Alberta Education Policy 1.2.1, *Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses*).

Paleontology 35 (3 or 5 credits) has been forwarded to Alberta Education for review regarding overlap with provincially authorized curriculum and is being submitted for the Board's consideration.

Paleontology 35 (3 or 5 credits)

Locally Developed – Golden Hills School Division

Recommendation:

That the Board of Trustees authorizes the use of locally developed course *Paleontology 35* (3 or 5 credits) developed by Golden Hills School Division No. 75 beginning February 1, 2013 until August 31, 2015 and any learning resources detailed in the course outline for use in Golden Hills school division.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Ed Holt".

Ed Holt
Associate Superintendent of Schools



ENROLMENT BACKGROUNDER

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

August 28, 2012

Background:

The Board of Trustees regularly monitors enrolment and notes trends over time. Funding is primarily enrolment-driven, monitoring and projecting enrolment trends informs the board's budgeting processes.

As per the attached monitoring report, information is provided on June 30, 2012 enrolment of resident funded students, Siksika funded students and International funded students.

Alberta Education calculates funding for Kindergarten to grade nine based on the full time equivalent student count as of September 30, 2011. High school funding is based on the Credit Enrolment Units earned per student.

The Enrolment Monitoring Report indicates current month enrolment as well as 5 year trends.

Recommendation:

That the Board of Trustees receives the Enrolment Monitoring Report for June 30, 2012 for information and for the record.

A handwritten signature in blue ink, appearing to read "Bevan Daverne".

Bevan Daverne
Superintendent

A handwritten signature in blue ink, appearing to read "Tahra Sabir".

Tahra Sabir
Secretary-Treasurer



ENROLMENT MONITORING REPORT

Presented to the Board of Trustees by Bevan Daverne, Superintendent of Schools

Resource Persons:

Tahra Sabir, Secretary-Treasurer

Ed Holt, Associate Superintendent of Schools

Kandace Jordan, Associate Superintendent of Schools

Norma Emde, Student Records Specialist

August 28, 2012

REPORTING PERIOD:

June 30, 2012

OVERVIEW:

Enrolment is critical information which has various implications for funding and staffing levels. Pursuant to Board Governance Policy 2, the Board is responsible for monitoring the fiscal management of the Division. This requires knowledge of how resources are allocated to achieve desired results. The information provided in this report assists the Board in fulfilling its governance role.

SUMMARY & IMPLICATIONS:

- Alberta Education calculates funding for Kindergarten to grade nine based on the full time equivalent student count as of September 30. High school funding is based on the historical averages of Credit Enrolment units earned per student.
- A comparison is provided for enrolments for a five year for September 30 enrolments.

RECOMMENDATION:

That the Board of Trustees receives the Enrolment Monitoring Report for information and the record.

Appendix 2 for 8.2.1.: Enrolment Monitoring Report

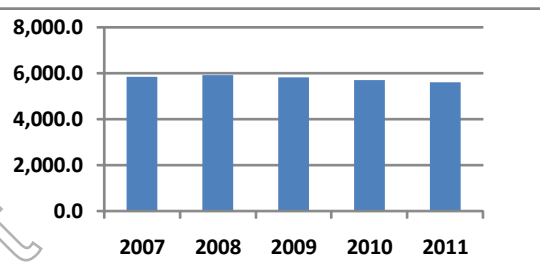
Summary of Totals

	This Year		
	30-June-12 Enrolment	31-May-12 Enrolment	Difference
Funded Total Enrolment			
Provincially Funded Students	5,604.00	5,613.00	-9.00
Siksika Students	175.00	175.00	0.00
International Students	149.00	148.00	1.00
Totals	5,928.00	5,936.00	-8.00

(36.0 decrease from
September 30, 2011)

Total Provincially Funded (September 30 Comparison)

5 Year Historical Trend				
30-Sep-11 Funded Enrolment	30-Sep-10 Funded Enrolment	30-Sep-09 Funded Enrolment	30-Sep-08 Funded Enrolment	30-Sep-07 Funded Enrolment
5,628.00	5,708.00	5,835.50	5,921.00	5,850.00
178.00	197.00	245.00	245.00	245.00
158.00	158.00	185.00	185.00	193.50
5,964.0	6,063.0	6,265.5	6,351.0	6,288.5



