



GOLDEN HILLS SCHOOL DIVISION

AGENDA

TYPE: Organizational Meeting

DATE: 10/26/2021 **TIME:** 9:30 AM

LOCATION: Boardroom of the Golden Hills School Division

DETAILS:

"Powering Hope and Possibilities" Vision: Inspiring confident, connected, caring citizens of the world

Mission: Intentionally maximizing learning for all

1.0 Attendance

2.0 Call to Order

3.0 Welcome Public, Vision and Mission Statements

4.0 NEW BUSINESS

A) Information Items

4.1 Oath of Office

Info

4.2 Pecuniary Interest Forms

Info

B) Action Items

4.3 Election of Chair

Action

4.4 Election of Vice Chair

Action

4.5 Rotating Roster

Action

4.6 Determination of Signing Authorities

Action

4.7 Establishment of Meeting Dates and Times

Action

4.8 Trustee Expenses/Pier Diems/Mileage Rate/Benefit Rate/Other Expenses

Info/Action

4.9 Conference attendance and Provincial Alberta School Boards Association (ASBA)
Meetings and Conferences

Info/Action

4.10 Nomination/Election of Standing Committee Members and Representatives to
External Committees

Action

5.0 ADJOURNMENT

5.1 Adjournment

Action



OATH OF OFFICE BACKGROUNDER
Trustees

“Inspiring confident, connected, caring citizens of the world”

October 26, 2021

Background:

As per *Education Act Sec. 75 Oath of Office*, every trustee shall (a) take and subscribe to the official oath prescribed by the Oaths of Office Act before commencing the trustee’s duties, and (b) deposit the oath with the secretary of the board.

Golden Hills Board of Trustees shall take the oath before the Secretary Treasurer of the Board or Delegate.

New Trustees are sworn in prior to participating in board meetings.

➤ An example of this is as follows:

Official Oath

I, _____, swear that I will diligently, faithfully and to the best of my ability, execute according to law, the office of Board of Trustees for the Golden Hills School Division.

So, help me God.

SWORN before me at the _____)
Of _____)
In the Province of Alberta, the _____) _____
Day of _____, A.D. 2021)
_____)
Commissioner of Oaths in and for Alberta

Recommendation:

That the Board of Trustees receives this as information.

Tahra Sabir

Tahra Sabir
Secretary Treasurer



ORGANIZATIONAL MEETING BACKGROUNDER

“Inspiring confident, connected, caring citizens of the world”

October 26, 2021

Background:

In accordance with the Education Act, regulation 82/2019 (Education Act effective September 1, 2019), 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:

4.2 Pecuniary Interest Declaration

Each year as part of the Organizational Meeting, Trustees are required to disclose pecuniary interests as outlined in the Education Act, s.85 (1) and s.85 (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.

Recommendation: No motion required

Pecuniary Forms for Trustees have been distributed with a request to advice of any changes and initial document.

4.3 Election of Chair (Refer to Board Policy 7 – Appendix B Script) attached pg. 11 of 12

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 Education 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.

4.4 **Election of Vice-Chair** ([Refer to Board Policy 7 – Appendix B Script](#)) attached pg. 12 of 12

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

- (xv) 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.
- (xvi) 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.
- (xvii) 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.
- (xviii) The Vice-Chair shall assume the powers of the Chair in his/her absence or as delegated by the Chair.
- (xix) Prior to each Board Meeting, confer with the Chair, Superintendent and Secretary-Treasurer on the items to be included on the Agenda, the order of these items, and become thoroughly familiar with them.
- (xx) In the absence of the Chair and the Vice-Chair from a meeting of the Board, the members present shall appoint one of their numbers to act as Chair of the meeting.
- (xxi) 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.
- (xxii) Act as a Signing Officer of the Division.

4.5 **Rotating Roster**

Recommendation:

That the Board of Trustees consider a rotating Vice Chair for the period of October 2021 through August 2022.

4.6 **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.

Signing Authorities (2020-2021)

Chair Huntley, Vice Chair Mertz, Trustee Pirie, Finance Manager Michael Kuystermans, Superintendent Daverne and Secretary Treasurer Sabir

Recommendation:

That the Board of Trustees approve the following Representatives for Signing Authorities for the 2021-2022 Term.

4.7 **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.

Recommendation:

That the Board of Trustees adopt the regular Meeting Dates be as follow for the 2021-2022 school year, with a start time of 9:30 a.m.

