



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION ORGANIZATIONAL MEETING BTO20240611

**DATE: Tuesday, June 11, 2024
12:45 p.m - Palliser Meeting Room B**

1. CALL TO ORDER - Superintendent or Designate

2. ELECTION PROCEDURE

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 election of the Board Chair shall be for a period of one (1) year. All elections shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands.

3. ELECTION OF CHAIR

The Superintendent or designate will call for nominations for the position of Chair to hold office during the pleasure of the Board. The oath of office will follow and the Chair shall preside over the remainder of the organizational meeting.

3.1. Nominations will be called for.

3.2. Seconders are not required.

3.3. The Superintendent or designate calls for a motion to cease nominations.

3.4. If an election is required, it will be by secret ballot.

3.5. Ballots are counted by the two scrutineers chosen from the Administration team.

3.6. The Superintendent or designate declares the name of the successful candidate for the position of Board Chair.

3.7. The Superintendent or designate will call for a motion to destroy the ballots.

3.8. The oath of office will occur.

3.9. The elected Board Chair will assume the Chair.

4. ELECTION OF VICE-CHAIR AND ALTERNATE VICE-CHAIR

The newly elected Chair will call for nominations for the position of Vice-Chair and Alternate Vice-Chair to hold office during the pleasure of the Board and a vote held. The procedures listed above for the election of the Chair will be followed.

The oath of office will follow.

5. ESTABLISHMENT OF COMMITTEES

(summaries of committee mandates and membership follows at end of agenda)

5.1. STANDING COMMITTEES

As per Board Policy 7: Committees of the Board, Standing Committees are established to assist the Board with the work of an on-going or recurring nature. Board Committee of the Whole is established as a Standing Committee of the Board with responsibility for work as detailed below:

5.1.1. Appeal Committee

5.2. INTERNAL COMMITTEE REPRESENTATIVES

5.2.1. Engagement and Advocacy Committee - 2 Members and the Board Chair

5.2.2. Policy Advisory Committee - 2 Members and the Board Chair

5.2.3. Negotiating Committee - 1 Member and the Board Chair

5.2.4. Audit Committee - 2 Members and the Board Chair

5.3. EXTERNAL COMMITTEE REPRESENTATIVES

5.3.1. Teachers' Employer Bargaining Association (TEBA) - 1 Member

5.3.2. Alberta School Boards Association (ASBA) Zone 6 - 1 Member

5.3.3. Rural Caucus of Alberta School Boards (RCASB) - 1 Member

6. BOARD YEAR PLAN

The draft 2024-2025 Board Year Plan will be discussed.

7. ESTABLISHMENT OF REGULAR MEETING DATES

The proposed regular meeting dates for the 2024-2025 school year are as follows. All meetings will be held at the Palliser Education Centre, #101, 3305 - 18 Avenue North, Lethbridge, Alberta.

- Tuesday, September 10, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, October 9, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, November 12, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, November 26, 2024 (Audit): 9:00 a.m. - 4:00 p.m.
- Tuesday, December 10, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, January 14, 2025: 9:00 a.m. – 4:00 p.m.
- Tuesday, February 11, 2025: 9:00 a.m. – 4:00 p.m.
- Tuesday, March 11, 2025: 9:00 a.m. – 4:00 p.m.
- Tuesday, April 8, 2025: 9:00 a.m. - 4:00 p.m.
- Tuesday, May 13, 2025: 9:00 a.m. – 4:00 p.m.
- Tuesday, May 27, 2025 (Budget): 9:00 a.m. - 12:00 p.m.
- Tuesday, June 10, 2025: 9:00 a.m. – 4:00 p.m.
- Tuesday, September 9, 2025: 9:00 a.m. – 4:00 p.m.

8. SCHOOL AND ALTERNATE PROGRAM REPRESENTATION

Trustees will review the [school and alternative program representation list](#) and make recommendations for any adjustments for the 2024-2025 school year.

RECOMMENDATION from Administration: one Board member to represent Palliser Beyond Borders as a single school.

