



October 26, 2021 Board of Trustees Organizational Meeting

Tuesday, October 26, 2021

Start time 9:00 AM

Palliser Centre

AGENDA

1. ATTENDANCE

2. CALL TO ORDER

3. ADOPTION OF AGENDA

5. ELECTION PROCEDURE

5.1. SECRET BALLOT

5.2. APPOINTMENT OF SCRUTINEERS

5.3. DESTROY BALLOTS

6. ELECTION OF CHAIRPERSON

6.1. OFFICIAL OATH OF THE OFFICE OF CHAIRPERSON

7. ELECTION OF VICE-CHAIRPERSON

7.1. OFFICIAL OATH OF OFFICE OF THE VICE-CHAIRPERSON

8. ESTABLISHMENT OF COMMITTEES

8.1. EXTERNAL COMMITTEE REPRESENTATIVES

8.1.1. ALBERTA SCHOOL BOARDS ASSOCIATION - 1 MEMBER

Summary:

Purpose

Represent the Board at meetings of ASBA Zone 6

Powers and Duties

Attend ASBA Zone 6 meetings

Represent the Board's positions and interests at the Zone level

Communicate to the Board the work of ASBA Zone 6

Membership

One (1) trustee

Meetings

As called by ASBA Zone 6

8.1.2. COUNTY OF VULCAN JOINT USE COMMITTEE - 1 MEMBER

Summary:

Purpose

Represent the Board at Adult Learning Council meetings

Powers and Duties

Attend committee meetings

Represent the Board's positions and interests

Communicate to the Board the work of the Council

Membership

One (1) trustee

Meetings

As called by the Executive of the Council

8.1.4. COUNTY OF LETHBRIDGE COMMUNITY LEARNING COUNCIL - 1 MEMBER

Summary:

Purpose

Represent the Board at Community Learning Council meetings

Powers and Duties

Attend committee meetings

Represent the Board's positions and interests

Communicate to the Board the work of the Council

Membership

One (1) trustee

Meetings

As called by the Executive of the Council

8.1.5. PROPOSAL - COALDALE COMMUNITY SERVICES COMMITTEE - 1 MEMBER

Summary:

There is a request from the Town of Coaldale for a Board representative to sit on the Coaldale Community Services Committee. This committee meets once monthly. It brings together the County of Lethbridge Community Learning Council, Family Community Support Services, Coaldale community services and the library to collaborate and discuss and address community needs. Is there a desire to have representation on this committee?

8.2. INTERNAL COMMITTEE REPRESENTATIVES

8.2.1. LABOUR RELATIONS NEGOTIATING COMMITTEE - 2 MEMBERS AND BOARD CHAIR

Summary:

Purpose

To negotiate memorandum of agreement with organized labour groups in the division.

Powers and Duties

Establish Board proposals within established Board mandates and guidelines.

Negotiate with representatives of organized labour groups.

Sign memorandum of agreement and make recommendations to the Board for

ratification.

Membership

Three (3) trustees;
Superintendent or designate(s); and
Regional Bargaining Agent, if desired by the Board.

Meetings

As required to negotiate or interpret agreements.

8.2.2. BOARD-TEACHER ADVISORY COMMITTEE - 1 MEMBER AND BOARD CHAIR

Summary:

Purpose

To provide a permanent and ongoing mechanism for considering matters of concern and communicating thereon the views of the respective parties.

Powers and Duties

To provide advice and recommendations to the Board and the ATA Local to promote harmonious relations.

Membership

Three (3) trustees: Including the Board Chair, Chair of the Labour Relations

Negotiating Committee Chair and one (1) additional trustee;
Superintendent or designate who acts in an advisory, non-voting capacity;
and
Three (3) representatives from the ATA Local or as determined by collective agreement.

Meetings

At least two (2) meetings per year, with the first meeting to be called as soon as practicable after the Board's organizational meeting. The second meeting shall be held in the spring.

8.2.3. AUDIT COMMITTEE - 2 MEMBERS AND BOARD CHAIR

Summary:

Purpose

Assist the Board and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the division's compliance with laws and regulations pertaining to the financial operations.