Graph includes provincially funded students only

Year	Funded %	Total %
2007	-5%	-4%
2008	1%	1%
2009	-1%	-1%
2010	-2%	-3%
2011	-1%	-1%

Funded – includes total provincial resident students

Total – includes all students (Provincial, Resident + Siksika + International)

Schools Summary of Totals

WARD ONE	This Year					
		30-June-12	31-May-12			
		Enrolment	Enrolment	Difference		
	Ward #1 Area Schools					
	Prairie Christian Academy	281.50	281.50	0.00		
	Three Hills School	427.50	431.50	-4.00		
	Trochu Outreach	27.00	27.00	0.00		
	Trochu Valley School	377.00	375.00	2.00		
	Totals	1,113.00	1,115.00	-2.00		
	5 Year Historical Trend					
		30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07
		Funded	Funded	Funded	Funded	Funded
		Enrolment	Enrolment	Enrolment	Enrolment	Enrolment
	Ward #1 Area Schools					
	Prairie Christian Academy	286.50	318.00	314.00	342.50	358.00
	Three Hills School	431.00	425.50	443.00	450.00	435.50
	Trochu Outreach	27.00	33.00	21.00	26.00	28.00
	Trochu Valley School	364.00	371.00	377.00	377.50	378.00
	Totals	1,108.50	1,147.50	1,155.00	1,196.00	1,199.50
WARD TWO	This Year					
		30-June-12	31-May-12			
		Enrolment	Enrolment	Difference		
	Ward #2 Area Schools					
	Acme School	184.0	187.0	-3.0		
	Carbon School	142.0	141.0	1.0		
	Dr. Elliott Community School	156.5	156.5	0.0		
	Totals	482.5	484.5	-2.0		
	5 Year Historical Trend					
		30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07
		Funded	Funded	Funded	Funded	Funded
		Enrolment	Enrolment	Enrolment	Enrolment	Enrolment
	Ward #2 Area Schools					
	Acme School	189.0	186.0	186.5	194.0	202.5
	Carbon School	143.5	150.0	153.5	158.5	158.5
	Dr. Elliott Community School	163.5	148.5	144.5	157.5	159.5
	Totals	496.0	484.5	484.5	510.0	520.5
WARD THREE	This Year					
		30-June-12	31-May-12			
		Enrolment	Enrolment	Difference		
	Ward #3 Area Schools					
	Drumheller Valley Secondary	327.0	327.0	0.0		
	Drumheller Outreach	15.0	15.0	0.0		
	Greentree School	412.5	412.5	0.0		
	Totals	754.5	754.5	0.0		
	5 Year Historical Trend					
		30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07
		Funded	Funded	Funded	Funded	Funded
		Enrolment	Enrolment	Enrolment	Enrolment	Enrolment
	Ward #3 Area Schools					
	Drumheller Valley Secondary	337.0	360.0	397.0	400.0	403.0
	Drumheller Outreach	15.0	16.0	27.0	27.0	31.0
	Greentree School	412.5	385.5	361.5	336.5	321.5
	Totals	764.5	761.5	785.5	763.5	755.5

Schools Summary of Totals

WARD FOUR

	This Year	
	30-June-12	31-May-12
Ward #4 Area Schools	Enrolment	Enrolment
		Difference
Brentwood School	319.0	320.0
Crowther Memorial Jr. High	531.0	536.0
Strathmore High School	591.0	592.0
Strathmore StoreFront	34.0	34.0
Trinity Lutheran Christian	66.5	66.5
Westmount School	388.0	385.0
Wheatland School	355.0	356.0
Totals	2,284.5	2,289.5

