



AGENDA

THE BOARD OF TRUSTEES OF PALLISER SCHOOL DIVISION ORGANIZATIONAL MEETING BTO20230822

**DATE: Tuesday, August 22, 2023
9:00 a.m - Palliser Meeting Room C**

1. CALL TO ORDER - Dexter Durfey

2. ELECTION PROCEDURE

The Secretary Treasurer 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 Secretary Treasurer 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 Secretary Treasurer 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 scrutineers (Deputy Superintendent and Associate Superintendent, Human Resources).

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

3.7. The Secretary Treasurer 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. Standing Committees are as follows:

- 5.1.1. Appeal Committee
- 5.1.2. Engagement Committee
- 5.1.3. Policy Advisory Committee

5.2. EXTERNAL COMMITTEE REPRESENTATIVES

- 5.2.1. Teachers' Employer Bargaining Association (TEBA) - 1 Member
- 5.2.2. Alberta School Boards Association (Zone 6) - 1 Member
- 5.2.3. Rural Caucus of Alberta School Boards - 1 Member
- 5.2.4. Lethbridge County Community Learning Council - 1 Member
- 5.2.5. Vulcan & District Recreation Board - 1 Member
- 5.2.6. Vulcan Joint Use Committee - 1 Member
- 5.2.7. Coaldale Community Services Committee - 1 Member

5.3. INTERNAL COMMITTEE REPRESENTATIVES

- 5.3.1. Board-Teacher Advisory Committee - 1 Member and the Board Chair
- 5.3.2. Audit Committee - 2 Members and the Board Chair
- 5.3.3. Labour Relations Negotiating Committee - 1 Member and the Board Chair
- 5.3.4. Wall Of Fame Committee - 2 Members and the Board Chair

6. BOARD YEAR PLAN

The draft 2023-2024 Board Year Plan will be discussed.

7. ESTABLISHMENT OF REGULAR MEETING DATES

The proposed regular meeting dates for the 2023-2024 school year are as follows. All meetings will be held at the Palliser Education Centre, #101, 3305 - 18 Avenue North, Lethbridge, Alberta.

- Tuesday, September 12, 2023: 9:00 a.m. – 4:00 p.m.
- Tuesday, October 10, 2023: 9:00 a.m. – 4:00 p.m.
- Tuesday, November 14, 2023: 9:00 a.m. – 4:00 p.m.
- Tuesday, December 12, 2023: 9:00 a.m. – 4:00 p.m.
- Tuesday, January 16, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, February 13, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, March 12, 2024: 9:00 a.m. – 4:00 p.m.

- Tuesday, April 9, 2024: 9:00 a.m. - 4:00 p.m.
- Tuesday, May 14, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, June 11, 2024: 9:00 a.m. – 4:00 p.m.
- Tuesday, August 20, 2024: 9:00 a.m. – 4:00 p.m.

8. CURRENT ALTERNATE PROGRAM AND SCHOOL REPRESENTATION

Trustees will review the current alternative program and school representation list and make recommendations for any adjustments for the 2023-2024 school year.

- 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:
 - Jennie Emery Elementary School, Coaldale
 - John Davidson School, Coaldale
 - Kate Andrews High School, Coaldale
 - Palliser Beyond Borders, 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
- Trustee Mike Oliver, representing:
 - Dorothy Dalglish 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
 - Kate Andrews High School, Coaldale
 - Palliser Beyond Borders, 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
 - Palliser Beyond Borders, Vulcan
 - Vulcan Prairievew Elementary School, Vulcan

9. TRUSTEE REMUNERATION AND SCHEDULE OF REIMBURSEMENT

[Trustee remuneration](#) for the 2023-2024 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

The Organizational Meeting will be followed immediately by a Regular Board Meeting commencing at approximately 10:00 a.m.

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.

APPEAL COMMITTEE

Purpose

- 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.

Membership

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

Meetings

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

ENGAGEMENT COMMITTEE

Purpose

- The purpose of the Engagement Committee is to recommend the board's response to data collected from stakeholders and create short- and long-term plans for the Board of Trustees. This plan would be specific to the assurance framework plan.

Membership

- This is a standing committee of the Board of Trustees, open to all trustees, and the Superintendent or designate. 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.

Meetings

- Twice a year (early fall and April) and additional times as needed. A minimum of three trustees must be in attendance for a meeting to occur.
- Minutes: Minutes of the meeting shall be recorded by the Executive Assistant to the Superintendent or designate.
- Reporting: The minutes of the committee meeting shall be submitted to the next Board of Trustees' meeting, serving as the committee's report.

POLICY ADVISORY COMMITTEE

Purpose

- To advise in the development and review of District policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
- Ensure that Administrative procedures are consistent with Board policy and other applicable legislation. Identify the need for the development of new policy.
- Review annually the Terms of Reference of the Committee.
- Committee members shall have the opportunity and responsibility to consult with their respective stakeholder groups as appropriate.

Membership

- Board of Trustees - Committee of the Whole

Meetings

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

Resources

- Minutes of all meetings will be recorded by the Corporate Services Coordinator or designate.
- Review and Evaluation Process.
- The Committee will review the Terms of Reference at the Annual Organizational Meeting.
- Board of Trustees - Committee of the Whole
- Minutes of all meetings will be recorded by the Corporate Services Coordinator or designate.
- Review and Evaluation Process.
- The Committee will review the Terms of Reference at the Annual Organizational Meeting.

EXTERNAL COMMITTEES

TEACHERS' EMPLOYER BARGAINING ASSOCIATION (TEBA) - 1 MEMBER

Purpose

- 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.