- Trustee Lorelei Bexte, representing a rural area in Vulcan County east of Highway 23/24 that includes the following schools:
 - Arrowwood Community School, Arrowwood
 - Milo Community School, Milo
 - Champion School, Champion
 - County Central High School, Vulcan
 - Calgary Christian Elementary School, Calgary
 - Calgary Christian Secondary School, Calgary
 - Calgary Islamic School - Akram Jomaa campus, Calgary
 - Calgary Islamic School - Omar Bin Al-Khattab campus, Calgary
 - Heritage Christian Academy, Calgary
 - Horizon Leadership Academy, Calgary
 - Menno Simons Christian School, Calgary
- Trustee Debbie Laturus, representing:
 - Coaldale Prairie Winds Secondary, Coaldale
 - Jennie Emery Elementary School, Coaldale
 - John Davidson School, Coaldale
 - R.I. Baker Middle School, Coaldale
 - Trinity Christian School, Calgary
- Trustee Tony Montana, representing:
 - Barons School, Barons
 - Carmangay School, Carmangay
 - Coalhurst Elementary School, Coalhurst
 - Coalhurst High School, Coalhurst
 - Noble Central School, Nobleford
 - Palliser Beyond Borders
- Trustee Mike Oliver, representing:
 - Dorothy Dalgliesh Elementary School, Vulcan
 - Huntsville School, Iron Springs
 - Master's Academy, Calgary
 - Master's College, Calgary
 - National Sport School, Calgary
 - Picture Butte High School, Picture Butte
- Trustee Sharon Rutledge, representing:
 - Jennie Emery Elementary School, Coaldale
 - John Davidson School, Coaldale

- Coaldale Prairie Winds Secondary, Coaldale
- R.I. Baker Middle School, Coaldale
- Sunnyside School, Lethbridge County
- Trustee Louise Schmidt, representing:
 - Brant Christian School, Brant
 - Carmangay School, Carmangay
 - Champion Community School, Champion
 - County Central High School, Vulcan
 - Vulcan Prairieview Elementary School, Vulcan

9. TRUSTEE REMUNERATION AND SCHEDULE OF REIMBURSEMENT

Trustee remuneration for the 2024-2025 school year will be reviewed.

10. TRUSTEE DISCLOSURE OF INFORMATION (EDUCATION ACT)

The Education 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. If this information has changed trustees are asked to provide updated information to the Secretary Treasurer's office as soon as possible.

11. ADJOURNMENT

STANDING COMMITTEES

As per Board Policy 7: Committees of the Board, Standing Committees are established to assist the Board with the work of an on-going or recurring nature. Board Committee of the Whole is established as a Standing Committee of the Board with responsibility for work as detailed below:.

1. APPEAL COMMITTEE

1.1. Purpose

- 1.1.1. To make decisions concerning recommendations for the expulsion or transportation of any student, and any other matter that significantly affects the education of a student.

1.2. Membership

- 1.2.1. The entire Board, with a quorum of at least three (3) members necessary for the Committee to meet.
- 1.2.2. Superintendent and designate(s), who act in an advisory, non-voting capacity.

1.3. Meetings

- 1.3.1. As detailed in [Policy 8 – Appeals and Hearings Regarding Student Matters](#).

INTERNAL COMMITTEES

1. ENGAGEMENT AND ADVOCACY COMMITTEE

1.1. Purpose

- 1.1.1. The purpose of the Engagement and Advocacy Committee is to develop and recommend strategies to the Board to fully engage all sectors of the community and to assist with the implementation of strategies where possible.
- 1.1.2. The purpose of advocacy is to support the ongoing advocacy efforts of the Board with the purpose of developing/identifying an advocacy plan/strategy for the Board and identify key messages to support the advocacy plan
- 1.1.3. Develop an engagement process to meet with representatives of all Palliser staff groupings.
- 1.1.4. To include the previous Wall of Fame Committee's purpose which is to honour former students or employees of Palliser School Division 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.

1.2. Membership

- 1.2.1. Three (3) Trustees, one being the Board Chair
- 1.2.2. The Superintendent or Designate
- 1.2.3. Other representatives from Central Office administration may be called to participate in the committee's work as required. The Chair shall be elected by committee members annually.

1.3. Meetings

- 1.3.1. Twice a year (early fall and April) and additional times as needed.
- 1.3.2. Minutes: Minutes of the meeting shall be recorded by the Executive Assistant to the Superintendent or Designate.
- 1.3.3. Reporting: The minutes of the committee meeting shall be submitted to the next Board of Trustees meeting, serving as the committee's report.

2. POLICY ADVISORY COMMITTEE

2.1. Purpose

- 2.1.1. To advise in the development and review of board policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
- 2.1.2. To ensure Board Policy is current and relevant.
- 2.1.3. To bring forward the Committee's recommendations to the Board to amend or rescind Policies, as required.
- 2.1.4. Review the Terms of Reference of the Committee once per term of the Board.
- 2.1.5. Committee members shall have the opportunity and responsibility to consult with their respective stakeholder groups as appropriate.

2.2. Membership

- 2.2.1. Three (3) Trustees; one being the Board Chair
- 2.2.2. The Superintendent or Designate
- 2.2.3. Associate Superintendent, Business Services

2.3. Meetings

- 2.3.1. A schedule of meetings shall be developed annually at the Organizational Meeting or as approved by the Board.

2.4. Resources

- 2.4.1. Minutes of all meetings will be recorded by the Executive Assistant to the Superintendent or Designate.
- 2.4.2. Review and Evaluation Process.