	5 Year Historical Trend				
	30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07
Ward #4 Area Schools	Funded	Funded	Funded	Funded	Funded
	Enrolment	Enrolment	Enrolment	Enrolment	Enrolment
Brentwood School	314.5	298.0	285.0	297.0	285.5
Crowther Memorial Jr. High	526.0	520.0	529.0	553.0	548.0
Strathmore High School	601.0	609.0	621.0	616.0	642.0
Strathmore StoreFront	34.0	53.0	66.0	80.0	62.0
Trinity Lutheran Christian	69.0	72.0	91.0	53.0	0.0
Westmount School	381.0	369.5	339.0	354.5	343.0
Wheatland School	355.5	355.0	336.5	314.5	342.5
Totals	2,281.0	2,276.5	2,267.5	2,268.0	2,223.0

Year	Funded Enrolment
2007	2,223.0
2008	2,268.0
2009	2,267.5
2010	2,276.5
2011	2,281.0

WARD FIVE

	This Year	
	30-June-12	31-May-12
Ward #5 Area Schools	Enrolment	Enrolment
		Difference
Carseland School	87.0	87.0
Central Bow Valley School	46.5	46.5
Hussar School	49.5	49.5
Rockyford School	33.5	33.5
Standard School	180.0	180.0
Totals	396.5	396.5

	5 Year Historical Trend				
	30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07
Ward #5 Area Schools	Funded	Funded	Funded	Funded	Funded
	Enrolment	Enrolment	Enrolment	Enrolment	Enrolment
Carseland School	88.0	96.0	103.5	105.0	98.5
Central Bow Valley School	43.5	43.5	45.0	70.0	92.5
Hussar School	49.5	48.5	83.0	107.5	114.5
Rockyford School	35.0	55.5	75.0	91.5	97.0
Standard School	176.0	191.0	182.5	145.5	159.5
Totals	392.0	434.5	489.0	519.5	562.0

Year	Funded Enrolment
2007	562.0
2008	519.5
2009	489.0
2010	434.5
2011	392.0

COLONY

	This Year	
	30-June-12	31-May-12
Colony Schools	Enrolment	Enrolment
		Difference
Colony Schools	348.0	348.0

	5 Year Historical Trend				
	30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07
Colony Schools	Funded	Funded	Funded	Funded	Funded
	Enrolment	Enrolment	Enrolment	Enrolment	Enrolment
Colony Schools	361.0	368.5	377.0	394.0	405.0

Year	Funded Enrolment
2007	405.0
2008	394.0
2009	377.0
2010	368.5
2011	361.0

Specialty and Siksika Summary of Totals

SPECIALTY

	This Year					
	30-June-12	31-May-12				
Specialty	Enrolment	Enrolment	Difference			
Golden Hills Learning Academy	79.0	79.0	0.0			
Northstar Academy	124.0	124.0	0.0			
Sequoia Outreach	22.0	22.0	0.0			
Totals	225.0	225.0	0.0			

	5 Year Historical Trend					
	30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07	
Specialty	Funded Enrolment	Funded Enrolment	Funded Enrolment	Funded Enrolment	Funded Enrolment	
Golden Hills Learning Academy	79.0	89.0	119.0	100.0	79.0	
Northstar Academy	124.0	131.0	151.0	128.0	67.0	
Sequoia Outreach	22.0	15.0	7.0	42.0	39.0	
Totals	225.0	235.0	277.0	270.0	185.0	

Year	Enrolment
2007	185.0
2008	270.0
2009	277.0
2010	235.0
2011	225.0

SIKSIKA

	This Year					
	30-June-12	31-May-12				
Siksika Students	Federally Funded Enrolment	Federally Funded Enrolment	Difference			
Siksika Students	175.0	175.0	0.0			
Totals	175.0	175.0	0.0			

	5 Year Historical Trend					
	30-Sep-11	30-Sep-10	30-Sep-09	30-Sep-08	30-Sep-07	
Siksika Students	Federally Funded Enrolment	Federally Funded Enrolment	Federally Funded Enrolment	Federally Funded Enrolment	Federally Funded Enrolment	
Siksika Students	175.0	197.0	264.0	244.0	245.5	
Totals	175.0	197.0	264.0	244.0	245.5	

Year	Enrolment
2007	245.5
2008	244.0
2009	264.0
2010	197.0
2011	175.0