Power and Duties

Audit processes within the organization from a "value-for-money" perspective. Make recommendations to the Board for possible Board development to increase the Board's capacity to provide appropriate fiscal oversight.
Make recommendations to the Board regarding terms of engagement for the auditor, meet with the auditor prior to commencement of the audit and at the conclusion of the audit without the presence of staff.
Review the auditor's proposed audit scope and approach to ensure it complies with the Board's direction.
Review the performance of the auditors, and provide a recommendation to

the Board regarding the final approval on the reappointment or discharge of the auditors.

Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the school

division, including non-audit services and discussing the relationship with the auditors.

Regularly review the format and content of the monthly financial accountability reports to the Board to ensure they facilitate the Board's understanding of the financial status of the division, of key financial issues, and the Board's ability to make sound financial decisions. In addition, these reports will document

whether or to what extent the deficiencies identified in the previous year's Audit - - Report and Management Letter have been remediated.

Review semi-annually with management and the auditors, if necessary, whether deficiencies have been remediated.

Make recommendations to the Board as to whether any deficiencies, as identified by the auditor, should be not acted upon.

Discuss significant financial risk exposures, including insurance, and make recommendations to the Board if deemed warranted.

Obtain training/expertise as required to carry out the functions of the Audit Committee.

Review any correspondence received from the auditor to the division.

Annually assess the effectiveness of the Audit Committee.

Annually review the terms of reference of the Audit Committee.

Membership

Three members of the Board of Trustees, including the Board Chair, with one member designated as Chair of the Audit Committee; and

The Board may add one member of the general public who is independent to the division, has no relationship to the audit firm or senior management, and is financially literate.

The Audit Committee will access administrative support through the office of the Superintendent.

Meetings

The Audit Committee will meet at least three times per year, with authority to convene additional meetings, as circumstances required. All Audit Committee members are expected to attend each meeting, in person or via tele- or videoconference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions. Minutes of meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Assistant shall act as the Secretariat to the Audit Committee.

8.2.4. WALL OF FAME COMMITTEE - 2 MEMBERS AND BOARD CHAIR

Summary:

Purpose

To honour former students or employees of Palliser Regional Schools who "have distinguished themselves in this region or elsewhere, or who have rendered prolonged or significant services to their chosen work and/or area of interest." Recognize nominees in the following areas: Scholastic, Athletic, Community Service (i.e., political involvement), Volunteer Work, or

Leadership in their Field.

Power and Duties

The Palliser Regional Schools Committee will select the award winners by the end of March in each school year. Nominations received later than January 31 will be carried over to the next school year. The names of individuals not selected as award winners will automatically be forwarded for consideration in the next school year.

Membership

Two (2) trustees
Board Chair
Communications Officer
Other members as decided

Meetings

At least two (2) meetings per year

8.2.5. FACILITIES COMMITTEE - 3 MEMBERS

Summary:

Purpose

To ensure that as we manage our facilities, our community linkage is strengthened.

Strike balance of funding and examine joint use agreements.

Strengthen communication and achieve a collaborative relationship with school and community used facilities.

Power and Duties

To advise the Facilities Supervisor and help identify facilities related issues.

Membership

Three (3) trustees and others added as needed from the community.

Meetings

As required

9. SCHEDULE OF MEETING DATES

9.1. REGULAR MONTHLY MEETINGS

Summary:

It is proposed that the meeting date be held on the second Tuesday of every month. Therefore, the calendar of meeting dates would be as follows:

November 9, 2021
December 14, 2021
January 11, 2022
February 8, 2022
March 8, 2022
April 12, 2022
May 10, 2022
June 13, 2022

9.2. PROPOSED OFF-SITE MEETINGS

Summary:

The proposed off-site board meeting dates are:

9.3 OTHER IMPORTANT DATES

Summary:

The ASBA has (2) general meetings scheduled for:

Fall: November 14-16, 2021

Spring: June 5-7, 2022 (tentative)

10. OTHER BUSINESS

10.1. TRUSTEE DISCLOSURE OF INFORMATION (SCHOOL TRUSTEE STATUTES AMENDMENT ACT)

Summary:

The School Trustee Statutes Amendment Act directs that Trustees must disclose information related to their names and employment, as well as that of their spouse and minor children; and the names of the organizations or persons in which they, their spouse or minor children have a pecuniary interest. Trustees will be asked to provide updated information to the Superintendent's office as soon as possible.

10.2. TRUSTEE REMUNERATION

Summary:

The Board will review the existing Trustee Remuneration schedule.

11. ADJOURNMENT