2021-2022 Board Meetings													
AUGUST 2021							SEPTEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

2021-2022 Board Meetings													
OCTOBER 2021							NOVEMBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

2021-2022 Board Meetings													
DECEMBER 2021							JANUARY 2022						
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	29
							31	31					

2021-2022 Board Meetings													
FEBRUARY 2022							MARCH 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

2021-2022 Board Meetings													
APRIL 2022							MAY 2022						
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				

2021-2022 Board Meetings						
JUNE 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Board Meetings Tentative Dates	
PSBAA Fall Event Nov 17-19, 2021 DoubleTree Hilton Edm	PSBAA SGA June 2-4, 2021 Cambridge Red Deer Hotel
ASBA FGM Nov 14-16, 2021 Delta Hotel Edm	ASBA SGM June 2021 TBD

4.8 Trustee Expenses/Per diems/Mileage Rate/Benefit Rate/Other Expenses
 Policy 7, Appendix A

Appendix A – Trustee Compensation

Remuneration

(Effective January 01, 2019)

Trustee Remuneration Monthly Rate	
Chair	\$1,160
Vice-Chair	\$945
All other trustees	\$700
Technology Allowance	\$50

Benefits	
As per trustee eligibility	ASEBP Benefits OR a \$2,500 ASEBP Health Spending Account

Hourly Rates

(Submitted through approval process)

Meeting Hourly Rate	
Meeting – Hourly	\$55
Meeting – Full Day (7 or more hours)	\$385
Travel* – Hourly Rate	\$27

Travel and Expenses Reimbursement	
As set for GHSD staff travel	Current CRA Rates

* Other travel expenses (.e. parking, taxi fares, airfare, internet access, etc.) will be reimbursed as receipted.

Meal Reimbursement			
	Breakfast	Lunch	Dinner
Without Receipt	\$12	\$17	\$22
With Receipt	As per receipt		

Trustee Development**
\$4,000 allocation per elected term, or portion thereof, for self-directed trustee development (e.g. conferences, PD seminars) in topics specifically related to education and governance. ** All Trustee development expenditures to be approved by Board Chair.

** Includes travel costs (mileage, airfare, taxi fares, parking fees, etc.), accommodations, meals, and course or seminar fees. Travel time and hourly/daily rates are assessed against the trustee's individual allocation for self-directed development.

Accommodation	
With Receipt	As receipted
Without Receipt	Lodging allowance for private accommodations (e.g. relative's home) at \$75 max/stay

Note: Trustees are encouraged to submit expense claims within 35 days from the date of expenditure.

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 \$4,000 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)
	\$12 Breakfast	As per receipt
	\$17 Lunch	As per Receipt
	\$22 Supper	As per Receipt

Recommendation:

That the Board of Trustees review, the above existing principles outlined in Policy 7, Appendix A – Trustee Compensation.

OR

That the Board of Trustees direct Administration to collect data and report back with recommendations.

Appendix A - Trustee Compensation (Meal and Technology Allowances) were reviewed further and brought back to the board September 24, 2019.

4.9 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 \$4,000 per person per term which is equivalent to \$1,000 per year, as in the past, for self-directed trustee development (e.g., Conferences and PD seminars).

- (xxiii) Submitting of Claims – Trustees are expected to submit completed expense claim forms, with receipts attached. 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.
- (xxiv) School Division Staff Expenses – Expense reimbursements (where applicable) for school division staff is set at the same rates as for trustees.

All expenses for Board travel when attending Alberta School Boards Association (ASBA) and Public School Boards’ Association of Alberta (PSBAA) Conferences on behalf of the Golden Hills School Division No. 75 will be covered.

Recommendation: (no motion required)

That the Board of Trustees review conference attendance and self-directed Trustee development for the Board of Trustees.

4.10 External 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
ASBA ZONE 5 (Alberta School Boards Association) Meetings as called by ASBA, approximately 10 per year	2 Trustees plus 1 alternate (one designated to vote, if required)	Trustee Mertz Trustee Pirie Trustee Northcott (Alternate)
PSBAA (Public School Boards Association of Alberta) Meetings as called by PSBAA, approximately 2 per year	1 Trustee plus 1 Alternate (one designated to vote, if required)	Trustee Kletke Trustee Northcott (Alternate)
External Committees	Representation	Representatives
PSBAA Executive Council Meetings (all can attend), approximately 4 per year	1 Trustee plus 1 Alternate	Trustee Kletke Trustee Northcott (Alternate)

Standing Committees and Representatives of the Board

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

Standing Committees	Representation	Representatives
Audit Committee Ed Act S. 142 (2) The audit committee shall comprise at least 5 individuals and shall include 2 members who are not trustees.	3 Board Members 2 Members	Trustee Huntley Trustee Mertz Trustee Pirie (Alternate) 2 Members
Capital Planning	Full Board	Full Board
Strategic Planning	Full Board	Full Board
Policy	2 Trustees 1 Alternate Superintendent or designate	Trustee Northcott Trustee Mertz Trustee Pirie (Alternate) Superintendent or designate

Committees	Representation	Approval and Ratification
Bargaining	Administration	Full Board

Committees	Representation	Representation
Advocacy	Full Board	Full Board

Additional Committees (Elected yearly)

Committees	Representation	Approval and Ratification
TEBA (Teachers Employee Bargaining Association)	1 Trustee	Trustee Pirie

Committees	Representation	Representation
RSBC (Rural School Board Caucus)	1 Trustee 1 Alternate	Trustee Huntley Trustee Northcott (Alternate)

Recommendation:

Move that the Board of Trustees Representatives for the External and Standing Committees be as listed above.