ALBERTA SCHOOL BOARDS ASSOCIATION - Zone 6 - 1 MEMBER

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

LETHBRIDGE COUNTY COMMUNITY LEARNING COUNCIL - 1 MEMBER

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

VULCAN & DISTRICT RECREATION BOARD - 1 MEMBER

Purpose

- Represent the Board at Recreation Board meetings

Powers and Duties

- Attend committee meetings
- Represent the Board's positions and interests
- Communicate to the Board the work of the Recreation Board

Membership

- One (1) trustee

Meetings

- As called by the Executive of the Recreation Board

VULCAN JOINT USE COMMITTEE - 1 MEMBER

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

Committee Information

A Joint Use Committee hereinafter referred to as the "Committee" is hereby established and shall consist of the following members:

- One Trustee and/or designated alternative as approved by the Board of Trustees of The Palliser School Division;
- One Councilor and/or designated alternative as approved by the Town of Vulcan;
- One member and/or designated alternative as approved by the Vulcan and District Recreation Committee. The following representatives and/or their designated alternatives shall be members of the Committee in an advisory capacity only:
 - The Recreation Director for the Town of Vulcan
 - The Principal of County Central High School
 - The Principal of Prairieview Elementary School
 - Other Representatives from the community as required by the Committee

Role of the Committee:

The Committee shall be responsible to the Town and the School Division for carrying out the following duties:

- Developing and recommending new or revised operating policies to the Town and the School Division.
- Developing and implementing Joint Use Operational Procedures and Regulations consistent with the Joint Use Facilities Agreement.
 - Such Joint Use Operational Procedures and Regulations shall not financially encumber either the Town or the School Division unless either

the Town or the School Division deems that they have budgeted for relevant funds in their respective budgets.

- The Committee shall act as an advisory body regarding Joint Use Operational Procedures and Regulations. Mutual Agreement between the owner and the Committee needs to be completed prior to the Procedures and Regulations being implanted.
- Advising the School Division and the Town on community needs with respect to the development of new facilities or major renovations to existing facilities.
- Coordinate and liaise with community groups relative to the ongoing maintenance, repair or replacement of equipment and furnishings necessary for the operation of the CRC and/or CRC kitchen.
- Maintain liaison with the Town Council and Palliser School Division of Trustees as required.
- Annually review the Facilities Joint Use Agreement and any required
- Joint Use Operational Procedures and Regulations.
- Implementing the terms of this agreement.

COALDALE COMMUNITY SERVICES COMMITTEE

Purpose

- Represent the Board at the Coaldale Community Services committee 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 Committee

INTERNAL COMMITTEES

BOARD-TEACHER ADVISORY COMMITTEE

Purpose

- The purpose of the Board Teacher Advisory Committee is to maintain liaison between the Local Council and the Palliser School Division. The Committee will strive to continue to improve the level of communication, trust, and morale within the school district.
- The Board Teacher Advisory Committee will conduct its business in an informal, safe and open environment where committee members can express and discuss ideas and/or concerns to foster increased understanding of and appreciation for differing perspectives. Matters of a sensitive nature shared within the context of the committee shall remain confidential to the members of the committee.

Membership

- Two (2) Trustees; one being the Board Chair
- The ATA Local President
- Two members of the ATA Local
- The Superintendent of Schools or designate
- One other member of Senior Administration.

Agenda Items

- The ATA Committee members will bring forward any teacher concerns that affect their function in their positions as teachers.
- The Board of Trustees may bring forward items related to district operations and strategic planning.

Meetings

- The Board Teacher Advisory Committee will meet a minimum of two times a year.
- The Board Chair and the ATA Local President will co-chair the meetings of the ATA/Board Liaison Committee.
- Meeting dates are set in collaboration between the ATA Local President and the Superintendent or designate of Palliser School Division.
- ATA agenda items are pre-approved by the ATA Local Executive and submitted to the Superintendent by the ATA President at least one week in advance of the Board Teacher Advisory Committee meeting.
- Board agenda items are pre-approved by the Board of Trustees and submitted to the Superintendent by the Board Chair at least one week prior to the Board Teacher Advisory Committee meeting.
- The approved agenda will be forwarded to the respective chairs by the Superintendent, five days in advance of the Board Teacher Advisory Committee meeting.

Limitations

- Issues related to the collective agreement are the sole jurisdiction of the Teacher Welfare Committee and shall not be brought forward or discussed as agenda items.
- The Committee is not intended to solve individual or personal grievances; rather, it shall focus on general concerns and policies.
- The ATA Code of Professional Conduct, the ASBA Code of Ethics and Palliser School Division Policy 10 [Safe and Caring Learning and Working Environment](#) will be followed at all times.

Reporting to Stakeholders

- The ATA Local President and the Board Chair will jointly prepare a minutes document accurately depicting the discussions of the meeting to be shared with all stakeholders.

LABOUR RELATIONS NEGOTIATING COMMITTEE

Purpose

- To negotiate memoranda 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

- Two (2) trustees (1 being the Board Chair);
- Superintendent or designate(s);
- Regional Bargaining Agent, if desired by the Board.

Meetings

- As required to negotiate or interpret agreements.

AUDIT COMMITTEE

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 Public Sector Accounting Standards (PSAS) 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 before the commencement of the audit and after 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.

Membership

- Three (3) members of the Board of Trustees, with one (1) member designated as Chair of the Audit Committee.
- 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.
- 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 the 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.
- 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.

WALL OF FAME COMMITTEE

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 School Division 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
- Other members as decided

Meetings

- At least two (2) meetings per year