3. NEGOTIATING COMMITTEE

3.1. Purpose

- 3.1.1. Meet with the Alberta Teachers' Association Local #19 to negotiate a Memorandum of Agreement which shall subsequently be presented to the Board of Trustees for ratification.

3.2. Powers and Duties

- 3.2.1. Establish Board proposals within established Board mandates and guidelines.
- 3.2.2. Negotiate with representatives of the Alberta Teachers Association.
- 3.2.3. Sign memorandum of agreement and make recommendations to the Board for ratification.

3.3. Membership

- 3.3.1. Two (2) trustees: one being the Board Chair.
- 3.3.2. Superintendent or designate(s).
- 3.3.3. Regional Bargaining Agent, if desired by the Board.

3.4. Meetings

- 3.4.1. As required to negotiate or interpret agreements.

4. AUDIT COMMITTEE

4.1. Purpose

- 4.1.1. 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 Public Sector Accounting Standards (PSAS) compliance), and monitoring the division's compliance with laws and regulations pertaining to the financial operations.

4.2. Power and Duties

- 4.2.1. Audit processes within the organization from a financial and risk perspective.
- 4.2.2. Make recommendations to the Board for possible Board development to increase the Board's capacity to provide appropriate fiscal oversight.
- 4.2.3. Make recommendations to the Board regarding terms of engagement for the auditor, meet with the auditor before the commencement of the audit and after the audit without the presence of staff.
- 4.2.4. Review the auditor's proposed audit scope and approach to ensure it complies with the Board's direction.
- 4.2.5. 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.
- 4.2.6. 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.
- 4.2.7. 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.
- 4.2.8. Review semi-annually with management and the auditors, if necessary, whether deficiencies have been remediated.
- 4.2.9. Make recommendations to the Board as to whether any deficiencies, as identified by the auditor, should be not acted upon.
- 4.2.10. Discuss significant financial risk exposures, including insurance, and make recommendations to the Board if deemed warranted.
- 4.2.11. Obtain training/expertise as required to carry out the functions of the Audit Committee.
- 4.2.12. Review any correspondence received from the auditor to the division.

4.3. Membership

- 4.3.1. Two (2) trustees: one being the Board Chair.
- 4.3.2. The Board will add a member of the business community who is not a trustee and a member of the adult learning community who is not a trustee.
 - 4.3.2.1. Two Community members who are not a trustee; one from the business community and one from the adult learning community.
 - 4.3.2.2. Selection of community members shall be made by the Board and

Superintendent or Designate.

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

4.4. Meetings

- 4.4.1. The Audit Committee will meet at least two times per year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting, in person or via electronic means. 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.
- 4.4.2. Minutes of meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees.
- 4.4.3. The Executive Assistant shall act as the Secretariat to the Audit Committee.

EXTERNAL COMMITTEES

Upon approval of the Board, members of the Board who are invited to represent the Board on external committees may be authorized to sit on these committees. In addition, the Board will appoint a Trustee to represent the division on the following external committees:

1. **TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA) - 1 Trustee**

The Teachers' Employer Bargaining Association (TEBA) is a statutory corporation created by the [Public Education Collective Bargaining Act](#) that represents school boards in the province in collective bargaining for all of Alberta's public, separate, and Francophone teachers.

Structure: Eight government appointees and 7 school board trustees form a board of directors to lead TEBA. A representative committee of one trustee for each Alberta public, separate and Francophone school authority elects the 7 school trustees on the board of directors. The board of directors sets the direction for TEBA and provides a mandate for bargaining. The board of directors, in consultation with the representative committee, votes to ratify any deal reached at the provincial bargaining table.
2. **ALBERTA SCHOOL BOARDS ASSOCIATION (ASBA) - Zone 6 - 1 Trustee**
 - 2.1. **Purpose**
 - 2.1.1. Represent the Board at meetings of ASBA Zone 6
 - 2.2. **Powers and Duties**
 - 2.2.1. Attend ASBA Zone 6 meetings
 - 2.2.2. Represent the Board's positions and interests at the Zone level
 - 2.2.3. Communicate to the Board the work of ASBA Zone 6
 - 2.3. **Membership**
 - 2.3.1. One (1) Trustee
 - 2.4. **Meetings**
 - 2.4.1. As called by ASBA Zone 6
3. **RURAL CAUCUS OF ALBERTA SCHOOL BOARDS (RCASB) - 1 Trustee**

3.1. Purpose

3.1.1. Represent the Board at meetings of RCASB

3.2. Powers and Duties

3.2.1. Attend RCASB meetings

3.2.2. Represent the Board's positions and interests

3.2.3. Communicate to the Board the work of RCASB

3.3. Membership

3.3.1. One (1) trustee

3.4. Meetings

3.4.1. As called by RCASB