Bevan Daverne
Superintendent



Appendix 7-B

Organizational Meeting Election Procedures

Election of Chair and Vice Chair (Script)

CHAIR

Step 1 - Secretary Treasurer: "The next order of business is the election of Chair."

Step 2 - Secretary Treasurer: "I now call for nominations for the position of Chair of the Golden Hills School Division for the insert year Term." *(Pause and wait for nominations to start.)*

Step 3 - Trustee: "I nominate insert name for Chair".

Step 4 - Secretary Treasurer asks the Nominee: "Do you accept the nomination?"

Step 5 - Nominee replies: "Accept" or "Decline"

Step 6 - Secretary Treasurer: "I acknowledge the nomination of insert name. Are there any further nominations?" *(Pause and wait for any further nominations. If there are more, repeat steps 3 - 6, then carry on to step 7.)*

Step 7 - Secretary Treasurer: "I call for nominations a second time?"

Step 8 - Secretary Treasurer: "I call for nominations a third time?" *(Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Secretary Treasurer declares nominations ceased.)*

Step 9 - Secretary Treasurer: "I declare nominations closed." *(This verifies the closing of nominations.)*

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

PART A: If there is only one nomination

Secretary Treasurer: "Congratulations, Chair insert name. Please accept the gavel." *(ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.)*

PART B: If there are multiple nominations

(The election will be conducted by secret ballot.)

Secretary Treasurer: "For Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc."

Secretary Treasurer: "I appoint insert name of Associate Superintendent as Returning Officer." *(Ballots are distributed at this time.)*

Secretary Treasurer: "We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Chair."

Returning Officer *(receives the ballots and tallies the official count. He then lets the Secretary Treasurer know the vote.)*

Secretary Treasurer: "May I have a motion to declare that Trustee insert name has been elected as Chair of Golden Hills School Division for the insert year Term."

Secretary Treasurer: "May I have a motion to destroy the ballots? All in favour?"

Secretary Treasurer: "Congratulations, Chair insert name. Please accept the gavel." *(ONLY the NEW CHAIR will accept the GAVEL from the Secretary Treasurer.)*



Appendix 7-B

Organizational Meeting Election Procedures

VICE CHAIR

Step 1 - Chair: "The next order of business is the election of Vice Chair".

Step 2 - Chair: "I now call for nominations for the position of Vice Chair of the Golden Hills School Division for the insert year Term. *(Pause and wait for nominations to start.)*

Step 3 - Trustee: "I nominate insert name for Vice Chair".

Step 4 - Chair asks the Nominee: "Do you accept the nomination?"

Step 5 - Nominee replies: "Accept" or "Decline"

Step 6 - Chair: "I acknowledge the nomination of insert name. Are there any further nominations?" *(Pause and wait for any further nominations. If there are more, repeat steps 3-6, then carry on to step 7.)*

Step 7 - Chair: "I call for nominations a second time?"

Step 8 - Chair: "I call for nominations a third time?" *(Having asked three times for nominations, if no Trustee moves that nominations are to cease, the Chair declares nominations ceased.)*

Step 9 - Chair: "I declare nominations closed." *(This verifies the closing of nominations.)*

- Depending on how many nominations are put forth, proceed with **PART A** or **B**.

PART A: If there is only one nomination

Chair: "Congratulations Vice Chair insert name."

PART B: If there are multiple nominations

(The election will be conducted by secret ballot.)

Chair: "For Vice Chair, the following Trustees are nominated: Trustee insert name, Trustee insert name, etc."

Chair: "I appoint insert name of Associate Superintendent as Returning Officer." *(Ballots are distributed at this time.)*

Chair: "We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose for the position of Vice Chair."

Returning Officer *(receives the ballots and tallies the official count. He then lets the Chair know the vote.)*

Chair: "May I have a motion to declare that Trustee insert name has been elected as Vice Chair of Golden Hills School Division for the insert year Term."

Chair: "May I have a motion to destroy the ballots? All in favour?"

Chair: "Congratulations Vice Chair insert name."

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.