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.*

Board Of Trustees Organizational Meeting

Tuesday, November 05, 2013

Start time 9:30 AM

Boardroom of the Golden Hills School Division No. 75

AGENDA

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

ORGANIZATIONAL MEETING

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

November 5, 2013

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.

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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.
   - (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.

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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.

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 designate together with the Secretary-Treasurer or Manager of Financial Services.

5. **Establishment of Meeting Dates**

Regular meetings of the Board are scheduled for the fourth Tuesday of each month exclusive of July and special holidays. Regular board meetings may be changed by resolution.

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. Further, Board members are expected to participate in scheduled professional development information sharing, strategic planning meetings, special meetings as needed, retreat(s), and ad hoc and/or standing committee meetings.

2013-2014 Board Meetings													
NOVEMBER 2013							DECEMBER 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

2013-2014 Board Meetings													
JANUARY 2014							FEBRUARY 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1
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	

2013-2014 Board Meetings													
MARCH 2014							APRIL 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

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2013-2014 Board Meetings													
MAY 2014							JUNE 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

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

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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 AESBP Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a $2,500 AESBP Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a $2,500 AESBP Health Spending Account

Meetings

In addition trustees are remunerated for meetings including: Regular and Special Meetings of the Board, scheduled Professional Development and Information, 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 daily/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.

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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	Without Receipt		Reasonable Cost (with receipt)
	$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. Trustee expenses for attendance at Provincial ASBA meetings are receipted. Additionally, trustees have $3,000 per person/per elected term for self-directed trustee development (e.g. conferences, and PD seminars).

(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*
**Board Chair is ex officio member of all committees as per Policy 5, Role of the Board Chair.*

External Committees	Representation	Representatives 2013-2017
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)	

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

Standing Committees	Representation	Representatives 2013-2017
Audit Committee	Full Board	
Capital Planning	Full Board	
Strategic Planning	Full Board	
Policy	2 Trustees 1 Alternate Superintendent or designate	

Additional Committees

Committees	Representation	Representatives 2013-2017
Bargaining	1 Trustee 1 Alternate	
Advocacy	Full Board	Full Board

Recommendation:

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



Bevan Daverne
Superintendent

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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."

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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.

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.

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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 as per Appendix B. 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.

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.

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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.

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   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 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.

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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.

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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.

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);

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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

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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

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

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 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.

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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.

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

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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 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.

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12. 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.

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13. Trustee Conflict of Interest

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

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.

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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:

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

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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

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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

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

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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 AESBP Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a $2,500 AESBP Health Spending Account	ASEBP Benefits OR if not eligible for ASEBP, a $2,500 AESBP Health Spending Account

Meetings

In addition trustees are remunerated for meetings including: Regular and Special Meetings of the Board, scheduled Professional Development and Information, 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 daily/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.

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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	Without Receipt		Reasonable Cost (with receipt)
	$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

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

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POLICY 7: BOARD OPERATIONS
APPENDIX B: ORGANIZATIONAL MEETING ELECTION PROCEDURES

Election Procedure:

The next item for business is the election of the Chair.

I now call for nominations for the position of Chair of the Golden Hills School Division for the_____ term.

Nominations are made and recorded. ACCEPT

"I acknowledge the nomination of Trustee _____. Are there any further nominations?"

I call for nominations a second time……

I am calling for nomination a third time…….
Having asked three times for nominations, if no Trustee moves that nominations cease, **"I declare nominations closed".**
VOTE: ALL IN FAVOUR? CARRIED

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If only one nomination is received, **"I declare Trustee _____ acclaimed as the Chair of the Golden Hills School Division for the _____ term."**

OR moved by? That nominations cease – all in favour? Carried

If two or more nominations are made,
"The election will be conducted by secret ballot

"I appoint _____ and _____ as returning officers. They will distribute the ballots."

I declare that Trustee _____ has been elected as Chair of the Golden Hills School Division for the _____ term.

"May I have a motion to destroy the ballots?"

The motion should be made and carried by the Board.

Congratulations Chair _____. Please accept the gavel.
The new Chair will accept the GAVEL from the Secretary-Treasurer.

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Election of Vice-Chair
Let's proceed with the election of the VICE Chair.

I now call for nominations for the position of VICE Chair of the Golden Hills School Division No. 75 for the _____ term.

I acknowledge the nomination of Trustee _____. Are there any further nominations?"

ACCEPT

I call for nominations a second time……..
I am calling for nomination a third time…….

Having asked three times for nominations, if no Trustee moves that nominations cease, "**I declare nominations closed."**

VOTE ALL IN FAVOUR? CARRIED

If only one nomination is received, "**I declare Trustee _____ acclaimed as the VICE Chair of the Golden Hills School Division for the _____ term."**

OR If two or more nominations are made,

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May I have a motion to cease nominations?
All in favour? Carried

"The election will be conducted by secret ballot

If not done already: **"I appoint _____ and _____ as returning officers. They will distribute the ballots.**

I declare that Trustee _____ has been elected as VICE Chair of the Golden Hills School Division for the _____ term.

"May I have a motion to destroy the ballots?"
All in Favour? Carried
The motion should be made and carried by the board.

Congratulations VICE Chair_____.

TIE VOTE

In the event of a tie vote: You must re-ballot until someone receives a majority. Opportunity for each of the candidates to address trustees and answer questions may be provided prior to additional ballots.

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